

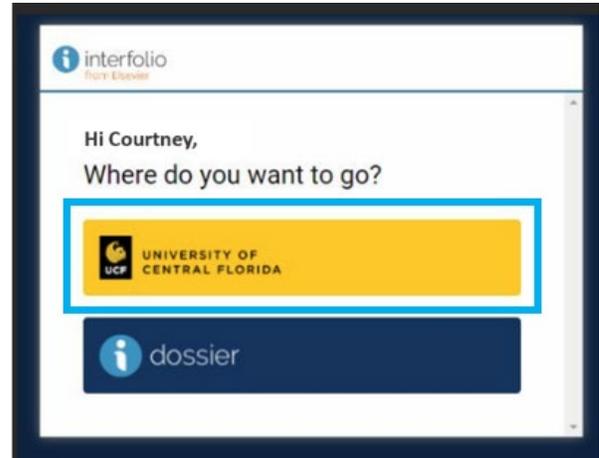


## INTERFOLIO – DEAN DESIGNEE PROMOTION AND TENURE GUIDE

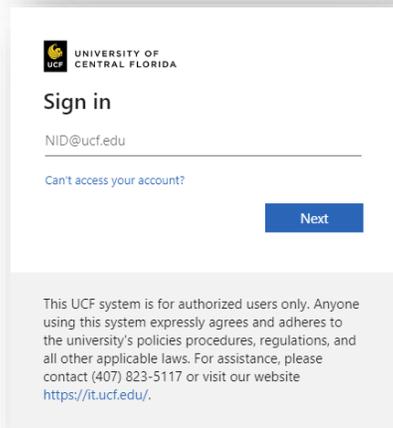
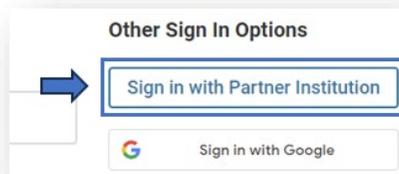
### LOGIN TO INTERFOLIO

You can access Interfolio one of two ways:

1. Follow the link you receive in your initial email notification, select University of Central Florida, then enter your NID@ucf.edu and password.



2. Go to Interfolio.com, select “Login,” select “Sign in with Partner Institution,” enter “University of Central Florida,” then enter your NID@ucf.edu and password.



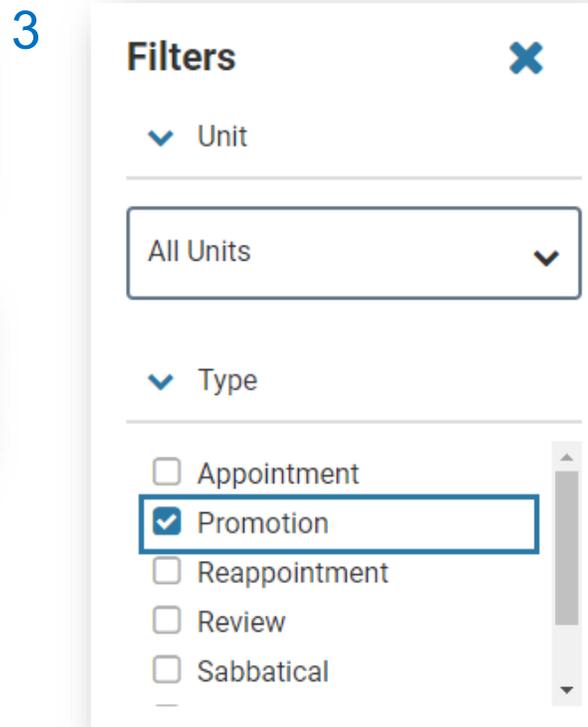
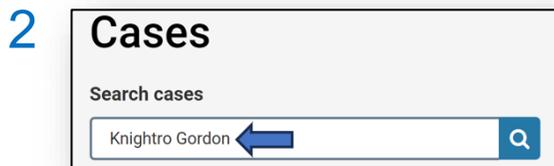
For additional assistance with review, please contact [Faculty Excellence](#).



## Part I. Review and Forwarding of College Committee’s Evaluation

**STEP 1** – Upon login, all items requiring action appear on the “My Tasks” page, including Annual Report and Evaluation, Promotion, and Post-Tenure Review cases.

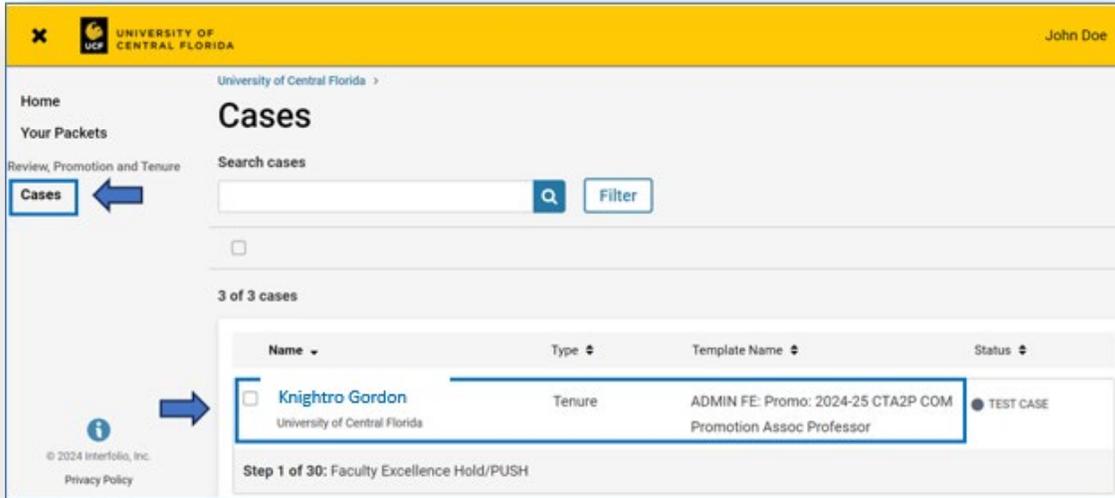
**Manage Cases:** Select “Cases” from the left menu. All cases that require manager attention appear by name in alphabetical order. Locate the case to review by (1) searching for the process (e.g., promotion), (2) searching for the faculty name (e.g., Knightro Gordon), or (3) filtering your cases by selecting “Filter” by Type (use “Promotion”).





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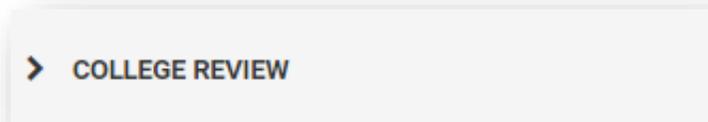
**Step 2** – Review a case by selecting the name to review.



**Step 3** – View uploaded materials by selecting “Read Case.”



**Step 4** – Navigate through the left reading pane to read the materials for “college review” to view the college committee’s vote count, attendance, and evaluation narrative.





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**Step 5** – Verify college committee manager completed (1) number of attendees at the meeting matches number of votes, and (3) written narrative.

If items are missing, vote count does not match, or narrative does not address a split vote:

1. Send case **backward** to Faculty Excellence.
2. [Send email to Interfolio@UCF.edu](mailto:Interfolio@UCF.edu) with request to move back to committee step.

If items have been verified:

1. Send case forward to the next step.
2. Uncheck the box next to “Send a message to the reviewers gaining access.”

The screenshot shows a section of the Interfolio interface. At the top right, there are two blue buttons: "Send Case" with a downward arrow and "Case Options" with a downward arrow. Below these buttons, there are two columns: "Template" and "Status". Under "Template", the text reads "Admin FE Promo: 2024-25 TA1PT CECS P&T Asst Professor". Under "Status", the text reads "Select Status".

The screenshot shows a checkbox with a blue border and a white square, followed by the text "Send a message to the reviewers gaining access." Below this, there is a smaller line of text: "If recipients respond to this message, their response will come directly to your email inbox."

This completes the Dean Designee Promotion and Tenure Review Process.