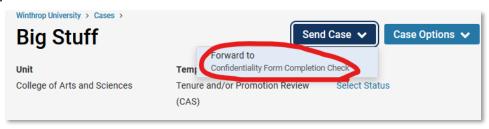
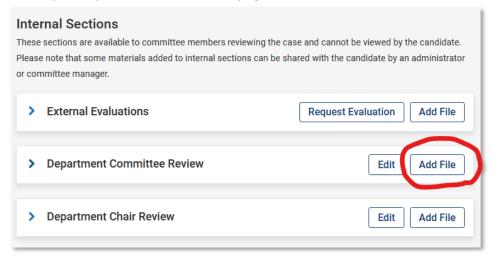
Updates to the Interfolio process for tenure & promotion reviewers 2024-25

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.



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.*)



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.)

