

Promotion and Tenure Review

Interfolio Submission Process – Quick Guide

Purpose: Interfolio is used to upload dossier materials, complete required forms, and manage review workflow through college submission.

Logging into Interfolio

Faculty and staff can also log into [Interfolio](#) directly. This [video](#) provides instructions for logging into the Ohio State part of the system for the first time. If units need to add a designated staff person to the system, please contact ascfacultyaffairs@osu.edu.

Candidate Actions

- Upload Core Dossier and Introduction, and SEI/SSLE reports
- Complete Student Evaluation Checklist and Dossier Checklist
- Click “Submit” on final documents to route to POD Review 1 (this will lock documents)

Case Review Steps

Step	Responsible Party	Action Required
POD Review 1	POD	Complete Dossier Verification form
CEF Review	P&T Chair/Case Manager	Upload CEF Review letter
POD Review 2	POD	Complete
TIU Head Review	TIU Head	Upload TIU Head Review letter and complete TIU Head Recommendation form
Candidate Comments	Case Manager	Upload candidate comments

Regional Campus Steps

For regional candidates, these steps have been added between POD Review 1 and CEF Review.

Regional Campus Faculty Deliberative Body	Faculty Chair/ Regional Campus Case Manager	Upload deliberative body review letter
Regional Campus Vote	Faculty Chair/ Regional Campus Case Manager	Complete vote form
Regional Campus Dean/Director Review	Regional Campus Dean/Director	Upload dean review letter and complete dean recommendation form
Regional Campus Candidate Comments	Regional Campus Case Manager	Upload candidate comments

Each step must have a committee and committee manager who can review the case and may need to complete 1-2 requirements. The requirements for each step must be completed before moving to the next step. The designated committee manager, TIU Head, and Case Manager can upload documents, but only the committee manager can complete a form. The Case Manager can edit these roles at each step to fit unit preferences. The case can be moved forward or backward by the Case Manager or committee manager.

Case Manager Responsibilities

- Add committee members to case review steps and designate committee managers
- Upload internal materials (annual reviews, peer and external evaluations)
- Manage workflow and document access
- Move cases between review stages and unlock packets when needed

Critical Reminders

- Conduct deliberations, voting, and letter drafting outside Interfolio
- Allow candidates 10 calendar days for comment periods
- Upload files individually with clear names and dates
- Complete all required forms before advancing a case

College Submission: ASC Faculty Affairs reviews all materials for completeness before forwarding cases to college review panels and the dean.

See the [ASC Promotion and Tenure Review Interfolio Submission Process](#) document for additional details on this process. Please direct any questions about dossier content or dossier submission through Interfolio to ascfacultyaffairs@osu.edu.