

INTERFOLIO

DEPARTMENT CHAIR 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 academic department chairs on how to review submissions, upload files, and submit a faculty member's case to FPC. For more details visit the [Interfolio software support site](#).

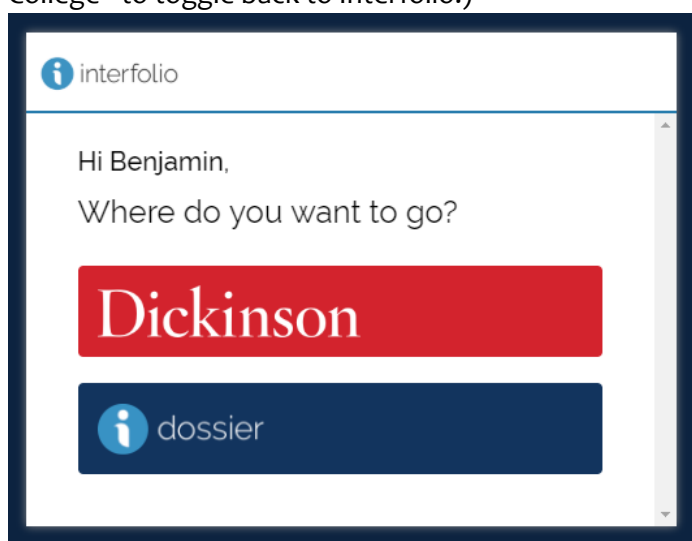
LOGIN

To access Interfolio:

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

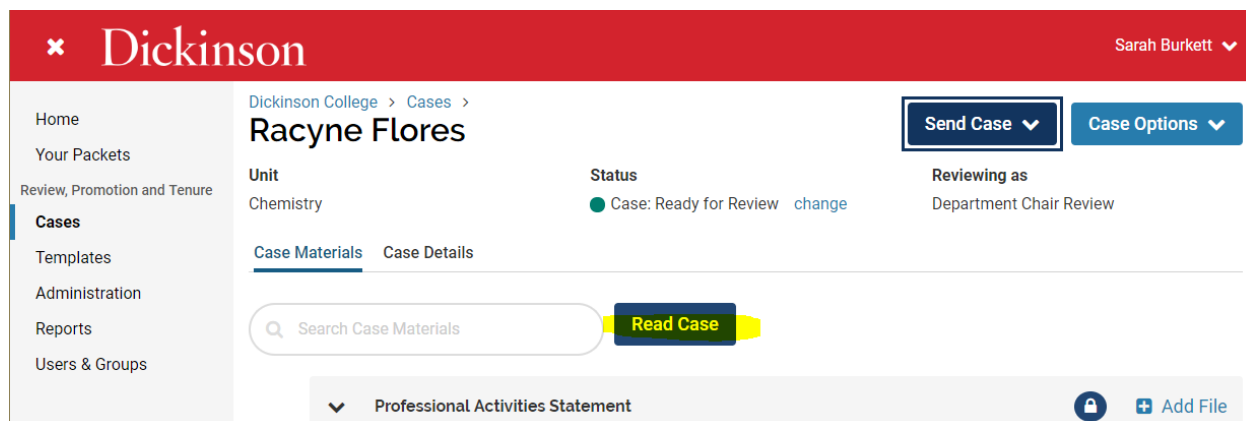


3. If asked “Where do you want to go?” **select Dickinson**. (Note: Not everyone will see this step. If you are in your Dossier, click your name in the top right corner, and then click “Dickinson College” to toggle back to Interfolio.)



CHAIR RESPONSIBILITIES IN INTERFOLIO

1. On the Home menu, **click the faculty's name** on the case that you want to review.
2. The Case Materials tab shows the candidate's documents. **Click "Read Case"** to open the viewer to read documents and optionally add private annotations that are only visible to you.



3. To leave the reading viewer, click **"Return to Case"** (top right).



4. Back on the Case Materials tab, if responsible for uploading documents to the case, **click "Add File"** next to the appropriate document type and add your document.
5. When your review is complete, send the case to FPC by **clicking on "Send Case" (top right) and selecting "Forward to FPC Review"**. After sending the case to FPC, it will no longer be visible to you, and FPC members will receive an email indicating that this case has been sent.

