Generating a Core Dossier Report Using Interfolio FAR

February 2, 2026

This document is intended to assist faculty using Interfolio FAR to generate a core dossier for promotion, tenure, reappointment, or annual review cases.

Accessing Interfolio FAR

- Log in to Interfolio: https://go.osu.edu/interfolio
  - Enter OSU name.# and password
  - At prompt: "Where to you want to go?" > Select OSU logo, NOT the Interfolio dossier logo
  - Interfolio will automatically take you to the OSU home page after first log in
- Navigate to the menu bar on the left side of the screen under "Faculty Activity Reporting"

Generating a Core Dossier Report in Interfolio FAR

Click on "Vitas & Biosketches" and then "Vitas."
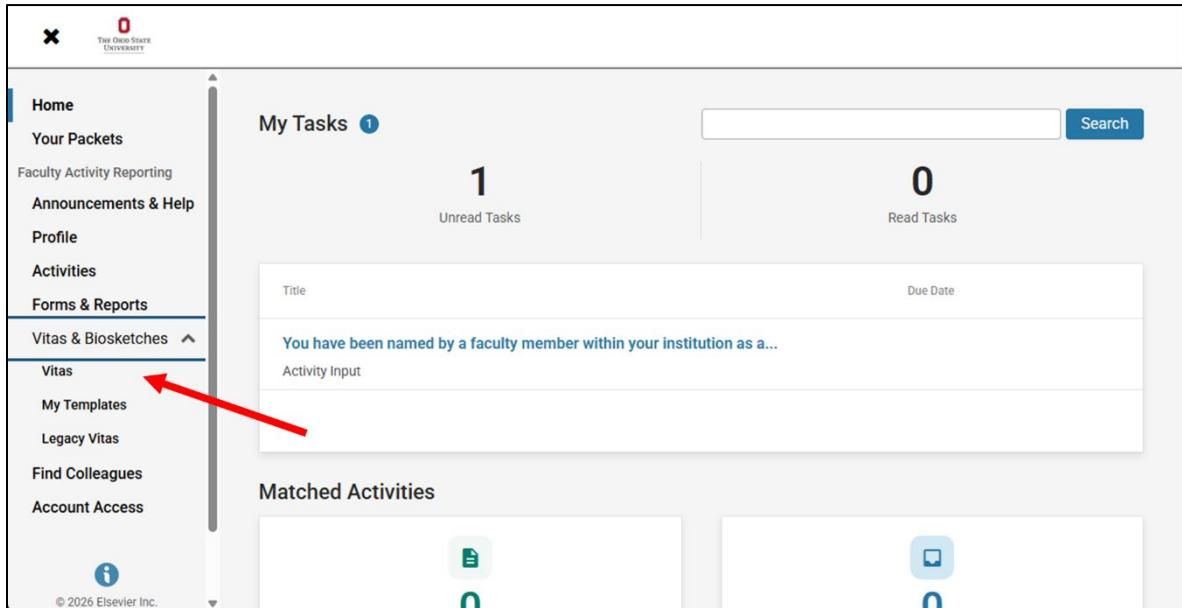
This takes you to the Institutional Vitas page. Select the "+ Add New Vita" button in the upper right-hand corner.
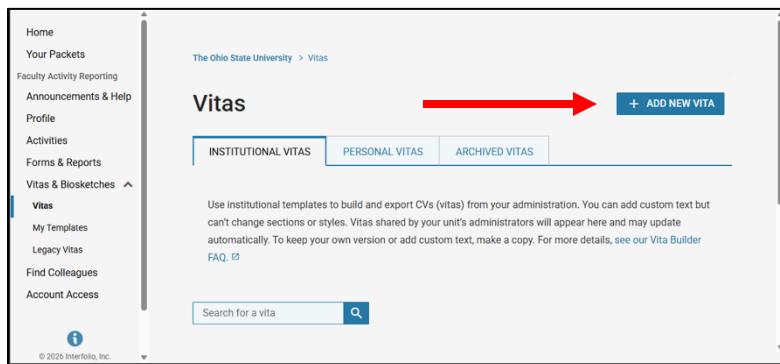
An "Add New Vita" window will pop up. Enter the following information (some will be pre-loaded):
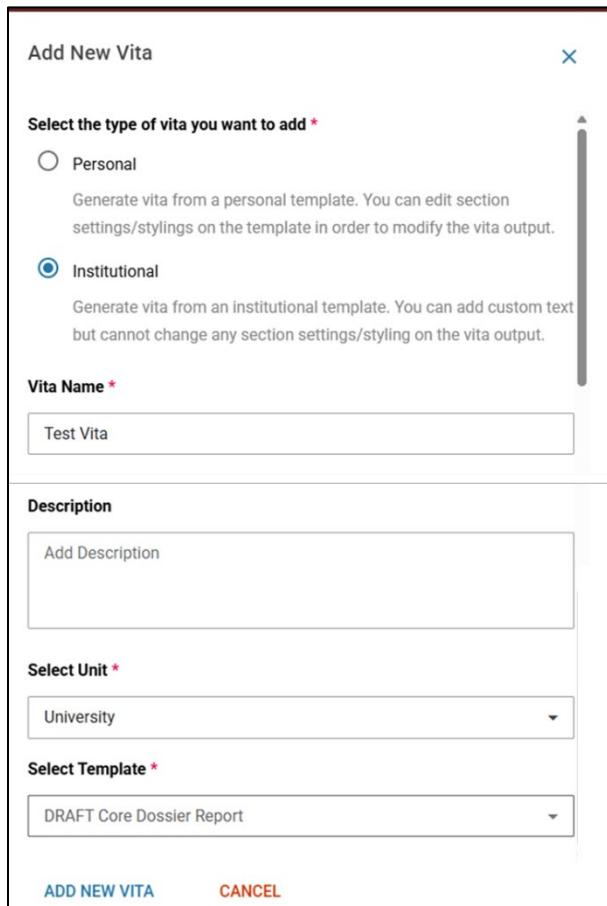
- Type of Vita: Institutional
- Vita Name: Enter name of your choice
- Description: Optional
- Unit: University
- Template: DRAFT Core Dossier Report
- Click "Add New Vita"

A draft core dossier report will be generated that you can review.

- Select the "Date Range Type" (Academic Term or Calendar Year).
- Select the start and end terms that capture your review period.
- Click "Refresh Vita" to update the report.
- Note that citation format cannot be adjusted at this time.

To download: Click "Export" and choose Word Document or PDF (Word is recommended to allow additional editing). Select "Save" before exiting the document.
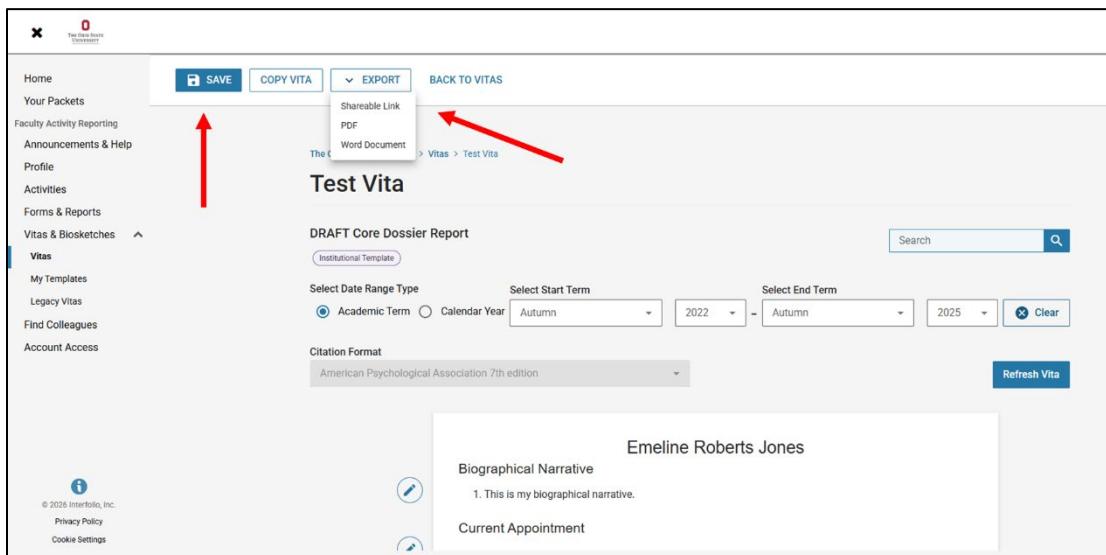
THE OHIO STATE UNIVERSITY
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Things to Note:

- If you make additional changes to the Profile or Activities pages, you can click "Refresh Vita" to update this report and export again or make all edits in the Word document going forward.
- Courses Taught table: some edits are needed to the exported document to comply with dossier requirements:
    - The "teaching load" column should be updated to reflect the percentage of the course taught by candidate.
    - Student and Peer Evaluations: The table should indicate whether formal student and/or peer evaluations have been completed. The candidate may add a column to indicate these evaluations or use asterisks or other notation along with an explanatory key at the bottom of the table.