

Updates to the Interfolio process for tenure & promotion reviewers 2024-25

1. After department chairs (outside CBT) complete their initial check of the candidate's portfolio, they will forward the case to the Confidentiality Form Completion Check step rather than directly to the department review committee.

Winthrop University > Cases >

Big Stuff

Unit
College of Arts and Sciences

Temp
Tenure and/or Promotion Review (CAS)

Send Case ▼

Case Options ▼

Forward to
Confidentiality Form Completion Check

Select Status

2. Review letters will all be uploaded via the Case Materials page, by scrolling to the bottom of the page to the Internal Documents section and clicking the "Add File" button next to your review step. (*This replaces the system of adding one letter via the Case Details page in the Required Documents section and then having to add additional letters separately on the Case Materials page.*)

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

> External Evaluations	Request Evaluation	Add File
> Department Committee Review	Edit	Add File
> Department Chair Review	Edit	Add File

3. Votes will be recorded via forms on the Case Details page rather than by using the Voting Results section further down the page. (*This ensures that the vote recording requirement isn't forgotten, and makes it possible for administrators to download the combined results across all cases at once.*)

Case Materials Case Details 2

Required Items

2 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Form Name	Assignee	Actions
Promotion vote record 2 required questions	Kathryn Wilson (You)	Fill Out Form
Tenure vote record 2 required questions	Kathryn Wilson (You)	Fill Out Form