Interfolio Review Promotion & Tenure Training: University of Rhode Island
Presenter: Madison Wilkinson, Interfolio Project Manager
Location: Great Room, Second Floor, Green Hall

8:30 - 9:00	**Implementation Team Check In/ Prep**

9:00 - 10:15	**Candidate Training (1hr and 15 mins)**
	
	• **Interfolio overview**
	• **Logging in**
	• **Dossier Institution**
	  ○ **Collections**
	  ○ **Guidelines**
	• **Packet**
	  ○ **Uploading materials**
	  ○ **Submitting review**

10:30 - 11:30	**Committee Manager/Dept. Chair/Dean Training (1hr)**
	
	• Interfolio Overview
	• Review the Candidate Experience
	  ○ Review the Interfolio Dossier
	  ○ Submit a Review Packet
	
	• Manage Cases
	  ○ Upload Committee Files
	  ○ Review Packet Materials
	  ○ Move a Packet Forwards or Backwards
	  ○ Committee Voting and Communications

11:30-12:00	**Lunch Break**
12:00 - 1:00	**Committee/Dept. Chair/Dean Training**
1:00: – 2:15	**Candidate Training**
2:30- 3:45	**Candidate Training**
4:00- 5:15	**Candidate Training**
5:30-5:45	**Onsite Wrap Up**