Review, Promotion & Tenure
University Committee Chair
Required Actions – A Step by Step Guide

Purdue University Northwest

University Committee Chair - Required Actions

In addition to reviewing each candidate's material as a committee member, you have four additional responsibilities as outlined below and described on the subsequent slides.

Step 1. Upload the University Committee Report

- *This is done on the "Case Details" tab*

Step 2. Share the University Committee Report with the candidate with option

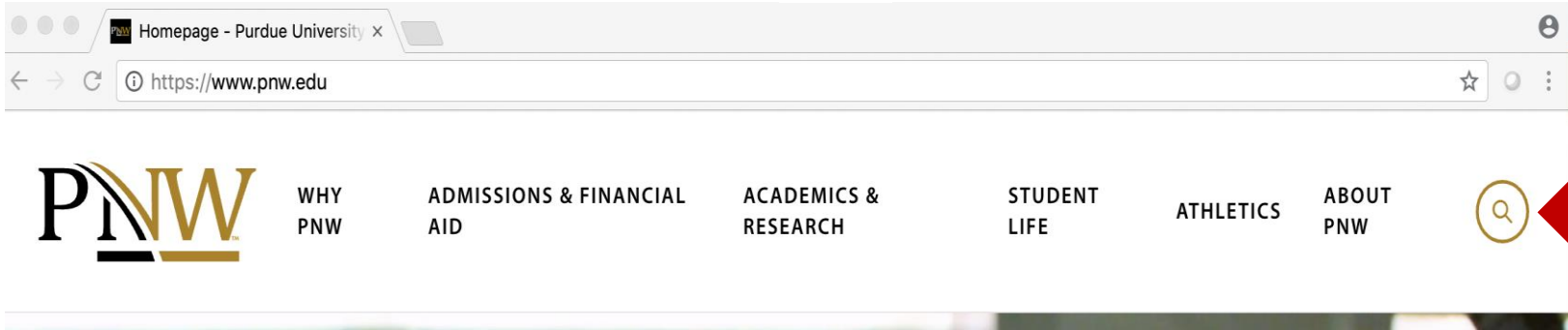for rebuttal

- *This is done on the "Case Materials" tab*

Step 3. Move the case forward

- *This is done on the "Case Materials" tab*
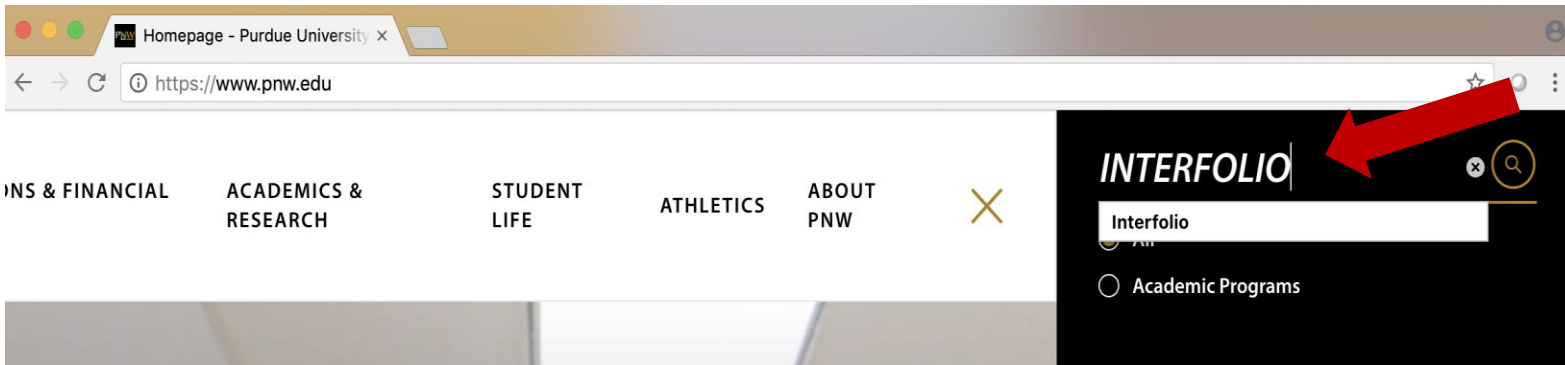
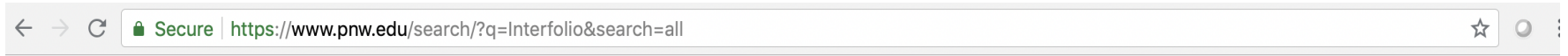interfolio

Please make sure you use Google Chrome

Get to the PNW Home web page and Select the "Search" icon

Type "Interfolio" and click on Return key

Select "Interfolio – Academic Affairs"

WHY PNW   ADMISSIONS & FINANCIAL AID   ACADEMICS & RESEARCH   STUDENT LIFE   ATHLETICS   ABOUT PNW
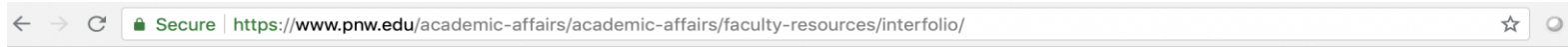
All   Colleges

About 19 results (0.12 seconds)   Sort by: Relevance

Interfolio - Academic Affairs
https://www.pnw.edu/academic-affairs/academic-affairs/faculty.../**interfolio**/
Interfolio. **Interfolio** is PNW's enterprise-wide digital solution for faculty review, tenure and promotion. Log into **Interfolio**. Resources for Faculty Candidates.

Login in with your PNW Career Account and Boiler Key

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Welcome back, Maria Watson

Your Action Items

Mary Jane Eisenhauer

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Maria Watson ⌄

Go to Purdue University Northwest home

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Purdue University Northwest ›

Case List

Create Case ⌄

🔍 Search cases

Filter

19 of 19 cases

Reviewing Candidate Case Materials

1. Click on the "Read Case" button to review the Candidate's Packet

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Case Details

1. Once you have finished reviewing the Packet, return to the case and click on the "Case Details" Tab

Case Details – Step 1 Add University Committee Report

1. Under the Required Documents section, click on the "+ Add" button

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Case Details – Step 1 Add University Committee Report

Add University Committee Report

Upload a new file   Select file from case

Drag & Drop your files anywhere or

Browse To Upload

Add   Cancel
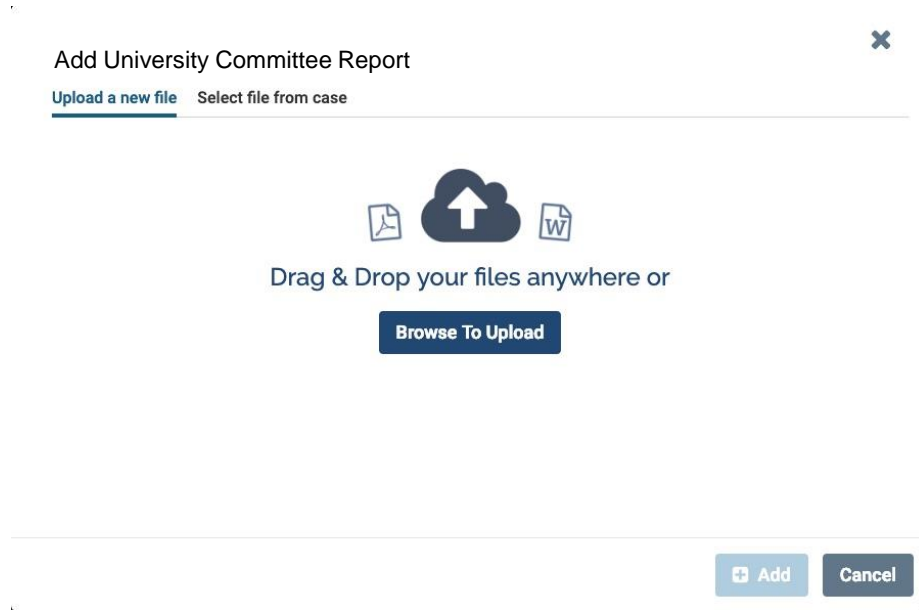
1. In the pop-up window, click the "Browse To Upload" button, then locate and select the University Committee Report file on your computer

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Case Details – Step 1 Add University Committee Report

Add Campus Committee Report

Upload a new file   Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

1

Name *

University Committee Report

2

Section *

University Committee Report

3

Add   Cancel

1. Type/verify the University Committee Report name

2. From the drop-down menu, select University Committee Report

3. Click on the "+ Add" Button

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Case Materials

1. Scroll back up to the top and click on the "Case Materials" tab

Case Materials – Step 2 Share University Committee Report
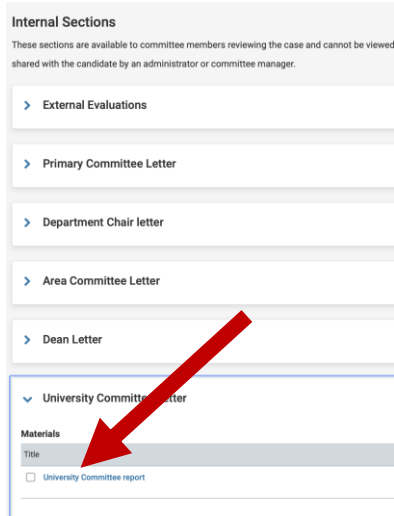
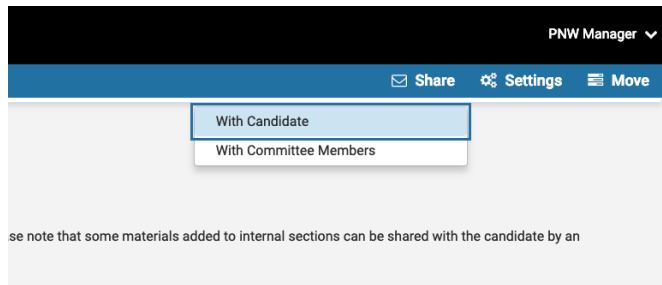1. Under "Internal Sections", locate your University Committee Report file and click the check box

2. Next, at the top right of the screen click on the "Share" button and select "With Candidate"

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Case Materials – Share Campus Committee Report

Message to Candidate

To
PNW Faculty (facultypnw@intf.com)

Subject *

Message Subject

Message *

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add

University Committee Report ✕

1. Type in Subject line University Committee Report for your review

2. Type your message to Candidate Dear Prof. <lastname>,

   The University committee is pleased to share this feedback with you. I have already shared this letter with you in person. You have the opportunity to provide a rebuttal to this report if you wish (not required) within seven calendar days. You must submit your rebuttal through Interfolio.

   Sincerely,
   <name of committee chair>

3. Click "Send"

4. **YOU MUST SHARE THIS REPORT IN PERSON WITH THE CANDIDATE**

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Case Materials – Step 2 Share Campus Committee Report

Details

Direct email reply:

pnwmanager2@intf.com

File Response

☑ Enable

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason

e.g. rebuttal, reminder

Deadline ❓

MMM d, yyyy 📅 ❓

Section for Response *

Campus Committee Report ⌄

Send | Cancel

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To the right of the email message you will see the options shown here

1. Under "File Response" check the "Enable" box

2. Type in your Message Reason
   (e.g. Rebuttal Opportunity)

3. Type in the Deadline for when the response must be received
   (Candidate has seven calendar days to respond)

4. Select Campus Committee's section from the drop-down menu
   (If a response is submitted, the response letter file will be placed in the selected bucket).

5. Click Send

Case Materials – Step 3 Move Case Forward
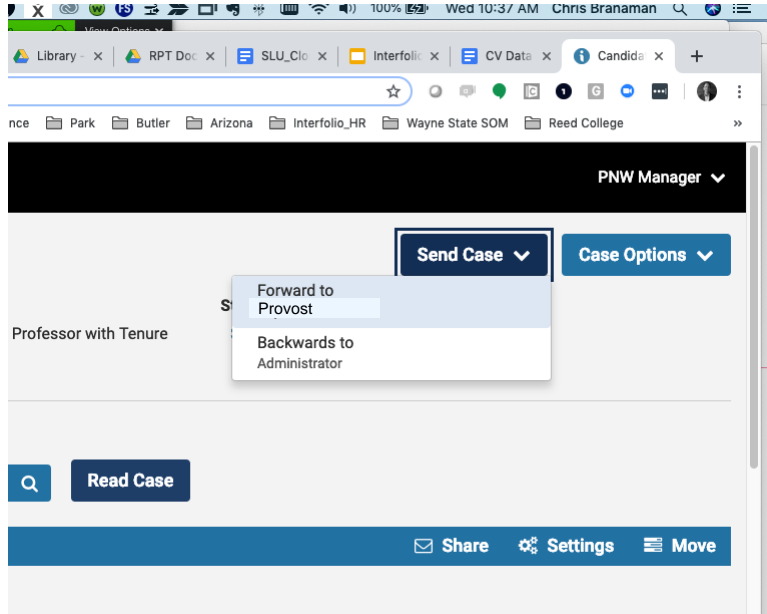
1. At the top right, click on the "Send Case" button and select "Forward to <next step>"

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Case Materials – Step 3 Move Case Forward

Send Case Forward ✕

Great job! You're sending the case forward to the next step, **Provost.** The following reviewers will lose access to the case:

Dean

University Committee

The following reviewers will gain access to the case:

Provost

☑ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
PNW Manager

👁 Preview   Continue   Cancel

Ⓘ Intertolio

1. This pop-up will tell you which Committee(s) will be losing access to the case, and which Committee(s) will be gaining access to the case.

2. The Subject line is mandatory, please enter "Moving [Name of Case] Forward"

3. If you choose, you can send a personalized message to the next Committee(s).

4. If you do not wish to send a custom message, simply uncheck the "Send a message box"

5. Click "Continue"

How to find support:

►For assistance with these tasks, please consult resources for Committee Chairs/Department Chairs/School Directors/Deans at https://academics.pnw.edu/academic-affairs/interfolio/

►Interfolio Scholar Services team is available to help provide one-on-one support if you have trouble with anything anything technical with the software
   ►Email them at help@interfolio.com
   ►They can also be reached by phone at (877) 997-8807 between 9am and 6pm ET, Monday - Friday

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