

# Instructions for documentation preparation and file submission

## STEP ONE: Prepare Documents for Uploading to Interfolio

### 1. Updated Curriculum Vitae (CV):

- Save as Lastname CV (e.g., Jones CV).

### 2. Department Personnel Form (DPF):

- Save as Lastname DPF (e.g., Jones DPF).
- Refer to instructions below for chart completion on Page 1.

### 3. COVID-19 Impact Statement (Optional for 2020 and/or 2021):

- Save as Lastname 2021 (e.g., Jones 2021).

### 4. AWP's for the Years Under Review (2021-2023):

- Upload AWP's for the years 2020-2021, 2021-2022, 2022-2023, and 2023-2024.
- Use your most up-to-date AWP name received from the Dean's office (e.g., Jones, John - AWP -2020-2021 rev SMR 1.8.21).

### 5. A&S Student Evaluation Summaries Form (SES):

- Shorten file name to the four-digit semester code and course name/number (e.g., 4202\_SPAN20201).
- Decide on including all or none of the student comments for each course.
- **For 2023 evaluations:**
  - Visit <https://feedback.louisville.edu/cards>.
  - Use browsers other than Microsoft Edge.
  - Follow the specified instructions for login.
- **For 2021 & 2022 evaluations:**
  - Go to [www.louisville.edu](http://www.louisville.edu) and search "blue eval" using Chrome or Safari.
  - Follow the provided login instructions.

## STEP TWO: Upload Documents to Interfolio

1. Log in to Interfolio at [www.interfolio.com](http://www.interfolio.com).
2. Select Your Packets, choose the Active option.
3. Click on Edit.
4. Upload CV to the Curriculum Vitae section.
5. Upload other documents to the Merit Documentation section.
  - Do not upload to Recommendations and Rebuttals.
  - Do not upload additional documents like syllabi or publications.

**How to Move Documents from Old Interfolio Case to New Case:**

- Log in to Interfolio through our institutional login.
- Click on "Your Packets" and select the relevant active case.
- Click on "Packet," then go to the section to import items.
- Choose existing items and select the case to pull from.
- Click "Add" to transfer documents.

**To Upload New Documents:**

- Click "Add," then "Add New File."
- Drag-and-drop files or browse to upload.
- Click "Add" and repeat as needed.

**Note:**

- Click "Remove" if unnecessary documents were uploaded or transferred.
- The "Edit" button only allows document replacement, not editing.

**Ordering Under Merit Documentation:**

1. Completed 2023 DPF.
2. 2021, 2022, 2023 Impact Statements (Optional).
3. AWP's for 2021-2024 (oldest to newest).
4. Completed 2021-2023 SES.
5. Student evaluations (oldest to newest).

**Submission:**

- Hit SUBMIT when all required documentation is uploaded.
- Confirm submission only when sure; the DPC cannot unlock your file after submission.

For Interfolio assistance, refer to A&S Interfolio Annual Merit Evaluation, email [help@interfolio.com](mailto:help@interfolio.com), or call (877) 997-8807.