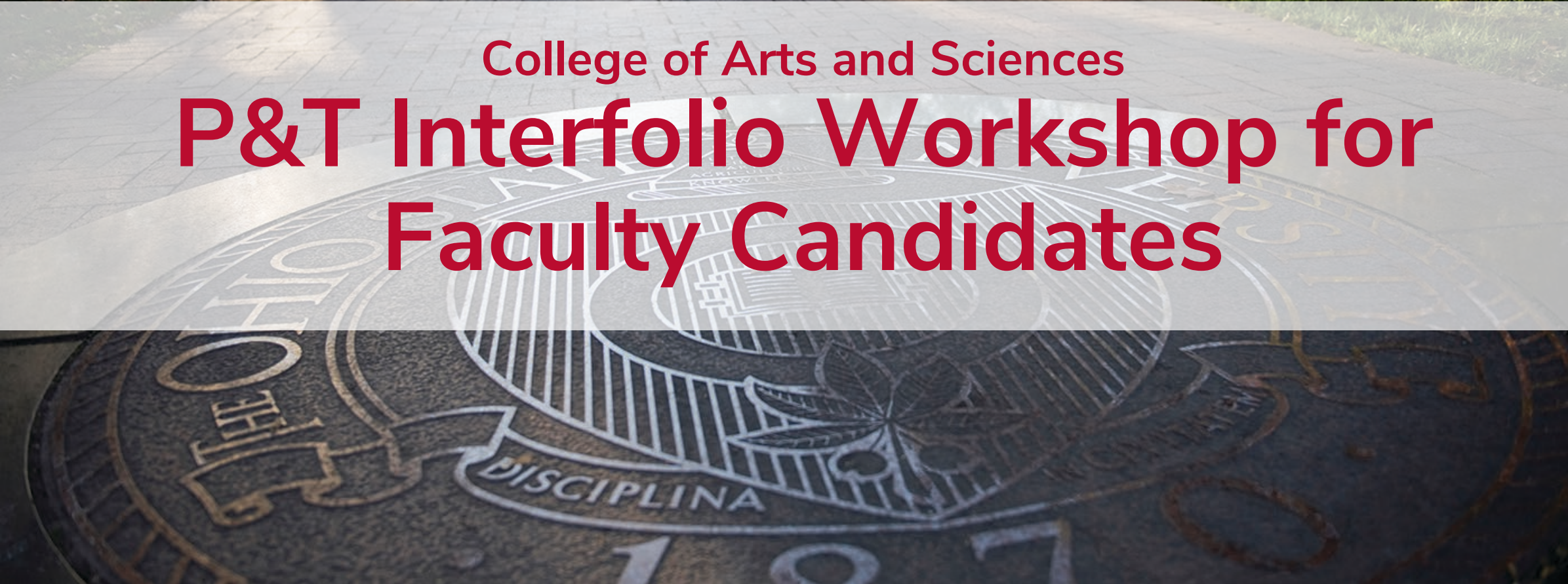


College of Arts and Sciences

P&T Interfolio Workshop for Faculty Candidates



THE OHIO STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES

September 9, 2025

Welcome and Introductions

Kristi Williams



The Purpose of this Workshop

- For: Candidates
 - What: Overview of P&T Dossier Submission in Interfolio
 - Why: To Help Facilitate Preparation of Complete Dossiers for sixth-year promotion and tenure reviews and non-mandatory promotion reviews for Tenure-Track, Clinical/Teaching/Practice, and Research Faculty
- Chat function is available for questions



Agenda

- Background Information
- Interfolio Overview
- Interfolio Candidate Requirements
- Notification and Comments
- Final Logistics



Background Information

Kristi Williams



Common Initials and Terms

- **P&T** Promotion and Tenure
- **TIU** Tenure Initiating Unit (department or school)
- **TIU Head** Chair or Director
- **Chair Pro Tem** Temp. TIU Head
- **CEF** Committee of Eligible Faculty
- **College Panels** College divisional committees of senior faculty
- **P&T Chair** Chair of CEF
- **POD** Procedures Oversight Designee
- **APT** Appointments, Promotion and Tenure Doc.
- **POA** Pattern of Administration Doc.
- **SEI** Student Evaluations of Instruction
- **OAA** Office of Academic Affairs



Candidate Responsibilities

- Review promotion/promotion and tenure requirements in TIU APT document
 - OAA approved APT/POA documents
- Compile publications, annual review, peer teaching evaluations, SEI reports and any other review materials requested by TIU
- Complete Introduction and Core Dossier

Interfolio Requirements

- Upload Introduction and Core Dossier
- Upload SEI Cumulative and Overview Reports
- Complete Student Evaluation of Teaching Checklist Form
- Complete Promotion and Tenure/Promotion Dossier Checklist Form

Who does what in Faculty Affairs

- **Interfolio** – All
- **Consultations** (TIU Heads, P&T Chairs, PODs) – Kristi & Toni
- **External evaluator approval** - Kristi
- **Dossier reviews** – Toni, Kyle, Elizabeth
- **College panels** – Kyle, Elizabeth, Destanie



Recommended Deadlines for TIUs

Aug. 15	Recommended deadline for candidate to submit dossier to P&T Chair/POD
Sept. 5	Recommended deadline for regional campuses to notify candidates of review decision and share internal letters (10 calendar day comments period commences)
Sept 12	Recommended deadline to submit dossiers to ASC Faculty Affairs for preliminary college review (prior to CEF review)
Sept 19	Recommended deadline for regional campus letters to be sent to the TIU; Recommended deadline to solicit review letters from Joint Appointment heads
Sept. 26	Recommended deadline for CEFmeeting
Oct. 3	TIU notifies candidates of review decision and shares internal letters (10 calendar day comments period commences)
Oct. 20	Recommended deadline for submission to college via Interfolio (Columbus Campus)
Oct. 27	Recommended deadline for submission to college via Interfolio (Regional Campus)



What happens after you send to the college?

October - November	College Review of Dossiers & Revisions
December	College Panels Meet
January	Dean Reviews Cases and Writes Letter; Candidates notified of results
Late-January	Final Dossiers Submitted to OAA
April	Provost makes decisions; ASC notified
May/June	BOT makes final approval; Promotion/ New Rank Takes Immediate Effect



Interfolio Overview

Toni Calbert



Interfolio Modules

Review, Promotion & Tenure (RPT)

- Released August 2023
- Promotion/Promotion and Tenure Reviews
- Candidate's Case and Candidate Packet
- Required for all faculty

Faculty Activity Reporting (FAR)

- Released July 2024
- Direct entry of research, teaching, and service activities
- NOT required for 2025-2026
 - May be used at candidate/ TIU discretion

Interfolio FAR in 2025 -2026

Interfolio FAR is a component of Interfolio that allows direct entry of faculty activities into the software. It is intended to eventually replace the introduction and core dossier Word documents.

- **P&T:** Candidates are NOT required to use FAR for promotion or promotion and tenure in 2025-2026.
 - **We recommend using the Word outline available on the ASC Intranet.**
- **Annual Reviews:** Faculty are also NOT required to use FAR for annual reviews in 2025-2026.
 - Under OAA's current timeline, FAR will be required for 2026-2027, so we encourage you to start entering your data sooner rather than later.

Interfolio RPT Terms and Roles

Case	Candidate's Interfolio review file including all required documentation
Candidate Packet	Section of Interfolio Case where Candidate uploads materials and completes forms
Case Manager	TIU administrative staff member who supports the review process; has access to all parts of case from creation to submission to college
Committee	Groups of users that review the candidates' case at various steps of the review process
Administrator	Individuals with most access to cases in their unit; TIU Heads for all cases in their unit; Divisional Deans, Faculty Affairs, College Dean for the college



Interfolio - Candidate Packet

Kyle Williams



Candidate Packet

The Candidate Packet is the section of Interfolio where Candidates are responsible for uploading materials and complete forms.

1. APT (do **not** upload if using current document)
2. Introduction (Word/PDF file)
3. Core Dossier (Word/PDF file)
4. SEI/SSLE Reports and Form (Interfolio embedded form)
5. Promotion/Promotion and Tenure Candidate Checklist (Interfolio embedded form)



Interfolio Candidate Features

- Clicking "Submit" will **lock** sections so that Candidates can no longer access them.
 - Sections with forms must be “submitted” to be visible to reviewers.
 - Contact your unit’s Case Manager or ASC Faculty Affairs to unlock sections if needed.
- Only the Candidate can delete files they upload. The Case Manager or Committee Manager can only upload files to the Candidate Packet.

Candidate Supporting Materials

Candidates should provide the Case Manager with the following supporting materials to be added to your Interfolio case:

- Annual reviews
- 4th year review letters (assistant professors only)
- Peer evaluations

You do not have access to upload these directly to Interfolio.



Interfolio – Candidate's View

Kyle Williams



Notification and Comments Process

Toni Calbert



Regional Campus Faculty
Deliberative Body Review

Regional
Campus
Dean/Director
Review

Notification and
10-Day
Comment Period

CEF Review

TIU Head Review

Notification and
10-Day
Comment Period

College Panel Review

College Dean
Review

Notification and
10-Day
Comment Period



Final Logistics

Kristi Williams



Interfolio: Things to Note

Interfolio remains a work in progress:

- Occasional glitches may occur.
- Candidates and units will be held harmless for issues due to software change.
- Contact ASC Faculty Affairs with any concerns or questions.



New Information

If a candidate has new information about items already in dossier:

- Can be added if TIU hasn't yet reviewed
- If TIU is done but before submission to college, TIU head asks CEF if this new information would change their vote even if the vote was positive and/or unanimous
- If at the college, alert Kristi Williams (.2339) and divisional dean; college will decide next steps

P&T College Submission Dates

- Units with Columbus Candidates Only: **October 20th**
- Units with Regional Campus Candidates: **October 27th**

Send cases forward to the Faculty Affairs Review step

- ASC Faculty Affairs reviews dossiers before releasing them to panels and will communicate and needed revisions to candidates, P&T Chairs, PODs, and Case Managers

ASC Faculty Affairs Team



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Thank you!

