

Spring 2025

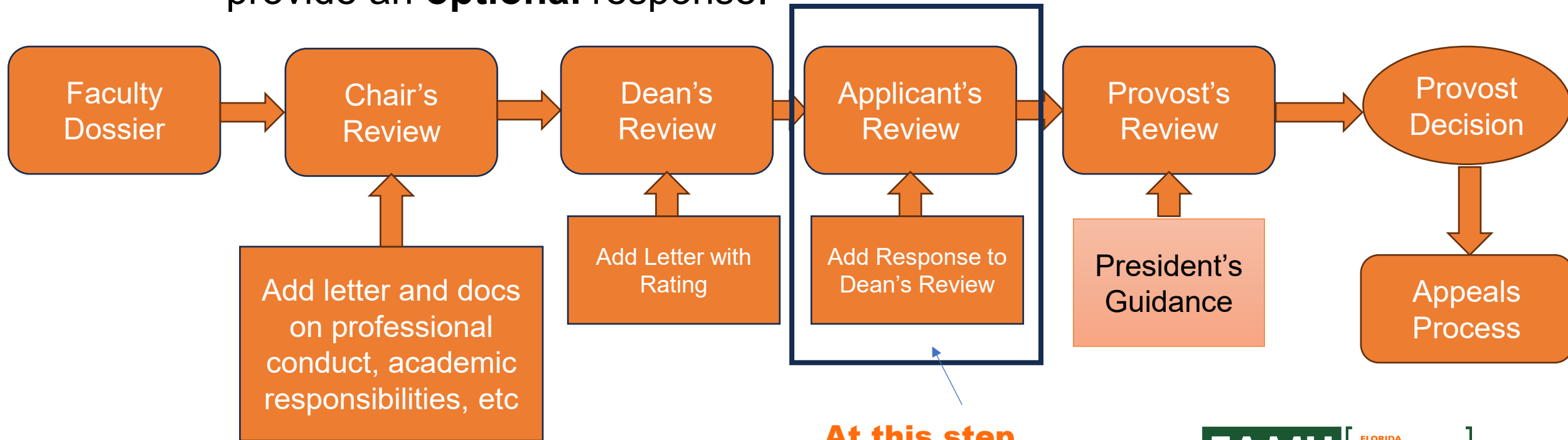
Division of Academic Affairs

# **Instructions for Uploading Optional Response to Dean's Post-tenure Review**



# Background – PTR Process

- ❑ The Level 1 Reviewer, if appropriate, and Dean has finished their evaluations. You are now able to read their reviews in Interfolio and provide an **optional** response.



**At this step**





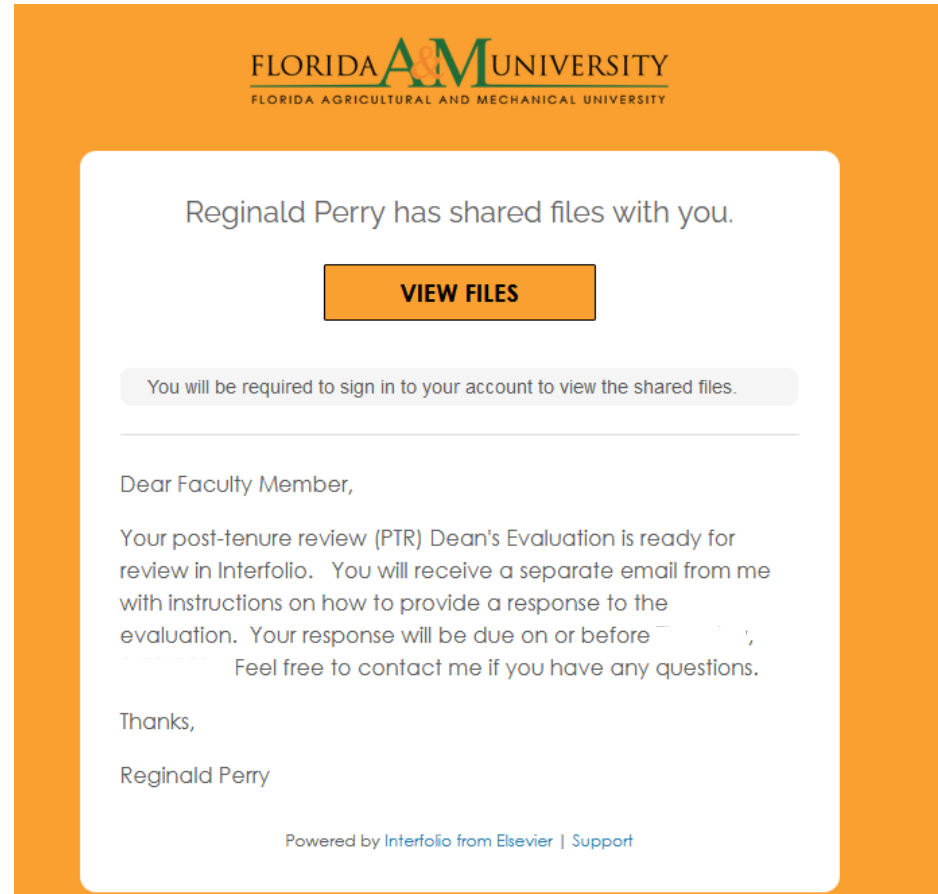
# Interfolio

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Strike, Strike, and **Strike Again!**



# You will receive an email from noreply@interfolio.com indicating a document is available for your review



Strike, Strike, and Strike Again!

# Accessing the Interfolio website

## 1. Log into iRattler

1. <https://www.famu.edu>; Menu→iRattler; iRattler MFA

### Explore iRattler Applications

Access an array of applications using your FAMU ID or manage your password at your convenience.



#### iRattler Multifactor Authentication



Log into iRattler

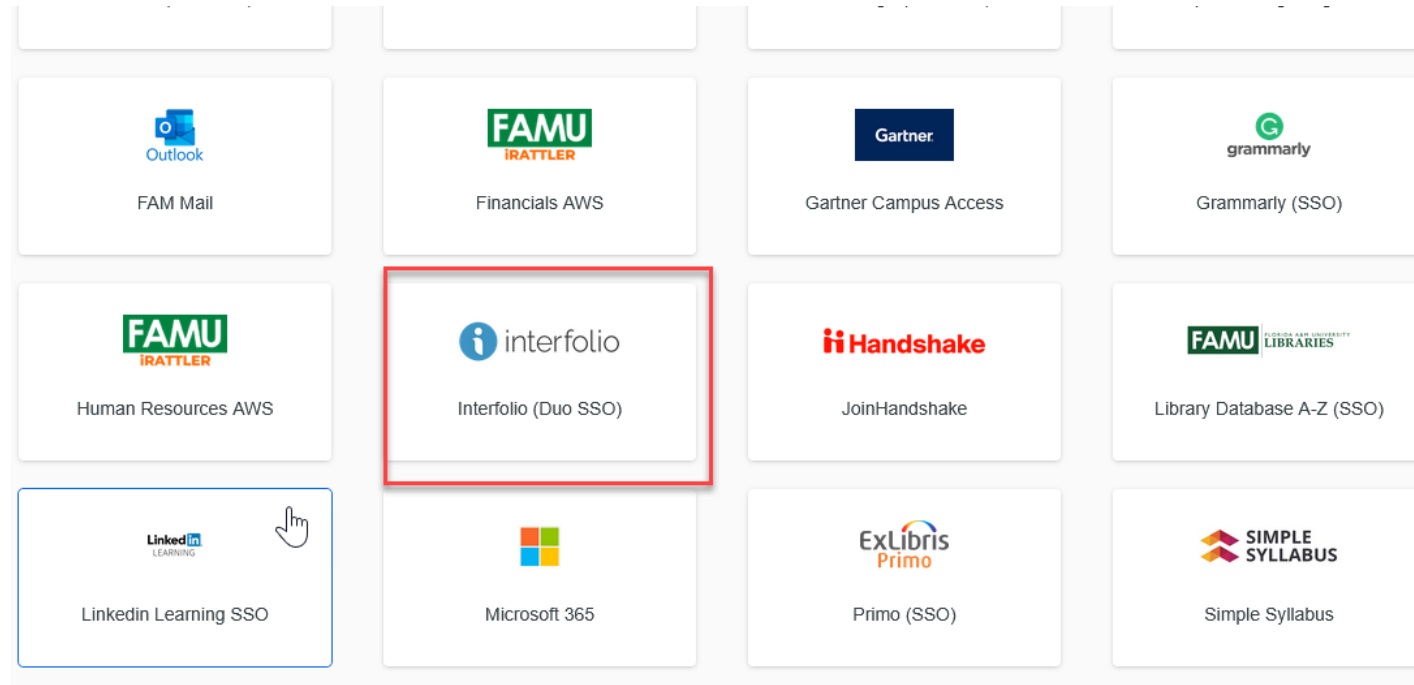


#### Password Reset Manager →

Manage your password at your convenience.

Strike, Strike, and Strike Again!

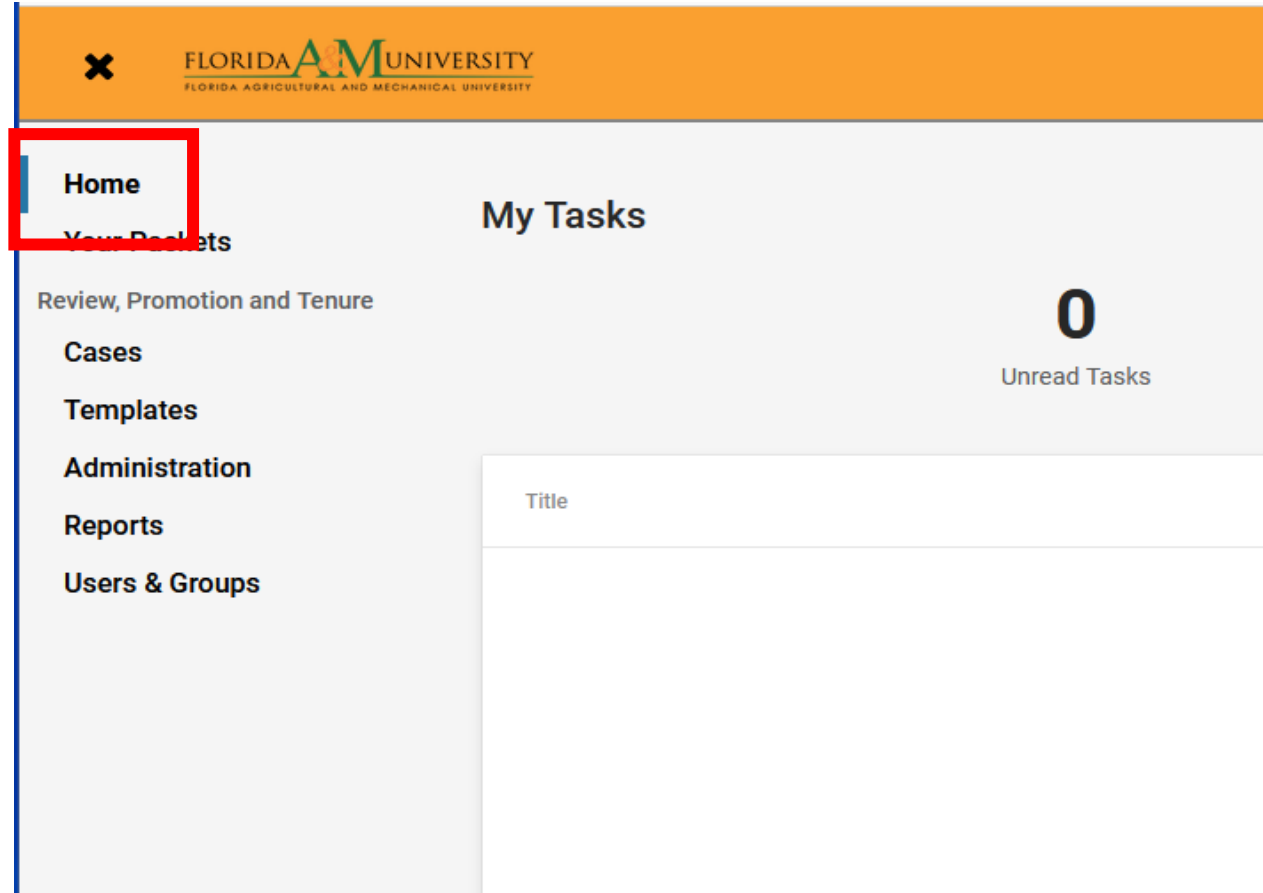
# Select the Interfolio tile



Contact [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu), if you do not see the tile or are unable to log in

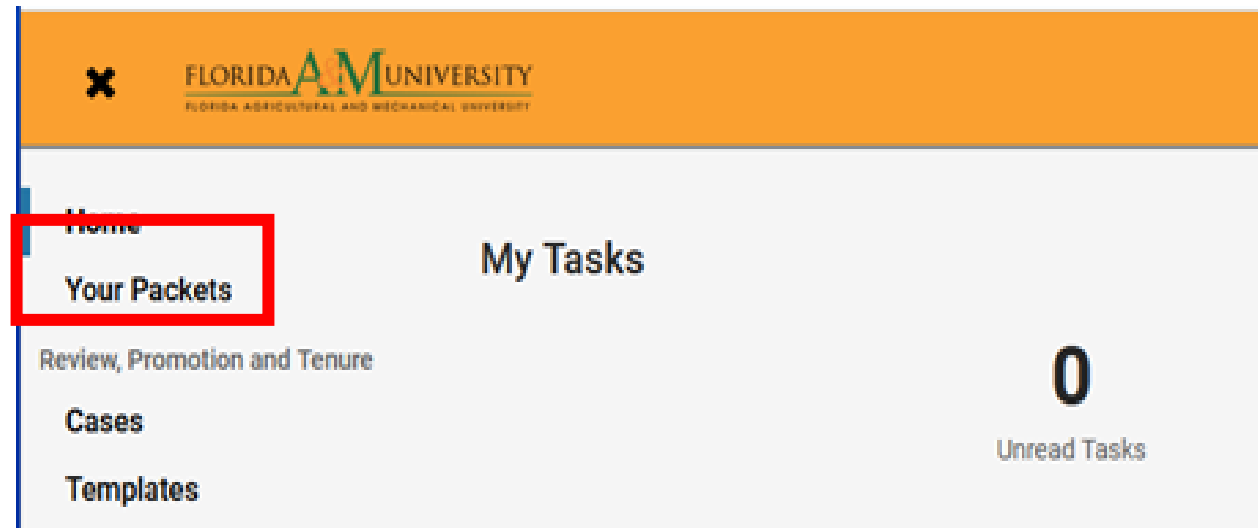


# After Logging In, Select Home



Strike, Strike, and Strike Again!

# Next, select Your Packets



Strike, Strike, and **Strike Again!**



# Find Your Post Tenure Review Packet

## It should indicate it is “Open for Response\*”

### Active

Packet	Type	
Florida Agricultural and Mechanical University for Response Post Tenure Review - 2023-24	Open Review	1

\* If not, please contact me at [reginald.perry@famu.edu](mailto:reginald.perry@famu.edu)

Strike, Strike, and Strike Again!

Select the packet,  
You should see a new link  
Shared Committee Files to select

Florida Agricultural and Mechanical University > Your Packets >

## Post Tenure Review -

Unit	Type
Florida Agricultural and Mechanical University	Review

[Overview](#) [Packet](#) [Shared Committee Files](#)

Below you will find an overview of the packet requirements outlined by your institution.  
[the Candidate's Packet Guide.](#)

Select this link

# You should see three files: Dean's Evaluation Letter, Dean's PTR Form, and Chair's Evaluation Letter

▼ Sent by

Shared Files	Actions
DEANS_EVAL_LETTER	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
Deans PTR Form	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
CHAIRS_EVAL_LETTER	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>

Open for Response

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Due

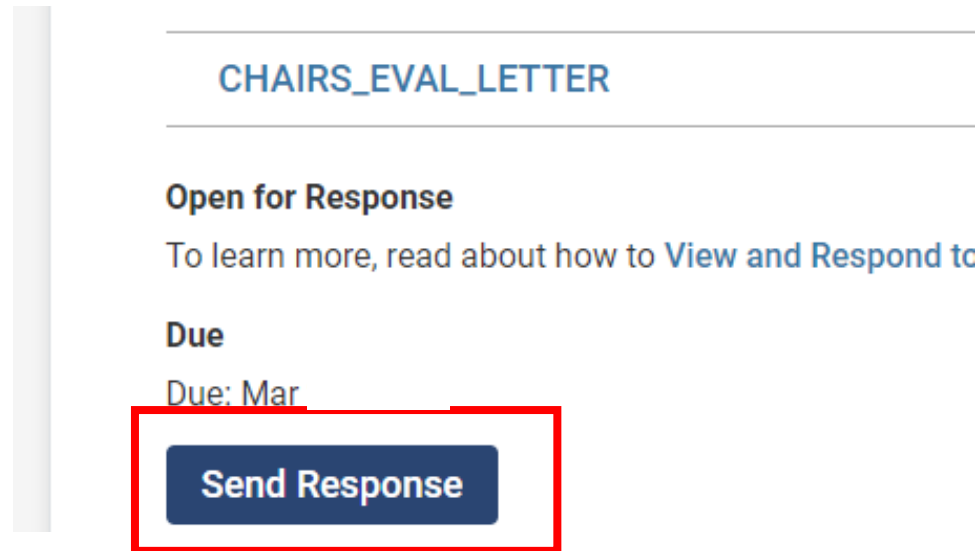
Due: Mar 28, 2024

Send Response

You may view files within Interfolio or download them for later viewing. You have the option to send a response. If you **do not** choose to send one, **you are done**.

# Sending a Response

After you have prepared your response, you can upload it into Interfolio by Selecting “Send Response”



CHAIRS\_EVAL\_LETTER

Open for Response

To learn more, read about how to [View and Respond to](#)

Due

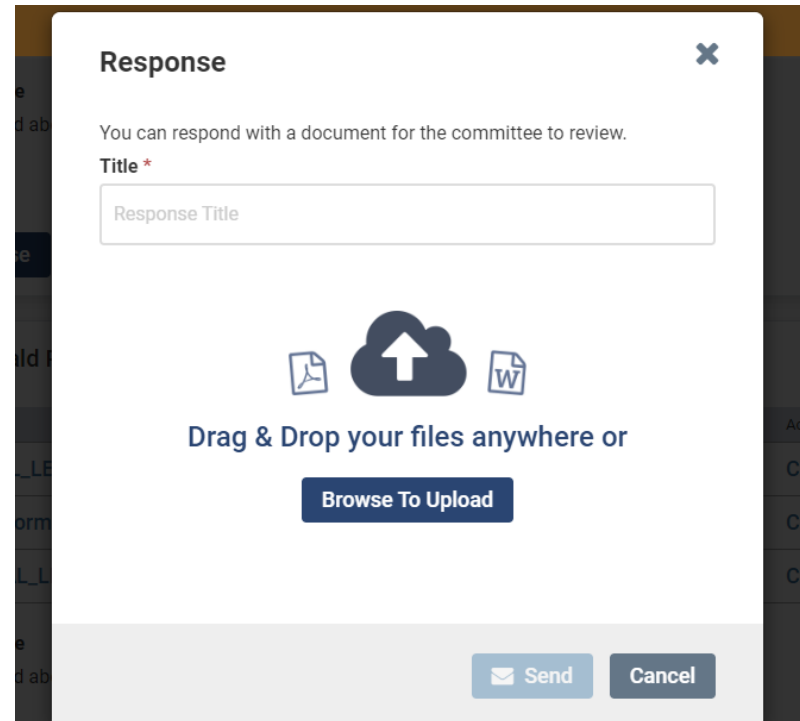
Due: Mar

**Send Response**

Make sure you send your response **by the deadline March 27, 2025.**  
If you do not wish to send a response, **you do not have to do anything.**



# After selecting “Send Response” this dialog box will appear



**Response** [X]

You can respond with a document for the committee to review.

**Title \***

Response Title

Drag & Drop your files anywhere or

Browse To Upload

Send Cancel

Add a title and upload the file with your response

# Add a Title, Upload your file and select SEND

## Response

You can respond with a document for the committee to review.

**Title \***

myResponse2Dean

Success

Send

Cancel

# Verifying Your Response

❑ Now, when you select Shared Committee Files, you should see your response:

▼ Sent by

Shared Files	Actions
<a href="#">DEANS_EVAL_LETTER</a>	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
<a href="#">Deans PTR Form</a>	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>
<a href="#">CHAIRS_EVAL_LETTER</a>	<a href="#">Copy to Dossier</a>   <a href="#">Download</a>

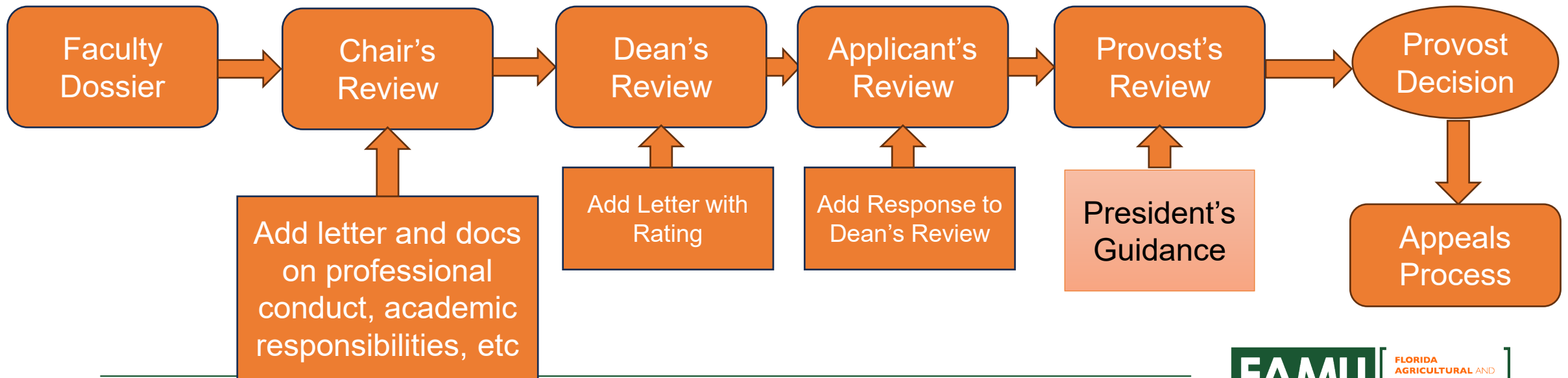
Response

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Shared	Details
<a href="#">My Response to the Evaluation</a>	Sent: Mar 21,

# Remaining Steps

- ❑ Your response along with the chair's and dean's evaluation will be reviewed by the Provost and some members on her staff. After this review, you will be notified of the Provost's decision. You may appeal the decision. Instructions on the Appeals process will be provided at that time.





# Contact Information

Please contact us, if you have any questions.

Email:

[reginald.perry@famu.edu](mailto:reginald.perry@famu.edu)

Please cc:

[academic.affairs@famu.edu](mailto:academic.affairs@famu.edu)

Phone:

850-599-3276