



interfolio

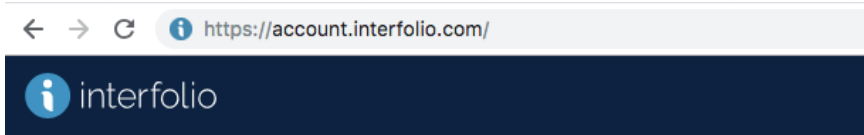
Interfolio Review Promotion & Tenure
Candidate Workshop

Agenda

- Interfolio Overview
- Logging In
- Dossier Institution
 - Collections
 - Guidelines
 - Sharing
- Packet
 - Uploading materials
 - Submitting review
- How to find support

How to log in:

- Go to account.interfolio.com
- Enter in your URI email address and password
 - *If you have not created a password, click “Forgot your password?”



Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

Some important terms...

Review, Promotion & Tenure: An Interfolio module used to facilitate the review process anytime a candidate submits materials and one or as series of committees need to review or approve the materials.

Templates: the building blocks of Review Promotion and Tenure that allow Administrators to create a standardized, repeatable process for all review cases in their institution, colleges, schools, and departments.

Packet: the collection of materials by which a candidate is being reviewed (documents and other files)

Dossier: A tool for faculty to store and manage job, fellowship, and promotion or review documents in one place. The Dossier will act as the central archiving tool for your candidate's materials. All information submitted for a review will be copied into the faculty Dossier for archiving or reusability purposes.



Review Promotion and Tenure Training

How to find support:

- ▶ Check out our help articles for detailed advice on most everything you can accomplish with Interfolio: product-help.interfolio.com
- ▶ Our Scholar Services team is available to help provide one-on-one support if you have trouble with anything from signing in to sending a case forward. Give them a shout at help@interfolio.com

Our Support: All Users, Monday – Friday Access

Help for administrators faculty, staff, applicants, external evaluators, and IT.

“The **#1 thing I like about Interfolio is the client service.**

Every time I call, they get right back to me; they always have an answer for me.”

Georgia Davidis, Faculty
Dossier Coordinator, Office of
the Provost, Haverford College

