

INTERFOLIO FACULTY QUICK GUIDE

OVERVIEW

Interfolio Review, Promotion & Tenure is a secure, online collaboration platform that provides tools to manage the documents, workflows, data, committees, communication, and outcomes associated with review-based academic decisions. This document provides instruction to faculty on how to upload and submit materials for reviews and sabbaticals. For more details visit the [Interfolio software support site](#).

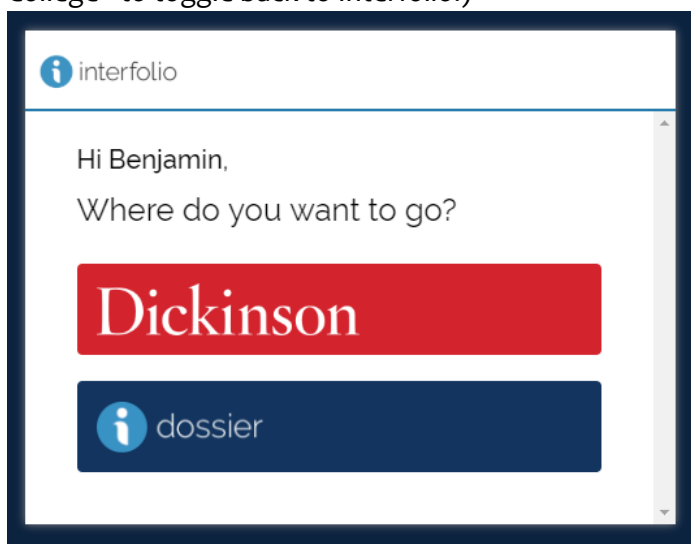
LOGIN

To access Interfolio:

1. Go to the Gateway (<https://gateway.dickinson.edu>)
2. **Click the Interfolio icon** on the Application Launch Pad

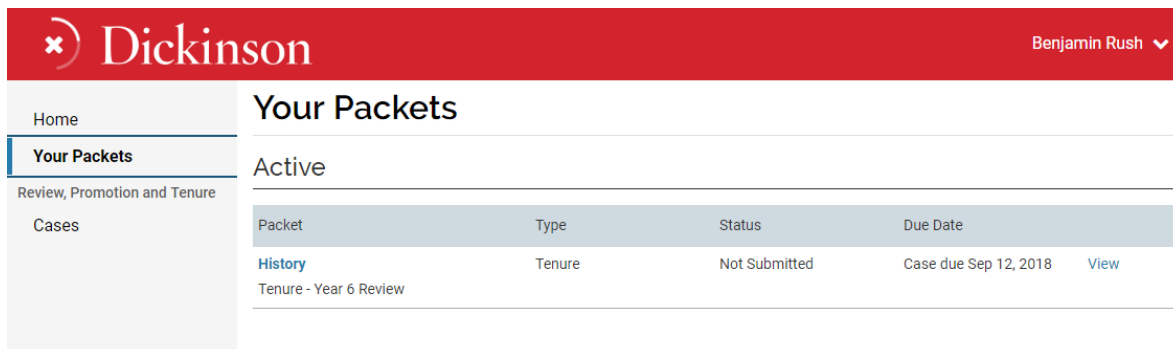


3. If asked “Where do you want to go?” **select Dickinson**. (Note: Not everyone will see this step. If you are in your Dossier, click your name in the top right corner, and then click “Dickinson College” to toggle back to Interfolio.)



VIEW YOUR PACKET INSTRUCTIONS AND REQUIREMENTS

Click **“Your Packets”** on the left-side menu. This will display one or more packets related to a personnel review and/or sabbatical leave. **Select the packet you would like to work on.**



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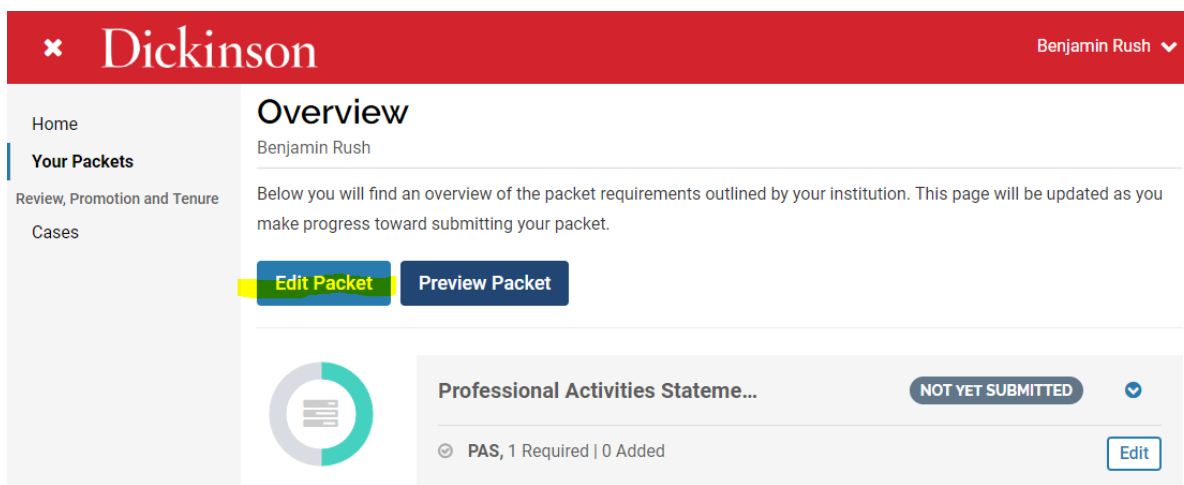
Home
Your Packets
Review, Promotion and Tenure
Cases

Your Packets

Active

Packet	Type	Status	Due Date	
History	Tenure	Not Submitted	Case due Sep 12, 2018	View
Tenure - Year 6 Review				

This takes you to an overview page listing the required and optional materials for your review or sabbatical leave. Click **“Edit Packet”** to view instructions and to upload your materials.



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Overview

Benjamin Rush

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward submitting your packet.

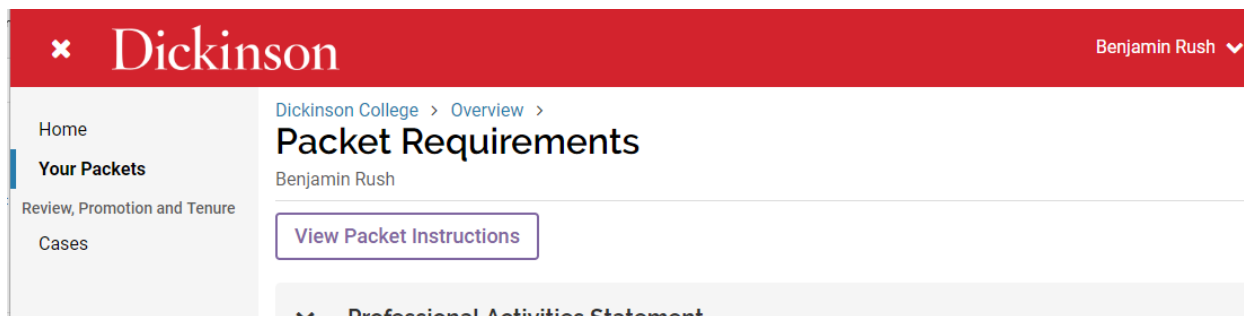
[Edit Packet](#) [Preview Packet](#)



Professional Activities Stateme... NOT YET SUBMITTED ▾

🕒 PAS, 1 Required | 0 Added [Edit](#)

Click **“View Packet Instructions”** (top left) to display the instructions for your review or sabbatical.



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Home
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Dickinson College > Overview >

Packet Requirements

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[View Packet Instructions](#)

Professional Activities Statement

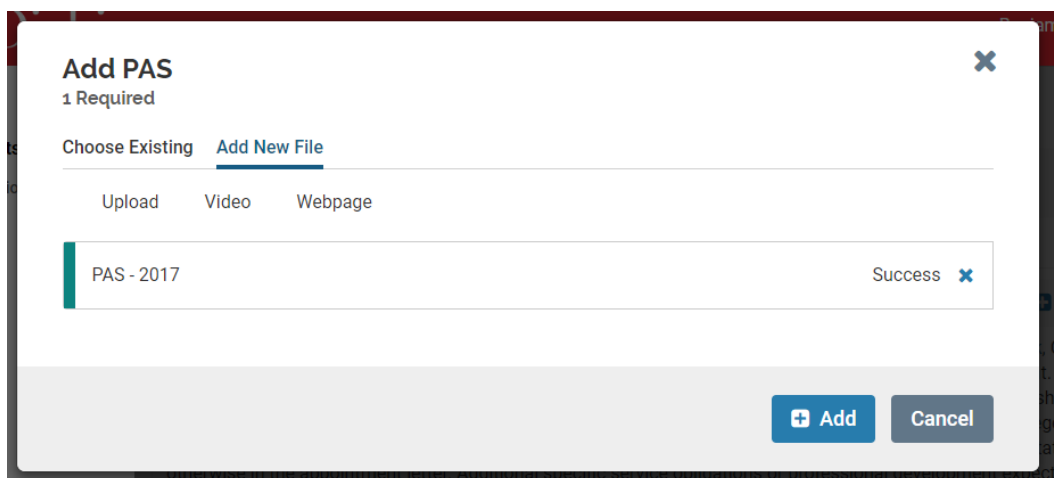
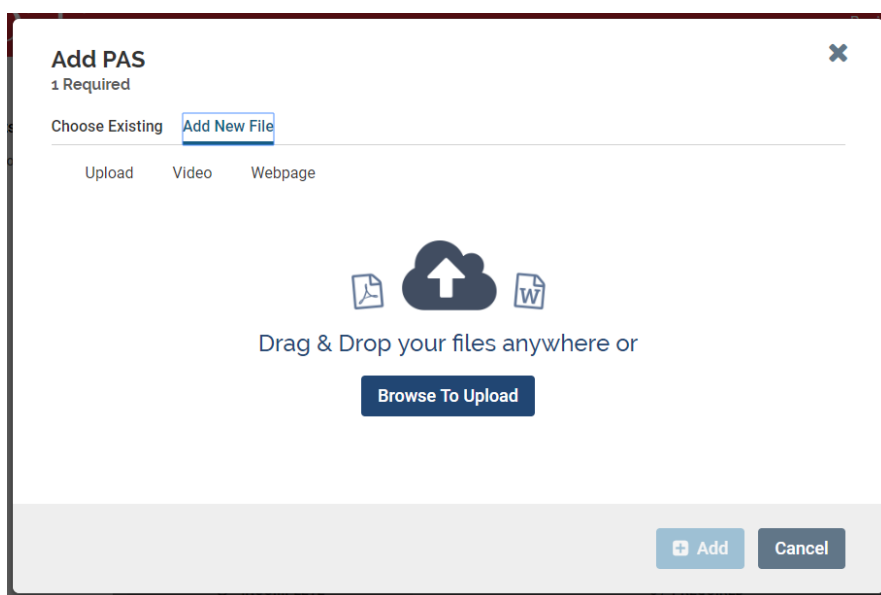
Your packet is divided into sections, each with a list of materials to upload in order to complete your packet.

UPLOAD DOCUMENTS

Your packet is divided into sections, each with a list of materials for you to upload to complete your packet. To upload documents, **Click “Add File”** next to the type of document you would like to upload.

Note: When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks when reviewing your documents. It would be helpful to include the year in the title.

If you are using a Dossier, select the file of interest on the Choose Existing tab, and click Add. If you are NOT using a Dossier, **click the “Add New File” tab** and either **drag & drop or Browse to Upload**. Click **“Add”** when complete.



Interfolio converts the file to a PDF. You will see “Creating PDF” while the file is being converted and uploaded. You may need to refresh your browser for the “Creating PDF” message to disappear.

✉ [Still stuck?](#)

Updated August 27, 2018

When a requirement is satisfied it appears with a green check mark. Likewise, completed sections are marked “Complete.”

Continue to upload documents as needed for each requirement.

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Dickinson College > Overview >
Packet Requirements
 Benjamin Rush

[View Packet Instructions](#)

▼ **Professional Activities Statement**

🟢 COMPLETE 1 / 1 REQUIRED

🟢 PAS 1 Required | 1 Added [+ Add File](#)

Please submit a 2500-3000 word Professional Activities Statement, as discussed in the [Academic Handbook](#), Chapter 4. The document “[How to write a PAS](#)” on the FPC webpage provides further guidance in creating this document. The scope of your comments is up to you, but it is your responsibility to communicate and assess your accomplishments, activities, plans, and goals for teaching, scholarship (tenure-track only), and service. For lecturers, in the categories of teaching and service, the criteria for evaluation are the same as for tenured and tenure-track faculty unless stated otherwise in the appointment letter. Additional specific service obligations or professional development expectations may be included in appointment letters for lecturers. Scholarship, while always valued, is not an expectation for lecturers. Reviews will follow the same procedures as tenured and tenure-track faculty where applicable.

[PAS - 2017](#) Jul 31, 2018 [Edit](#) [🗑](#)

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 Program Policies

EDIT OR REPLACE A DOCUMENT

If you need to edit or replace a document, **click “Edit”** next to the file name. You can edit the title of the file or **click “Replace”** to choose a new file to replace it.

Edit Document ✕

Document Title *

PAS - 2017 ✓

[↻ Replace](#) [✓ Save](#) [Cancel](#)

SUBMITTING YOUR PACKET FOR DEPARTMENTAL AND FPC REVIEW

Once you have completed uploading all the required documents, click **“Review and Submit.”**

The screenshot shows the Dickinson faculty submission portal. The header is red with the Dickinson logo and the user's name, Benjamin Rush. The left sidebar contains navigation links: Home, Your Packets, Review, Promotion and Tenure, and Cases. The main content area has two sections: 'Scholarly Activity' and 'Miscellaneous'. Each section has a 'COMPLETE' status bar and an 'OPTIONAL' section with an 'Add File' button. The 'Scholarly Activity' section includes a description: 'Any unpublished or incomplete work such as drafts, conference presentations, working papers that you wish to submit as evidence of activity in the area of scholarship.' The 'Miscellaneous' section includes a description: 'Any other materials the faculty member thinks relevant. Remains open to the candidate to upload additional documentation throughout duration of the review.' At the bottom, a 'Review & Submit' button is highlighted with a yellow box.

Make certain all the sections are checked (blue check box). Optionally, you can preview the submission to see how your packet will appear to the committee. Click **“Submit Section(s)”** when you are ready to submit for the committee’s review.