

Generating a Core Dossier Report Using Interfolio FAR

February 2, 2026

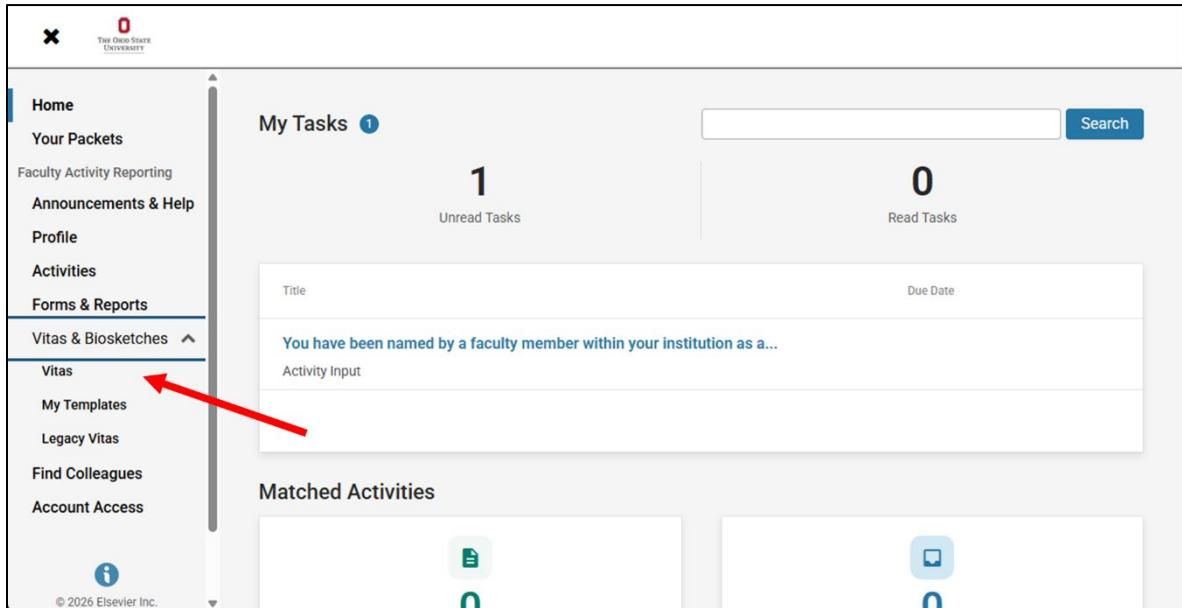
This document is intended to assist faculty using Interfolio FAR to generate a core dossier for promotion, tenure, reappointment, or annual review cases.

Accessing Interfolio FAR

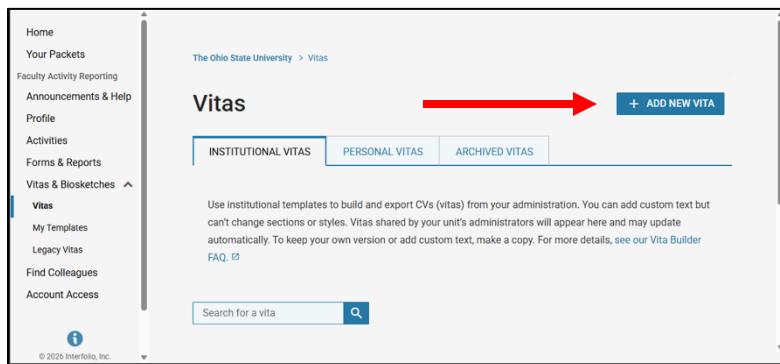
- Log in to Interfolio: <https://go.osu.edu/interfolio>
 - Enter OSU name.# and password
 - At prompt: “Where to you want to go?” > Select OSU logo, NOT the Interfolio dossier logo
 - Interfolio will automatically take you to the OSU home page after first log in
- Navigate to the menu bar on the left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

Generating a Core Dossier Report in Interfolio FAR

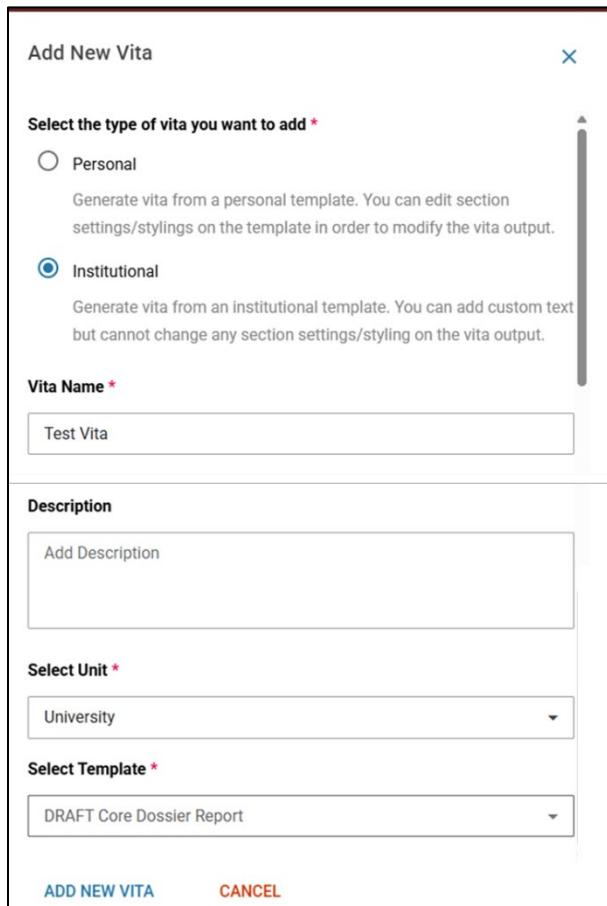
Click on “Vitas & Biosketches” and then “Vitas.”



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):



Add New Vita

Select the type of vita you want to add *

Personal
Generate vita from a personal template. You can edit section settings/stylings on the template in order to modify the vita output.

Institutional
Generate vita from an institutional template. You can add custom text but cannot change any section settings/styling on the vita output.

Vita Name *

Test Vita

Description

Add Description

Select Unit *

University

Select Template *

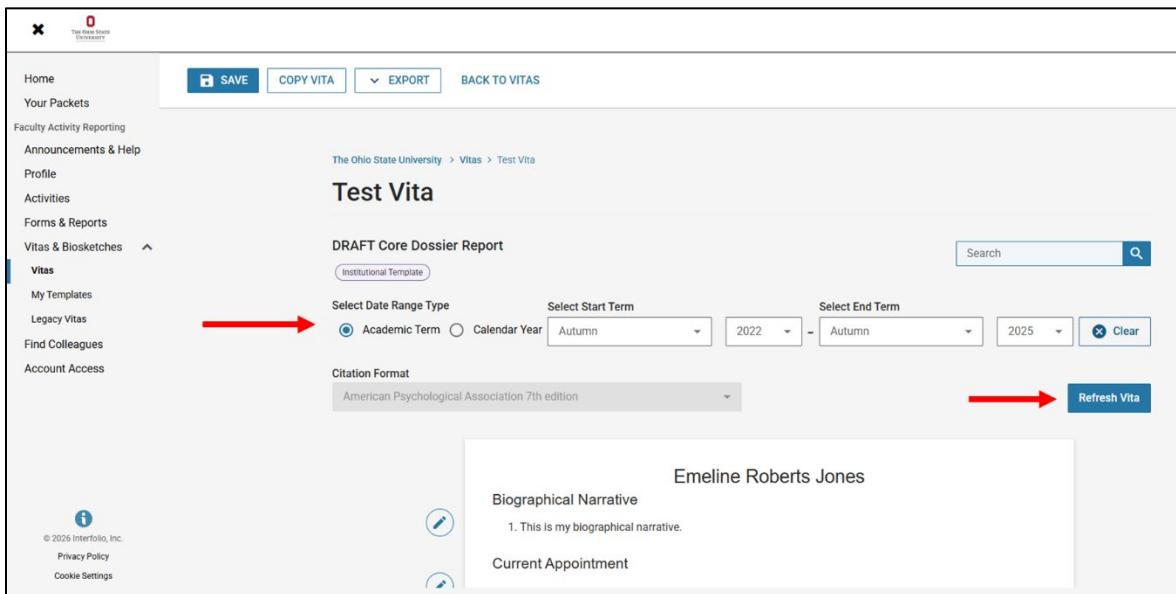
DRAFT Core Dossier Report

ADD NEW VITA CANCEL

- Type of Vita: Institutional
- Vita Name: Enter name of your choice
- Description: Optional
- Unit: University
- Template: DRAFT Core Dossier Report
- Click “Add New Vita”

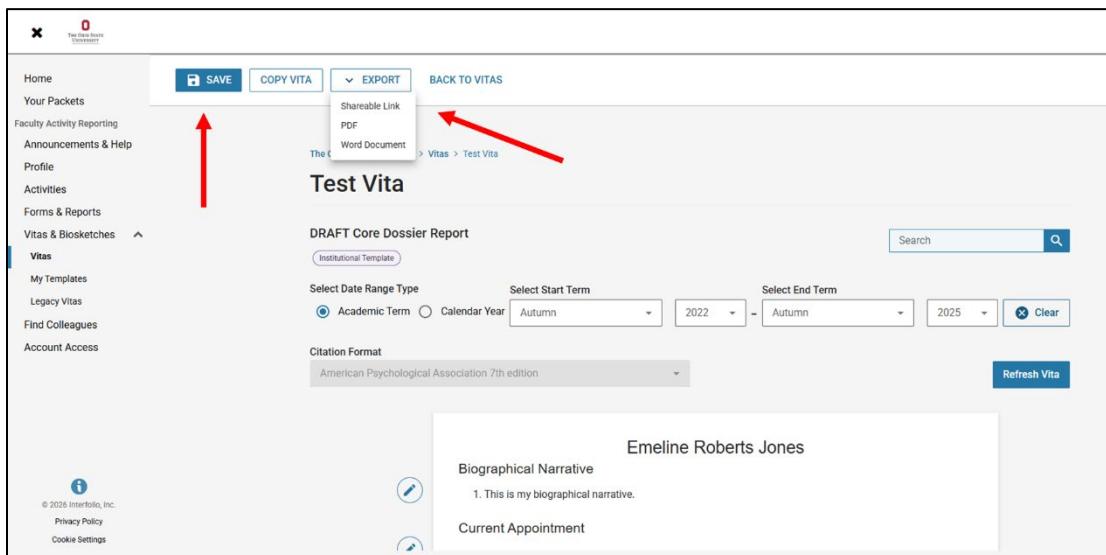
A draft core dossier report will be generated that you can review.

- 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.



The screenshot shows the 'Test Vita' page. At the top, there are buttons for 'SAVE', 'COPY VITA', 'EXPORT', and 'BACK TO VITAS'. The 'EXPORT' button is highlighted with a red arrow. Below this, there's a sidebar with links like 'Home', 'Your Packets', 'Faculty Activity Reporting', 'Announcements & Help', 'Profile', 'Activities', 'Forms & Reports', 'Vitas & Biosketches', and 'Vitas'. The 'Vitas' link is also highlighted with a red arrow. The main content area is titled 'DRAFT Core Dossier Report' with an 'Institutional Template' button. It has sections for 'Select Date Range Type' (with 'Academic Term' selected), 'Select Start Term' (set to 'Autumn 2022'), 'Select End Term' (set to 'Autumn 2025'), and a 'Citation Format' dropdown set to 'American Psychological Association 7th edition'. A 'Refresh Vita' button is at the bottom right of this section, also with a red arrow. Below this is a preview box for 'Emeline Roberts Jones' containing 'Biographical Narrative' and 'Current Appointment' sections.

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



The screenshot shows the 'Test Vita' page with the 'EXPORT' button highlighted by a red arrow. A dropdown menu is open, showing 'Shareable Link' and 'PDF' as options, with 'Word Document' also visible. Another red arrow points to the 'Word Document' option. The rest of the page is identical to the first screenshot, showing the 'DRAFT Core Dossier Report' section and the preview box for 'Emeline Roberts Jones'.

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.