University of Colorado School of Medicine

Appointment, Promotion and Tenure Packet Submission and Review

Committee Member

***Interfolio Review, Promotion and Tenure* User Guide and Information**

Updated December 2019

The University of Colorado School of Medicine now utilizes the *Interfolio Review, Promotion and Tenure* platform for submission and review of all packets for faculty appointment, promotion and tenure requests. The system has been set up with templates to build packets in each of the three faculty series: Regular Faculty Series, Clinical Practice Series, and Research Professor Series. The system is designed to move packets through a workflow utilizing "Committees." Several different committees have been initially set up in each department to function in this workflow, and instructions on how to modify those committees, as well as add additional committees, can be found in this document.

General Information

Logging in to *Interfolio Review, Promotion and Tenure*

All administrative users, committee members and faculty will access *Interfolio Review, Promotion and Tenure* through the Interfolio log-in page. We have single-sign-on set up for the system, which means that you can access the system using your University log-in.

Note: administrative staff, committee members, and faculty that do not have a University email account can create an Interfolio account and log in directly on the welcome screen without going through the partner institution. The information below is for users that are logging in using their University email address.

The URL for Interfolio is: https://account.interfolio.com/login. When you click on this link, you will see this screen:
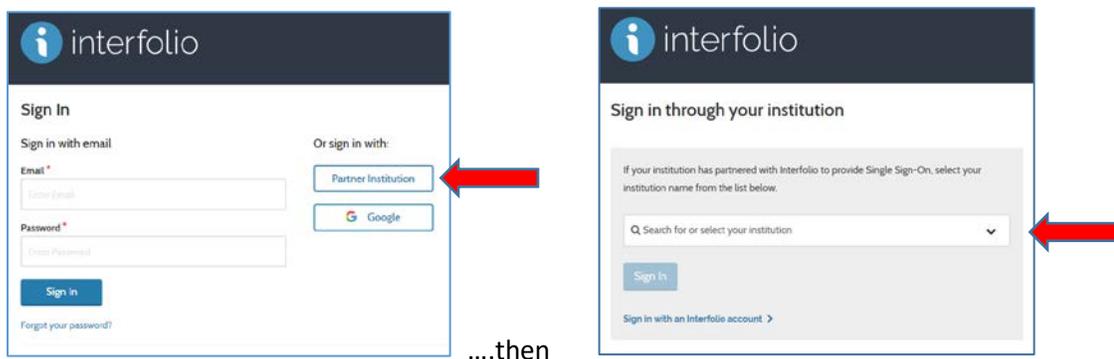

....then

Click on "**Partner Institution**" (DON'T click on the "Sign In" button yet!) and then choose "**University of Colorado Denver | Anschutz Medical Campus**" from the dropdown list, and click "**Sign In**." This will take you to the SOM Portal, where you will provide your University sign-in information.

Users with non-University email accounts (e.g., DHHA, NJH, VAMC) will need to create an Interfolio account and log in directly on the welcome screen without going through the partner institution.
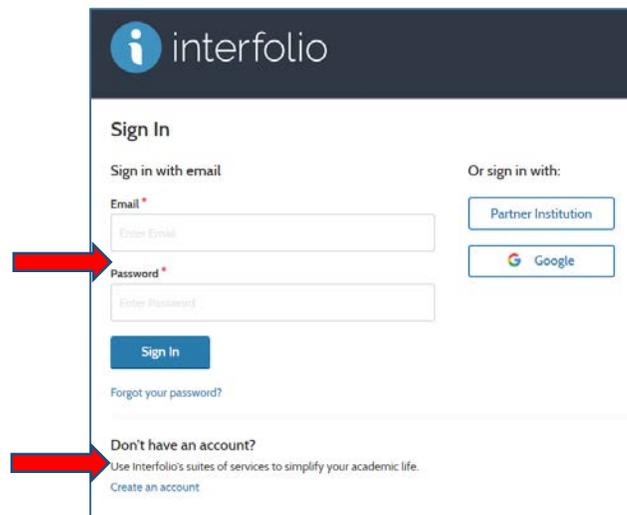
As Committee Members, you will have access to packets as they are moved to the Committee step in your department's process. If you have packets to review, they will be listed under "**Your Action Items**." You can also click on "**Cases**" on the Left Navigation Bar to access your assigned packets.
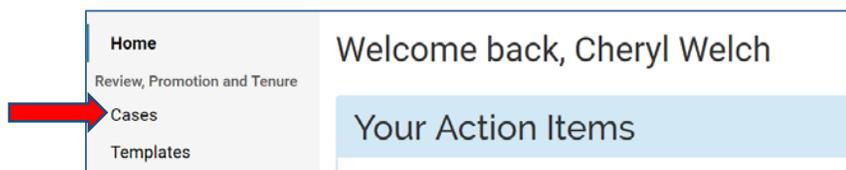
Faculty Access

Note that once a faculty member has submitted their packet for review in *Interfolio Review, Promotion and Tenure*, they will not have access to their packet and can't review its progress while it is being reviewed. This is intentional in order to keep the review process confidential. If the packet needs to be sent back to the faculty member for any reason, the *Interfolio Review, Promotion and Tenure* Administrator for your department will unlock any portions that need to be updated for that faculty member.

Packet Templates

Nine separate templates have been created for each department to compile packets. The department and faculty member will decide which template to use for each faculty member, which will contain specific information related to what needs to be included for an appointment or promotion in that series.

Regular Faculty Series Templates (five templates):

- Appointment or Promotion to Associate Professor
- Appointment or Promotion to Professor
- Appointment or Promotion to Associate Professor with tenure
- Appointment or Promotion to Professor with tenure
- Tenure Only

Clinical Practice Faculty Series Templates (two templates):

- Appointment or Promotion to Associate Professor of Clinical Practice
- Appointment or Promotion to Professor of Clinical Practice

Research Professor Faculty Series Templates (two templates):

- Appointment or Promotion to Associate Research Professor
- Appointment or Promotion to Research Professor

Reviewing Packets

Department Advisory Committee Review

Committee members, including department chairs, will be added by department administrative staff to the appropriate steps for review of the packets. Once the packet has been forwarded to the committee that you are a part of, you will be able to access that packet from your dashboard. Click on the box to open the packet:
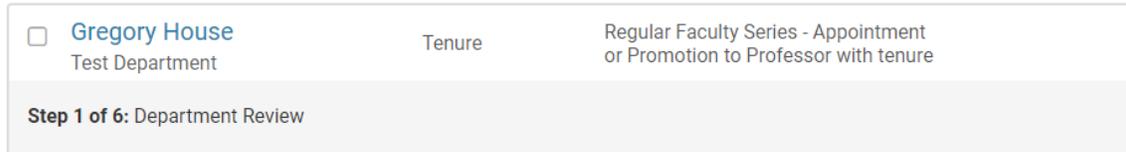

Once you open the packet, you will have the ability to either view the packet right in *Interfolio RPT*, or you can download the packet, or portions of it, as a PDF.

- To view the packet within Interfolio RPT, click on "**Read Case**."
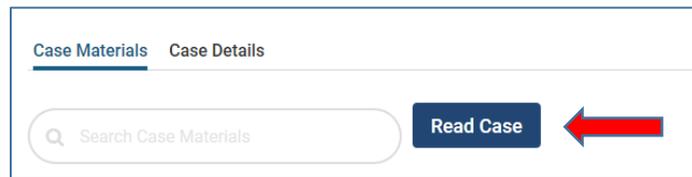
- To download the packet as a PDF, click on "**Read Case**," and once the packet opens, click on the "**Download**" link in the upper right. An email will be sent to you from Interfolio with a link to the file. You can then save the file to your computer, print it, or view as a PDF.
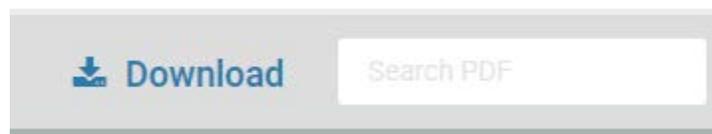
Committee Members can also communicate with other committee members either through the comments section, or by email. Click on **"Case Details"** to access these functions. To begin a committee conversation, click on "**Add Comment,**" type a comment, then click "**+ Add**." The comments will only be viewable by the individuals on that committee and cannot be seen by any committees in later steps or the faculty member. You can also email the committee members by clicking on "**Email**." The members of the committee will automatically be populated into the email for you.
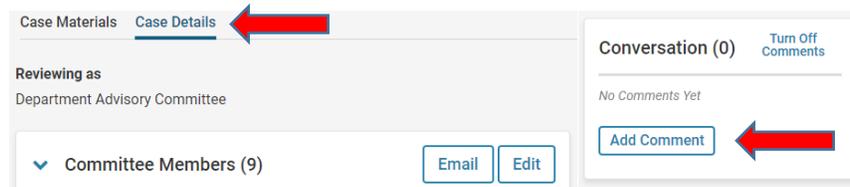
You can also record a final vote on the packet in the "**Case Details**" section by clicking on the "**Add New Votes**" button. Votes can be recorded in support, opposition and abstention. This vote will be visible by the individuals reviewing the packet after your committee step; however, the vote will not be visible to the faculty member. Please note that this vote will still need to be included in the letter from the departmental committee.
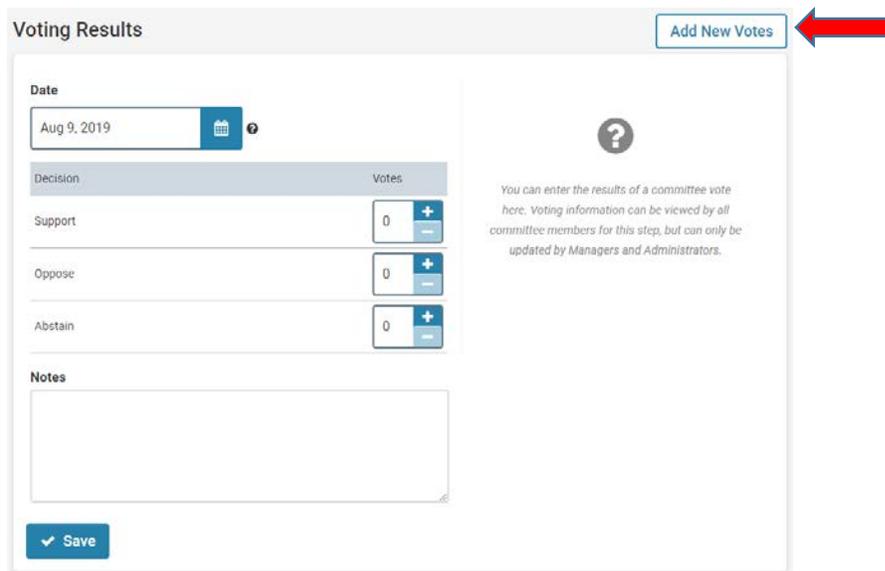
The letter from the Departmental Advisory Committee can be added by a committee member or the *Interfolio Review, Promotion and Tenure* Administrator for your department by clicking on "**Add File**" in the Committee Documents section. Please be sure that the letter contains the explicit vote by the committee (e.g., 9-0 in favor), as well as the ratings for each of the categories (e.g., excellent, meritorious).
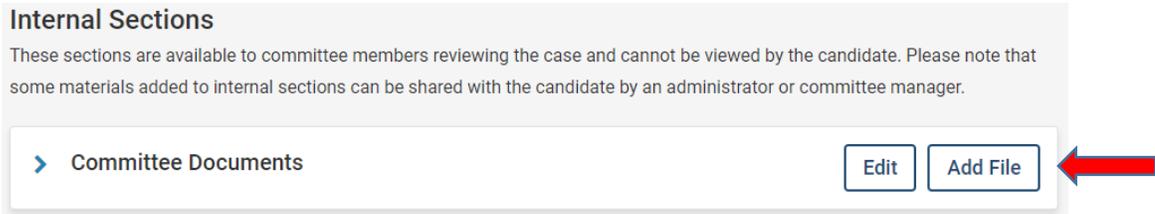
Once review of the packet has been completed at the committee level, click "**Send Case**," then "**Forward to Department Chair**.

Department Chair Review

Department chairs can also review packets by viewing within *Interfolio Review, Promotion and Tenure* or by downloading as PDFs (see previous section). Once review has been completed by the chair, the letter from the chair will also be added in the Committee Documents section and will be forwarded to the next step (see above).