

## **INTERFOLIO ARTS AND SCIENCES MERIT REVIEW INSTRUCTIONS**

We recently completed implementation of Interfolio's Review, Promotion, and Tenure software and the College of Arts and Sciences will be using this online platform to conduct this year's annual merit review process. In the next day or two you will receive an email instructing you to sign in to the Interfolio Review, Promotion, and Tenure platform to upload your annual merit review documents.

### **What is Interfolio Review, Promotion, and Tenure software?**

Interfolio's Review, Promotion, and Tenure software addresses the full scope of academic promotion and tenure—from submission to a final decision. This software will allow us to move away from the current paper-based binder system to an electronic promotion and tenure system. This module can also be used for annual performance reviews, periodic career reviews, and other personnel actions.

### **Annual Merit Review**

Use the Interfolio platform to upload all documentation for your annual merit review following the instructions below. You will have the opportunity to rebut throughout the process and will receive emails with instructions as the review moves forward. Rebuttals (if any) will be uploaded in a fashion similar to the initial documents.

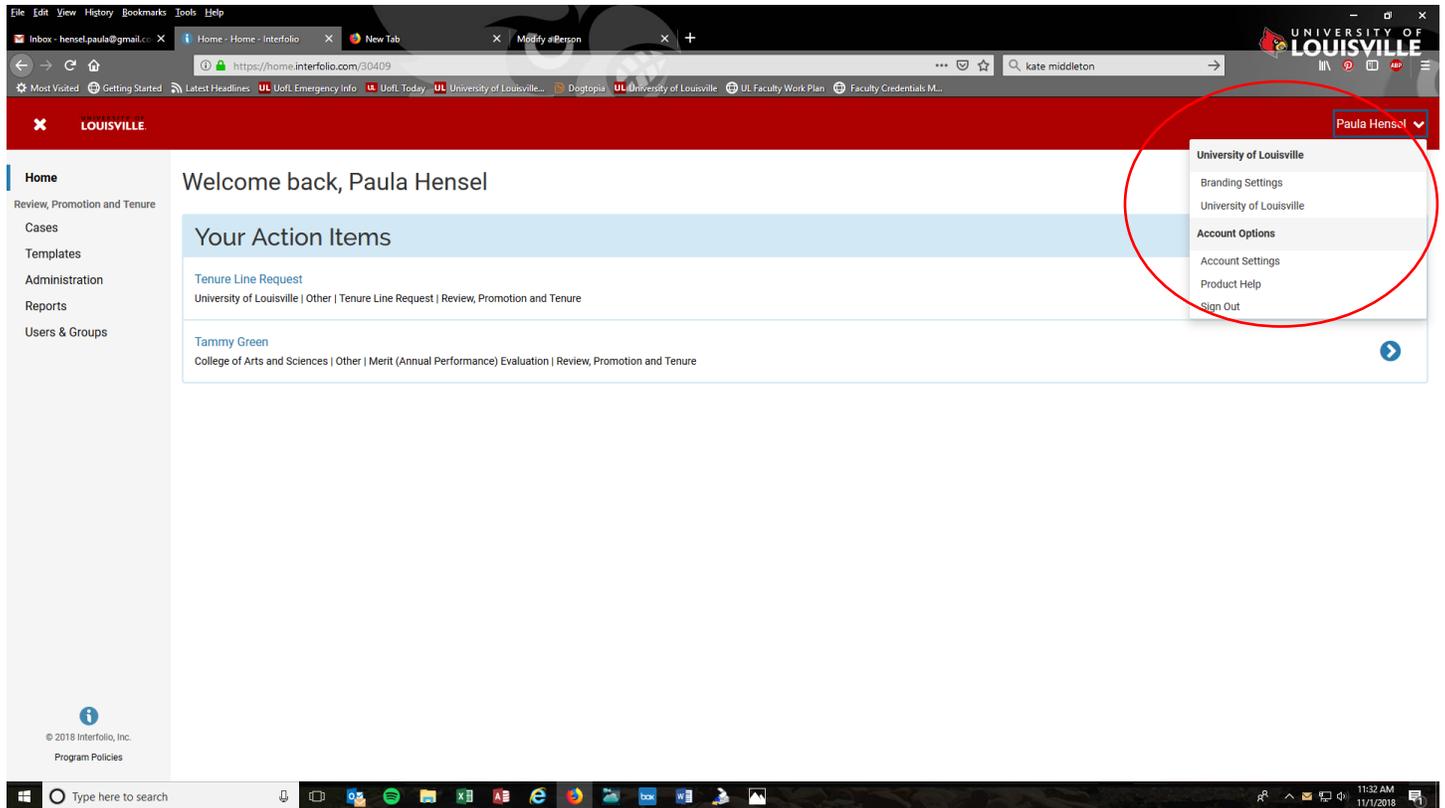
### **If you need Help**

Contact your department chair or other appropriate administrator in your academic unit for assistance about the merit review process or required documents. For technical support, see Interfolio's [Candidate's Guide](#) or reach out to their scholar service team at [help@interfolio.com](mailto:help@interfolio.com) or (877) 997-8807 (Toll Free) Monday-Friday, 9am-6pm, EST.

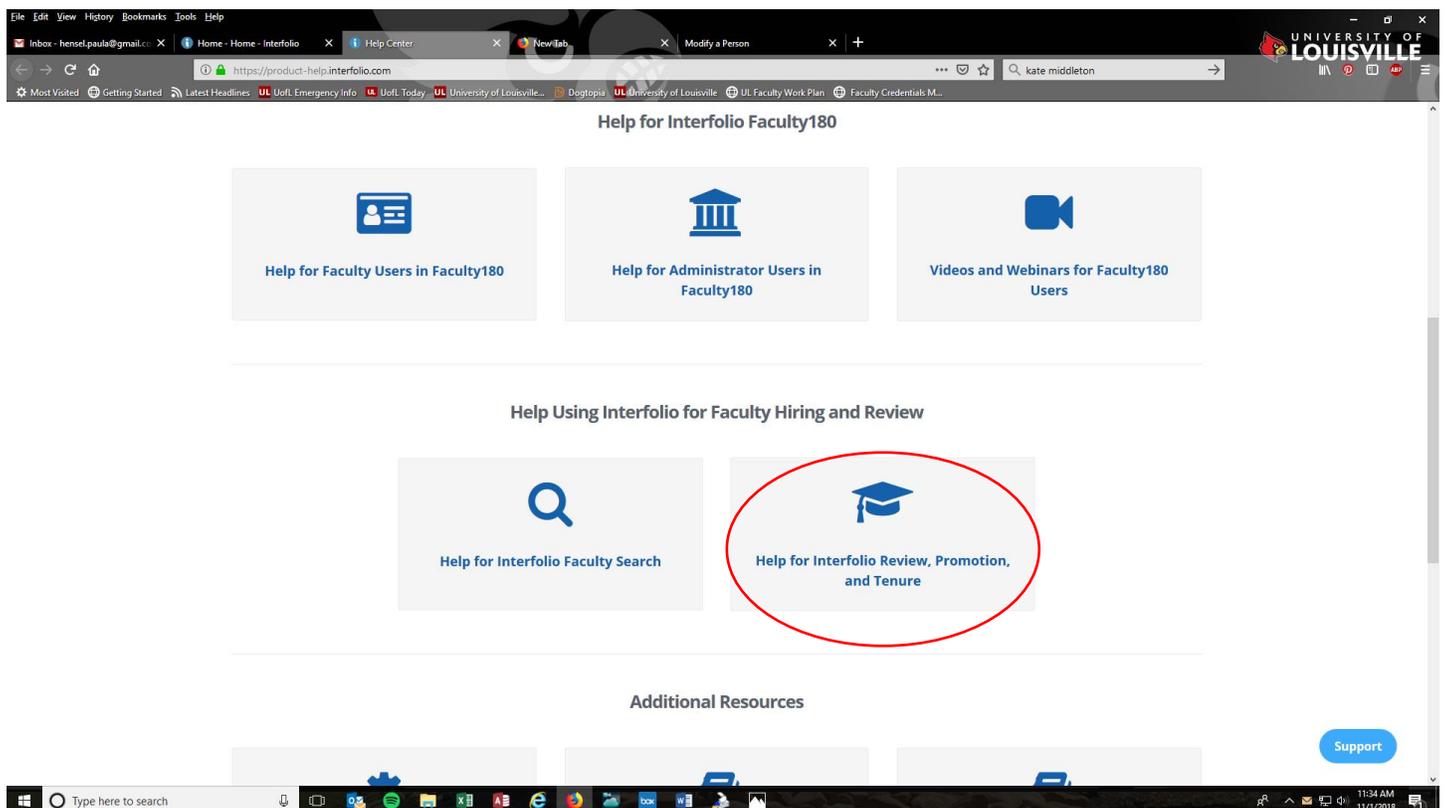
### **Helpful Tips**

- Interfolio works best with Google Chrome or Firefox – do not use Explorer.
- Do not click the final "Submit" button until all documents have been uploaded.
- If you need help at any time, click on the arrow next to your name in the upper right-hand corner of the screen and click "Product Help" (see screenshots below).

If you need help at any point, click on “Product Help” from the pulldown menu next to your name

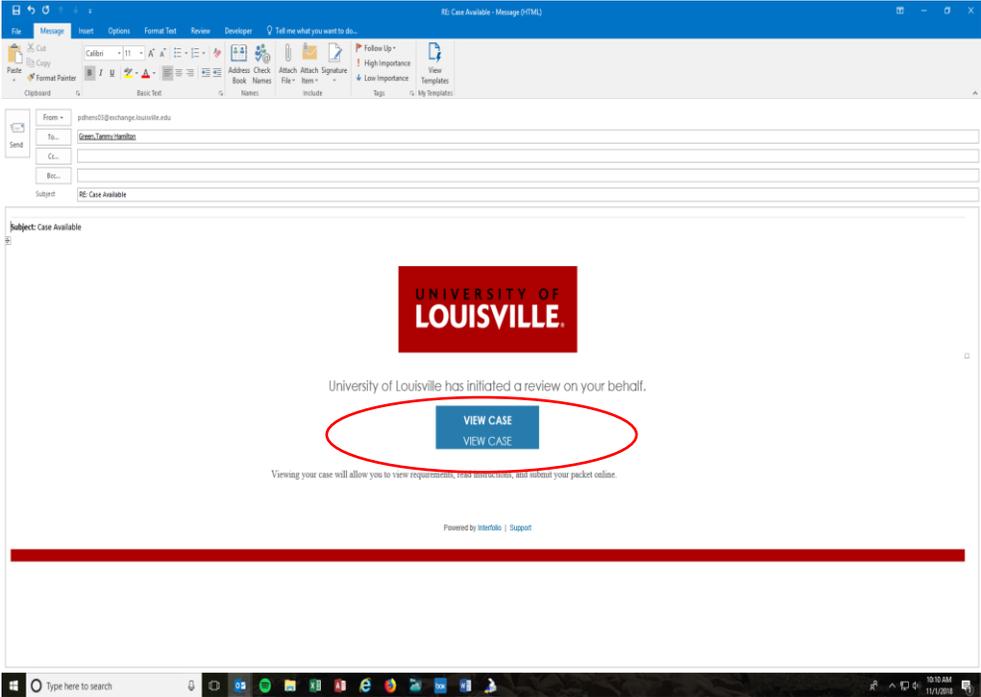


Click on “Help for Interfolio Review, Promotion, and Tenure”

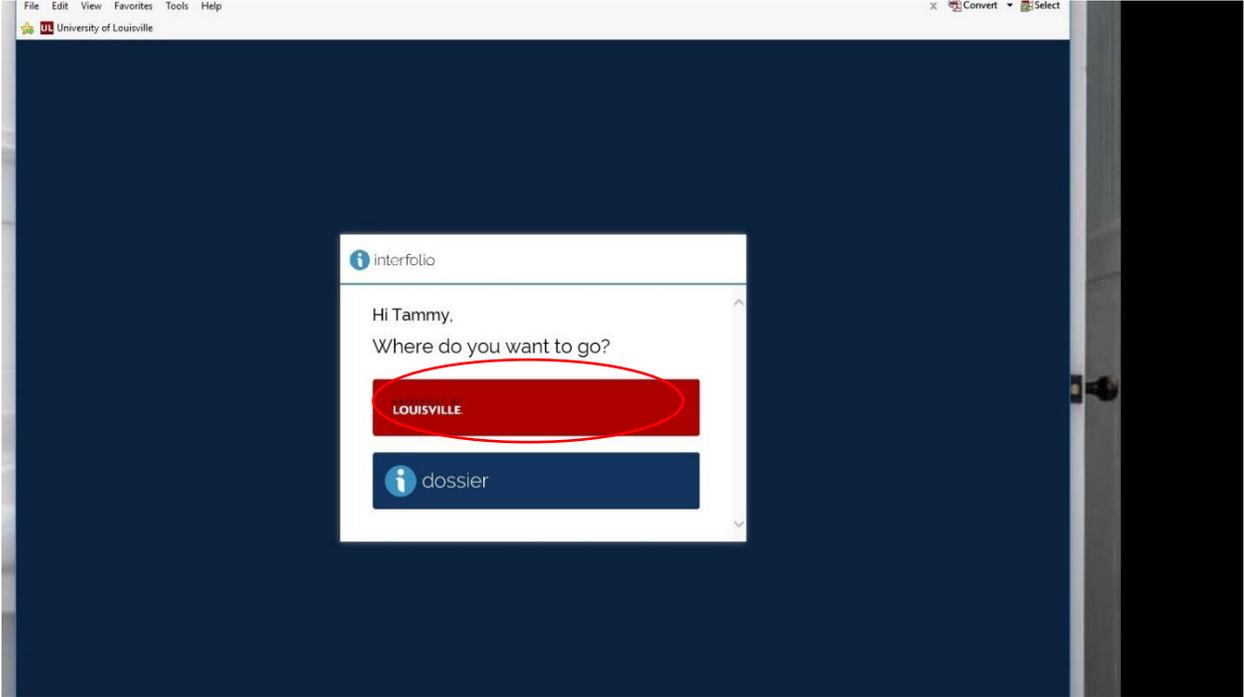


# TO UPLOAD DOCUMENTS FOR YOUR ANNUAL MERIT REVIEW

You will receive an email that a review has been initiated for you. Click "View Case."



Click "Louisville"



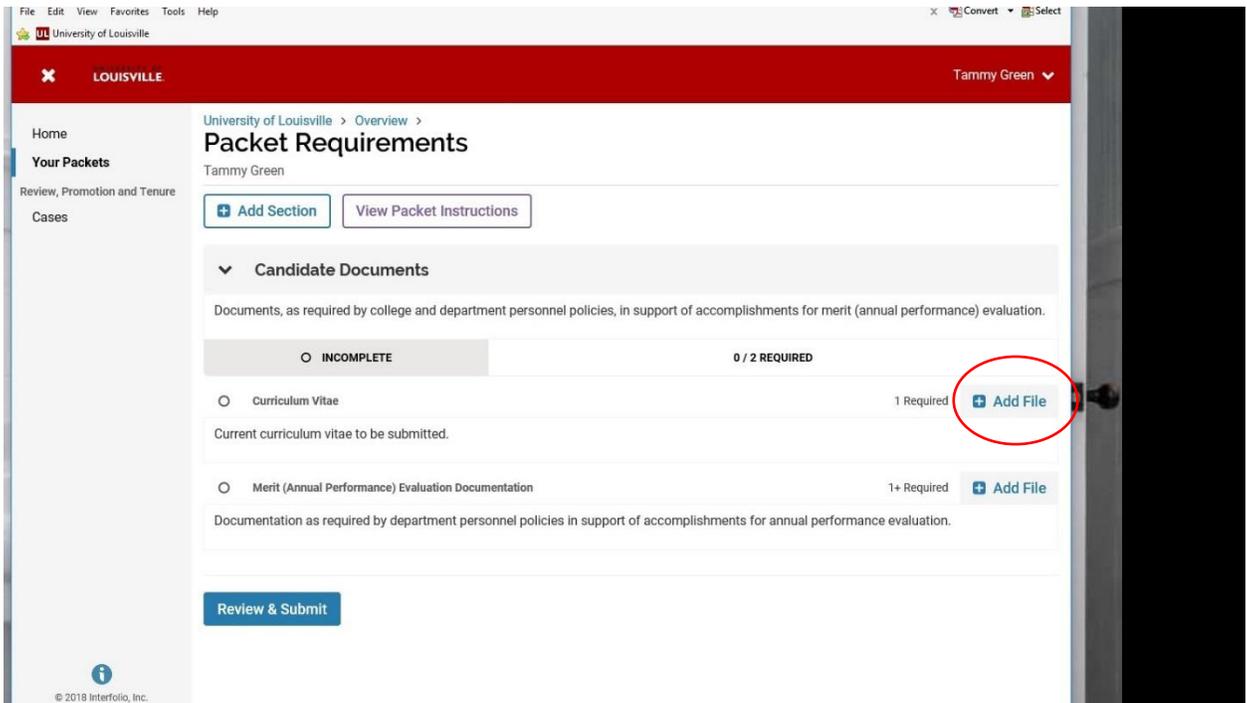
Click on your name

The screenshot shows a web browser window with the University of Louisville logo and a navigation menu. A notification at the top asks if the user wants to go directly to the University of Louisville when signing in. The main content area is titled 'Welcome back, Tammy Green' and features a 'Your Action Items' section. A red circle highlights the name 'Tammy Green' in the action item list, which also includes 'Merit (Annual Performance) Evaluation | College of Arts and Sciences | Other' and a right-pointing arrow icon.

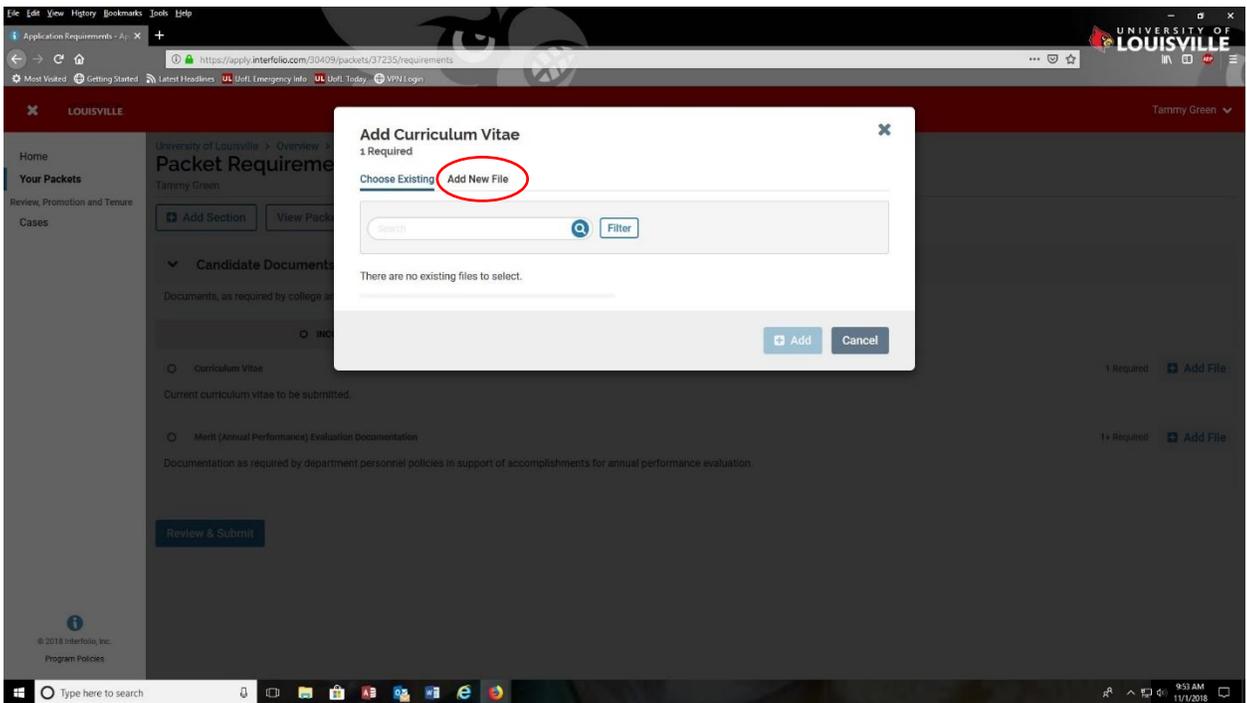
Click on "Edit Packet"

The screenshot shows the 'Overview' page for Tammy Green. It includes a navigation menu and a main heading 'Overview'. Below the heading, there is a paragraph explaining the purpose of the page. Two buttons, 'Edit Packet' and 'Preview Packet', are displayed. A red circle highlights the 'Edit Packet' button. Below this, there is a 'Candidate Documents' section with a progress indicator 'NOT YET SUBMITTED' and a list of required documents: 'Curriculum Vitae, 1 Required | 0 Added' and 'Merit (Annual Performance) Evaluation Documentation, 1 Required | 0 Added'. An 'Edit' button is visible next to the second document entry.

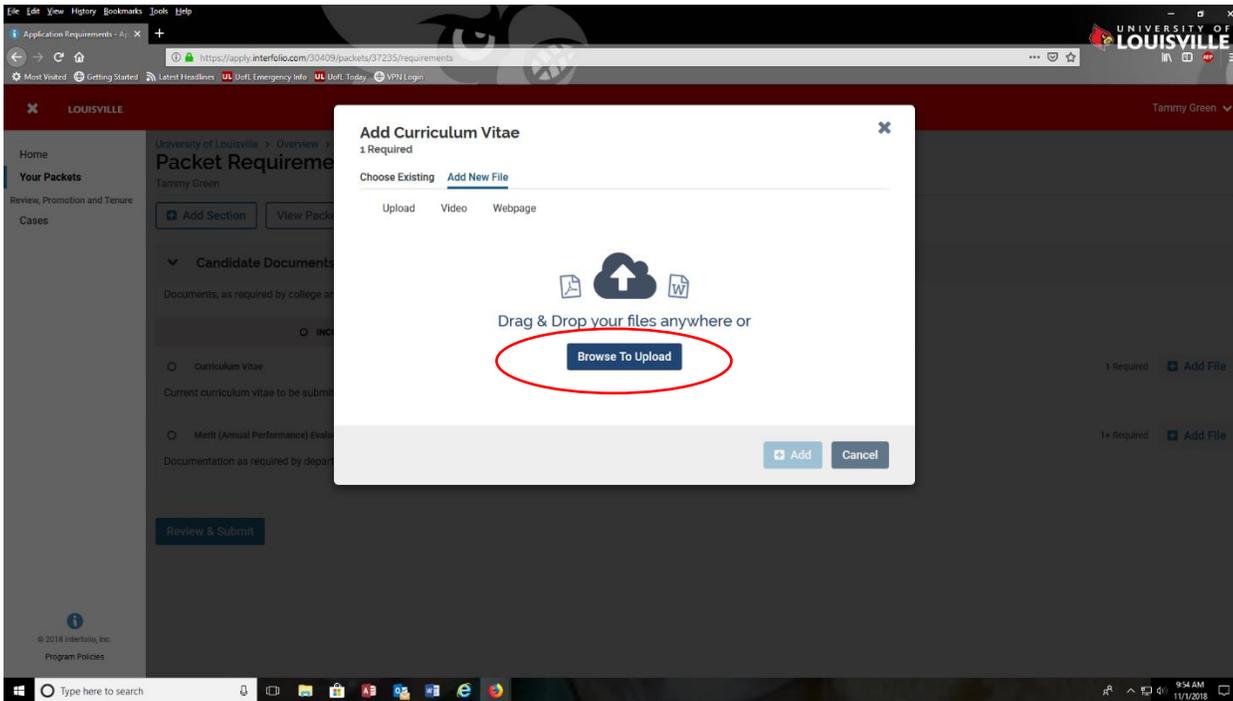
Click on "Add File" next to Curriculum Vitae



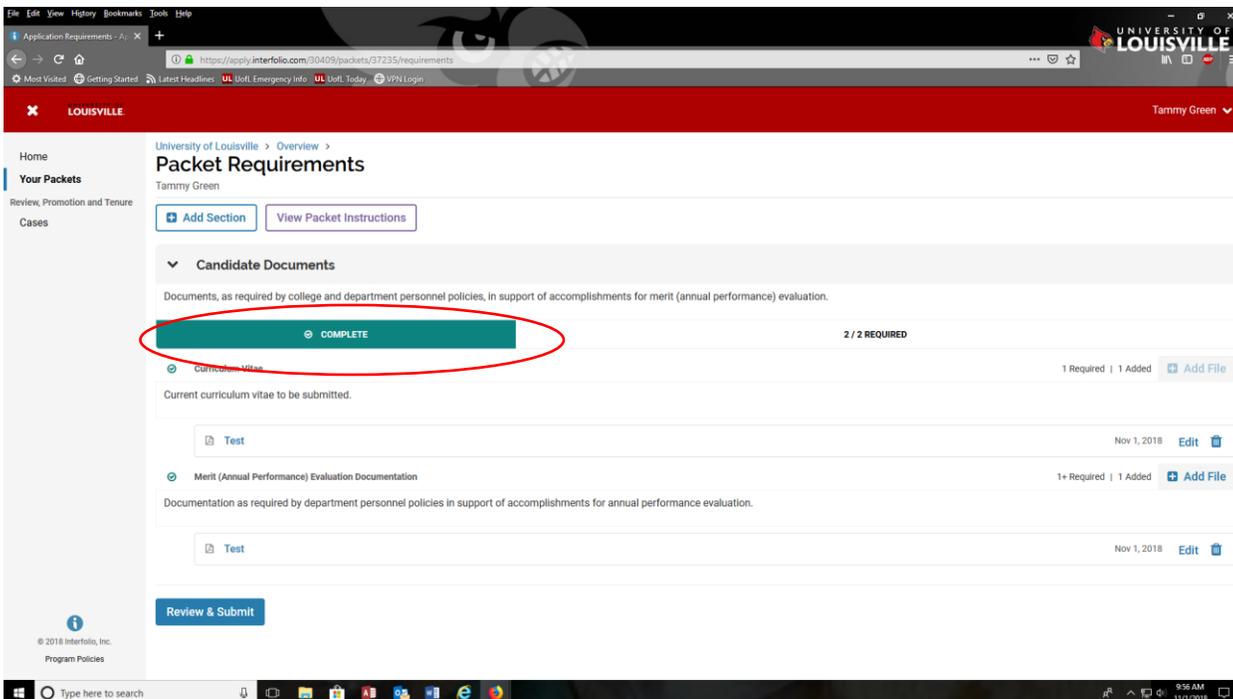
Click on "Add New File"



Click on “Browse to Upload” and select your CV to upload



Follow the same procedure to upload any additional documentation.  
When all required files have been uploaded, a green bar will appear indicating “Complete”



Click "Submit Section(s)"

The screenshot shows a web browser window with the URL <https://apply.interfolio.com/30409/packets/37235/review>. The page header includes the University of Louisville logo and the name 'Tammy Green'. The main content area is titled 'Review & Submit' and contains a table with the following structure:

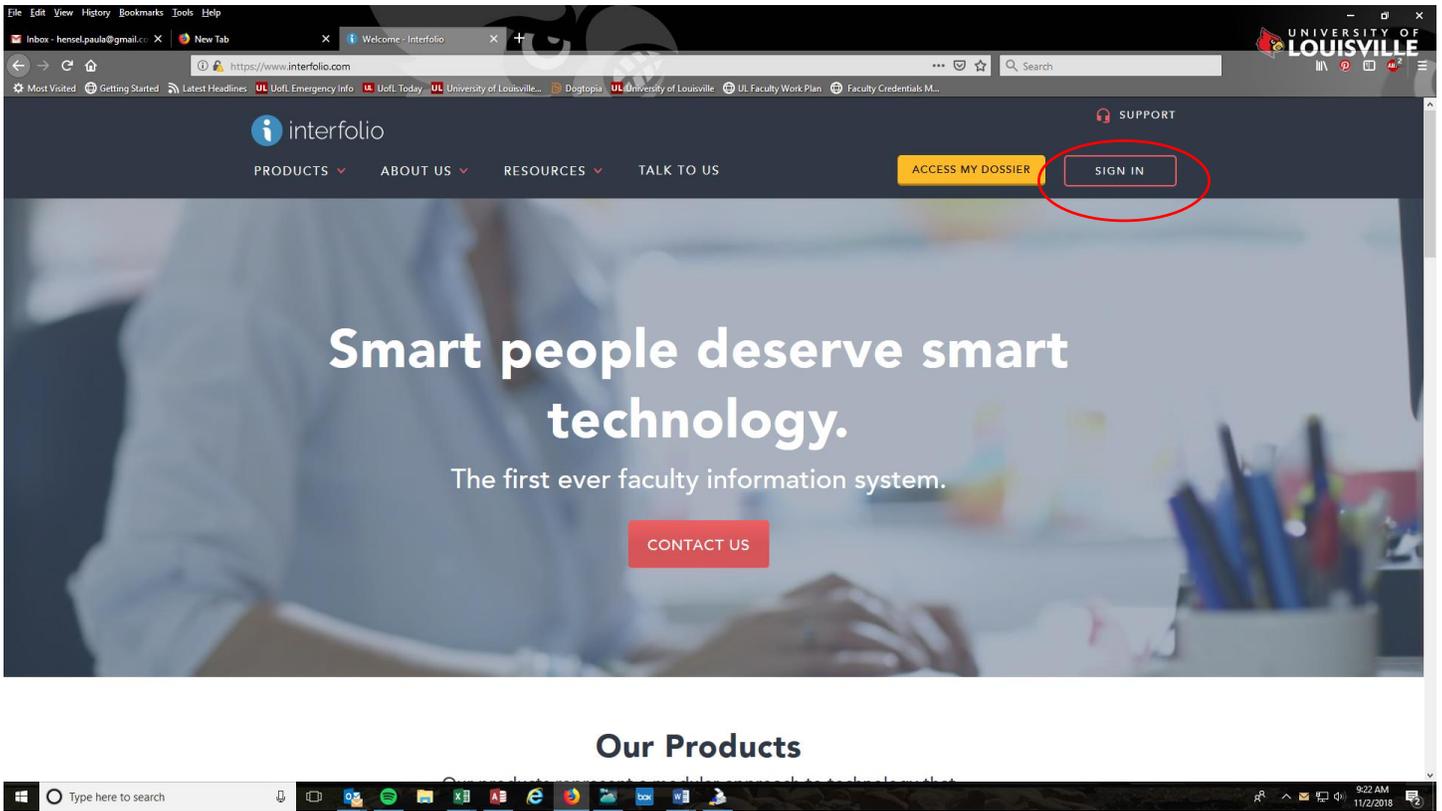
<input checked="" type="checkbox"/> Section Information	Status	Completeness
<input checked="" type="checkbox"/> Candidate Documents	NOT YET SUBMITTED	

Below the table, there are three buttons: 'Preview Submission', 'Submit Section(s)' (circled in red), and 'Cancel'. The footer of the page includes the copyright notice '© 2018 Interfolio, Inc. Program Policies'.

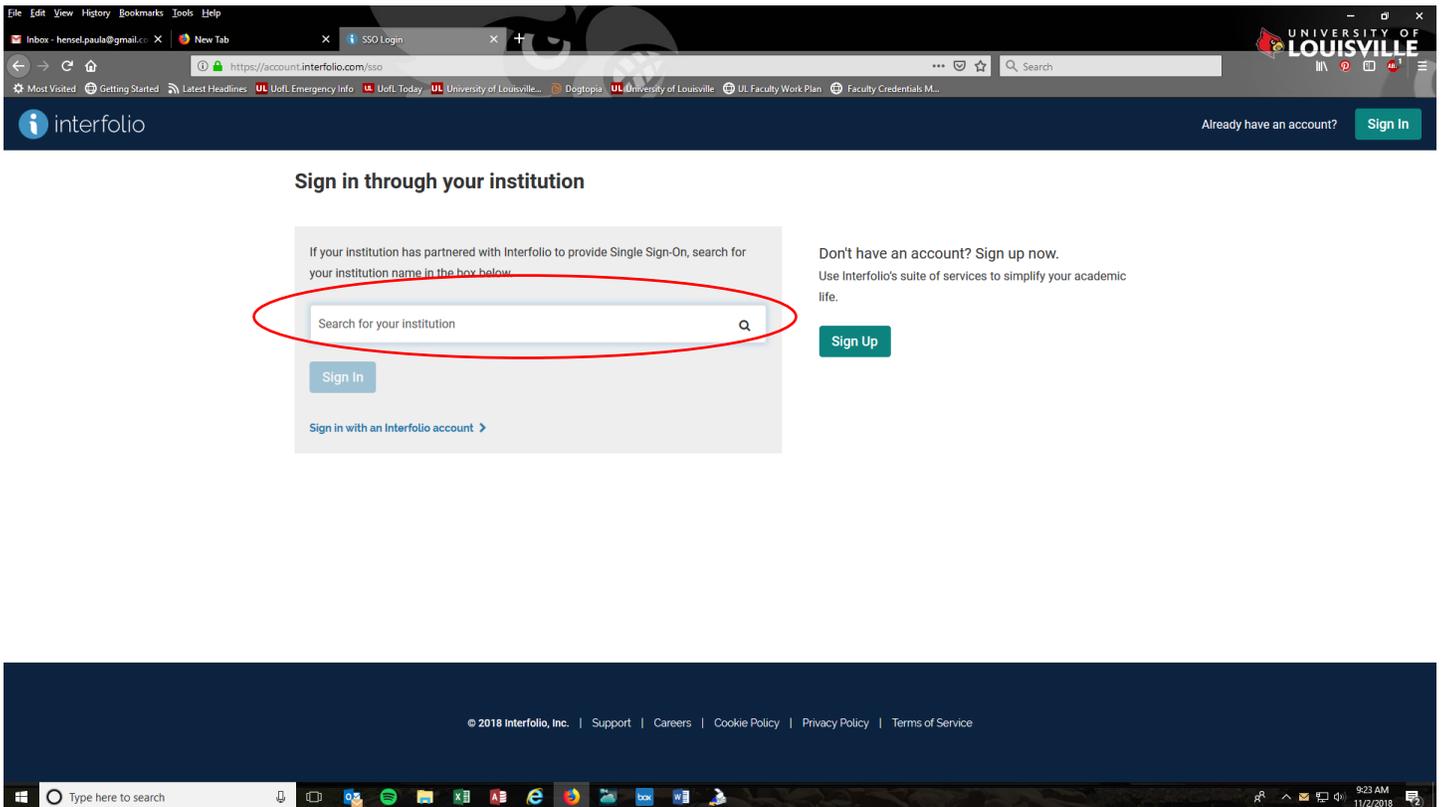
Click "Sign Out"

The screenshot shows the same web browser window, but the page content has changed to a 'Thank You' message. The text reads: 'Thank You' followed by 'You've successfully submitted your packet and it will be sent to the appropriate committees for review.' Below this message are two buttons: 'Sign Out' (circled in red) and 'Return to Packet'. The page header and footer remain the same as in the previous screenshot.

You can log into Interfolio at any time at [www.Interfolio.com](http://www.Interfolio.com)



Type "Louisville" where is asks you to search for your institution. Click on University of Louisville, then click on "Sign In".



Use the same user name and password you use to sign in to your University of Louisville computer accounts

UNIVERSITY OF LOUISVILLE

Login to Interfolio, Inc. using your ULink username and password [Forgot your password?](#)

Username

Password

Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

interfolio

Interfolio is designed to serve the committees that serve higher ed. It supports peer review by offering tools that streamline the logistics of collaboration, so scholars are better prepared to make the decisions that drive higher ed.

## **Dossier**

University of Louisville faculty have access to a product called Dossier Institution. Dossier Institution is a private and portable account that belongs to you where you can collect and curate academic materials, get private feedback from mentors and peers, and be prepared for upcoming reviews. You may begin to create your Dossier profile at this time. Help can be found at this link <https://product-help.interfolio.com/m/27438> on any number of topics including:

- What is Interfolio Dossier?
- Adding materials to your Dossier
- Managing your Dossier materials

## **Faculty180**

In January 2019, we will begin using Interfolio's Faculty180 faculty activity tracking software. Faculty activity tracking software provides a platform for collecting faculty accomplishments and activities related to teaching, research, creative production, professional development, service, community engagement, accreditation activities, and other faculty activity an institution may choose to collect. Faculty activity tracking software can be used to generate reports for faculty evaluations and to meet a wide variety of institutional reporting needs.