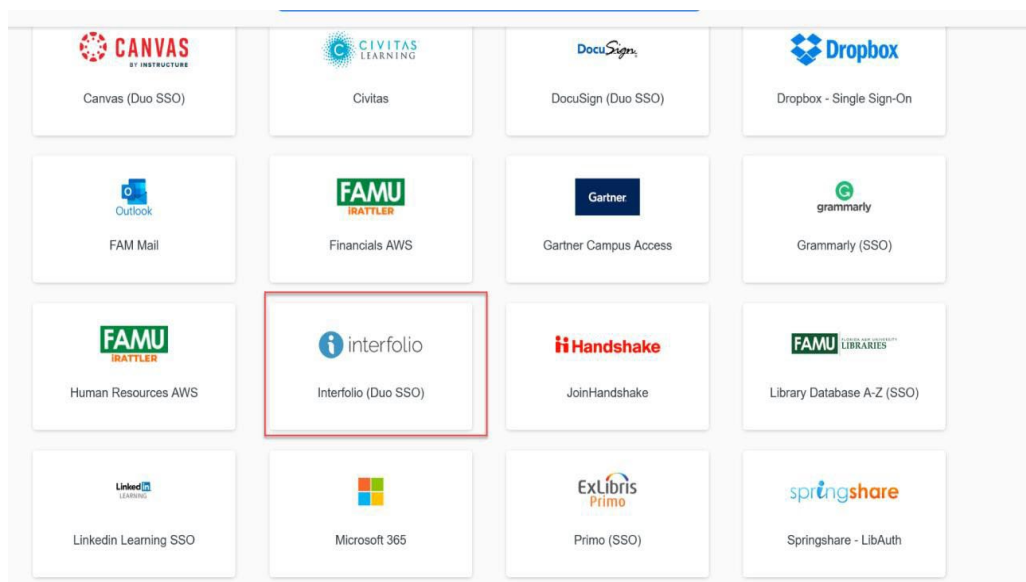


Uploading Your PTR Documents into Interfolio

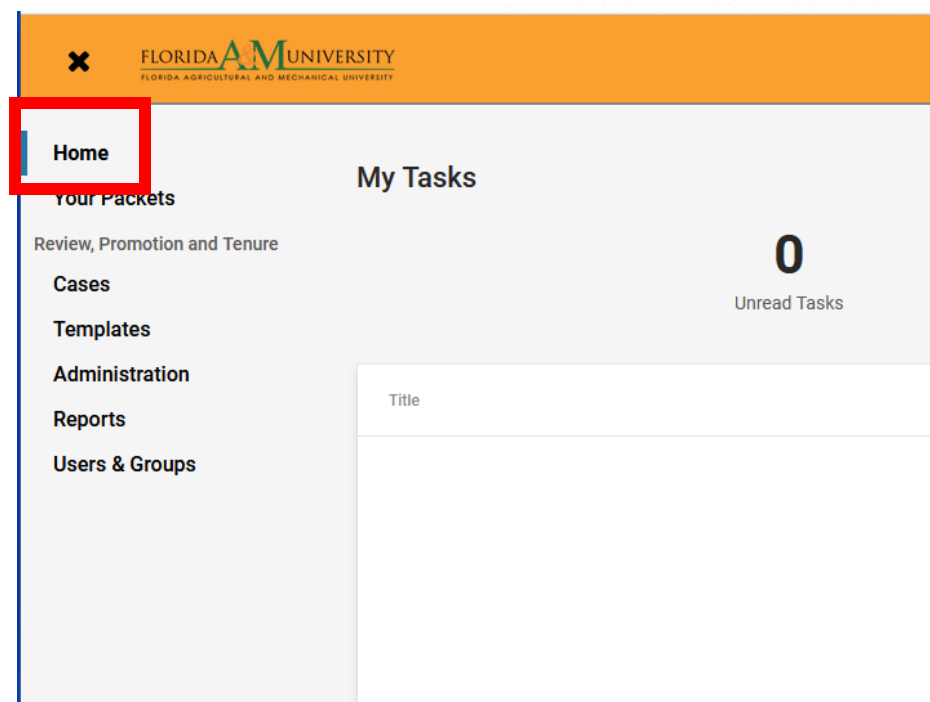
Logging into Interfolio

Follow these steps to log into your Interfolio account using the iRattler portal:

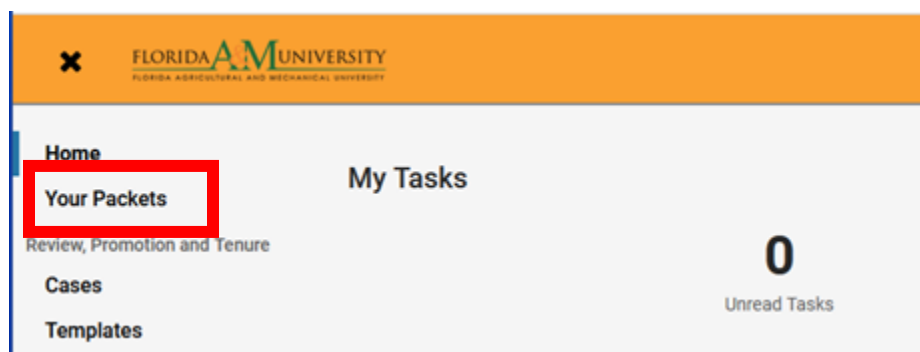
1. **Log In to iRattler**
 - Go to <https://www.famu.edu>
 - Select Menu → iRattler
 - Select Menu iRattler Multi-factor Authentication
 - Enter your **FAMU username and password** to sign in securely.
2. **Navigate to the Selection Matrix**
 - Once logged in, you will see a grid of application tiles on your iRattler homepage.
 - This is your **iRattler Selection Matrix**. *(see image below)*
3. **Locate the Interfolio Tile**
 - Scroll through the available tiles until you find the **Interfolio** tile.
 - Contact academic.affairs@famu.edu, if the Interfolio tile is missing.
4. **Click on the Interfolio Tile**
 - Click the tile to be redirected to the **Interfolio platform**.
 - You may be logged in automatically via single sign-on (SSO) or prompted to confirm your FAMU credentials.
5. **Begin Using Interfolio**
 - Email academic.affairs@famu.edu, if you are unable to log on.



After logging in, Select Home:



Now, select Your Packets:



Next, select the Post Tenure Review packet to review

Home
Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

Your Packets

Active

Packet	Type	Status
Florida Agricultural and Mechanical University Post Tenure Review - 2023-24	Review	Not Submitted

Select Overview, to see the documents you will need to upload into Interfolio:

Select Packet, to start uploading documents:

Post Tenure Review -

Unit	Type	Packet Deadline Type
Florida Agricultural and Mechanical University	Review	Hard Deadline ⓘ

[Overview](#)
[Packet](#)

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

Candidate Documents

Not Yet Submitted Unlocked

Type	# Required
<input type="radio"/> Updated Curriculum-Vitae (CV)	1 required
<input type="radio"/> Narrative of Accomplishments Over The Last 5 years	1 required
<input type="radio"/> Supporting Documents	1 required
<input checked="" type="radio"/> Optional Information	0 required
<input type="radio"/> Post Tenure Review (PTR) Application	8 required

Post Tenure Review -

[View Instructions](#)
[Preview Packet](#)
Unit

Florida Agricultural and Mechanical

Type

Review

Packet Deadline Type

Hard Deadline ⓘ

Packet Due Date

Dec 4, 2023

Overview

Packet



Expand All Collapse All



▼ Candidate Documents

Not Yet Submitted

Unlocked

Submit

0 of 3

Required Files

Updated Curriculum-Vitae (CV) 1+ required, 0 Added

Add

Please upload your most updated curriculum vitae (CV).

No files have been added yet.

Narrative of Accomplishments Over The Last 5 years 1 required, 0 Added

Add

Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

Let's upload the CV. Select Add next to Updated Curriculum Vitae(CV):

Post Tenure Review -

[View Instructions](#)
[Preview Packet](#)
Unit

Florida Agricultural and Mechanical

Type

Review

Packet Deadline Type

Hard Deadline ⓘ

Packet Due Date

Dec 4, 2023

Overview

Packet



Expand All Collapse All



▼ Candidate Documents

Not Yet Submitted

Unlocked

Submit

0 of 3

Required Files

Updated Curriculum-Vitae (CV) 1+ required, 0 Added

Add

Please upload your most updated curriculum vitae (CV).

No files have been added yet.

Narrative of Accomplishments Over The Last 5 years 1 required, 0 Added

Add

Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

Select Add New File:

Add Updated Curriculum-Vitae (CV)
×

1+ Required

Choose Existing
Add New File

All Materials
Packets

☐ All
☐ Default Report

Find your file on your drive and select Add:

Add Updated Curriculum-Vitae (CV)
×

1+ Required

Choose Existing
Add New File

Upload
Video
Webpage

myCV

Success ×

Notice that Interfolio now records you have uploaded 1 of 3 required files.

Florida Agricultural and Mechanical University > Your Packets >

Post Tenure Review -

Unit

Florida Agricultural and Mechanical University

Type

Review

Packet Deadline Type

Hard Deadline ⓘ

Packet Due Date

Dec 4, 2023

Overview

Packet

⊞

⊕ Expand All

⊖ Collapse All

⊞

▼ Candidate Documents

Not Yet Submitted Unlocked

Preview

Submit

1 of 3
Required Files

Updated Curriculum-Vitae (CV) 1+ required, 1 Added

Add

Please upload your most updated curriculum vitae (CV).

Repeat these steps to upload your narrative, supporting documents, and optional materials. After uploading all of your documents, your packet should look something like this:

▼ Candidate Documents

Not Yet Submitted Unlocked

Preview

Submit

3 of 3
Required Files

Updated Curriculum-Vitae (CV) 1+ required, 1 Added

Add

Please upload your most updated curriculum vitae (CV).

Title	Details	Actions
myCV	Added Sep 27, 2023	Edit Remove

Narrative of Accomplishments Over The Last 5 years 1 required, 1 Added

Add

Please upload a narrative of no more than 5 pages highlighting the contributions you have made during the five-year review period in the performance areas appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. You may include an explanation of any variation in your annual performance during the review period.

Please include a statement which estimates the average percentage effort over the five-year review period you were assigned in each performance area described in your narrative. Your overall average effort totaled over all of the performance areas described in your narrative should be 100%.

Title	Details	Actions
myNarrative	Added Sep 27, 2023	Edit Remove

Supporting Documents 1 required, 1 Added

Add

Please provide all Assignment of Responsibilities (AORs) or equivalent forms, annual evaluations, and student teaching evaluations.

Title	Details	Actions
mySupportingDocuments	Added Sep 27, 2023	Edit Remove

Optional Information 1 Added

Add

You may upload up-to 5 pages of optional material including letters of recognition from local, regional, national, or international organizations and other information germane to the review.

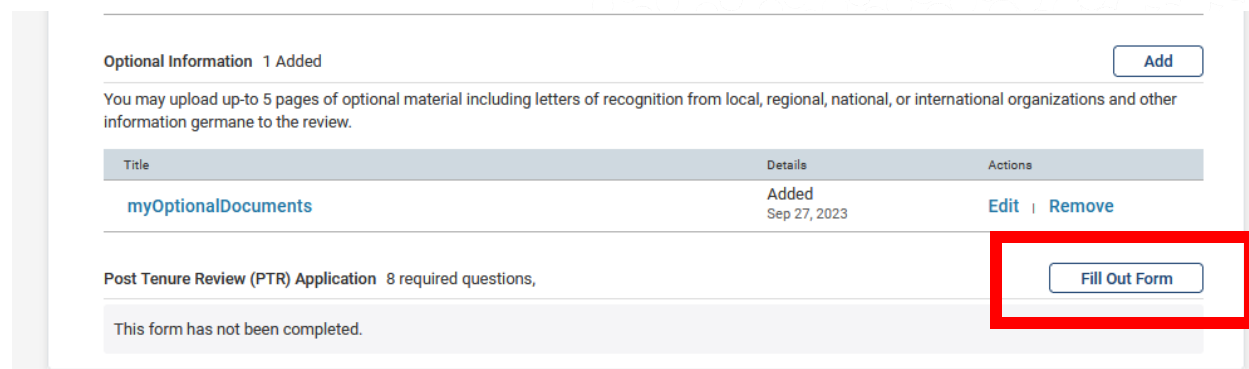
Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove

Post Tenure Review (PTR) Application 8 required questions,

Fill Out Form

This form has not been completed.

Next, you will need to complete the Post Tenure Review Application. This is form that is built into Interfolio. To access it, select **Fill Out Form** located beneath Optional Information:



Optional Information 1 Added Add

You may upload up-to 5 pages of optional material including letters of recognition from local, regional, national, or international organizations and other information germane to the review.

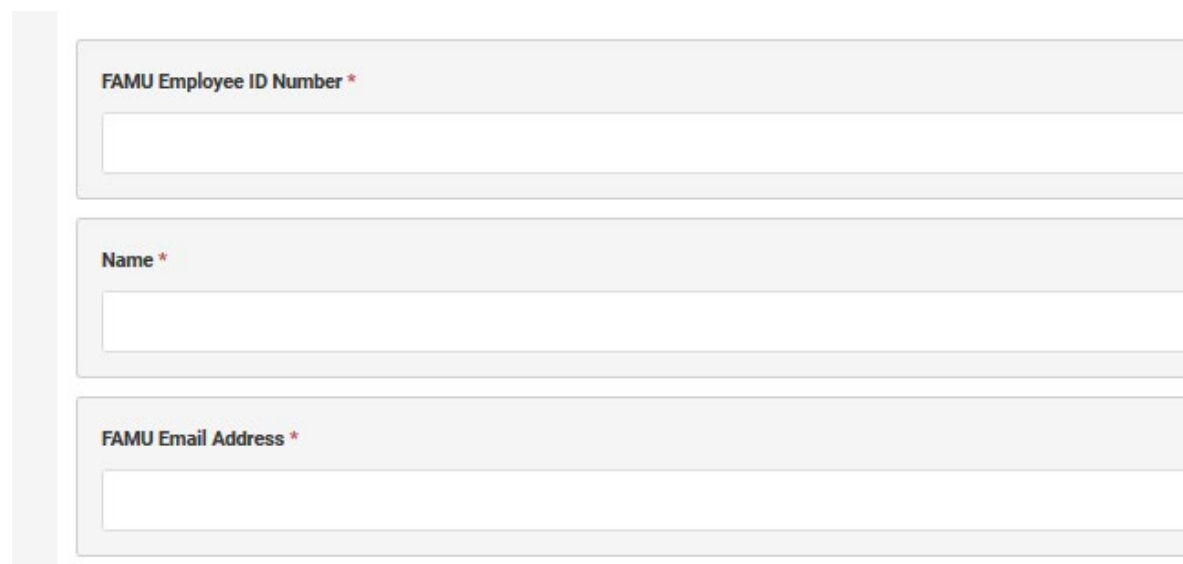
Title	Details	Actions
myOptionalDocuments	Added Sep 27, 2023	Edit Remove

Post Tenure Review (PTR) Application 8 required questions,

This form has not been completed.

Fill Out Form

The Application Form will pop up. You will need to complete all fields:

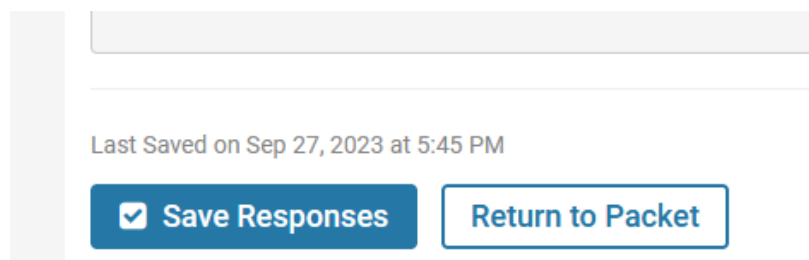


FAMU Employee ID Number *

Name *

FAMU Email Address *

Select **Save Responses** (if not already selected) and **Return to Packet** when you have completed the form.



Last Saved on Sep 27, 2023 at 5:45 PM

☒ **Save Responses** **Return to Packet**

After completing the form, you can view your submission by selecting Preview. Select **Submit** button to submit your application. Please note, once you submit you are unable to update your dossier without assistance from your Case Manager.

Unit

Florida Agricultural and Mechanical University

Type

Review

Packet Deadline Type

Hard Deadline

Packet Due Date

Dec 4, 2023

Overview

Packet

☐

Expand All

☐

Collapse All

☐

Candidate Documents

Not Yet Submitted

Unlocked

Preview

Submit

3 of 3
Required Files

Updated Curriculum-Vitae (CV) 1+ required, 1 Added

Add

Please upload your most updated curriculum vitae (CV).

You can verify your submission by reviewing your Packets’ status in Interfolio:

Your Packets

Active

Packet	Type	Status	Due Date
Florida Agricultural and Mechanical University Post Tenure Review - 2023-24	Review	Last Submitted on Sep 27, 2023	Case due Dec 4, 2023

After the Dean’s Review, you will have an opportunity to provide a response in Interfolio. You will receive an email from noreply@Interfolio.com indicating that a file has been shared with you. We will also send an email to all candidates that the Candidate’s Optional Response to the Dean’s Review period is open. This should occur prior to Spring Break. If you log into Interfolio, you’ll see “Open for Response” next to your Case.

Title

Open for Response

Test Case

Post Tenure Review - 2023-24 | Florida Agricultural and Mechanical University | Review

If you select your case, you will also see a new option “Shared Committee Files.”

Florida Agricultural and Mechanical University > Your Packets >

Post Tenure Review -

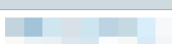
Unit	Type
Florida Agricultural and Mechanical University	Review

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

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

Selecting this option, will display the Dean’s response.

▼ Sent by on Sep 27, 2023

Shared Files	Actions
	Copy to Dossier Download

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

Due
Due: Sep 30, 2023

[Send Response](#)

Select Send Response to upload and send your response.

Response



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

Title *

My Response

myResponse

Success 

 Send

Cancel

You will be notified of the Provost's final rating by late spring semester. For those faculty that "meets" or "exceeds" expectations, information of any recognition and/or compensation will be provided at that time.

A faculty member with a final rating below "meets" will also be provided with information on the next steps in the review process. A faculty member who wishes to dispute the final decision may appeal the decision.

Please contact us at academic.affairs@famu.edu if you have any questions.