

Review, Reappointment, Tenure & Promotion

Candidate and PRC Member/Chair Training



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TCNJ Faculty Process



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

Today's Agenda

- What is Interfolio?
- Interfolio Key Concepts
- Candidate Experience
 - Quick exploration of Interfolio's *Dossier*
 - Submit a packet for review
- PRC Committee Member Role
 - Read case
 - downloading, making personal annotations
- PRC Chair Role
 - Upload evaluation
 - Report committee membership
 - Move case forward to dean
- How to Find Support



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:

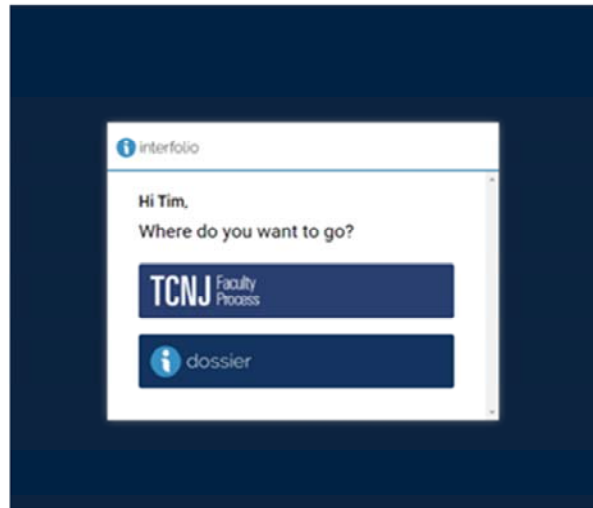
The logo for TCNJ Faculty Process, consisting of the letters 'TCNJ' in a large, bold, white sans-serif font, with the words 'Faculty Process' stacked to its right in a smaller, white sans-serif font, all contained within a dark blue rectangular background.

TCNJ Faculty
Process



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

Dossier + TCNJ Faculty Process



 interfolio



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.



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.



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

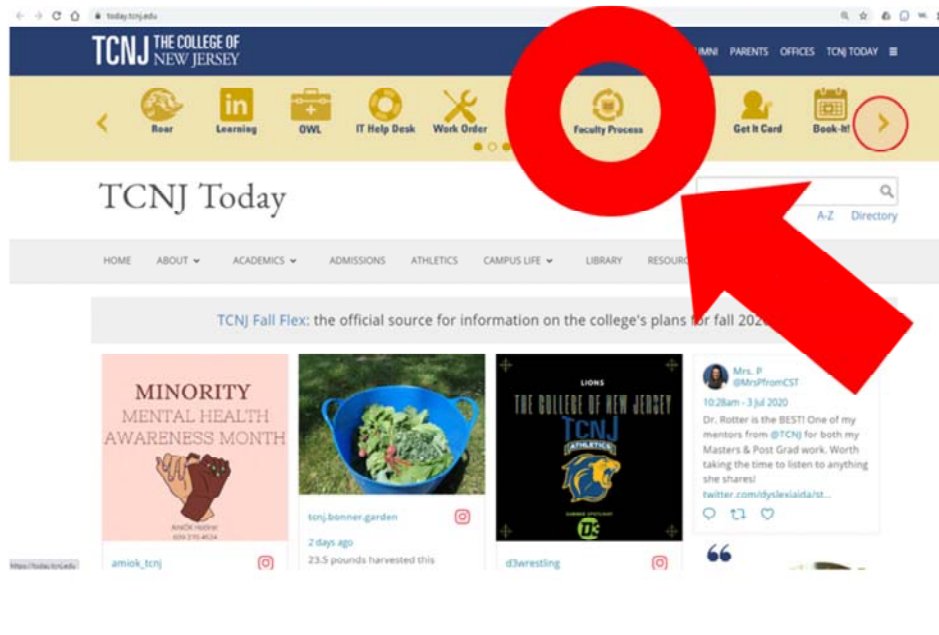
Candidates

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



Here are some important user roles in Faculty Process.

Log In To Follow Along: today.tcnj.edu



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.

Log In To Follow Along: www.interfolio.com

The screenshot shows the Interfolio website's login interface. At the top, a dark navigation bar contains the Interfolio logo and several menu items: PRODUCTS, WHO WE ARE, RESOURCES, TALK TO US, ACCESS MY DOSSIER, and a SIGN IN button. The SIGN IN button in the navigation bar is highlighted with a red circle, and a red arrow points from it to the 'Partner Institution' button in the main sign-in form. The main sign-in form is titled 'Sign In' and includes a 'Sign in with email' section with 'Email' and 'Password' input fields, a 'Sign In' button, and a 'Forgot your password?' link. To the right of the email sign-in section is an 'Or sign in with:' section with 'Partner Institution' and 'Google' buttons. A speaker icon is visible in the bottom right corner of the page.

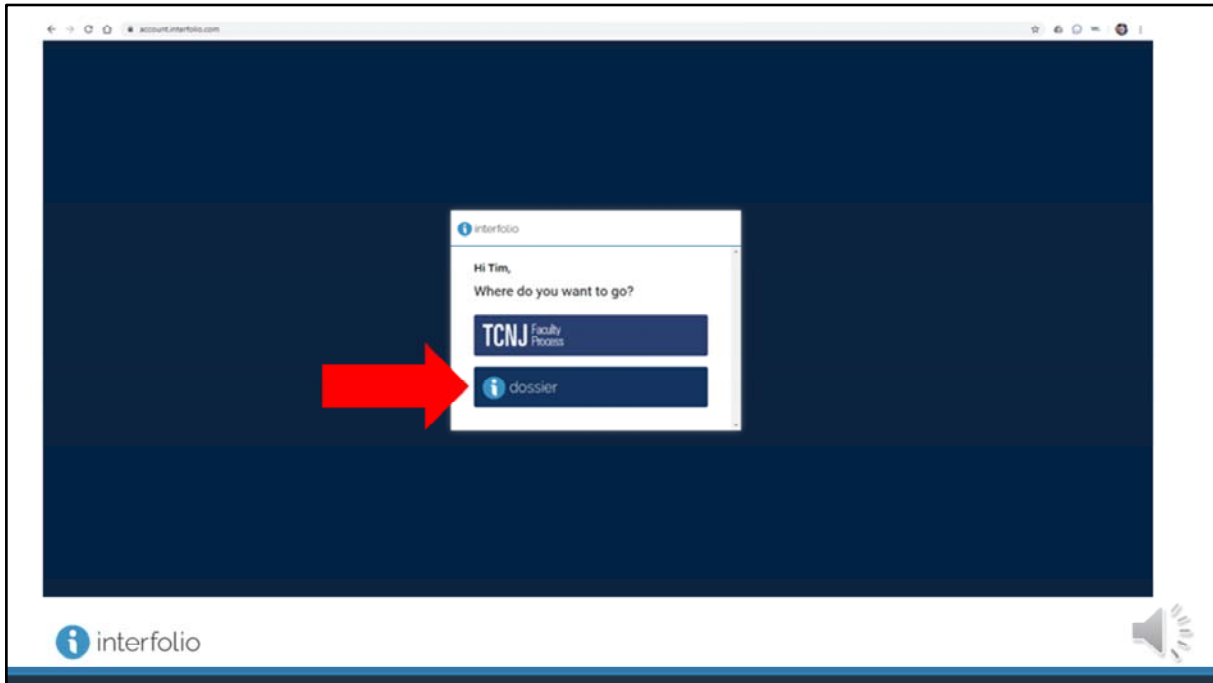
The other way to log in is via the Interfolio website. Be sure to choose “partner institution.”

Log In To Follow Along: www.interfolio.com

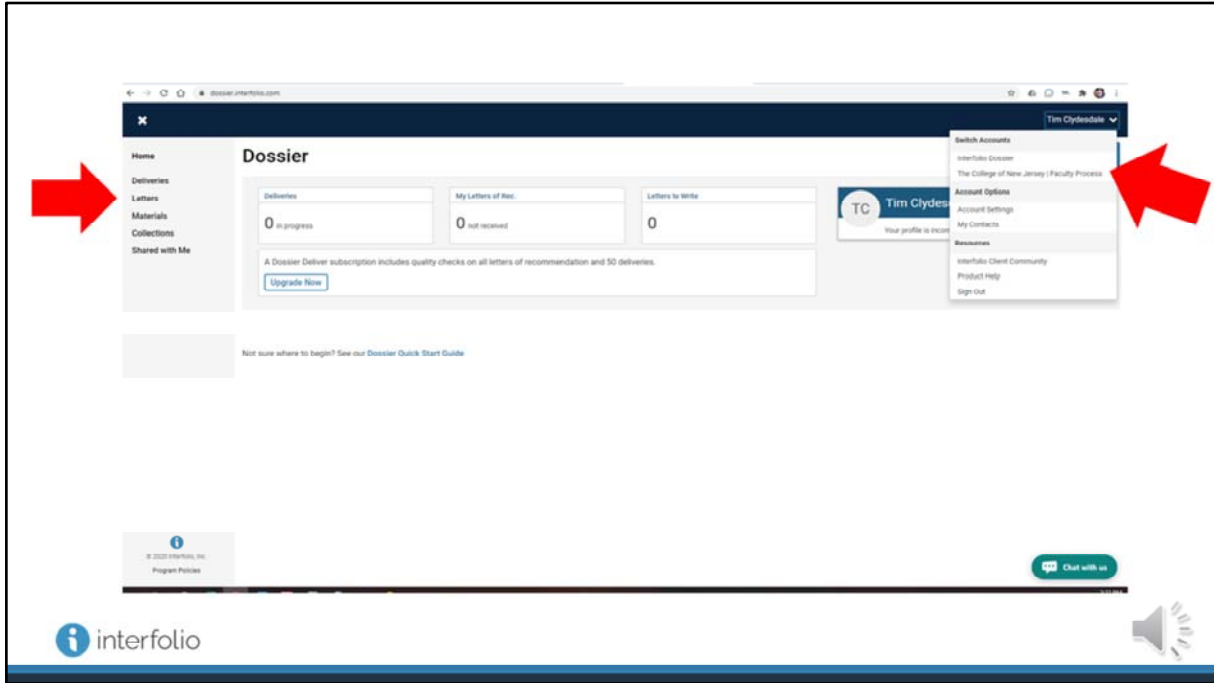
The screenshot shows the Interfolio login page. At the top, there is a navigation bar with the Interfolio logo and a "Sign In" button. Below this, the main heading is "Sign in through your institution". There are two main sections: one for institutions and one for individual users. The institution section has a search box labeled "Search for your institution" and a "Sign In" button. A red arrow points from a text box to this search box. The individual user section has a "Sign Up" button. At the bottom, there is a footer with copyright information and links for Support, Careers, Cookie Policy, Privacy Policy, and Terms of Service.

Search for "College of New Jersey" then log in with your TCNJ userid and password

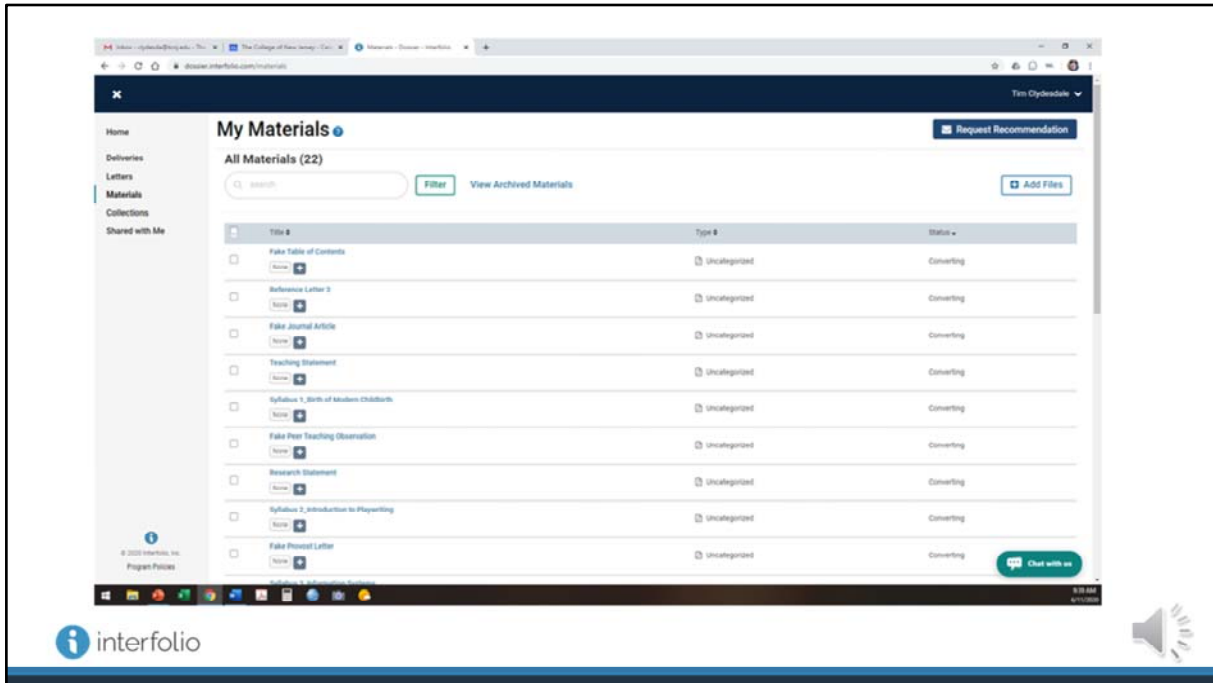
Search for College of New Jersey, then use your TCNJ userid and password to log in



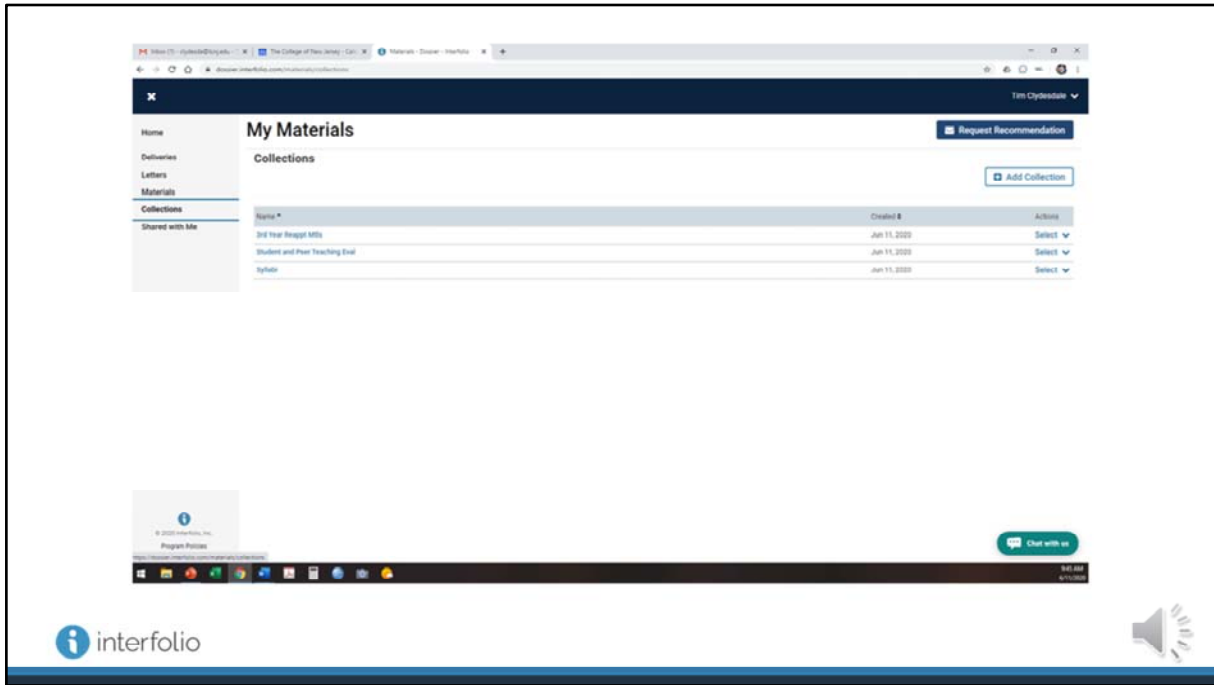
After you log in successfully the first time, you'll come to this page asking you to choose TCNJ Faculty Process or Dossier. (You can disable this via account settings, so that you always go to one or the other application. In that case, to switch between applications, see the next slide.)



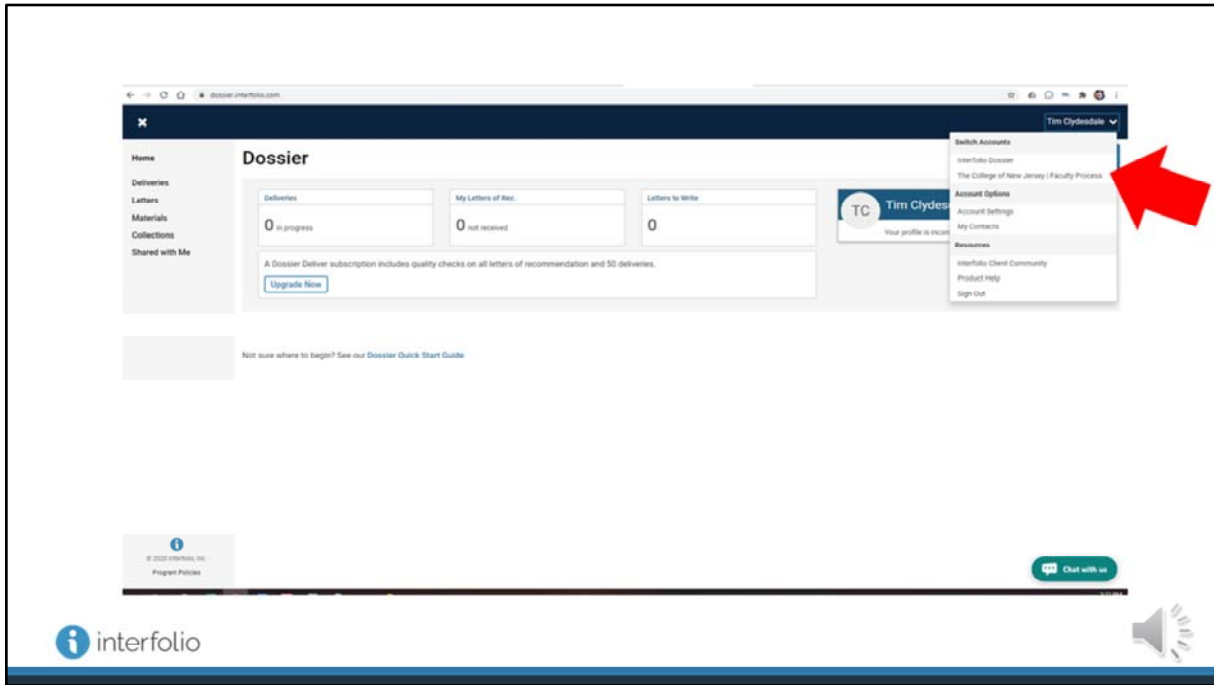
Here is the home page of Dossier. Note two things: the Materials and Collections links on the left, and the pull down menu on the right next to your name.



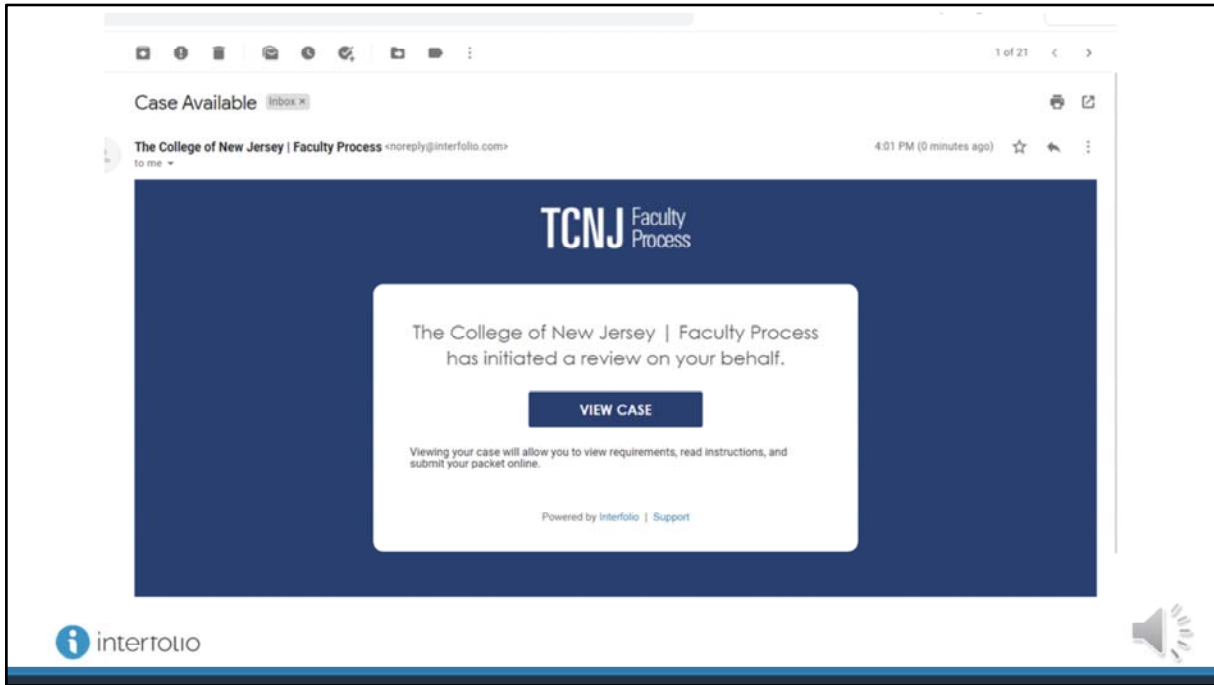
All files that you upload, plus copy of any files you submit as part of a case (i.e., SOSA application, 5 year review, promotion application, reappointment review) will appear on this page in Dossier.



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)

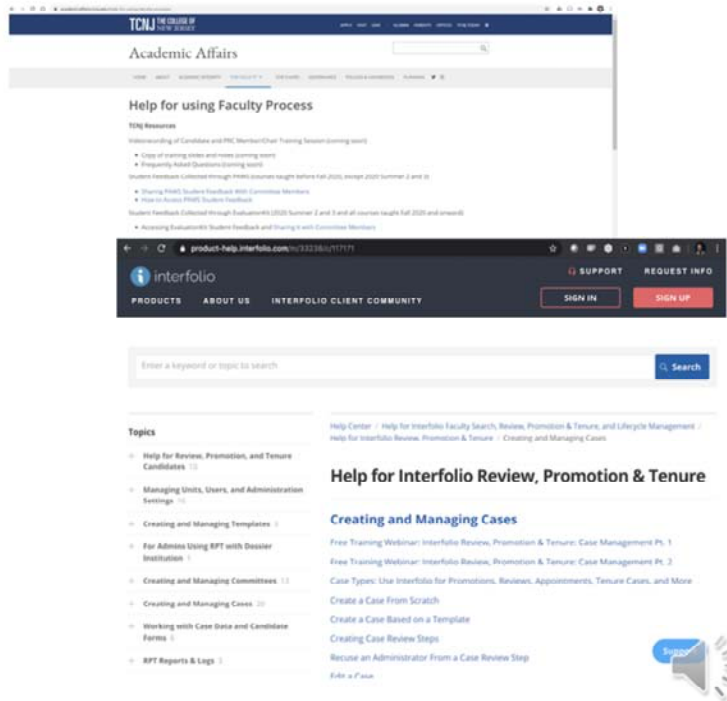
[Part 3 of 3: Faculty Process Training for Candidates, PRC Mbrs & Chairs July 2020](#) (Length 23:43)



[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.]

Where to Find Support

- **TCNJ Academic Affairs website:**
“Help for using Faculty Process”
- **Interfolio Help Center**
 - User Guides
 - product-help.interfolio.com
- **Interfolio’s Scholar Services Team**
 - help@interfolio.com
 - (877) 997-8807



Various help resources are explained