

Interfolio Promotion and Tenure Dossier Submission Process 2024-2025

July 2, 2024

In Autumn 2024, the promotion and tenure and promotion submission process will take place in [Interfolio](#). This process involves uploading all the components of the dossier into this system and completing all Candidate, POD, and P&T signoffs electronically. This document provides guidance for completing this process in Interfolio. A summary of helpful links is available on the last page. For any Interfolio questions, please contact ascfacultyaffairs@osu.edu or [Toni Calbert.5](#).

INTERFOLIO PROCESS OVERVIEW

Note that this year, Interfolio should only be used to upload documents and complete forms. Faculty do not need to use the system for document review or voting. Dossier materials should be shared for review with the Committee of Eligible Faculty and P&T support staff outside of Interfolio. Faculty comments and discussion should be conducted outside of Interfolio. Internal letters should be composed outside the system and uploaded when final. External letters should be solicited and collected outside of the systems and uploaded when received.

Logging into Interfolio:

All faculty and staff identified as supporting the P&T process for this year's candidates have been added to the Interfolio system. Candidates will receive an email from Interfolio (The Ohio State University <noreply@interfolio.com>) notifying them that their case is ready for materials to be uploaded. As the process proceeds, the POD, P&T Chair, and TIU Head will receive emails from Interfolio notifying them that the case is ready for their review. Faculty should monitor their email directories, as email from the Interfolio system may be automatically routed to spam. Faculty and staff can also log into [Interfolio](#) directly. This [video](#) provides instructions for logging into the Ohio State part of the system for the first time. If units need to add a designated staff person to the system, please contact ascfacultyaffairs@osu.edu or [Toni Calbert.5](#).

Candidate Responsibilities:

Log into Interfolio and click on "Your Packets" at the upper left of the screen, and then select your case for 24-25. Complete the following steps in the "Packet" tab:

- Upload Introduction file (pdf or Word format)
- Upload Core Dossier file (pdf or Word format)
- Upload SEI Reports (Cumulative and Overview Reports)
- Complete the *24-25 Student Evaluation of Teaching* form
- Complete the *Promotion and Tenure/Promotion Dossier Checklist* form



When these documents and forms are complete, select “Submit” for each section. This will lock the documents and move the case forward to the POD. Note that if the candidate needs to make additional edits after these sections are locked, they will need to contact the Case Manager (e.g., P&T support staff) for their unit or ascfacultyaffairs@osu.edu, who can unlock the document for editing. Only the candidate can delete or edit files they upload in these sections.

Preliminary Dossier Review:

We encourage candidates to send dossiers to ASC Faculty Affairs after they are reviewed by the POD for a preliminary review before uploading to Interfolio. This will help address any issues and reduce the need for revision after submission to the College.

CASE REVIEW STEPS

After the candidate submits their materials, Interfolio progresses through the Case Review Steps. The number of steps will vary depending on whether the candidate is located on the Columbus campus or a regional campus as listed below.

Columbus Campus Steps

POD Review 1
Committee of Eligible Faculty
POD Review 2
TIU Head Review
Associate Dean Review (College)

Regional Campus Steps

POD Review 1
Regional Campus Faculty Deliberative Body
Regional Campus Vote
Regional Campus Dean/Director Review
Committee of Eligible Faculty
POD Review 2
TIU Head Review
Associate Dean Review (College)

Each step has a committee and committee manager who can review the case and may need to complete 1-2 requirements. We have added the P&T Chair, POD, and Case Manager to every committee so they will have access to the case throughout the TIU review process. The TIU Head is an administrator for their unit and always has access to the case until submission to the college and is also added to the TIU Head Review committee. The requirements for each step (uploading a document and/or completing a form), must be completed before moving to the next step. Any member of the committee can upload a document, but only the designated committee manager can complete a form. The Case Manager can edit these roles at each step to fit unit preferences. The case can be moved forward or backward by the Case Manager or committee manager. Cases can only move one step at a time.



POD Review 1 – Dossier Verification (1 Required Form)

The POD is the committee manager for the POD Review 1 step and is responsible for completing the *24-25 POD Form 1 – Dossier* form found under the “Case Details” tab. This form verifies that all components of the dossier submitted by the candidate are complete and accurate. When this is done, the POD uses the “Send Case” button (upper right) to forward the case to the Committee of the Eligible Faculty (the P&T Chair) or Regional Campus Faculty Deliberative Body (for regional campus candidates) step.

Regional Campus Faculty Deliberative Body (1 Required Document)

The first step requires a designated person to upload the regional faculty recommendation letter under the “Case Details” tab. This can be done by a member of the Regional Campus Faculty Deliberative Body, the Case Manager, P&T Chair, or POD. If the unit would prefer a regional campus faculty member complete this step, the Case Manager will need to add the appropriate person to the Interfolio committee at this step. When the letter is uploaded, the designated person can use the “Send Case” button to forward the case to the Regional Campus Vote step.

Regional Campus Vote (1 Required Form)

This step requires a designated person to complete the *24-25 Regional Campus Vote Only* form. This form records the voting results of the Regional Campus Faculty Deliberative Body meeting as well as the quorum based on the regional campus APT document. As above, this can be done by a member of the Regional Campus Faculty Deliberative Body, the Case Manager, P&T Chair, or POD. The Case Manager must select the designated person as the committee manager so that they can complete the form. When the form is complete, the designated person sends the case forward to the Regional Campus Dean/Director Review step.

Regional Campus Dean/Director Review (1 Required Document; 1 Required Form)

The Regional Campus Dean and Director (or designee) will need to complete the next review step by uploading their recommendation letter and completing the accompanying *24-25 Regional Campus Dean Recommendation Form* in Interfolio. This form indicates whether the Dean and Director recommends the candidate for promotion, reappointment, and/or tenure. When this is complete, the Dean sends the case forward to the Committee of the Eligible Faculty step.

Committee of Eligible Faculty (CEF) (1 Required Document)

The P&T Chair is the committee manager for the Committee of the Eligible Faculty step and responsible for uploading the letter detailing the assessment and discussion at the CEF meeting. Once this step is complete, the P&T Chair sends the case forward to the POD Review 2 step.



POD Review 2 – Deliberative Body Verification; Quorum and Vote (2 Required Forms)

The POD is the committee manager for the POD Review 2 step and is responsible for completing the *24-25 POD Form 2 - Deliberative Body Verification* form. This form verifies that the deliberative body review process was fair and procedurally correct. The second form in this step, the *24-25 Quorum, Vote, Vote Percentage* form, records voting results and quorum at the CEF meeting and may be completed by the POD or a designee such as the Case Manager. The Case Manager and POD can assign responsibilities via the “Manage Respondents” tool in the “Case Details” tab. When both forms are complete, the POD or Case Manager sends the case forward to the TIU Head Review.

TIU Head Review (1 Required Document; 1 Required Form)

The TIU Head is the committee manager for the TIU Head Review step and is responsible for uploading their recommendation letter and completing the *24-25 TIU Head Recommendation Form*. This form indicates whether the TIU Head recommends the candidate for promotion, reappointment, and or tenure.

The TIU Head Review step is the final step in the TIU Review process. The TIU Head and Case Manager should confirm that all dossier and review materials are complete and have been uploaded to Interfolio and then submit to the college by sending the case forward to the Associate Dean Review step.

College-Level Review

After cases are forwarded to the college, ASC Faculty Affairs will review all materials for accuracy and completeness. If revisions are needed, we will contact candidates, P&T Chairs, PODs, and Case Managers. The case will be sent back to the appropriate step and the Candidate Packet will be unlocked to allow for edits.

When final, cases will be forwarded to the College P&T Panels and the College Dean, respectively, for review. Their review letters will be uploaded and shared with the candidate for the college-level comments process. When comments have been received, all cases will be forwarded to OAA for the university-level review.

CASE MANAGER ROLE AND RESPONSIBILITIES

Case Managers have an important role within their unit. Similar to the TIU Head, they will have access to each candidate’s case from the moment it is created until it is submitted to the college and can monitor the location of the case as it moves through the steps of the process. They will be responsible for uploading the candidate’s files to the “Internal Sections” (e.g., annual reviews, peer evaluations, and external evaluations). Case Managers can also upload files on behalf of the POD, P&T Chair, TIU Head, and regional campus when the case is at these respective steps. However, they will not be able to complete the required forms unless they are designated the committee manager. Case Managers can move cases forward and back and unlock and lock sections for candidates. They can also edit committee members and committee managers.



COMPONENTS OF THE DOSSIER (INTERFOLIO CASE)

CANDIDATE PACKET (Responsible Party: Candidate)

- **APT Document (if not current)**
 - Optional - upload APT document used for review to this section (only submit if the review does not follow the current version on the [OAA website](#).)
- **Introduction**
 - The Introduction should follow the format specified in the [Introduction Instructions and TEMPLATE 2024-2025](#). Files can be uploaded in Word or PDF format.
- **Core Dossier**
 - Assistant professors seeking promotion to associate professor: The Core Dossier should be uploaded using the [ASC Core Dossier Outline and Instructions 2024-2025](#).
 - Associate professors seeking promotion to professor: The Core Dossier may be uploaded using the [Core Dossier \(Vita\) Template](#). Instructions for using this version of dossier is provided in the [OAA handbook](#) (section 6.1.2.4).
 - Files can be uploaded in Word or PDF format.
- **Student Evaluation of Teaching**
 - This section requires two types of reports: Cumulative Fixed-Response Survey Data (“SEI Cumulative Report”) and Fixed-Response Student Evaluation Data (“SEI Overview Report”)
 - Assistant professors/probationary faculty should include reports since date of hire or start of their current appointment.
 - Associate professors/non-probationary faculty should include reports since the date of their last promotion/reappointment or the last five years, whichever is most recent (e.g., 2019-2024).
 - See [SEI Reports for P&T Dossiers](#) for details on the correct reports to include.
 - Complete the *24-25 Student Evaluation of Teaching* form.
- **Promotion and Tenure/Promotion Dossier Checklist**
 - Candidate should complete and sign this form prior to the meeting of the Committee of the Eligible Faculty, if possible.



INTERNAL SECTIONS (Responsible Parties: POD, P&T Chair, TIU Head, Case Manager)**Uploading and Naming Files:**

We recommend that for sections requiring multiple files (e.g., annual reviews, peer evaluations, and external evaluations), each letter/report should be uploaded individually in chronological order and with a file name that clearly indicates the type of file, year/semester, or other relevant identifier. For example, for candidate Jane Smith, files might be named the following:

- Annual Reviews: JSmith Annual Review 2019; JSmith 4th Year (Chair) 2022
 - Peer Evaluation: Smith Peer Evaluation AU22 (Meyers)
 - External Evaluation: Peterson External Evaluation
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- **POD Verification*** (POD)
 - This section corresponds to the POD Review 1 and POD Review 2 steps.
 - The POD completes the following forms:
 - *24-25 POD Form 1 – Dossier*
 - *24-25 POD Form 2 - Deliberative Body Verification*
 - *24-25 Quorum, Vote, Vote Percentage* (may be completed by a designee)
 - **Annual Reviews** (Case Manager)
 - For assistant professors/probationary faculty, include all annual reviews since date of hire/start of current appointment.
 - Please include all Fourth-Year Review letters (TIU head, CEF, college dean, college panel) in this section as well.
 - For associate professors/non-probationary faculty, include all annual reviews since date of last promotion or reappointment, not to exceed last five years.
 - If candidate has a joint appointment or discovery theme, include letters or contribution from the TIU Head of the joint appointment or faculty director of the discovery theme.
 - If any annual reviews are missing from the dates or parties specified above, please upload a brief explanation. We also recommend addressing the missing reviews in the TIU Head letter.
 - **Written Documents Submitted as Part of Annual Reviews** (Case Manager)
 - This includes any comments submitted as part of an annual review and/or fourth-year review.
 - This section may be left empty if there are no applicable documents.

* Asterisks indicate Internal Sections that correspond to Case Review Steps. Generally, forms completed in these steps will be saved in the relevant section and documents should only be uploaded when the case moves forward to the appropriate step.



- **Additional Letters Requested by the Candidate and Solicited by the TIU Head (Case Manager)**
 - Optional and can include letters from collaborators (external or from other units at Ohio State).
 - Candidates with significant service/outreach activities outside the unit may request that the TIU Head solicit letters from colleagues familiar with the candidate's contributions to these activities.

- **Documentation of Peer Evaluation of Teaching (Case Manager)**
 - For assistant professors/probationary faculty, include all peer evaluations since date of hire/start of current appointment.
 - For associate professors/non-probationary faculty, include all peer evaluations since date of last promotion or reappointment, not to exceed last five years.

- **Summary Sheet of All External Evaluators (Case Manager)**
 - Upload [Form 114](#) with information for all external evaluators.

- **Sample of letters Sent to External Evaluators (Case Manager)**
 - Upload a sample of the letter(s) and a list of materials sent to external evaluators.

- **External Letters Preceded by Cover Sheet (Case Manager)**
 - Upload each external letter individually with a completed [Form 106](#) as the first page of the file.

- **Summary of Open-ended Student Evaluations (Case Manager)**
 - Student comments must be summarized by someone other than the candidate; do not include raw comments; include name and role of individual who generated summary.
 - See [Summary of Student Comments Template](#) for instructions and suggested format.

- **Regional Campus Faculty Deliberative Body Recommendation*** (Case Manager)
 - This section will only be included for regional candidates and corresponds to the Regional Campus Faculty Deliberative Body and Regional Campus Vote steps.
 - These steps may be completed by a regional faculty deliberative body member, Case Manager, POD, or P&T Chair at the TIU's discretion.
 - The designated person uploads the regional campus faculty recommendation letter and completes the *24-25 Regional Campus Vote Only* form.



- **Regional Campus Dean Recommendation*** (Case Manager)
 - This section will only be included for regional candidates and corresponds to the Regional Campus Dean/Director Review step.
 - The regional campus dean (or designee) should complete this step by uploading their recommendation letter and completing the *24-25 Regional Campus Dean Recommendation Form*.

- **Comments Process – Regional Campus**
 - This section is related to a new requirement providing regional campus candidates an opportunity to comment on the regional campus review process.
 - After the regional campus faculty and dean have completed their review, the candidate should be notified that of the results, provided with the recommendation letters, and given 10 calendar days to submit comments.
 - If the dean or faculty have responses to candidate comments, those should be added in this section. No response is required.
 - See the [Candidate Comments Process](#) document for additional guidance.

- **Committee of Eligible Faculty (CEF) Recommendation*** (P&T Chair)
 - This section corresponds to the Committee of Eligible Faculty step.
 - The P&T Chair or Case Manager uploads the CEF recommendation letter.

- **TIU Head Recommendation*** (TIU Head)
 - This section corresponds to the TIU Head Review step.
 - The TIU Head or Case Manager uploads the TIU Head Recommendation letter, and the TIU Head completes the *T24-25 TIU Head Recommendation Form*.

- **Head of TIU Joint Appointment or Discovery Theme Focus Area** (Case Manager)
 - The Case Manager should upload this letter if applicable; otherwise leave empty.

- **Comments Process – TIU Level** (TIU Head/Case Manager)
 - After the CEF and TIU Head have completed their review, the candidate should be notified of the results, provided with the recommendation letters, and given 10 calendar days to submit comments.
 - If the TIU Head or CEF have responses to candidate comments, those should be added in this section. No response is required.
 - See the [Candidate Comments Process](#) document for additional guidance.



- **College P&T Committee Recommendation**
 - To be added by the college.
- **College Dean Recommendation**
 - To be added by college.
- **Comments Process – College Level**
 - The college will contact the candidate to notify them of the results of the college-level review and allow 10 calendar days for the candidate to submit comments.

Please direct any questions about dossier content or dossier submission through Interfolio to ascfacultyaffairs@osu.edu or [Toni Calbert.5](#).

All materials are due to the college via Interfolio by Friday, October 18, 2024.

HELPFUL LINKS

[ASC Intranet - Promotion and Tenure Resources](#) (Includes links to all forms and templates referenced above)

[ASC and Unit Governance Documents](#)

[OAA Interfolio Resources](#)

[Interfolio RPT Welcome Kit](#)

[Interfolio Overview of User Roles](#)

[OAA Handbook on Promotion and Tenure Review](#)

[OAA Policies, Guidelines, and Forms](#)

[University Faculty Rules](#)

