Review, Reappointment, Tenure & Promotion

Candidate and PRC Member/Chair Training

interfolio

dossier

TCNJ Faculty Process

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Introduce session and presenter.
Recommended to have 2 screens or 2 laptops

A map to the training session content

What is Interfolio Review, Promotion & Tenure?

Interfolio is a higher education software provider with a portfolio of products that serve key faculty processes – from hiring to review, tenure, and promotion to documentation of scholarly, professional, creative, teaching, and service activities.

Review, Promotion & Tenure (RPT) is an Interfolio product. It is an online system for carrying out formal faculty reviews in a shared governance context (including reappointment, tenure, promotion, sabbatical, release time, range adjustment, and post-tenure review), built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

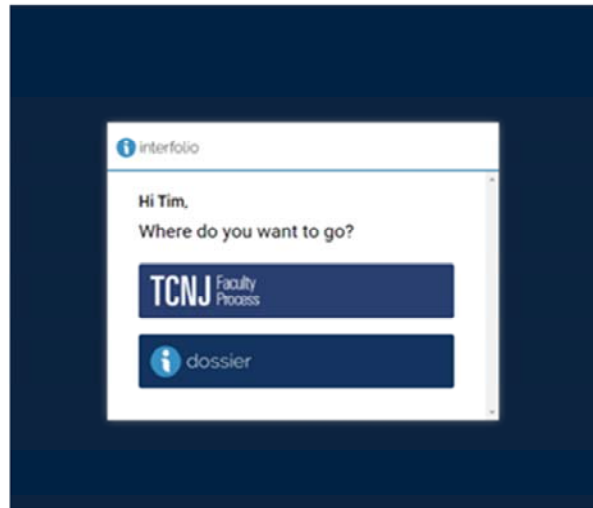**At TCNJ**, due to the breadth of its uses, we have branded this product:

TCNJ Faculty Process

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Interfolio is a software company, RPT is one of their products, which we have branded TCNJ Faculty Process given its uses here.

TCNJ Faculty Process works in partnership with Interfolio's free Dossier web application

Why Interfolio?

- **What is changing?**
  - We are replacing Vibe with Faculty Process
- **Why are we changing? Why did we choose Interfolio?**
  - Our Vibe platform vendor has ended support for this product
  - Interfolio is a market leader in this field (300+ partners, incl. Dartmouth, NYU, UCLA)
- **What happens if we don't change?**
  - We would revert to a paper & binder process
- **Why now?**
  - Vibe's support ended March 1, putting us at considerable security risk
- **What is *not* changing?**
  - The shared governance policies that oversee reappointment, tenure, promotion, etc.

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We hope that most users find TCNJ Faculty Process and Dossier to be user friendly.

Important Terms

Dossier: A private and free web tool for all faculty to store and manage job, fellowship, and promotion or review documents in one place.

Review, Promotion & Tenure: An Interfolio module used to facilitate the review process anytime a candidate submits materials for committee review. At TCNJ, this has been branded "**Faculty Process**."

Template: Standardized, repeatable processes for all review types.

Packet: The collection of materials by which a candidate is being reviewed.

Case: An application file created for each review or proposal, which directs a faculty member's materials to the appropriate committee(s), Dean, Provost, etc.

Committee: A group of users that can review a candidate's case at a given step of the review process.

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With a new online system comes specific definitions for some familiar terms.

User Roles

Committee Managers (e.g., PRC Chairs, Dean)
- Review packet and move cases forward/backward
- Communicate with committee and candidate

Committee Members
- Review a candidate's packet
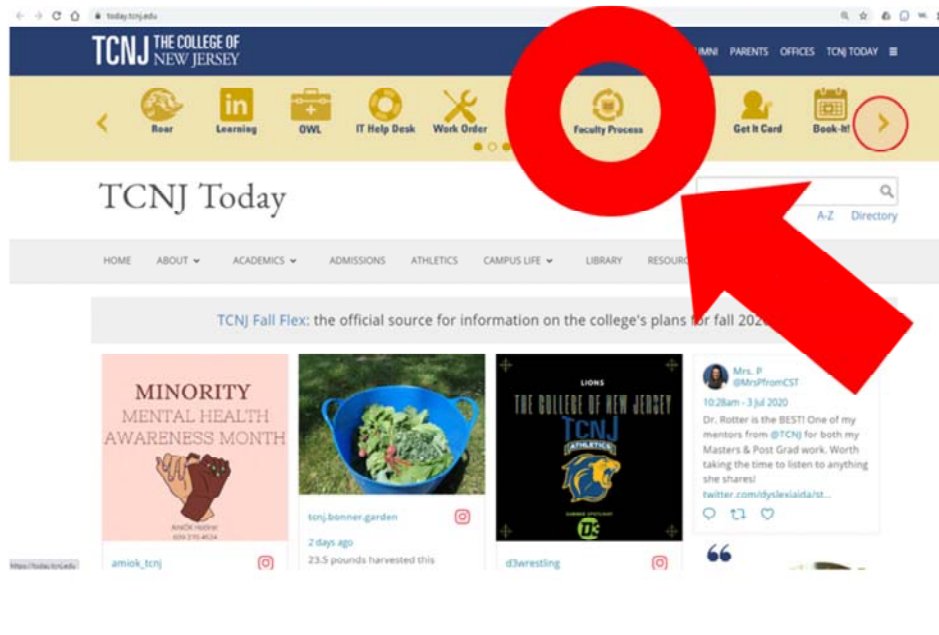- Download documents and make annotations for their personal use

Candidates
- Complete a packet with their materials to submit for review.

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Here are some important user roles in Faculty Process.

The easiest way to access TCNJ Faculty Process is via the ribbon on today.tcnj.edu.
You will need to scroll right to see the Faculty Process logo.

The other way to log in is via the Interfolio website. Be sure to choose "partner institution."

Search for College of New Jersey, then use your TCNJ userid and password to log in
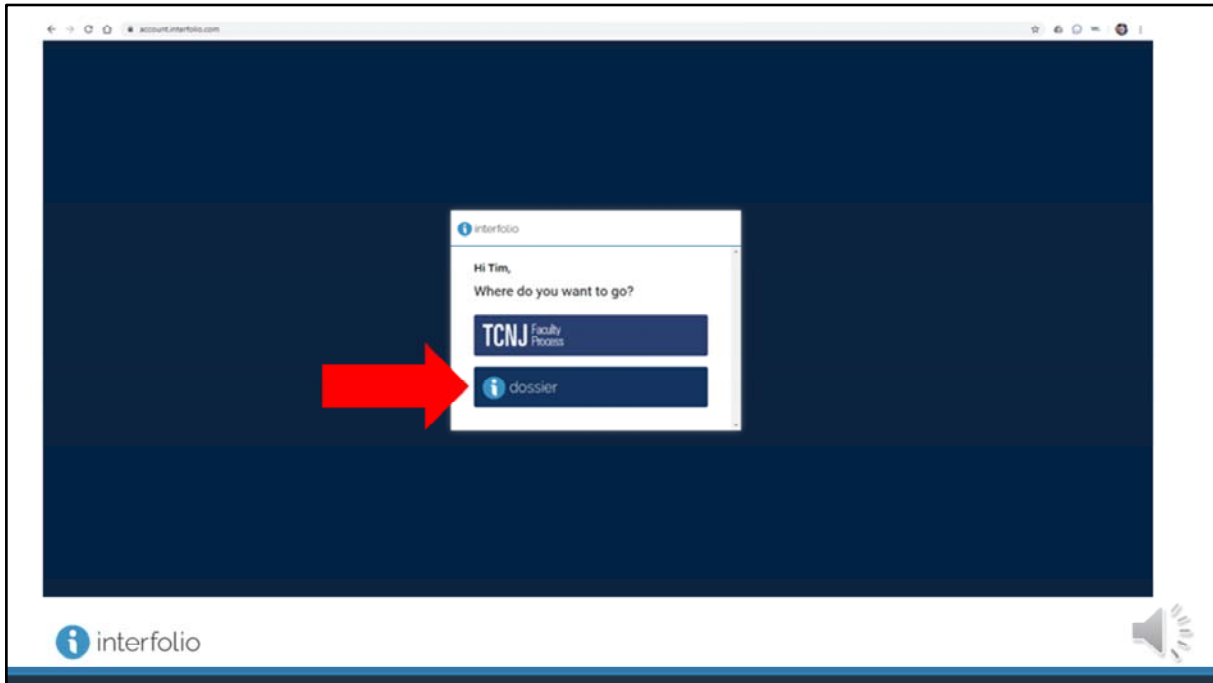
After you log in successfully the first time, you'll come to this page asking you to choose TCNJ Faculty Process or Dossier. (You can disable this via account settings, so that you always go to one or the other application. In that case, to switch between applications, see the next slide.)
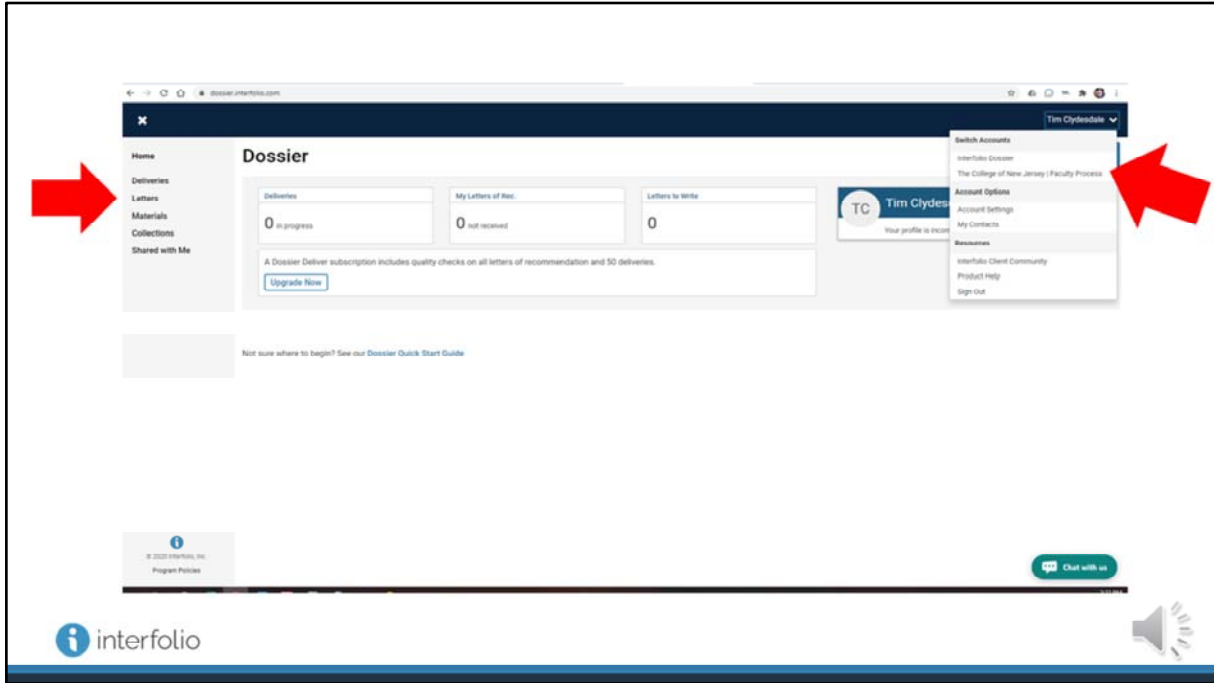
Here is the home page of Dossier. Note two things: the Materials and Collections links on the left, and the pull down menu on the right next to your name.
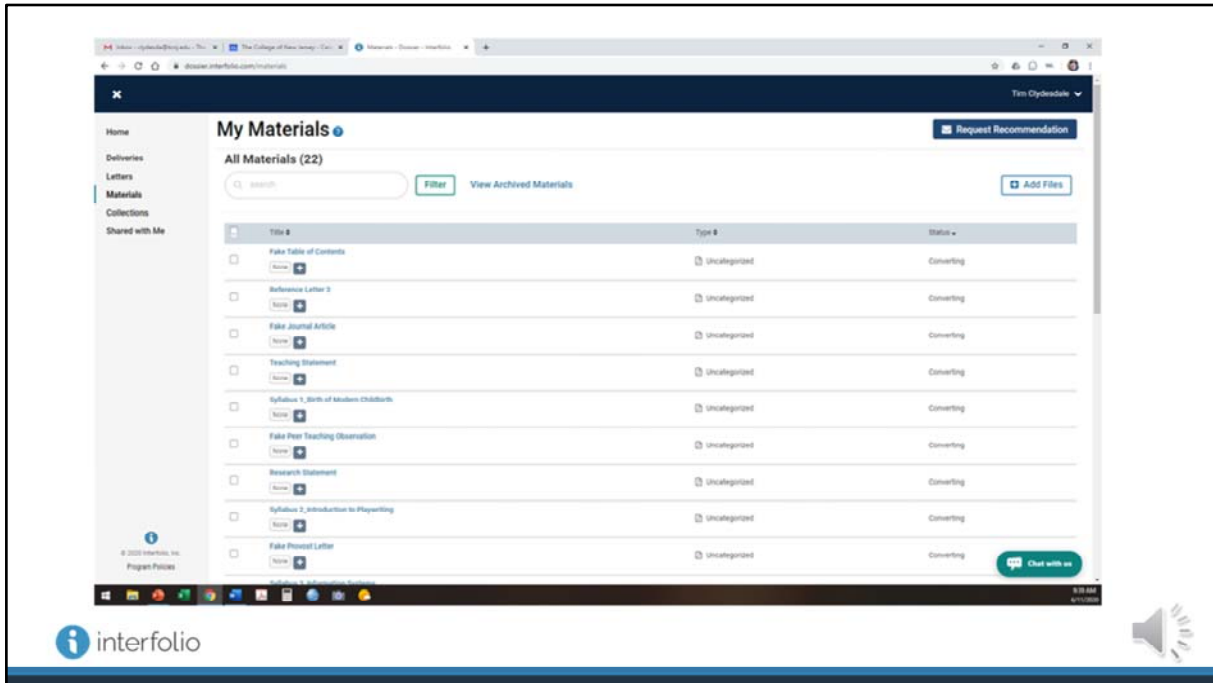
All files that you upload, plus copy of any files you submit as part of a case (i.e., SOSA application, 5 year review, promotion application, reappointment review) will appear on this page in Dossier.
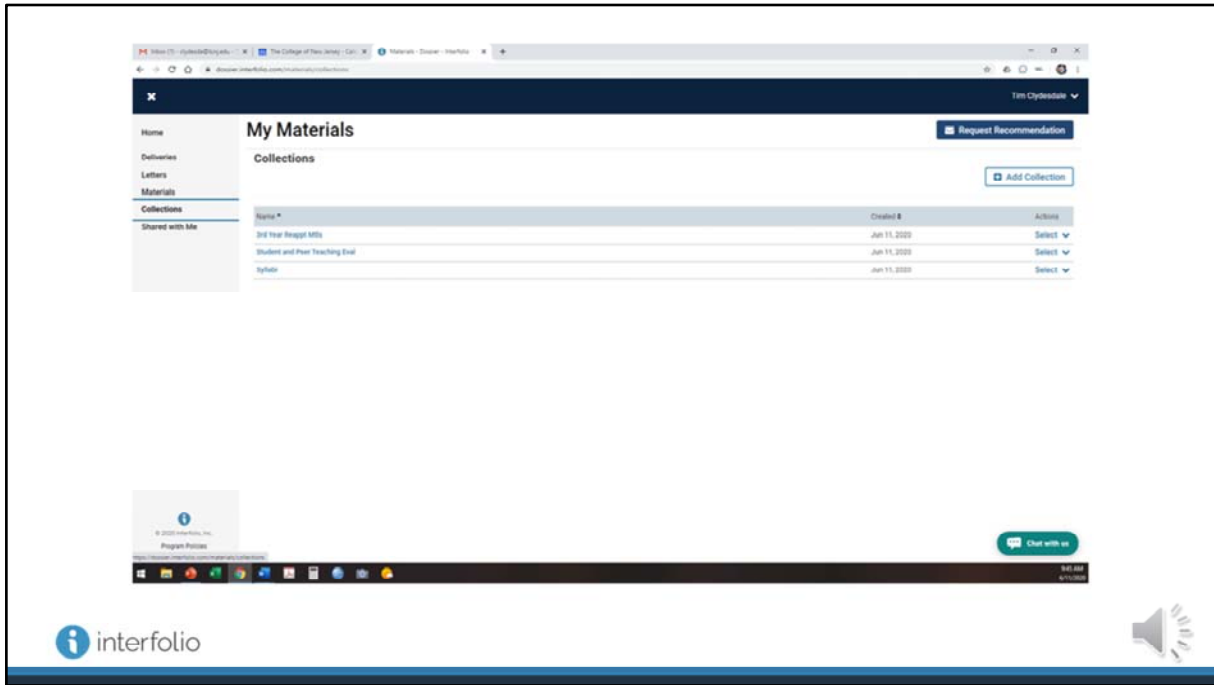
Collections are a great way to group and organize your materials
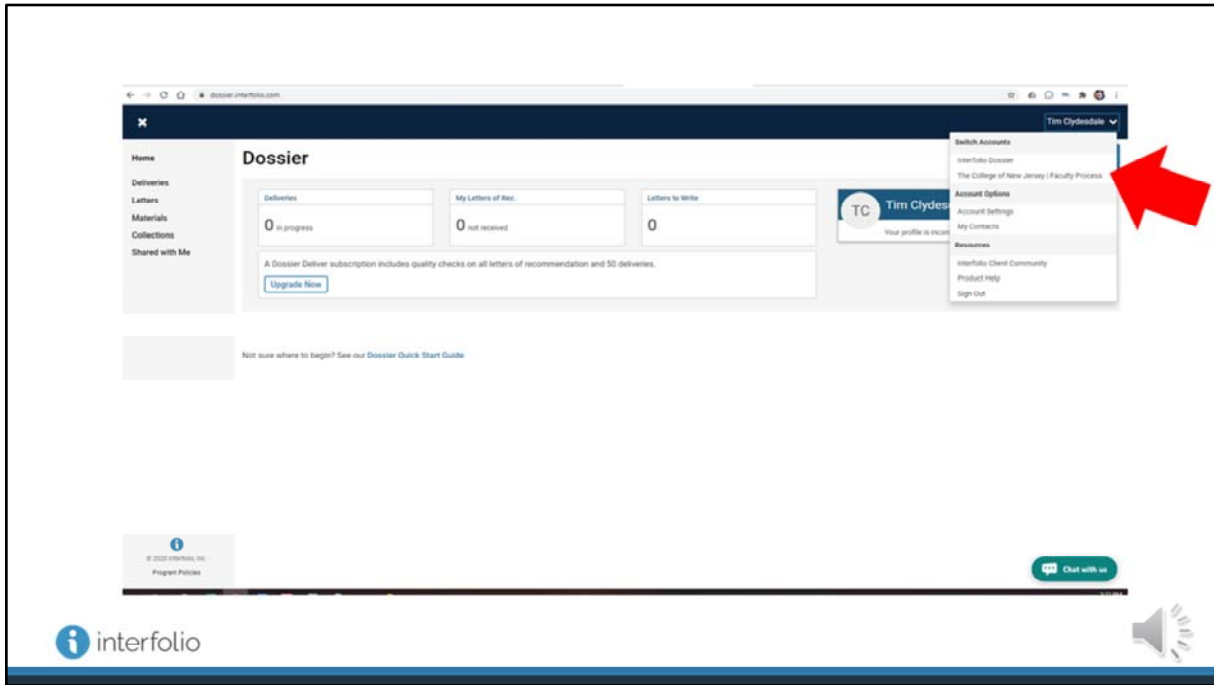
From any page within Dossier, you can switch to TCNJ Faculty Process, by using the pull down menu next to your name on the upper right
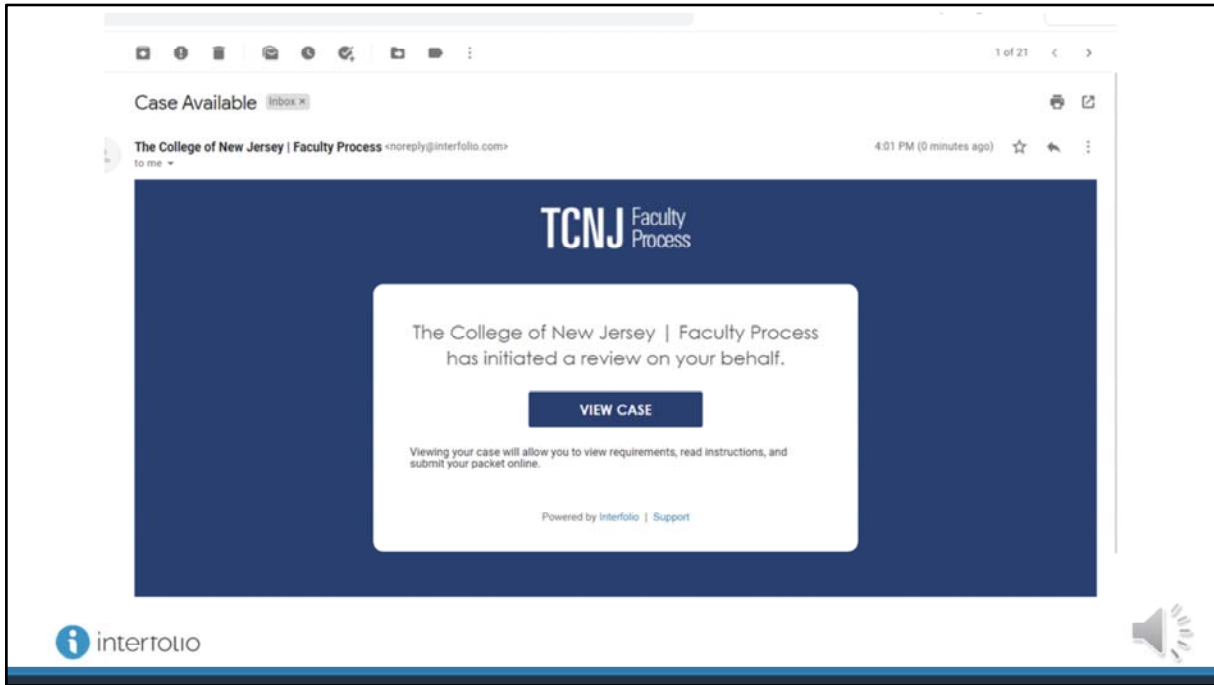
Another way for faculty to see their case in Faculty Process is via email link

[Extended Live Use of Faculty Process]

Video Training for Faculty Candidates and PRC Members/Chairs:
Part 1 of 3: Faculty Process Training for Candidates, PRC Mbrs & Chairs July 2020 (Length 17:17)
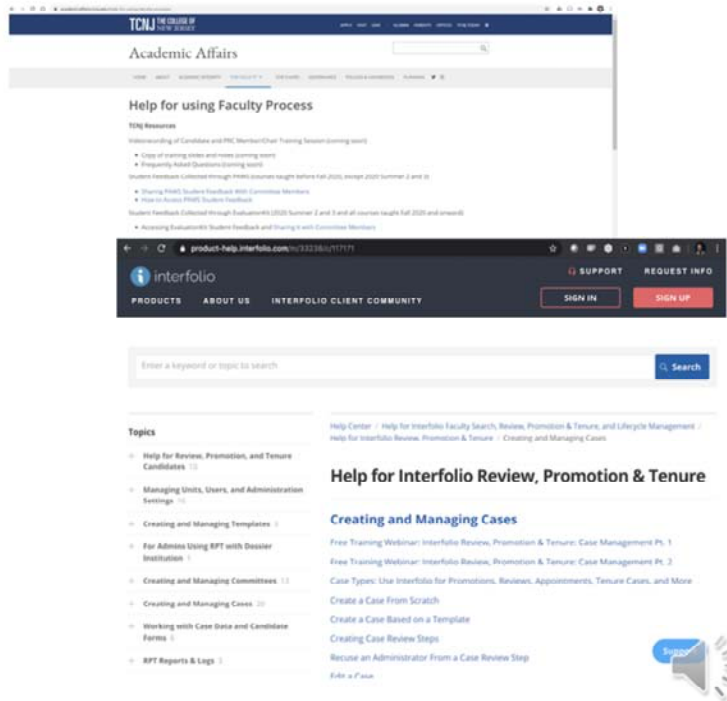Part 2 of 3: Faculty Process Training for Candidates, PRC Mbrs & Chairs July 2020 (Length 22:52)
Part 3 of 3: Faculty Process Training for Candidates, PRC Mbrs & Chairs July 2020 (Length 23:43)

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[Trainees now log into Faculty Process, and are walked through the use of cases, uploading materials, submitting cases, reading cases, and moving the case forward to the dean.]

Various help resources are explained