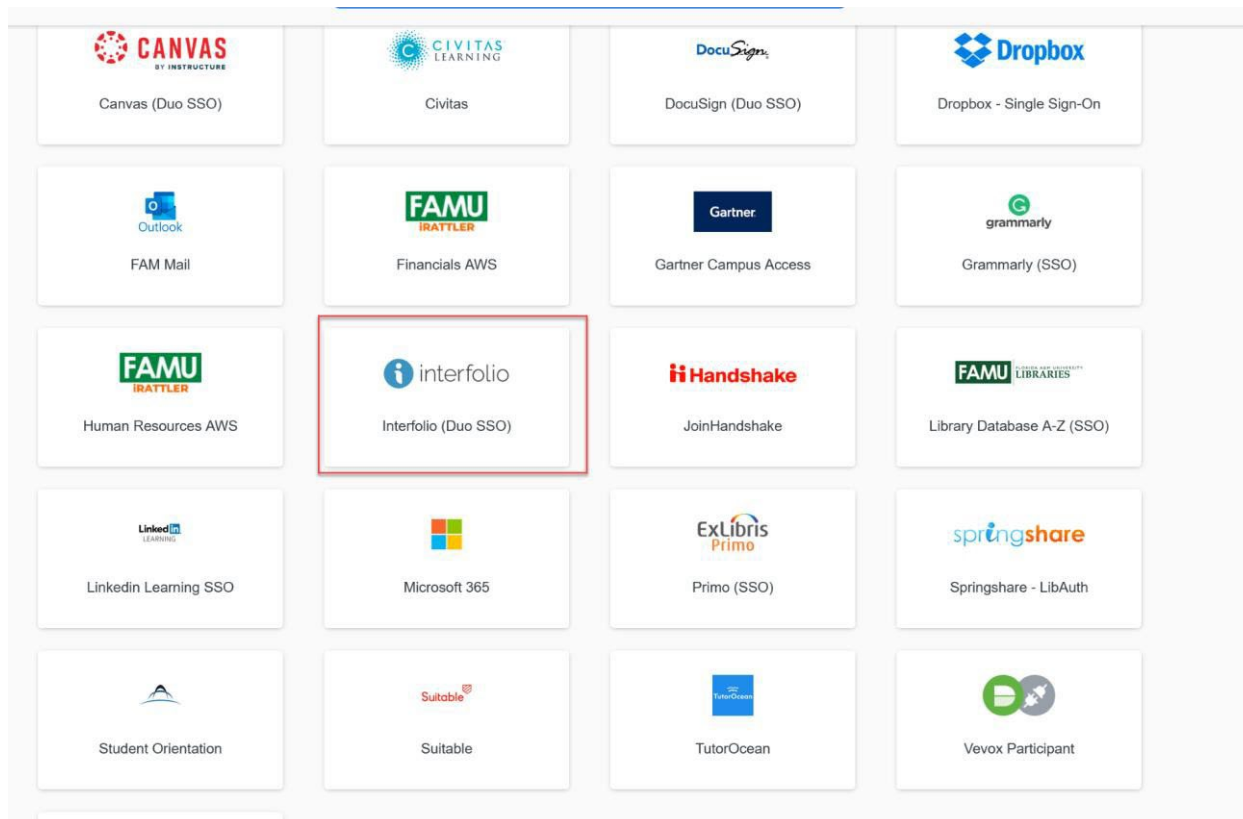


# Uploading Your T&P Application into Interfolio

## How to Access Interfolio via iRattler

Follow the steps below 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.
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@fam.u.edu](mailto:academic.affairs@fam.u.edu) , if you are unable to log on.



# Uploading Your Application into Interfolio

**Alternatively**, you may access Interfolio through a direct email notification.

You should receive an official message from Interfolio informing you that a “Case” has been assigned to you. This email will contain a secure link that allows you to upload and manage your required documents. The message will appear similar to the example below:

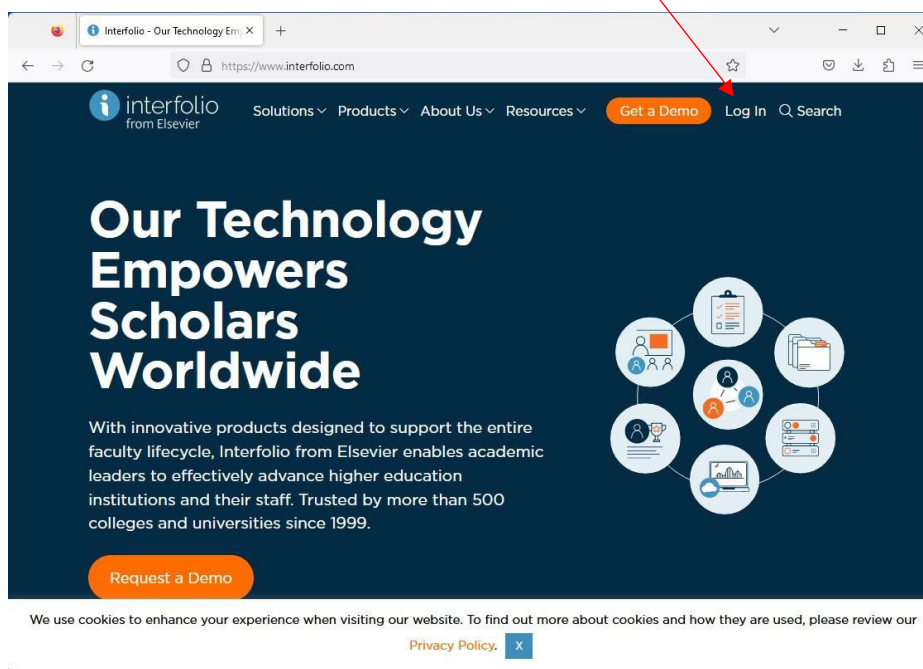


Selecting “View Case” should take you to the Interfolio login. If, not, you can utilize the iRattler Selection Matrix on the page above or use the instructions below to manually log into the system.

# Uploading Your Application into Interfolio

## Manual login

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

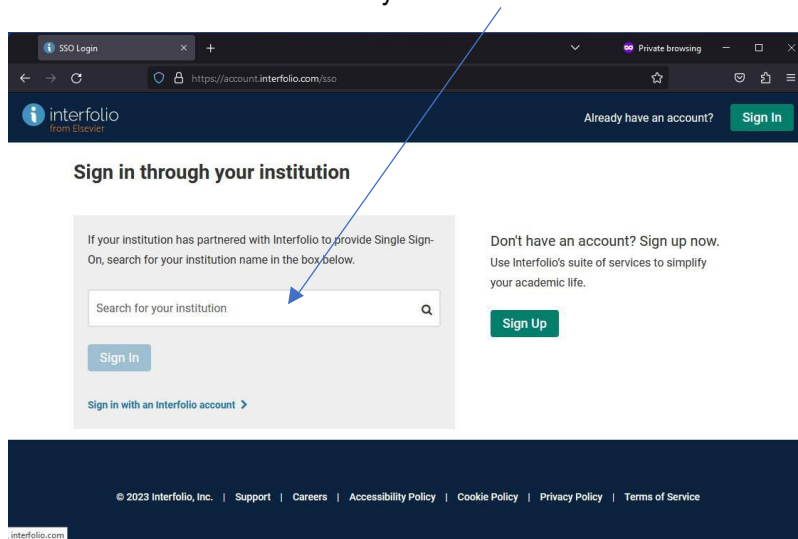


Select Sign-in with Partner Institutions

A screenshot of the Interfolio login page. The browser address bar shows 'https://account.interfolio.com/login'. The page has a dark blue header with the Interfolio logo. The main content area is titled 'Sign In' and contains two sections: 'Sign in with email' and 'Other Sign In Options'. The 'Sign in with email' section has fields for 'Email' and 'Password', a 'Sign In' button, and a link for 'Forgot your password?'. The 'Other Sign In Options' section has a button for 'Sign in with Partner Institution' and a button for 'Sign in with Google'. A red arrow points from the text 'Select Sign-in with Partner Institutions' to the 'Sign in with Partner Institution' button.

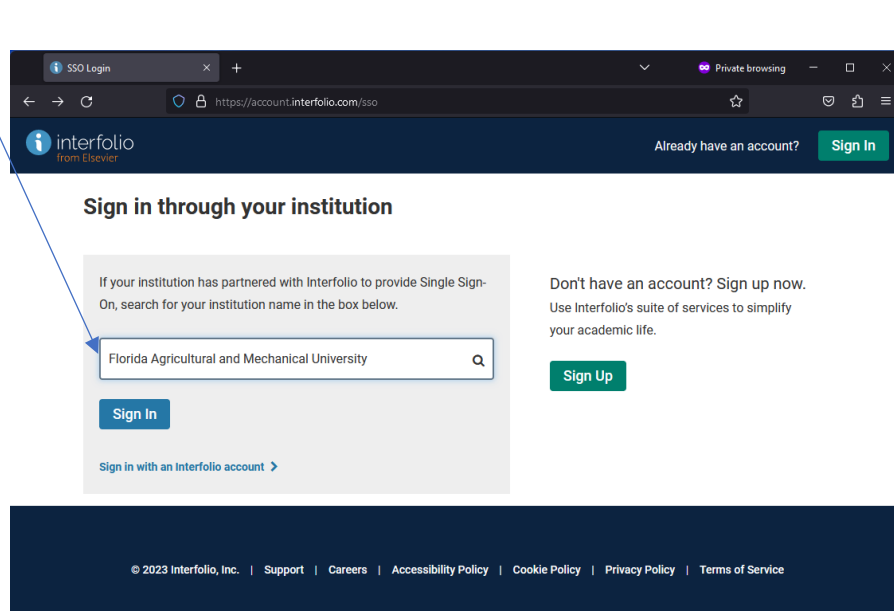
# Uploading Your Application into Interfolio

Select Florida Agricultural and Mechanical University in the Search Box



The screenshot shows the Interfolio SSO Login page in a private browser window. The URL is <https://account.interfolio.com/sso>. The page has a dark blue header with the Interfolio logo and a "Sign In" button. Below the header, the main heading is "Sign in through your institution". A light gray 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." Below this text is a search input field with the placeholder "Search for your institution" and a magnifying glass icon. A blue arrow points from the instruction text to the search box. Below the search box is a "Sign In" button and a link "Sign in with an Interfolio account". To the right of the search box, there is a "Sign Up" button and text: "Don't have an account? Sign up now. Use Interfolio's suite of services to simplify your academic life." The footer contains copyright information and links to Support, Careers, Accessibility Policy, Cookie Policy, Privacy Policy, and Terms of Service.

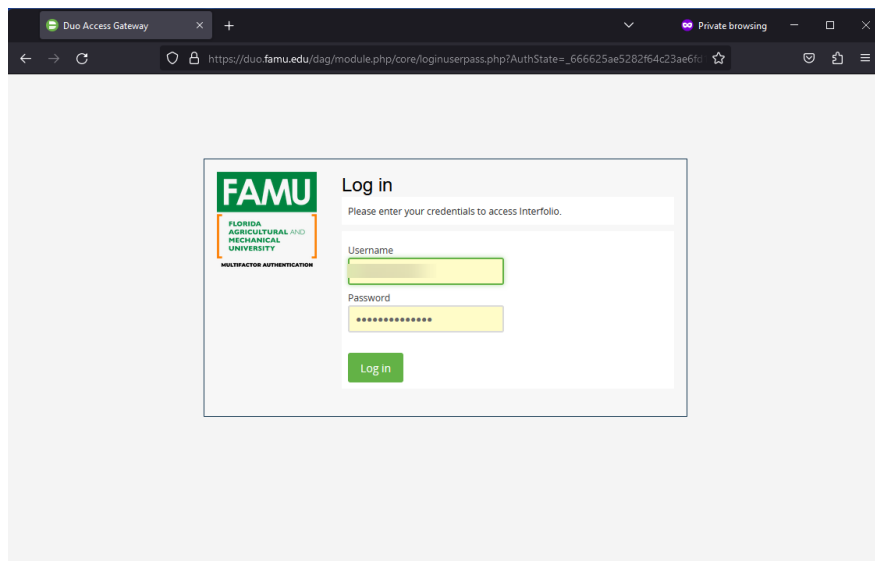
Select Sign In



The screenshot shows the same Interfolio SSO Login page, but the search input field now contains the text "Florida Agricultural and Mechanical University". A blue arrow points from the instruction text to the search box. The "Sign In" button is now highlighted in blue. The "Sign Up" button and the text "Don't have an account? Sign up now. Use Interfolio's suite of services to simplify your academic life." are still visible on the right. The footer remains the same.

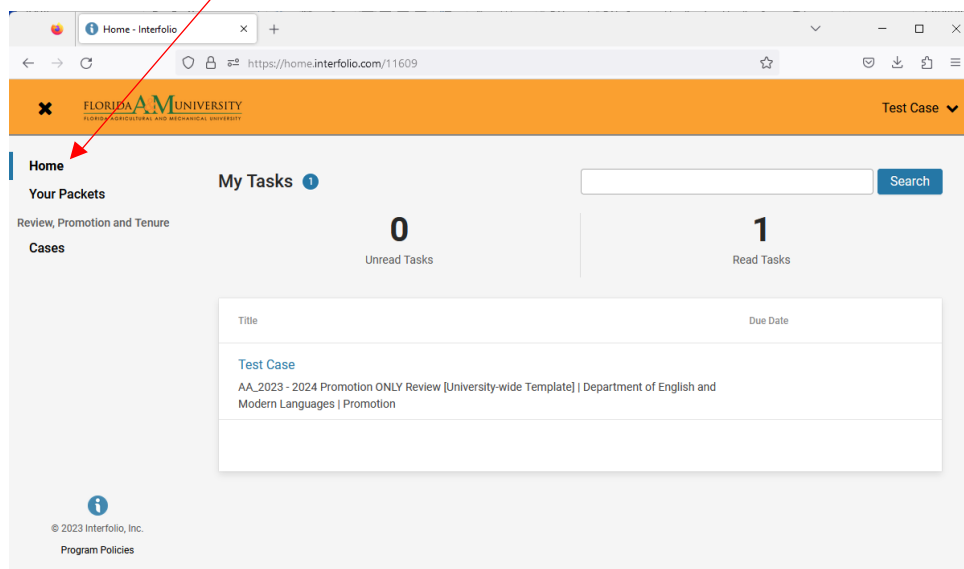
# Uploading Your Application into Interfolio

Sign In using your FAMU Credentials

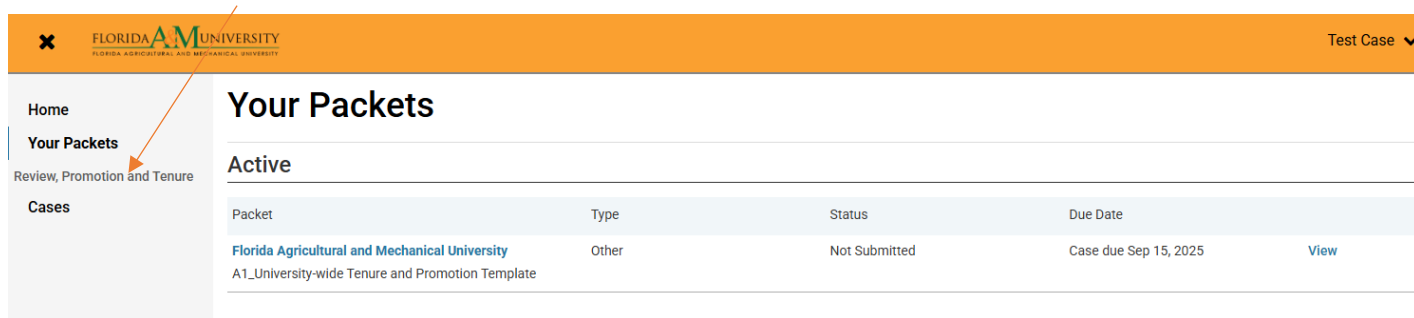


# Uploading Your Application into Interfolio

Regardless of the method. After logging in, Select Home:



Now, select Your Packets



Now, select the T&P application and EDIT

# Uploading Your Application into Interfolio

Florida Agricultural and Mechanical University > Your Packets >

## A1\_University-wide Tenure and Promotion Template

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

<b>Unit</b> Florida Agricultural and Mechanical University	<b>Type</b> Other	<b>Packet Deadline Type</b> Hard Deadline ⓘ	<b>Packet Due Date</b> Sep 15, 2025
---------------------------------------------------------------	----------------------	------------------------------------------------	----------------------------------------


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

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

### Candidate Documents

Not Yet Submitted Unlocked

Type	# Required	# Added
CV	1 required	0
Cover Letter	1 required	0
<b>Additional Documents</b>	<b>0 required</b>	0
External Referee Information	15 required	0
Tenure and/or Promotion Application	7 required	0

[Edit](#)

Now, select ADD

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

☐ [Expand All](#) [Collapse All](#)

☐

▼

**Candidate Documents**

Not Yet Submitted Unlocked

Submit

0 of 2  
Required Files

CV 1 required, 0 Added

most updated

No files have been added yet.

Add

Cover Letter 1 required, 0 Added

No files have been added yet.

Add

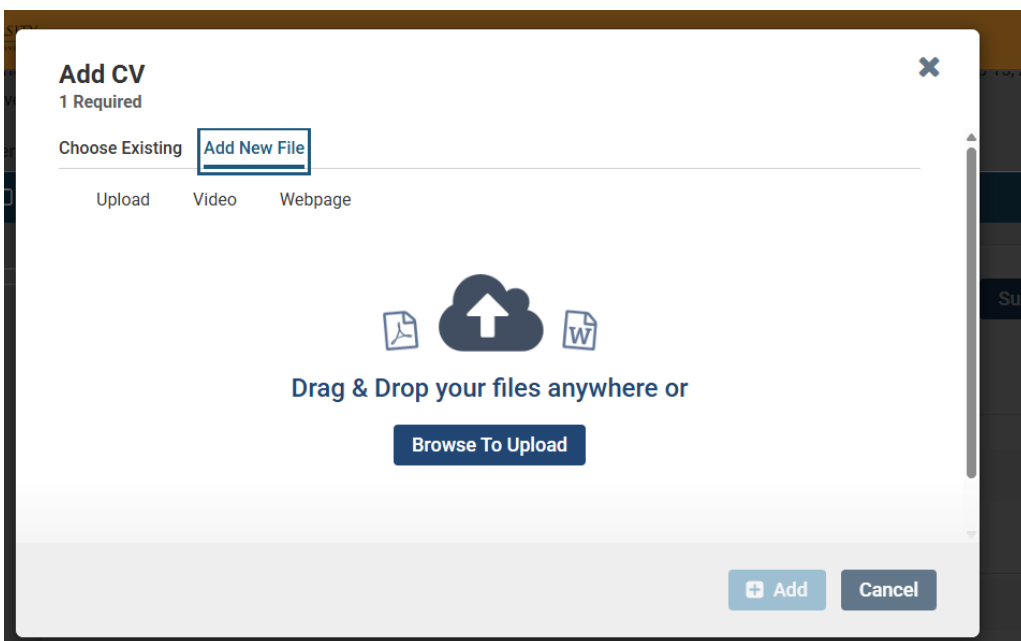
Additional Documents 0 Added

No files have been added yet.

Add

# Uploading Your Application into Interfolio

Now, select Add New File and Upload the file.



You will need to **add all required** documents for each section before you can submit your application. See the complete application requirements on Page 12.



# Uploading Your Application into Interfolio

## Application Forms

You will need to complete two (2) application forms. One requests general information on your application. The next requests the name and email address of your references.

### Tenure and/or Promotion Application

Test Case

#### INTRODUCTION

The information provided will be used by FAMU personnel, including deans, chairpersons, and FAMU faculty involved in peer evaluation pertaining to recommendations for tenure form will become part of the faculty member's personnel file in the Office of the Provost.

Applicants are encouraged to be familiar with Articles 14 (Promotion Procedure) and/or 15 (Tenure) of the current Collective Bargaining Agreement. The text of these articles is [resources.php](#) under tab Collective Bargaining.

#### GENERAL INFORMATION

Name \*

FAMU Employee ID Number \*

FAMU Email Address \*

Department \*

Supervisor/Chair/Division Director's Name \*

# Uploading Your Application into Interfolio

## References Form

**Referee 1 Name (email)**

**Referee 2 Name (email)**

**Referee 3 Name (email)**

**Referee 4 Name (email)**

**Referee 5 Name (email)**

# Uploading Your Application into Interfolio

## Submitting your application

Ensure that you have completed **all forms** and uploaded **all required documents**. Otherwise, you will not be able to submit your application.

Open your application by selecting Home and your Packet

Florida Agricultural and Mechanical University  
A1\_University-wide Tenure and Promotion Template

Packet	Type	Status	Due Date	
Florida Agricultural and Mechanical University A1_University-wide Tenure and Promotion Template	Other	Not Submitted	Case due Sep 15, 2025	<a href="#">View</a>

You may select Preview Packet to review what the review committee will see:

**A1\_University-wide Tenure and Promotion Template**

Unit: Florida Agricultural and Mechanical University  
Type: Other  
Packet Deadline Type: Hard Deadline  
Packet Due Date: Sep 15, 2025

Overview **Packet**

☐ Preview Sections **Submit Sections** **Expand All** **Collapse All**

☒ **Candidate Documents** **Submit** 0 of 2

Select Packet and the CheckBox when you are ready to submit. If “Submit Sections” is grayed out, you have not completed a form or added all required documents.

**A1\_University-wide Tenure and Promotion Template**

Unit: Florida Agricultural and Mechanical University  
Type: Other  
Packet Deadline Type: Hard Deadline  
Packet Due Date: Sep 15, 2025

**Overview** **Packet**

☒ **Preview Sections** **Submit Sections** **Expand All** **Collapse All**

After all forms and required documents have been completed, select “Submit Sections.” **Do not submit individual sections.** If you do, you will not be able to edit the section. Contact your Case Manager to unlock it.

# Uploading Your Application into Interfolio

Select the Checkbox and Submit Sections

Florida Agricultural and Mechanical University > Your Packets >

A1\_University-wide Tenure and Promotion Template

View Instructions

Preview Packet

Unit

Florida Agricultural and Mechanical University

Type

Other

Packet Deadline Type

Hard Deadline ⓘ

Packet Due Date

Sep 15, 2025

Overview

Packet

☒

Preview Sections

☐

Submit Sections

⊕

Expand All

⊖

Collapse All

Confirm your submission

Confirm

✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the selected sections at this time?

Yes

No

You can confirm your submission by selecting “Your Packets” and reviewing the Status Column

## Your Packets

Active			
Packet	Type	Status	Due Date
Florida Agricultural and Mechanical University A1_University-wide Tenure and Promotion Template	Other	Last Submitted on Aug 13, 2025	Case due Sep 15, 2025

# Uploading Your Application into Interfolio

## Application Requirements

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

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

Unit	Type	Packet Deadline Type	Packet Due Date
Florida Agricultural and Mechanical University	Other	Hard Deadline ⓘ	Sep 15, 2025

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

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

#### Candidate Documents

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
<input type="radio"/> CV	1 required	0
<input type="radio"/> Cover Letter	1 required	0
<input checked="" type="radio"/> Additional Documents	0 required	0
<input type="radio"/> External Referee Information	15 required	0
<input type="radio"/> Tenure and/or Promotion Application	7 required	0

#### Educational Background

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
<input type="radio"/> Educational Background	1 required	0
<input checked="" type="radio"/> Additional Documents	0 required	0

### TEACHING

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
<input type="radio"/> Goals and Accomplishments	1 required	0
<input type="radio"/> Faculty Evaluations	1 required	0
<input type="radio"/> Student Evaluations	1 required	0
<input type="radio"/> Assignment of Responsibilities (AOR)	1 required	0
<input type="radio"/> Course Syllabi	1 required	0
<input type="radio"/> Course Preparation Materials	1 required	0
<input type="radio"/> Student Advisement, Mentoring, Research Supervision	1 required	0
<input checked="" type="radio"/> Additional Documents	0 required	0

### I. TEACHING PHILOSOPHY

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
<input type="radio"/> Teaching Philosophy	1 required	0
<input checked="" type="radio"/> Additional Documents	0 required	0

### II. TEACHING AWARDS & DISTINCTIONS

Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
<input checked="" type="radio"/> Additional Documents	0 required	0

# Uploading Your Application into Interfolio

## Master's Thesis Committees (if applicable)

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0



## Doctoral Dissertation Committees (if applicable)

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0



## PRESENTATIONS and PROFESSIONAL ACTIVITY

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0



## FUNDED RESEARCH

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0



## NON-FUNDED RESEARCH PROJECTS

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0



## SCHOLARSHIP/ CREATIVE ACTIVITY

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
✓ Additional Documents	0 required	0



# Uploading Your Application into Interfolio

## Publications

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input checked="" type="checkbox"/> Refereed Articles	0 required	0
<input checked="" type="checkbox"/> Technical Reports	0 required	0
<input checked="" type="checkbox"/> Other Publications	0 required	0
<input checked="" type="checkbox"/> Books	0 required	0
<input checked="" type="checkbox"/> Textbooks	0 required	0
<input checked="" type="checkbox"/> Chapters or Segments of Books	0 required	0
<input checked="" type="checkbox"/> Production/Performance/Exhibit	0 required	0
<input checked="" type="checkbox"/> Additional Documents	0 required	0



## SERVICE

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input type="radio"/> Goals and Accomplishments	1 required	0
<input checked="" type="checkbox"/> University Service	0 required	0
<input checked="" type="checkbox"/> Professional Service	0 required	0
<input checked="" type="checkbox"/> Community or Other Service	0 required	0
<input checked="" type="checkbox"/> Additional Documents	0 required	0



## HONORS, AWARDS, RECOGNITIONS

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0



## REFERENCES (Emphasis: Teaching)

Not Yet Submitted Unlocked

Edit

Type	# Required	# Added
<input checked="" type="checkbox"/> Additional Documents	0 required	0




# Uploading Your Application into Interfolio

## REFERENCES (Emphasis: Scholarship/Research/Creative Activity)

Edit

Not Yet Submitted Unlocked


Type	# Required	# Added
 Additional Documents	0 required	0



## REFERENCES (Emphasis: Service)

Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
 Additional Documents	0 required	0

