

## Interfolio TIU-Level Promotion and Tenure Candidate Comments Process 2023-2024

January 16, 2024

This document provides instructions for notifying P&T candidates that the TIU review process is complete and providing them an opportunity to comment as required by [Faculty Rules 3335-6-04\(B\)\(5\) and 3335-6-04\(C\)\(2\)](#). Units can choose to collect comments either outside or inside of Interfolio, though in both cases, comments must be uploaded to Interfolio. Please contact [ascfacultyaffairs@osu.edu](mailto:ascfacultyaffairs@osu.edu) with any questions.

### **COMMENTS PROCESS – OUTSIDE OF INTERFOLIO**

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1. The TIU Head (or Case Manager on the TIU Head's behalf) emails the candidate to notify them of the outcome of the TIU review, and that the letters of the TIU Head and Committee of Eligible Faculty (CEF) are available for the candidate to review (see [Appendix A](#) for suggested language).
  - a. We recommend sharing all components of the dossier with the candidate, but this is at the discretion of the TIU. At a minimum, the letters from the CEF and TIU Head will either be attached to the notification email or provided to the candidate upon their request.
2. The candidate must have at least ten (10) calendar days to reply to the email with comments:
  - a. If candidate has no comments: they should reply to the email stating: "I do not have comments for the [CEF and/or TIU Head]."
  - b. If candidate has comments: candidate should draft their comments in a separate Word or PDF file and attach this file to the email.
    - i. The TIU Head and/or the CEF may respond to the candidate's comments. Responses to comments are optional. They should draft their reply in a separate Word or PDF file and email them to the candidate. They should indicate that their reply will be added to the dossier.
    - ii. Only one iteration of comments is permitted.
3. The Case Manager should add a copy of the candidate's email and comments document (if applicable) to the "TIU-Level Comments Process" section of the candidate's case in [Interfolio](#).
  - a. If the TIU Head or CEF have replied to comments, the Case Manager should add these as an uploaded file to the "TIU-Level Comments Process" section of the candidate's case.



**COMMENTS PROCESS – INSIDE OF INTERFOLIO**

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1. The TIU Head (or Case Manager on the TIU Head's behalf) sends a message to the candidate from their case in [Interfolio](#) to notify them of the outcome of the TIU review, and that the letters of the TIU Head and CEF are available for the candidate to review (see [Appendix B](#) for suggested language).
  - a. The candidate can be notified by clicking the "Share" button and selecting "With Candidate."
  - b. We recommend sharing all components of the dossier with the candidate, but this is at the discretion of the TIU. At a minimum, the letters from the CEF and TIU Head will either be attached to the notification message or provided to the candidate upon their request.
2. If the TIU chooses to share the letters and any other parts of the dossier with the candidate, click the "Add" button. Any documents previously added to the case will be available to attach to the message. Click the *plus* button next to the desired documents to attach individually or "Select All" to attach all documents.
  - a. If the TIU does not share files in the notification message, the candidate will not be able to submit comments via Interfolio. They will reply directly to the sender's OSU email and comments will need to be added manually to the "TIU-Level Comments Process" section of their case.
3. Once files have been added to the message, the gray box on the right side of the screen will provide options for the candidate's response.
  - a. File Response: Check the box next to "Enable."
  - b. Message Reason: Enter "TIU Comments Process" or similar.
  - c. Deadline: This section is optional. If sender chooses, enter a deadline of at least 10-calendar days from date of notification. Note that this is a "hard" deadline, meaning that once it passes, the candidate will no longer have the option to upload a file response.
  - d. Section for Response: Select "TIU-Level Comments Process" from the drop-down menu.
  - e. Click "Send."
4. The candidate will have until the set deadline to reply to the message with comments:
  - a. If candidate has no comments: they should create a separate Word or PDF file stating: "I do not have comments for the [CEF and/or TIU head]" and upload it to Interfolio in response to the notification message.

- b. If candidate has comments: candidate should draft their comments in a separate Word or PDF file and upload this file to Interfolio in response to the notification message.
5. The candidate's comments will upload automatically to the "TIU-Level Comments Process" section of the candidate's case in Interfolio.
  - a. The TIU Head and/or the CEF may respond to the candidate's comments. They should include their reply in a separate Word or PDF file and email them to the candidate, copying the Case Manager.
  - b. Only one iteration of comments is permitted.
  - c. If the TIU Head or CEF have replied to comments, the Case Manager should add these to the "TIU-Level Comments Process" section of the candidate's case.

**APPENDIX A – SUGGESTED LANGUAGE OUTSIDE OF INTERFOLIO**

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Dear **[CANDIDATE]**,

The **[committee of eligible faculty and TIU head]** have completed their evaluation of your dossier, and their letters are ready for your review.

By University Faculty Rule [3335-6-04\(B\)\(5\)](#) and [3335-6-04\(C\)\(2\)](#), you are to be informed in writing of the recommendation of these review bodies and provided an opportunity to provide comments to these review bodies.

These evaluation letters are attached for your review. If you wish to provide comments, please write your comments in a separate Word or PDF document and reply to this email with the document attached. If you do not have comments, please respond to this email with the message, "I do not have comments for **[committee of eligible faculty and/or TIU head]**."

Please respond to provide your comments or indicate that you do not have comments by **[DATE]**. This is a firm deadline.

If you have any questions, please contact **[NAME AND CONTACT DETAILS]**.

Thank you,

**[TIU Head]**

**APPENDIX B – SUGGESTED LANGUAGE INSIDE OF INTERFOLIO**

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Dear **[CANDIDATE]**,

The **[committee of eligible faculty and TIU head]** have completed their evaluation of your dossier, and their letters are ready for your review.

By University Faculty Rule [3335-6-04\(B\)\(5\)](#) and [3335-6-04\(C\)\(2\)](#), you are to be informed in writing of the recommendation of these review bodies and provided an opportunity to provide comments to these review bodies.

This link will take you to your dossier, which now includes these evaluation letters. If you wish to provide comments, please do so through Interfolio—you will need to write your comments outside of Interfolio (such as in Microsoft Word) and save them to a file that you will upload in Interfolio when you respond. If you do not have comments, please respond in Interfolio by uploading a file that includes the message, “I do not have comments for [TIU faculty and/or TIU head].”

Please respond in Interfolio to provide your comments or indicate that you do not have comments by **[DATE]**. This is a firm deadline.

If you have any questions, please contact **[NAME AND CONTACT DETAILS]**.

Thank you,

**[TIU Head]**

**HELPFUL LINKS:**

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[Interfolio \(log in page\)](#)

[OAA Interfolio Resources](#)

[ASC Intranet – Promotion and Tenure](#)