

Fall 2025

Division of Academic Affairs

# REVIEW OF INTERFOLIO T&P TEMPLATES



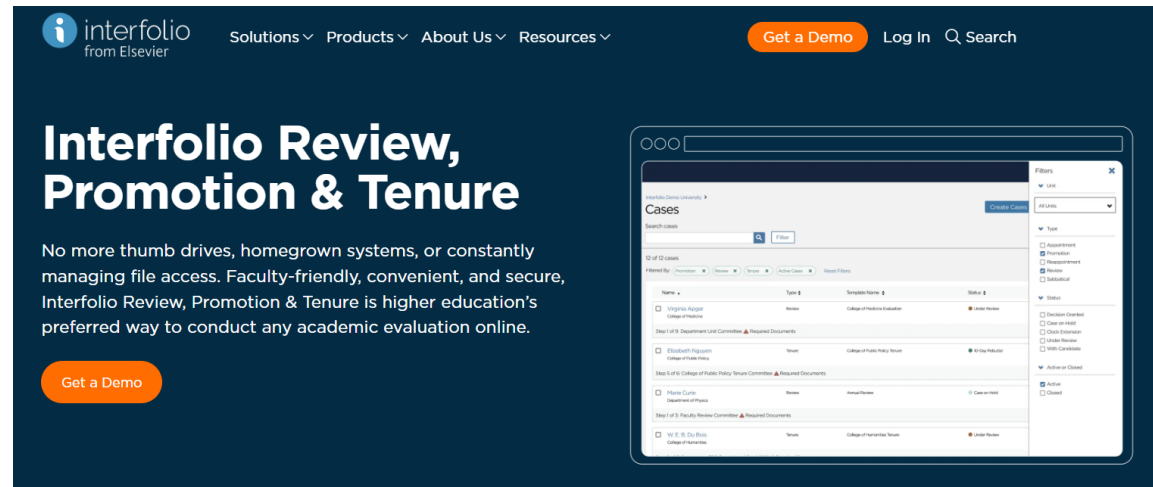
# Purpose

This is a guide to use Interfolio Dossier to preview Interfolio templates used to apply for:

- Tenure and Promotion  
Sabbatical and Professional Development Leave
- Post Tenure Review
- Faculty Travel Grants
- Faculty Boost Program

# INTERFOLIO PLATFORM

The review will be conducted using the online  
**Interfolio Review Promotion & Tenure (RPT)** platform.



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





# Step 1 Log into Interfolio

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

# Method 1

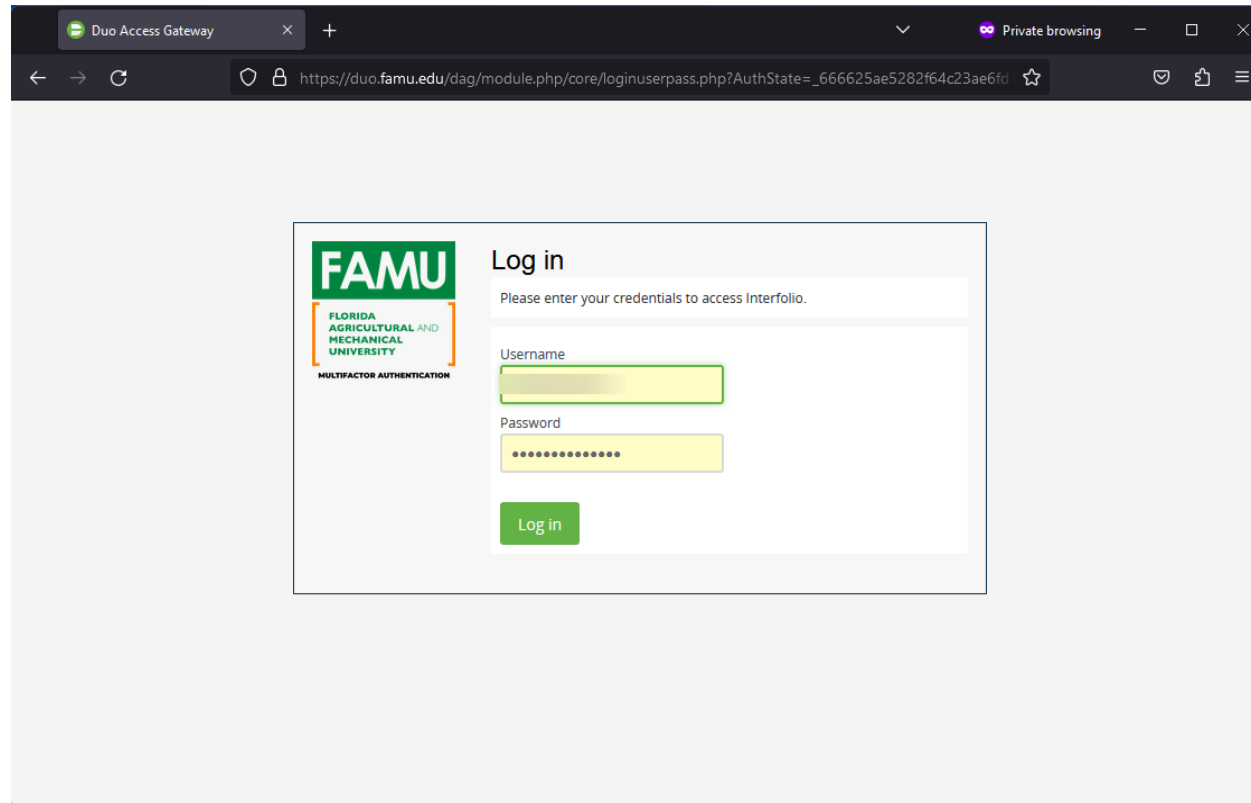
Access the FAMU Website

<https://www.famu.edu>

Select Menu → iRattler

After reaching the iRattler Multi-Factor Authentication page, you will need to log in using your FAMU credentials

# Sign-In using your FAMU Credentials

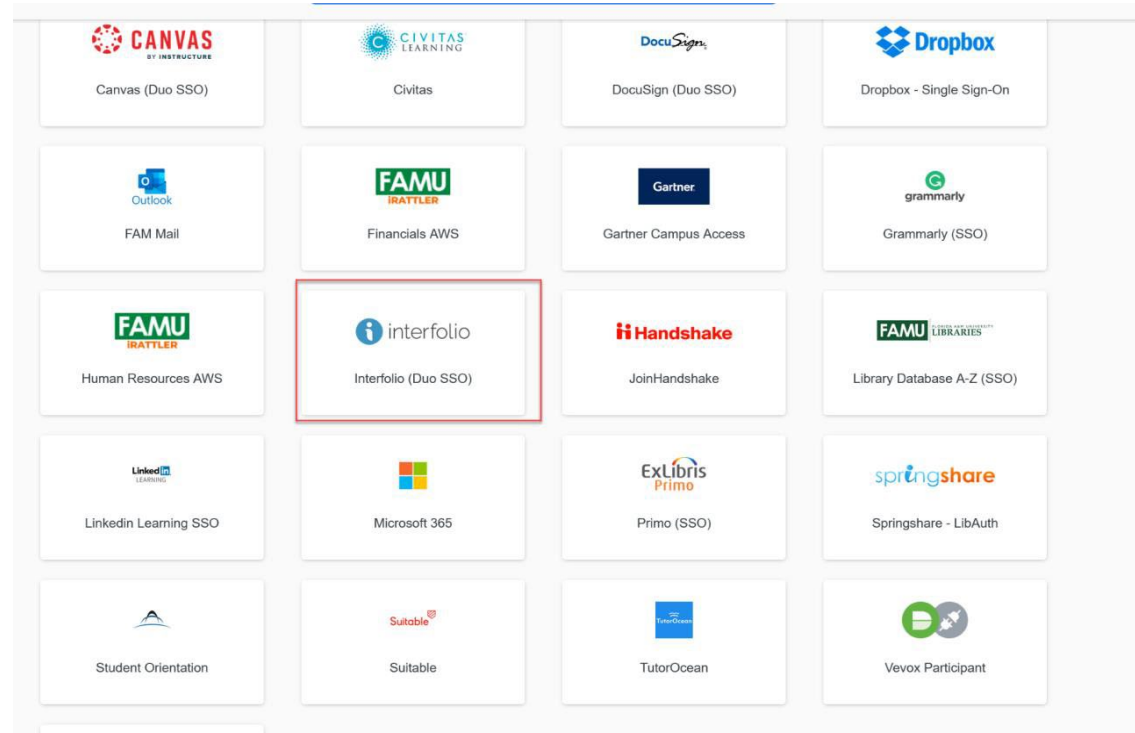


The screenshot shows a web browser window with the address bar displaying "https://duo.famu.edu/dag/module.php/core/loginuserpass.php?AuthState=\_666625ae5282f64c23ae6fd". The page features the FAMU logo on the left, which includes the text "FAMU", "FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY", and "MULTIFACTOR AUTHENTICATION". To the right of the logo is a "Log in" section with the instruction "Please enter your credentials to access Interfolio." Below this instruction are two input fields: "Username" and "Password". The "Password" field is masked with dots. A green "Log in" button is positioned at the bottom of the form.

Strike, Strike, and Strike Again!



# Select the Interfolio Tile



**You should be directed to your Interfolio account.  
If not, please contact [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu) for assistance**

# Method 2

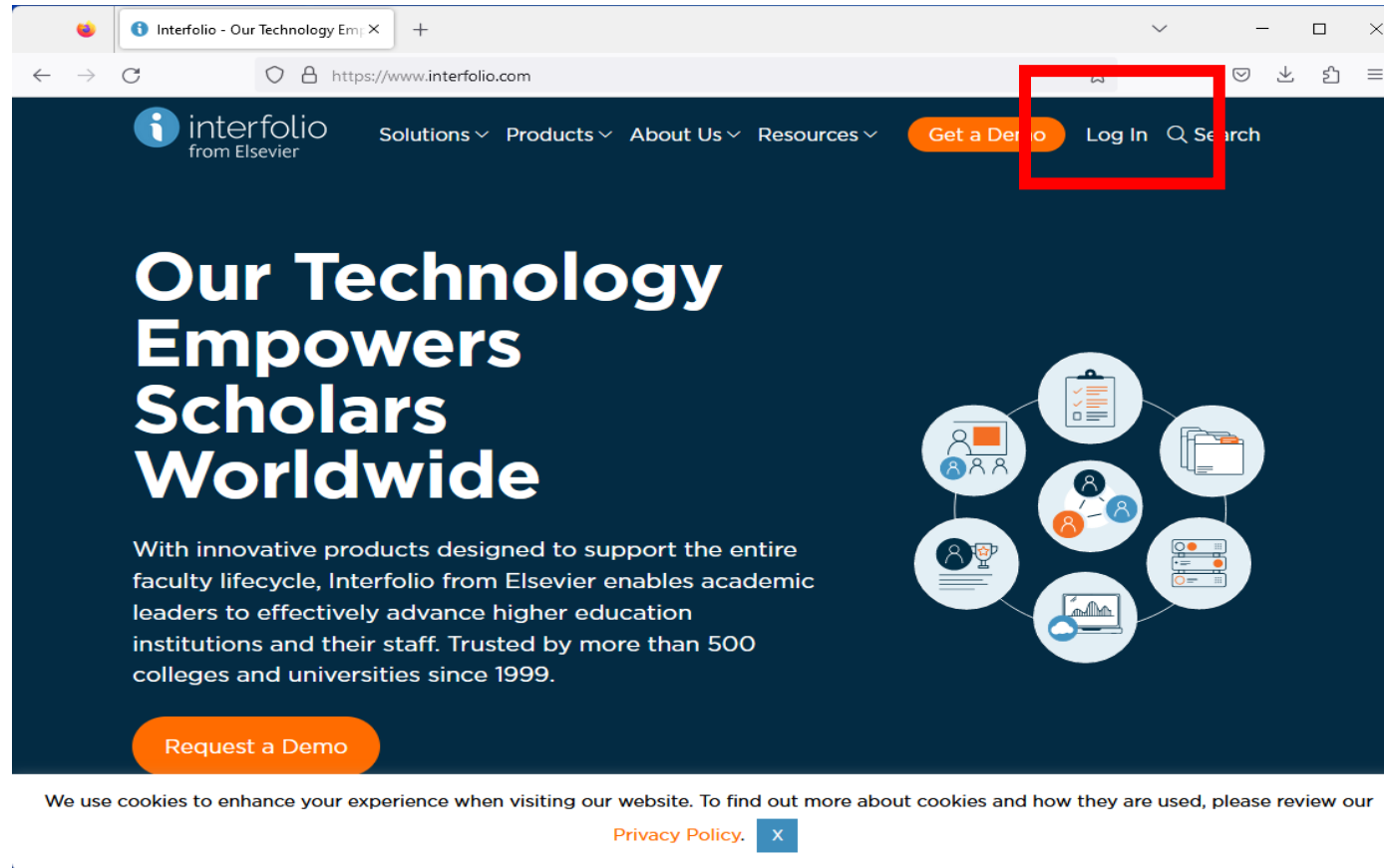
Access the Interfolio Website

<https://www.Interfolio.com>

After reaching the Interfolio website, you will need to log in

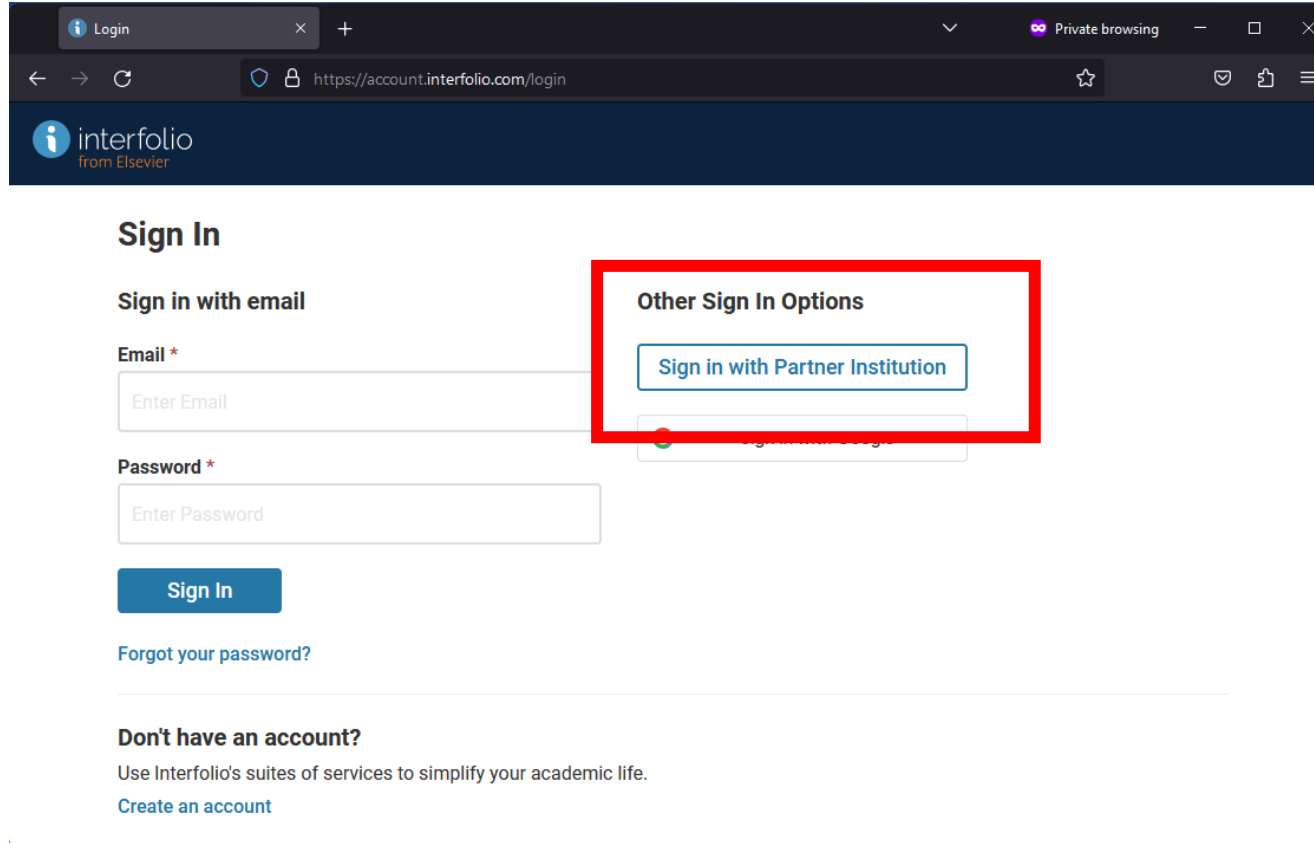


# Accessing the Interfolio website, [www.interfolio.com](https://www.interfolio.com) and select Log In:



Strike, Strike, and Strike Again!

# Select Sign-In with Partner Institution



The screenshot shows a web browser window with the URL <https://account.interfolio.com/login>. The page features the Interfolio logo (from Elsevier) and a 'Sign In' section. Under 'Sign in with email', there are input fields for 'Email \*' and 'Password \*', followed by a 'Sign In' button and a link for 'Forgot your password?'. To the right, the 'Other Sign In Options' section is highlighted with a red box, containing a button labeled 'Sign in with Partner Institution'.

**Sign In**

**Sign in with email**

Email \*

Enter Email

Password \*

Enter Password

**Sign In**

[Forgot your password?](#)

**Other Sign In Options**

[Sign in with Partner Institution](#)

**Don't have an account?**

Use Interfolio's suites of services to simplify your academic life.

[Create an account](#)

# Type in Florida Agricultural and Mechanical University and select Sign In

The screenshot shows a web browser window with the URL `https://account.interfolio.com/sso`. The page header includes the Interfolio logo and a "Sign In" button for existing users. The main heading is "Sign in through your institution". Below this, a text box contains the text "If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below." A search input field contains the text "Florida Agricultural and Mechanical University". A red rectangle highlights a "Sign In" button located below the search field. To the right of the search field, there is a "Sign Up" button and a link to "Sign in with an Interfolio account". The footer contains copyright information and links to various policies.

SSO Login

Private browsing

https://account.interfolio.com/sso

interfolio  
from Elsevier

Already have an account? [Sign In](#)

### Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Florida Agricultural and Mechanical University

[Sign In](#)

[Sign in with an Interfolio account](#)

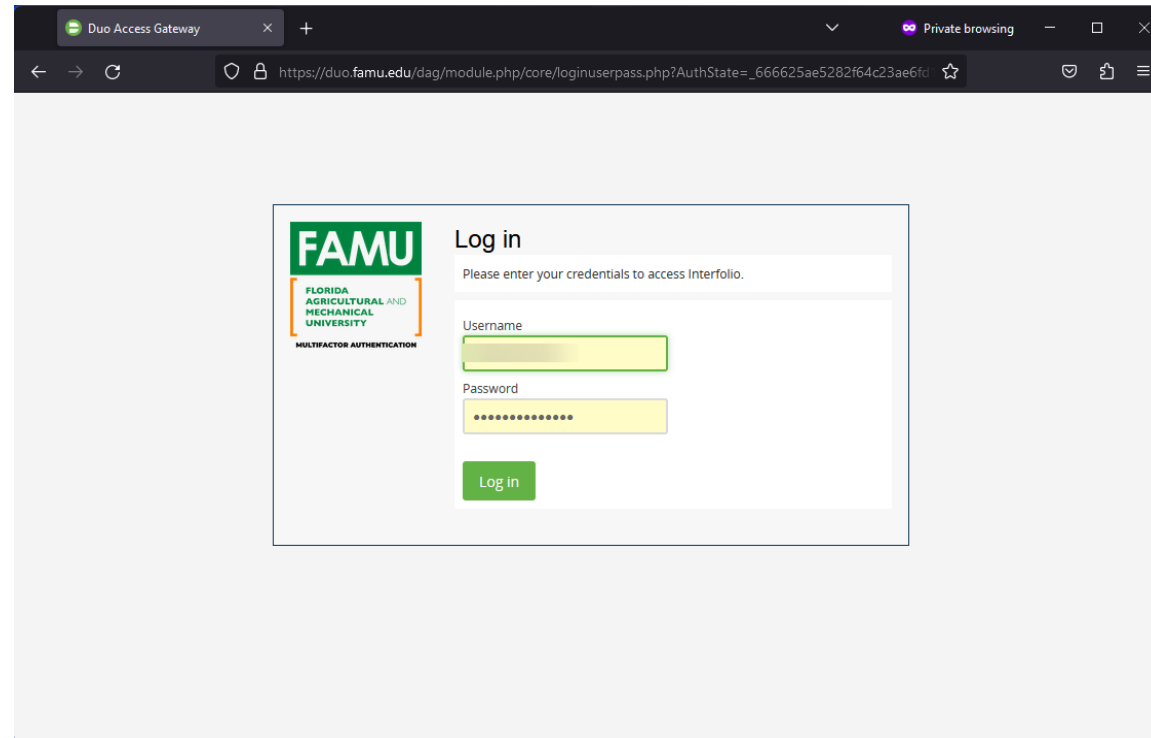
Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.

[Sign Up](#)

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

# Sign-In using your FAMU Credentials



**You should be directed to your Interfolio account.  
If not, please contact [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu) for assistance**

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



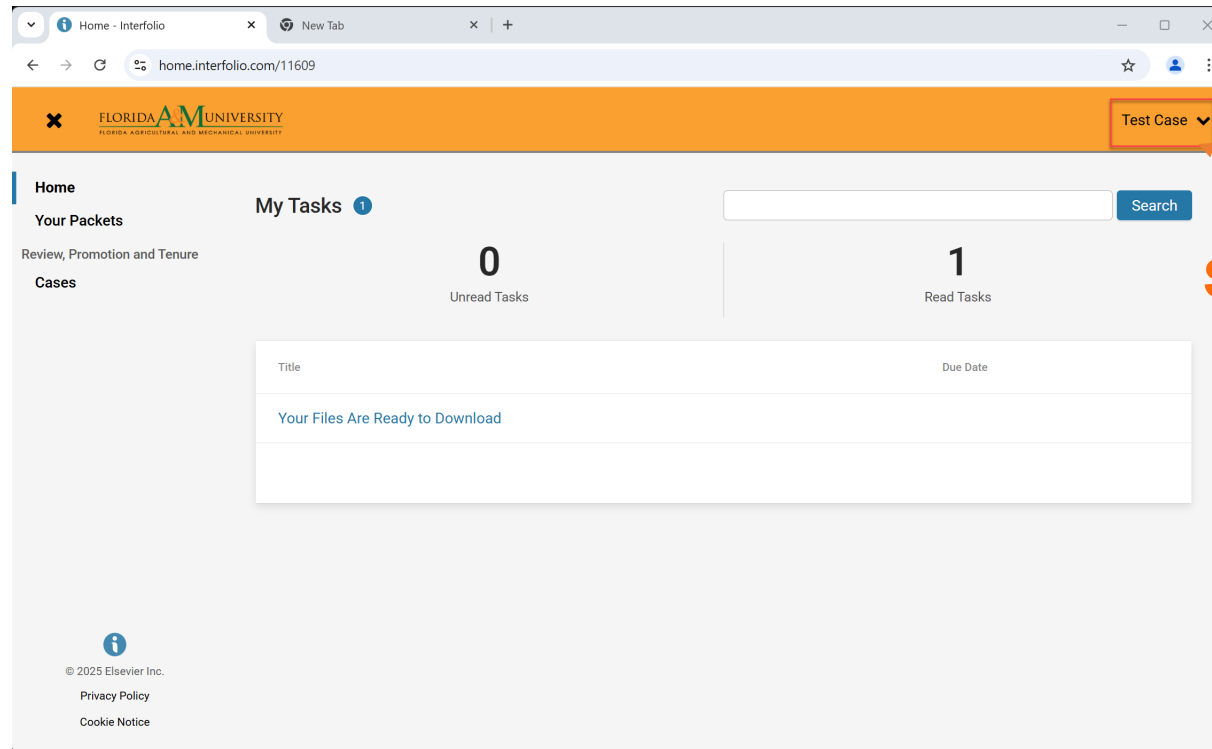
# Step 2 Access Interfolio Dossier

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



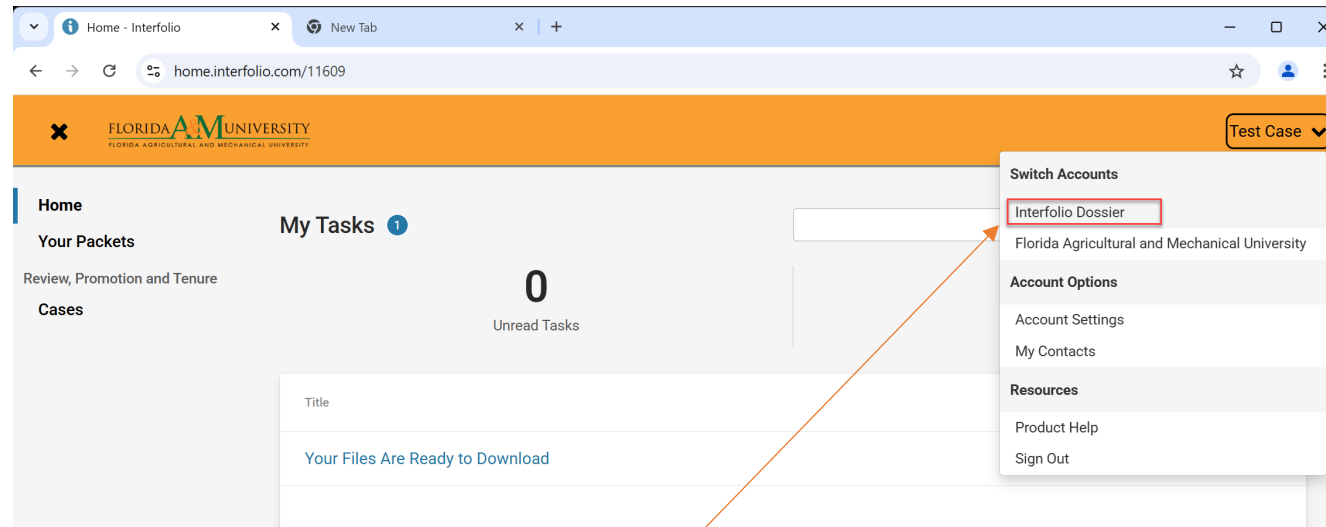
# After Logging In, Select Your Name in the Upper Right Hand Corner



**Select Down Arrow  
Next to Name**

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

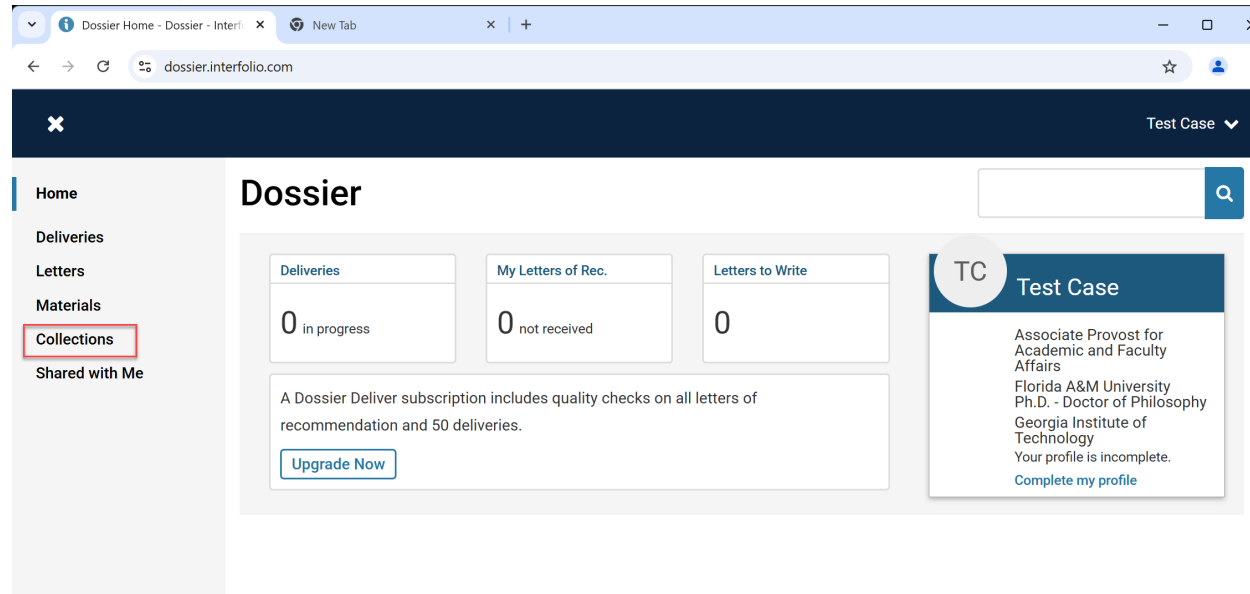
# Next, select Interfolio Dossier



**Select this link to open the Interfolio Dossier tool**

# Interfolio Dossier

This is a separate application from the one shown on the previous slide which is called RPT



**You can use Interfolio Dossier to save your personal files**  
**Only you can see the files stored in this tool**



# Step 3 Accessing RPT Templates

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

# Interfolio Dossier Select Collections

Dossier Home - Dossier - Interfolio | New Tab

dossier.interfolio.com

Test Case

Home

Deliveries

Letters

Materials

**Collections**

Shared with Me

## Dossier

Deliveries

0 in progress

My Letters of Rec.

0 not received

Letters to Write

0

A Dossier Deliver subscription includes quality checks on all letters of recommendation and 50 deliveries.

[Upgrade Now](#)

TC Test Case

Associate Provost for Academic and Faculty Affairs  
Florida A&M University  
Ph.D. - Doctor of Philosophy  
Georgia Institute of Technology  
Your profile is incomplete.  
[Complete my profile](#)

### Dossier Highlights

Not sure where to begin? See our [Dossier Quick Start Guide](#)

[Chat](#)


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[Cookie Notice](#)

Select Collections

Strike, Strike, and Strike Again!



# Interfolio Dossier Select Guidelines

 interfolio  
from Elsevier

Reginald Perry ▾

[Home](#)  
[Deliveries](#)  
[Letters](#)  
[Materials](#)  
**[Collections](#)**  
[Shared with Me](#)

## My Materials

### Collections

 Guidelines

 Request Recommendation

 Add Collection

## Select Guidelines

A collection is a group of materials gathered into one place to make them easier to find. You can create collections of your application materials and save them here. You can also share collections of your materials to get feedback from collaborators and mentors at your institution. Click the button below to get started.

 Add Collection

# Interfolio Dossier

## Select Down Arrow on Select a Unit

← → ↺ dossier.interfolio.com/materials/collections ☆ 👤

### Guidelines

Your institution has granted you access to view guidelines based on review processes at your institution. To help prepare for a review process:

- 1) Search for and select guidelines to reference as you gather materials.
- 2) Click "Save"
- 3) The guidelines will appear in a "Saved Guidelines" section. There, click "Prepare for this Review", and you will get further instructions on how your Dossier can help you prepare for the review.

▼ Search for Guidelines

Select Unit

Select a unit

▼

**Select**

# Interfolio Dossier

## Select Florida A&M University

### Guidelines



Your institution has granted you access to view guidelines based on review processes at your institution. To help prepare for a review process:

- 1) Search for and select guidelines to reference as you gather materials.
- 2) Click "Save"
- 3) The guidelines will appear in a "Saved Guidelines" section. There, click "Prepare for this Review", and you will get further instructions on how your Dossier can help you prepare for the review.

Search for Guidelines

Select Unit

Select a unit

Browse By Unit

Search

Florida Agricultural and Mechanical University

**Select FAMU**

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



# Interfolio Dossier

## You can now preview various template files

**Guidelines** ×

Select Unit

Florida Agricultural and Mechanical University ▼


Search

Search for guidelines

<a href="#">Sabbatical Leave Program</a> Florida Agricultural and Mechanical University	Save
<a href="#">Post Tenure Review</a> Florida Agricultural and Mechanical University	Save
<a href="#">Professional Leave Program</a> Florida Agricultural and Mechanical University	Save
<a href="#">FAMU Faculty Travel Grant Program</a> Florida Agricultural and Mechanical University	Save
<a href="#">A1_University-wide Tenure and Promotion Template</a> Florida Agricultural and Mechanical University	Save
<a href="#">A2_University-wide T/TE Faculty Promotion Only Template</a> Florida Agricultural and Mechanical University	Save
<a href="#">A3_University-wide Instructor Promotion Only Template</a> Florida Agricultural and Mechanical University	Save
<a href="#">FAMU Faculty Boost Fund Program</a> Florida Agricultural and Mechanical University	Save

Select Template Name to see Preview

Strike, Strike, and Strike Again!



# Step 4 Preview of Sample Templates

Please note that some requirements may be different than the ones shown in this presentation.



# University-Wide Tenure and Promotion Template

## Previewing Guideline - A1\_University-wide Tenure and Promotion Template



Candidates submitting applications for tenure and/or promotion should:

- 1 Complete the Tenure/ Promotion Application (see Candidate Forms)
- 2 Complete all applicable packet requirements
- 3 Upload all supportive documents to the case file using the Interfolio platform

Be sure to adhere to all deadlines outlined for the current year T&P Schedule. Contact your Case Manager for additional information. Interfolio Technical Support can be found at <https://www.interfolio.com/contact-us/>

▼

Candidate Documents

Document Requirements

CV

most updated

1 required

Cover Letter

1 required

Additional Documents

optional

Form Requirements

External Referee Information

[Preview](#)

# Post Tenure Review Template

## Previewing Guideline - Post Tenure Review

You will find information on the FAMU post-tenure review process at this URL:

<https://www.famu.edu/administration/academic-affairs/post-tenure-review.php>

Do not hesitate to contact the Office of the Provost by phone at 850-599-3276 or via email at [academic.affairs@famu.edu](mailto:academic.affairs@famu.edu) if you have any questions.

### ▼ Candidate Documents

#### Document Requirements

##### Updated Curriculum-Vitae (CV)

1 required

Please upload your most updated and comprehensive Curriculum Vitae (CV) highlighting teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments.

##### Narrative of Accomplishments Over The Last 5 years

1 required

A narrative (minimum 12 pt font) of no more than 5 pages highlighting the contributions you have made during the five-year review period in each performance area appropriate to your assigned duties in teaching, research, service, scholarship, creative works, extension, clinical and administrative assignments. You may describe any professional development opportunities you participated in and include an explanation of any variation in your normal annual performance during the review period.

Please include a statement 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.

Also, include a self-evaluation on your student teaching evaluations including your response to student comments

# Sabbatical Leave Program Template

## Previewing Guideline - Sabbatical Leave Program



[Return to Guidelines](#)

### Unit

Florida Agricultural and Mechanical University

### Instructions

To be eligible for this program, a faculty employee must be full-time and tenured, with at least six (6) years of full-time service in the State University System. Applicants must submit the completed application by the announced deadline. An application for sabbatical must be submitted during the academic year prior to the year in which the sabbatical assignment is desired

You can find a copy of the application at this URL:

<https://www.famu.edu/administration/academic-affairs/faculty-resources.php>

### ▼ Candidate Documents

#### Document Requirements

Sabbatical Leave Program Application

1+ required

Please upload your complete Sabbatical Leave Program Application.

You will need to include the signature and recommendation from your chair and dean.

# Faculty Travel Grant Program Template

## Previewing Guideline - FAMU Faculty Travel Grant Program



[Return to Guidelines](#)

### Unit

Florida Agricultural and Mechanical University

### Instructions

To be eligible for this program, a faculty employee must hold an instructor, tenured, or tenure-earning position at FAMU during the academic year in which the travel occurs. Librarians are also eligible for the Faculty Travel Grant. **Visiting and retired faculty are not eligible.**

**Faculty must not have received a Faculty Travel Grant award in the previous 24 month period.**

Please see additional requirements

<https://www.famu.edu/administration/academic-affairs/faculty-resources.php>



### Candidate Documents

### Document Requirements

Faculty Travel Grant Program Application

1+ required

Please upload your complete Faculty Travel Grant Program Application.

You will need to include the signature and recommendation from your chair and dean.



# Interfolio Dossier Product Help

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





# Interfolio Dossier Product Help

Interfolio Dossier has many features to help you prepare for a review. Please visit the URL below for more information.

**[https://product-help.interfolio.com/en\\_US/dossier](https://product-help.interfolio.com/en_US/dossier)**



# Need Additional Help?? Please Contact Us

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

Phone: 850-599-3276

WE  
STRIKE  
AGAIN

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