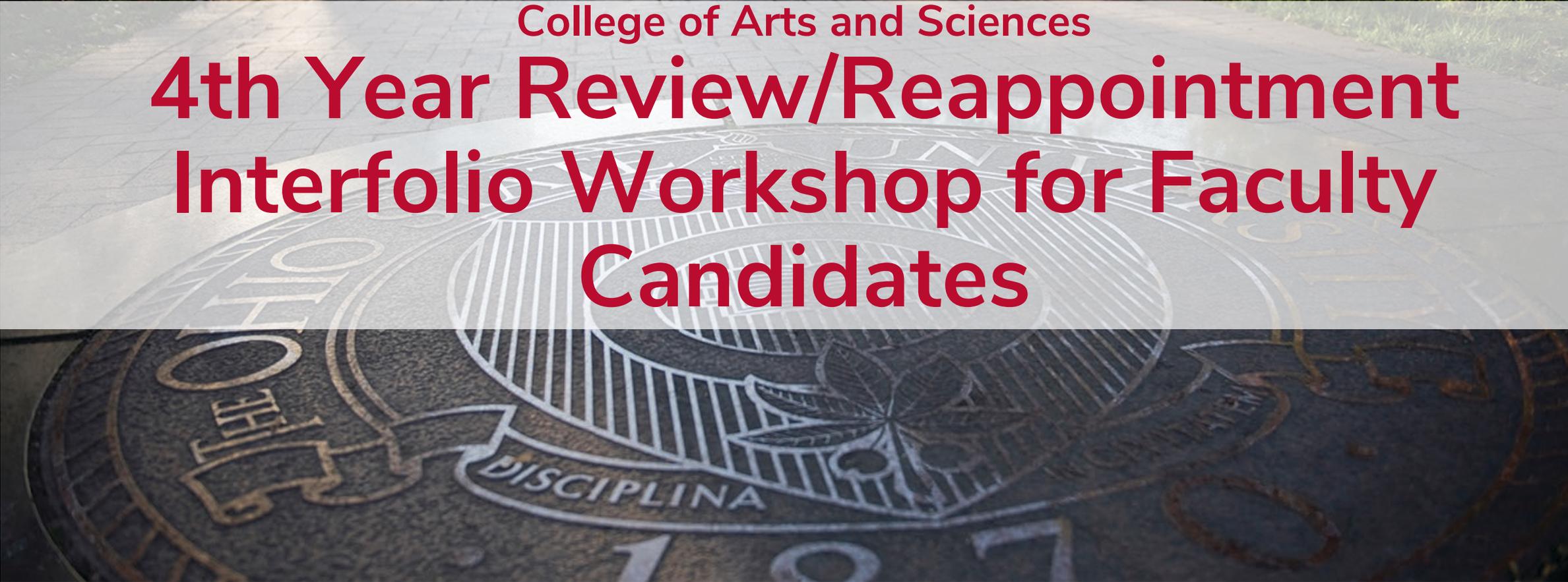College of Arts and Sciences

4th Year Review/Reappointment Interfolio Workshop for Faculty Candidates

THE OHIO STATE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES

February 19, 2026

Welcome and Introductions

Kristi Williams

The Purpose of this Workshop

○ For: Candidates

○ What: Overview of Dossier Submission in Interfolio

○ Why: To Help Facilitate Preparation of Complete Dossiers for fourth-year reviews for Tenure-Track faculty and mandatory reappointment reviews for Clinical/Teaching/Practice, and Research Faculty

➢ Chat function is available for questions

Agenda

o Background Information

o Interfolio Overview

o Interfolio Candidate Requirements

o Notification and Comments

o Final Logistics

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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
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 document
POA	Pattern of Administration document
SEI/SSLE	Student Evaluations of Instruction / Survey of Student Learning Experience
OAA	Office of Academic Affairs
Interfolio FAR	Faculty Activity Reporting in Interfolio
Interfolio RPT	Review, Promotion, and Tenure in Interfolio

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Candidate Responsibilities

Dossier Requirements (Due to POD in January/February)

- Review fourth-year and reappointment review requirements in TIU APT document
  - OAA approved APT/POA documents
- Compile publications, annual review, peer teaching evaluations, SEI/SSLE reports and any other review materials requested by TIU
- Complete Introduction and Core Dossier (via Word outline or in Interfolio FAR)

Interfolio RPT Requirements (Due after CEF Meeting)

- Upload Introduction and Core Dossier
- Upload SEI/SSLE Cumulative and Overview Reports
- Complete Student Evaluation of Teaching Checklist Form
- Complete Fourth Year/Reappointment Dossier Checklist Form

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Who does what in Faculty Affairs

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

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Recommended Deadlines for Candidates

Nov-Jan	Prepare dossier materials (e.g. introduction, core dossier, SEI reports, annual reviews, peer evaluations, other materials required by unit)
Feb. 2	**Submit draft dossier materials to POD/P&T Chair** • Specific deadline varies by unit, consult with POD/P&T Chair
Feb. 16	Submit dossier materials to ASC Faculty Affairs for preliminary review • May vary but <u>prior</u> to CEF review
Feb/Mar	**Submit final dossier to CEF** • Specific deadline varies by unit, consult with POD/P&T chair Complete **Interfolio requirements** • Should occur <u>after</u> CEF meeting, varies by unit
Mar. 20	TIU notifies candidates of review decision and shares internal letters • 10 calendar day comments period commences
April 3	**TIU submission of full dossier to college via Interfolio**

What happens after you send to the college?

April	Faculty Affairs Review of Dossiers & Revisions
May	College Panels Meet
June	Dean Reviews Cases and Writes Letter; Candidates notified of results
July	Reappointment Dossiers Submitted to OAA
Autumn 2026	Reappointment letters for CTP and research faculty finalized and signed

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Questions?

Interfolio Overview

Elizabeth Murphy

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Interfolio Modules

Review, Promotion & Tenure (RPT)

- Released August 2023

- Reappointment/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

- <u>NOT</u> required for 2025-2026
  - May be used at candidate/ TIU discretion

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 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.

- Candidates are <u>NOT</u> required to use FAR for fourth-year or reappointment reviews in 2025 - 2026. <u>We recommend using the Word outline available on the ASC Intranet.</u>

  - If you choose to do so, you have the option to use FAR this year.

    - You will need to generate a "Vita," download it as a Word or PDF, depending on if additional edits are needed, and upload it to the Candidate Packet in the Introduction and Core Dossier section. There is not currently functionality to import FAR activities directly into RPT.

Contact <u>ascfacultyaffairs@osu.edu</u> for any Interfolio issues.

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.

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Candidate Supporting Materials

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

- Annual reviews

- Peer evaluations

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

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Questions?

Interfolio – Candidate's View

Kyle Williams

Notification and Comments Process

Elizabeth Murphy

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

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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.

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New Information

If a candidate has new information about items <u>already</u> in dossier:

- Can be added if TIU hasn't yet reviewed

- If TIU is done but <u>before </u>submission to college, TIU head asks CEF if this new information would change their vote <u>even if</u> the vote was positive and/or unanimous

- If at the college, alert Kristi Williams (.2339) and divisional dean; college will decide next steps

College Submission Date: April 3

Units 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
- Any further changes to this year's process will be communicated

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ASC Faculty Affairs Team

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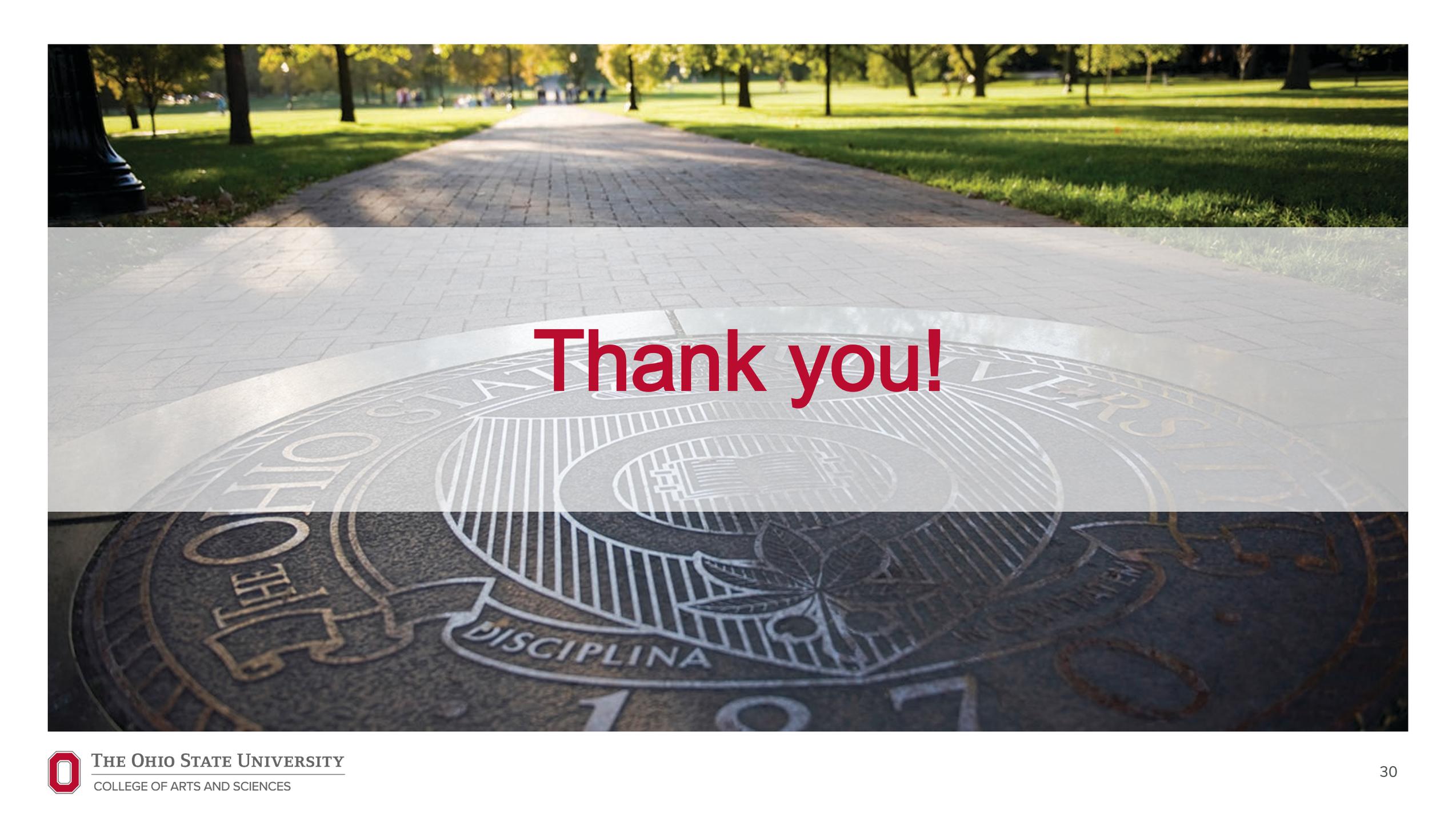**Elizabeth Murphy**
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Questions?

Thank you!

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