

Interfolio Promotion and Tenure Dossier Submission Process Fourth-Year and Reappointment Review Spring 2024

January 16, 2024

Starting in Autumn 2023, the promotion and tenure and promotion submission process moved to a new system, Interfolio. This shift involves uploading all the components of the dossier into this system. Eligible faculty votes will be entered, and Candidate, POD, and P&T signoffs at the various steps in the process will be entered electronically through this system. This document provides guidance for submitting materials through Interfolio. A summary of helpful links is available on the last page. For any Interfolio questions, please contact ascfacultyaffairs@osu.edu or [Toni Calbert.5](#).

INTERFOLIO PROCESS OVERVIEW

Note that this year, Interfolio should only be used to upload documents and completed forms. Faculty do not need to use the system for document review. Dossier materials should be shared for review with the Committee of Eligible Faculty and P&T support staff outside of Interfolio. Faculty comments and discussion should be conducted outside of Interfolio. Internal letters should be composed outside the system and uploaded when final.

Logging into Interfolio:

All faculty and staff identified as supporting the P&T process for this year's candidates have been added to the Interfolio system. Candidates will receive an email from Interfolio (The Ohio State University <noreply@interfolio.com>) notifying them that their case is ready for materials to be uploaded. As the process proceeds, the POD, P&T Chair, and TIU Head will receive emails from Interfolio notifying them that the case is ready for their review. Faculty should monitor their email directories, as email from the Interfolio system may be automatically routed to spam. Faculty and staff can also log into Interfolio directly (<https://go.osu.edu/interfolio>). Click "Ohio State University" (this is a logo) to log in. If units need to add a designated staff person to the system, please contact ascfacultyaffairs@osu.edu or [Toni Calbert.5](#).

Candidate Responsibilities:

Log into Interfolio and click on "Your Packets" at the upper left of the screen, and then select your case. Complete the following steps in the "Packet" tab:

- Complete the Fourth Year Review Candidate Checklist
- Upload the Introduction file (pdf or Word format)
- Upload the Core Dossier file (pdf or Word format)

When these documents are complete and accurate, select "Submit" for each document step. This will lock the documents and move the case forward to the POD. Note that if the candidate needs to make additional edits after these sections are locked, they will need to contact the Case Manager for their unit or ascfacultyaffairs@osu.edu, who can unlock the document for editing.



Preliminary Dossier Review:

We encourage candidates to send dossiers to ASC Faculty Affairs after they are reviewed by the POD for a preliminary review before uploading to Interfolio. This will help address any issues and reduce the need for revision after submission to the College.

POD Responsibilities:

The POD is the committee manager for the POD Review step. After the candidate uploads and submits their dossier materials, the POD will receive an Interfolio email notifying them that they have access to the candidate's case. The POD can click on the link in this email or log into Interfolio directly to view the case. The POD is responsible for completing the POD Verification Form and the Pod Verification Form (Voting) found under the "Case Details" tab. When this is complete, the POD uses the "Send Case" button (upper right) to forward the case to the TIU Faculty Deliberative Body (the P&T Chair) or Regional Campus Faculty Deliberative Body (for regional campus candidates).

Regional Campus Responsibilities:

For regional campus candidates there are two relevant review steps: Regional Campus Faculty Deliberative Body Review and Regional Campus Dean/Director Review. The first of these requires a designated person to upload the regional faculty recommendation letter under the "Case Details" tab. This can be done by a member of the Regional Campus Faculty Deliberative Body, the Case Manager, or P&T Chair. The Case Manager will need to confirm that the appropriate person is added to this Interfolio committee. When this is uploaded, they can use the "Send Case" button to forward the case to the Regional Campus Dean and Director.

The Regional Campus Dean and Director will need to complete the next review step by uploading their recommendation letter and completing the accompanying Recommendation Form in Interfolio found under the "Case Details" tab. When this is complete, the Dean uses the "Send Case" button to forward the case to the TIU Faculty Deliberative Body (the P&T Chair).

P&T Chair Responsibilities:

The P&T Chair is the committee manager for the Faculty Deliberative Body step. After the POD forwards the case, the P&T Chair will receive an email from Interfolio notifying them that they have access to the candidate's case. The P&T Chair can click on the link in this email or log into Interfolio directly. The P&T Chair is responsible to upload the letter from the Committee of the Eligible Faculty. Once these steps are complete, the P&T Chair should forward the case to the TIU Head using the "Send Case" button.



TIU Head Responsibilities:

The TIU Head is the Administrator for their unit and has access to all cases from the moment they are created until they are submitted to the College. They are also committee manager for the TIU Head step. After the P&T Chair forwards the case, the TIU Head will receive an email notifying them that they have access to the candidate's case. The TIU Head can click on the link in this email or log into Interfolio directly. The TIU Head is responsible for uploading their recommendation letter and completing the TIU Head Recommendation form under the "Case Details" tab.

TIU Comments Process: After the TIU Head Recommendation letter is uploaded, either the TIU Head or the Case Manager should email the candidate from within the Interfolio case to notify them that their TIU level review is complete. This can be done by clicking the "Share" button and selecting "with candidate." The TIU Head or Case Manager will be able to select documents from the case to share with the Candidate. We recommend sharing all sections, but this is at the discretion of the TIU. At a minimum, the letters from the CEF and TIU head must be included. When files are selected to share an option for the candidate to respond will appear. Check the box to enable a file response. Enter a "message reason" (e.g., "TIU Comments Process"). A deadline may be entered but is optional. If a deadline is entered it should be for at least 10 calendar days. Note that this is a "hard deadline" meaning that once it passes, the candidate will no longer have the option to respond. Finally select "TIU-Level Comments Process" as the section for the response. Hit "send." Candidates will be able to reply to the email by uploading a document with comments or stating that they have no comments (see [TIU Comments Process Instructions](#) for additional details and suggested language for notifying candidates).¹

When these steps are complete, the TIU Head should forward the case to the college (College Faculty Affairs) using the "Send Case" button.

Case Manager (P&T Support Staff) Responsibilities:

Case Managers have an important role within their unit. Similar to the TIU Head, they will have access to each candidate's case from the moment it is created until it is submitted to the college and can monitor the location of the case as it moves through the steps of the process. They will be responsible for uploading the candidate's files to the "Internal Sections" (e.g., annual reviews, peer evaluations, and SEI reports). Case Managers can also upload files on behalf of the POD, P&T Chair, and TIU Head when the case is at these respective steps. However, they will not be able to complete the required forms unless they are designated the committee manager. Case Managers can move cases forward and back and unlock and lock sections for candidates. They can also edit committee members and

¹ Units may elect to notify candidate and collect comments outside of Interfolio. Instructions for this are also provided in the [TIU Comments Process](#) document.



committee managers.

Joint Appointments/Discovery Theme Appointments: For candidates falling within these categories, the Case Manager will be responsible for uploading the review letters in the corresponding Internal Section.

College-Level Review:

After cases are forwarded to the college, ASC Faculty Affairs will review materials and contact candidates, P&T Chairs, and case managers if revisions are needed. If corrections are needed in the Introduction or Core Dossier, those sections will be unlocked.

Cases will then be forwarded to the College P&T Panels and the College Dean, respectively, for review. Their review letters will be uploaded and shared with the Candidate for the College-level comments process.

COMPONENTS OF THE DOSSIER (INTERFOLIO CASE)

CANDIDATE PACKET (Responsible Party: Candidate)

- **Fourth Year Review Candidate Checklist**
 - This is an Interfolio form that replaces page 1 of Form 105.
 - Candidate should complete and sign this form prior to the meeting of the Committee of the Eligible Faculty.
 - Optional: Upload APT document used for review to this section (only submit if the review does not follow the current version on the [OAA website](#).)
- **Introduction**
 - The Introduction document should follow OAA specified format. Files can be uploaded in Word or PDF format.
 - Detailed guidance is provided in the [OAA handbook](#) (section 6.1.1); a Word [template for the introduction](#) is also available on the ASC Intranet.
- **Core Dossier**
 - The Core Dossier document should follow OAA specified format. Files can be uploaded in Word or PDF format.
 - Detailed guidance is provided in the [OAA handbook](#) (section 6.1.2.4); a Word [template for the core dossier](#) is also available on the ASC Intranet.
- **Scholarship**
 - This section is optional. Its use is not specified for the current year's process.



INTERNAL SECTIONS (Responsible Parties: POD, P&T Chair, TIU Head, Case Manager)**Uploading and Naming Files:**

We recommend that for sections requiring multiple files (e.g., annual reviews and peer evaluations), each letter/report should be uploaded individually in chronological order and with a file name that clearly indicates the type of file, year/semester, or other relevant identifier. For example, for candidate Jane Smith, files might be named the following:

- Annual Reviews: JSmith Annual Review 2019
- Peer Evaluation: Smith Peer Evaluation AU22 (Meyers)

- **POD Verification (POD)**
 - POD completes the POD Verification Form verifying that all components of the dossier have been submitted and citations are accurate.
 - This form can be accessed via the “Case Details” tab in each candidate’s case after candidate submits their materials.
 - This replaces pages 2-3 of Form 105.
 - The POD completes the POD Verification (Voting) form which has two parts:
 - Verification of the fairness of the CEF review process and compliance with the unit’s APT document.
 - Recording of quorum and voting results for the CEF meeting.
 - This replaces page 4 of Form 105.
 - Both forms can be accessed via the “Case Details” tab in each candidate’s case after candidate submits their materials.
- **Annual Reviews (Case Manager)**
 - For probationary faculty, include all annual reviews since date of hire.
 - For non-probationary faculty, include all annual reviews since date of last promotion or reappointment, not to exceed last five years.
 - If candidate has a joint appointment or discovery theme, include letters or contribution from the TIU Head of the joint appointment or faculty director of the discovery theme.
 - If any annual reviews are missing from the dates or parties specified above, please upload a written explanation.
- **Written Documents Submitted as Part of Annual Reviews (Case Manager)**
 - This includes any comments submitted as part of an annual review and/or fourth-year review.
 - This section may be left empty if there are no applicable documents.



- **Additional Letters Requested by the Candidate and Solicited by the TIU Head (Case Manager)**
 - Optional and can include letters from collaborators (external or from other units at OSU).
 - Candidates with significant service/outreach activities outside the unit may request that the TIU head solicit letters from colleagues familiar with the candidate's contributions to these activities.

- **Documentation of Peer Evaluation of Teaching (Case Manager)**
 - For probationary faculty, include all peer evaluations since date of hire.
 - For non-probationary faculty, include all peer evaluations since date of last promotion or reappointment, not to exceed last five years.

- **Cumulative Fixed-Response Survey Data (Candidate, Case Manager)**
 - Candidate should forward this report to the Case Manager
 - If candidate started teaching prior to Summer 2018, there will be two reports. Upload as individual documents using files names that clearly indicate the type of document and time period (SEI Cumulative Report pre-2018)
 - See [SEI Reports for P&T Dossiers](#) for additional guidance on the correct reports to include.

- **Fixed-Response Student Evaluation Data (Candidate, Case Manager)**
 - Candidate should forward these reports to the Case Manager
 - Include reports since date of hire or last promotion, not to exceed last 5 years for promotion to full.
 - See [SEI Reports for P&T Dossiers](#) for additional guidance on the correct reports to include.

- **Summary of Open-ended Student Evaluations (Case Manager)**
 - Student comments must be summarized by someone other than the candidate; do not include raw comments; include name and role of individual who generated summary.
 - See Summary of [Student Comments Template](#) for suggested format.

- **Regional Campus Faculty Deliberative Body Recommendation (Case Manager)**
 - This section will only be included for regional candidates.
 - This step may be completed by a regional faculty deliberative body member, Case Manager, or P&T Chair at the TIU's discretion.
 - The designated person uploads the regional campus faculty recommendation letter.



- **Regional Campus Dean Report (Case Manager)**
 - This section will only be included for regional candidates.
 - The Regional Campus Dean and Director should complete this step by uploading their recommendation letter and completing the recommendation form.
- **TIU Faculty Deliberative Body Recommendation (P&T Chair)**
 - The P&T Chair uploads the CEF recommendation letter.
- **TIU Head Recommendation (TIU Head)**
 - The TIU Head uploads the TIU Head Recommendation letter and completes the TIU Head Recommendation form.
- **Head of TIU Joint Appointment Discovery Theme Focus Area (Case Manager)**
 - The Case manager should upload this letter if applicable; otherwise leave empty.
- **TIU-Level Comments Process (TIU Head/Case Manager)**
 - The TIU Head or Case Manager should email the Candidate from within Interfolio to notify them of the results of the TIU-level review and allow 10 calendar days for the candidate to submit comments.
 - If the TIU Head or CEF have responses to candidate comments, those should be added in this section. No response is required.
 - See the [TIU Comments Process Instructions](#) for additional guidance.
 - The suggested deadline for beginning the comments period is March 18, 2024.
- **College P&T Committee Recommendation**
 - To be added by the college.
- **College Dean Recommendation**
 - To be added by college.
- **College-Level Comments Process**
 - The college will email the candidate from within Interfolio to notify them of the results of the college-level review and allow 10 calendar days for the candidate to submit comments.

Please direct any questions about dossier content or dossier submission through Interfolio to ascfacultyaffairs@osu.edu or [Toni Calbert.5](#).

All materials are due to the college via Interfolio by Friday, March 29, 2024.



HELPFUL LINKS

[OAA Interfolio Resources](#)

[Interfolio RPT Welcome Kit](#)

[Interfolio Overview of User Roles](#)

[College Appointments, Promotion and Tenure Materials](#)

[ASC and Unit Governance Documents](#)

[OAA Annual Review Policy](#)

[OAA Handbook on Promotion and Tenure Review](#)

[OAA Promotion and Tenure forms](#)

[University Faculty Rules](#)

