

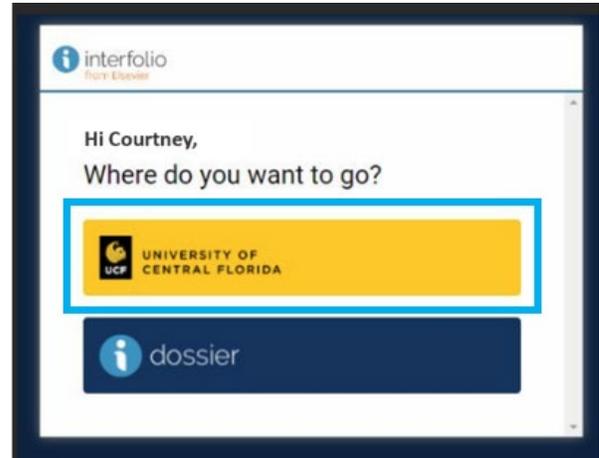


INTERFOLIO – DEPARTMENT CHAIR PROMOTION AND TENURE GUIDE

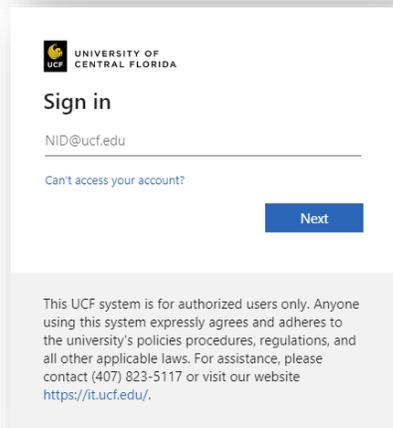
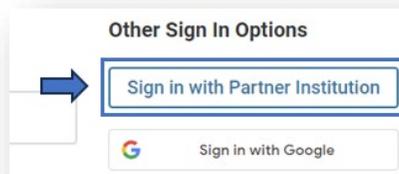
LOGIN TO INTERFOLIO

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.



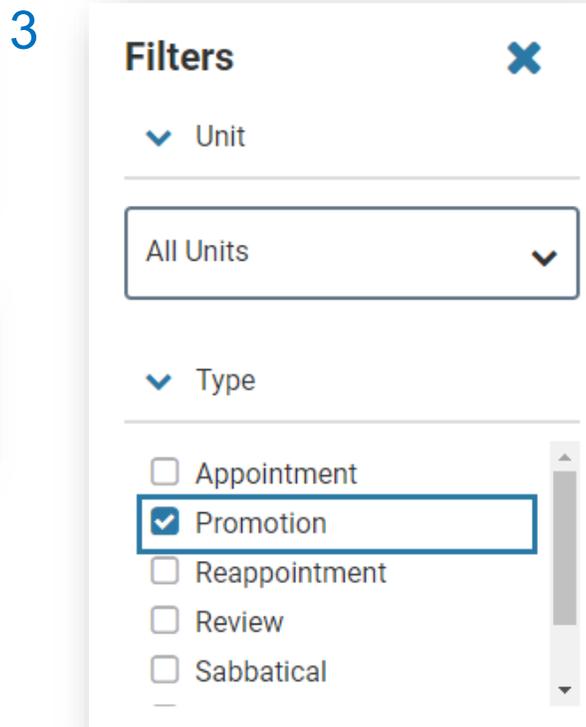
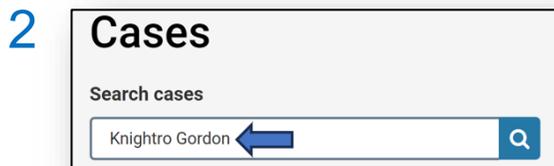
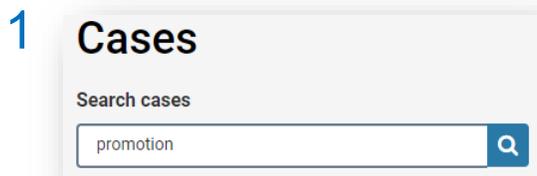
For additional assistance with review, please contact [Faculty Excellence](#).



Part I. Verification of Dossier Contents

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.

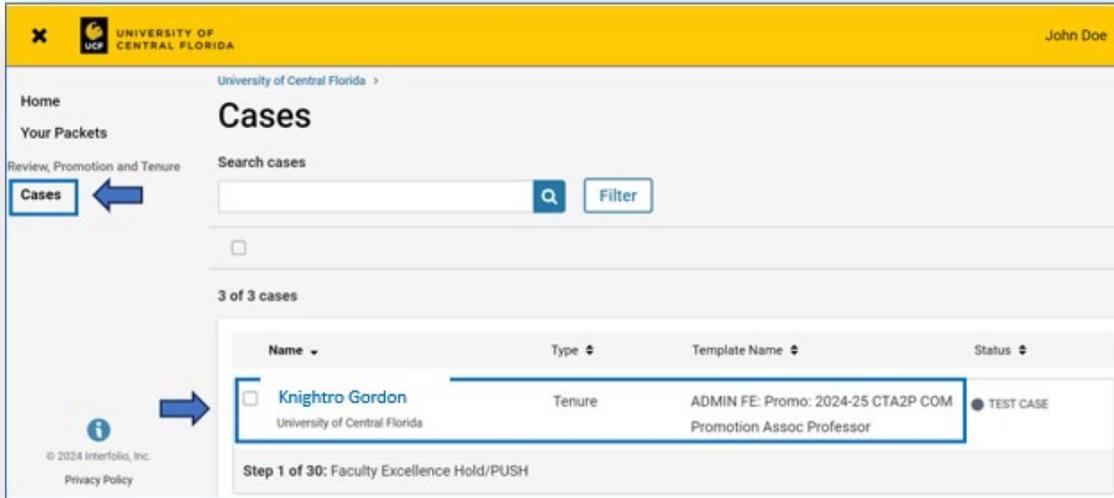
Manage Cases: Select “Cases” from the left menu. All cases that require manager attention appear by name in alphabetical order. Locate the case to review by (1) searching for the process (e.g., promotion), (2) searching for the faculty name (e.g., Knightro Gordon), or (3) filtering your cases by selecting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



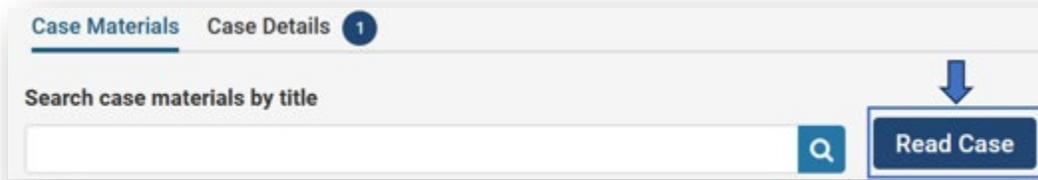


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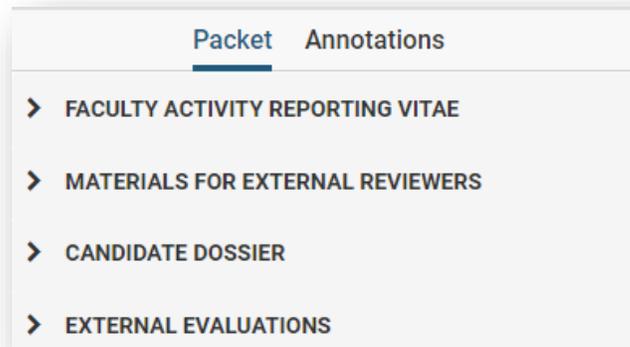
Step 2 – Review a case by selecting the name to review.



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



Step 4 – Navigate through the left reading pane to read the materials.



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



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Step 5 – If items are missing or incorrect:

1. Notify via email to Interfolio@UCF.edu to assist with updates.
2. Notify candidate Faculty Excellence is assisting.

Step 6 – Scroll to the bottom of the packet to see “Internal Sections,” and select the “View” button (see below).



Step 7 – Complete the **Chair/Director – Faculty Contents and Contribution Certification Form** by checking the box.

FE: 1 PT: Chair/Director - Faculty Contents and Contribution Certification Form

If you believe publications, creative and scholarly work contained and mentioned in this dossier are incorrectly cited and do not represent the faculty member's original contribution, please send the dossier back to candidate for updates.

I certify, to the best of my knowledge, all publications, creative and scholarly work contained and mentioned in this dossier are cited correctly and represent the faculty member's original contribution. *

Agree

Options ▾

Step 8 – Select “submit form” when finished.





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Step 9 – Send Case forward to next step. Uncheck the box next to “Send a message to the reviewers gaining access.”

	Send Case ▼	Case Options ▼
Template		Status
Admin FE Promo: 2024-25 TA1PT CECS P&T Asst Professor		Select Status

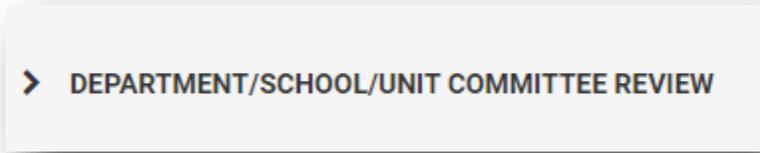
Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.



Part II. Review and Forwarding of Department Committee’s Evaluation

Step 1 – Log in to Interfolio, select “cases” from the left menu, Steps 1-2 in Part I above. Select the candidate’s name to review the case, then select “read case” to view the department committee’s vote count, evaluation narrative, and committee agreement.



> DEPARTMENT/SCHOOL/UNIT COMMITTEE REVIEW

Step 2 – Verify department/unit committee members 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.





Part III. Evaluation of Dossier

Step 1 – Log in to Interfolio, select “cases” from the left menu, Steps 1-2 in Part I above. Select the candidate’s name to review the case, then select “read case” to view and read materials.



Step 2 – Scroll to the bottom of the packet to see “Internal Sections,” and select the “View” button (see below).





Step 3 – Complete the FE: Chair/Director Form.

1. Enter the recommendation(s).
 - a. For assistant and associate professors, complete the recommendation for promotion and/or tenure.

The screenshot shows two stacked form sections. The top section is titled "Recommend for Promotion*" and includes a note: "Note: For *tenure only candidates*, please indicate 'N/A.'" Below the note are three radio button options: "Yes", "No", and "N/A". The bottom section is titled "Recommend for Tenure*" and includes a note: "Note: For *promotion only candidates*, please indicate 'N/A.'" Below the note are three radio button options: "Yes", "No", and "N/A".

- b. For instructors/lecturers, instructional designers, and librarians, complete the recommendation for promotion.

The screenshot shows a single form section titled "Recommend for Promotion*" with two radio button options: "Yes" and "No".



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2. Complete the chair/director review narrative. Note: Narrative 2 and 3 fields can be used if additional space is needed.

Chair/Director Review Narrative Options

If additional space is needed, please use Chair/Director Review Narrative 2.

0 / 8000 characters

3. Select “submit form” when finished.

Submit Form

Save Responses

Return to Case

4. After completing the recommendation(s) and chair/director review narrative, send case forward.

Send Case Case Options

Template
Admin FE Promo: 2024-25 TA1PT CECS P&T Asst
Professor

Status
Select Status

This completes the Department Chair/School Director
Promotion and Tenure Review Process.