Interfolio Quick Start Guide for Faculty

Updated Summer 2025

This **Quick Start** guide provides instructions for faculty on how to upload post-tenure review materials into the Interfolio RPT web-based system. Please see the FAMU Post-Tenure website at

https://www.famu.edu/administration/academic-affairs/faculty-resources/post-tenure-review.php

for additional information on this process.

Dossier Preparation

The first step is to assembly your dossier. You should review the specific evaluation criteria for your college and school. For your application, faculty are asked to provide the following information:

a) An updated and comprehensive Curriculum Vitae (CV) highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

b) A narrative (minimum of 12 pt font) of no more than five (5) pages highlighting the contributions made during the five-year review period by the faculty member in each performance area appropriate to their assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. The narrative may include an explanation of any variation in annual performance during the review period.

   1. Include a statement in your narrative describing what was your primary job responsibility over the review period. Examples include instructional (e.g., teaching courses), research, clinical, extension, creative works, scholarship, service or administrative assignments.   Please contact the Office of Provost, if you have any questions.

   2. Include a self-evaluation on your student teaching evaluations including your response to student's comments.

c) Any supporting documents during the five-year review period including Assignment of Responsibilities (AORs) or equivalent, annual evaluations, and student teaching evaluations.

d) Up-to five (5) pages of optional material relevant to your review may be added.   Please note that only the first **five** pages of any optional material will be evaluated in the review.

After you have prepared your dossier, you will upload it into the web-based Interfolio RPT platform. This is an easy-to-use online system developed by a third-party vendor to manage faculty reviews. The Case Manager for your college/school will create a "case" for you in the system. Please email your case manager or academic.affairs@famu.edu if you have any questions about case information. After your case is created, you will receive an email from noreply@interfolio.com . Follow these steps to log in to 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.
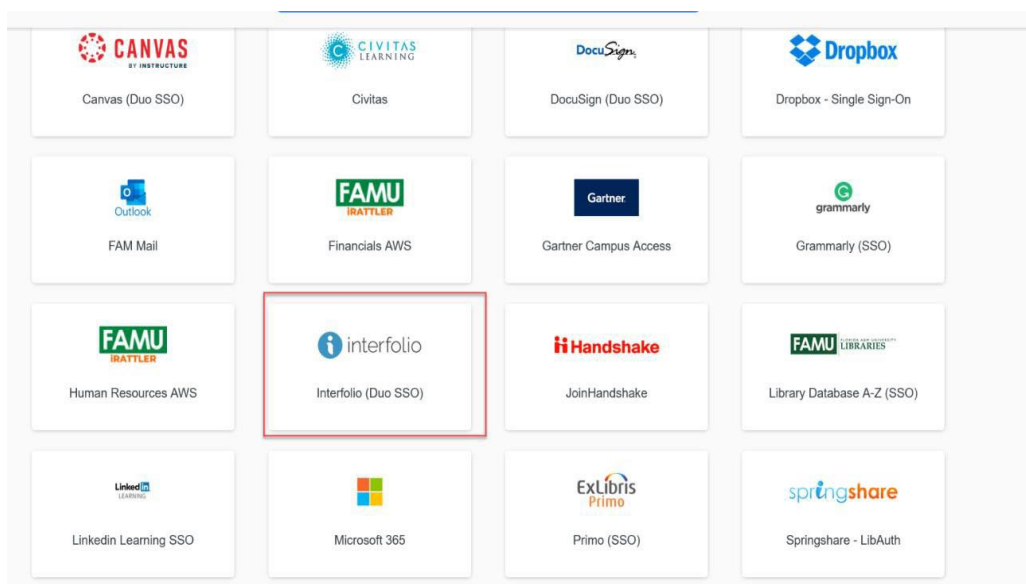
After logging in, Select Home:
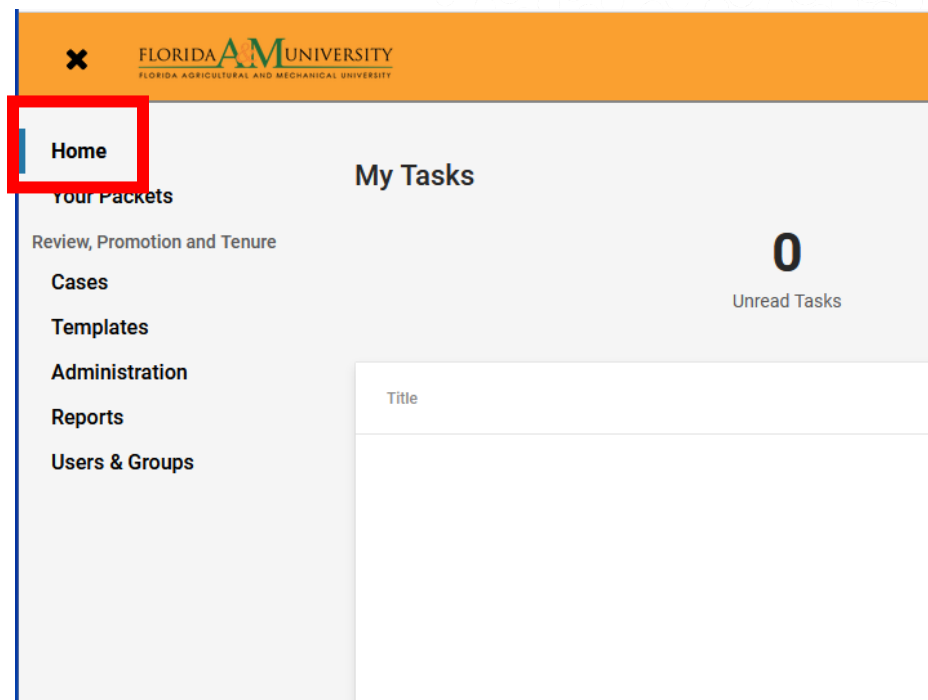
Now, select Your Packets:
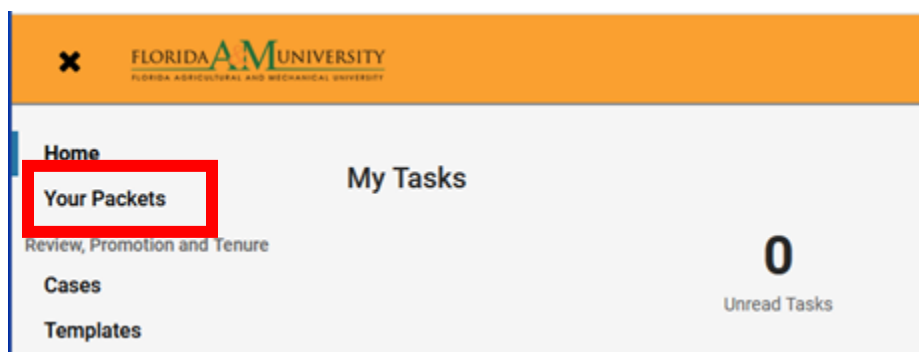
Next, select the Post Tenure Review packet:

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:

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 y the Candidate's Packet Guide.

Candidate Documents
Not Yet Submitted Unlocked

Type	# Required
○ Updated Curriculum-Vitae (CV)	1 required
○ Narrative of Accomplishments Over The Last 5 years	1 required
○ Supporting Documents	1 required
✓ Optional Information	0 required
○ Post Tenure Review (PTR) Application	8 required

Select Packet, to start uploading documents:

Post Tenure Review -

| View Instructions | Preview Packet |

| **Unit** | **Type** | **Packet Deadline Type** | **Packet Due Date** |
| Florida Agricultural and Mechanical University | Review | Hard Deadline ❓ | 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** | **Type** | **Packet Deadline Type** | **Packet Due Date** |
| Florida Agricultural and Mechanical University | Review | Hard Deadline ❓ | 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

Search   Filter

☐ All

☐ 📄 Default Report

➕ Add   Cancel

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 ✖

➕ Add   Cancel

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

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:

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 ǀ Remove

Post Tenure Review (PTR) Application 8 required questions,   Fill Out Form

This form has not been completed.

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.

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

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.

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

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

Select Send Response to upload and send your response.

You will be notified of the Provost's final rating by late spring semester. For those faculty that "meets" or "exceeds" expectations, information on 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.