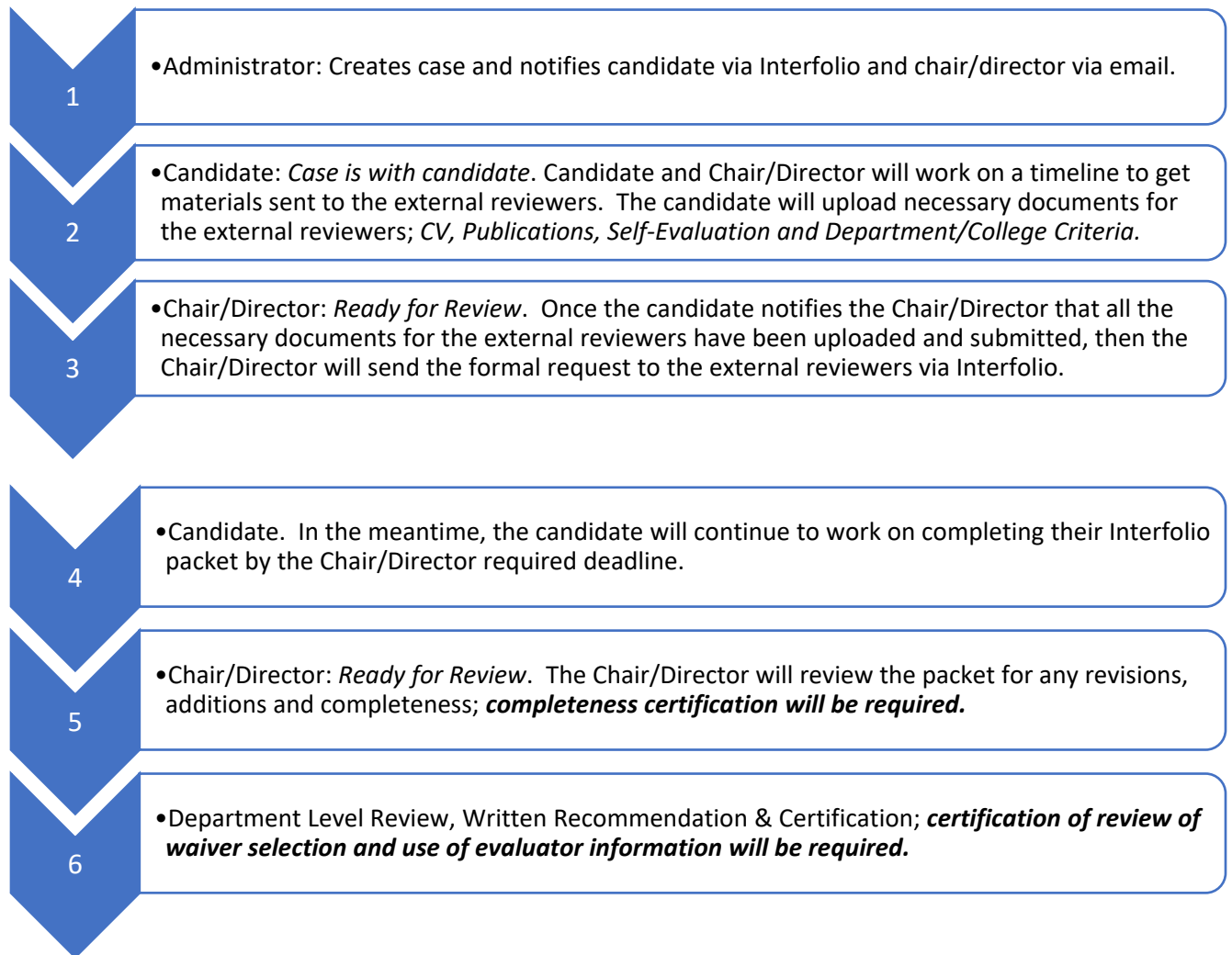


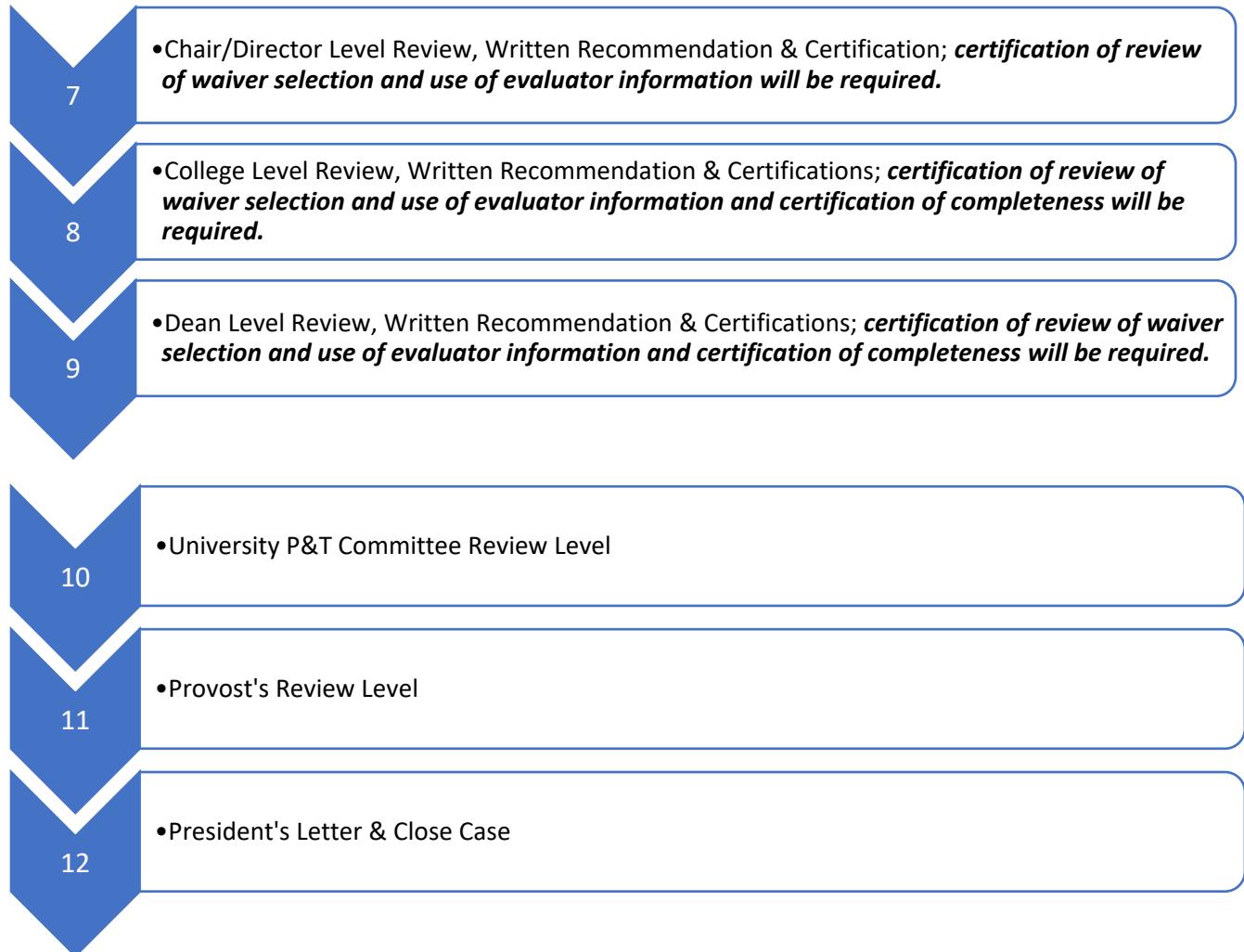
Promotion & Promotion and Tenure Case SOP – All Levels

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Interfolio Workflow





Create a Case – For Administrator

Note: Because Interfolio messages have a tendency of filtering into spam/junk mail. I send the following email individually to all candidates and cc their chair after creating the case:

Good afternoon XXX,

You should have received an Interfolio notification that I have initiated your case. If not, it may have ended up in your junk/clutter mail. You can also access your case here:

<https://account.interfolio.com/login>

Please note that I have also notified your Chair/Director that your case has been initiated.

If you have any questions or concerns:

Technical Issues: Taina Teran-Campbell, Coordinator, Administrative Services, tteran@fau.edu


Policy questions: Aimee Arias, Associate Dean, akanner2@fau.edu

You can also visit the college Interfolio Support website here:

<https://www.fau.edu/artsandletters/interfolio-support/>

Interfolio

1. Click on **Create Case**.



Florida Atlantic University >

Cases

Search cases

Create Case ▾

The following window will pop up:

Add New Case

Search for a Candidate *

Selected Candidate *

The candidate information will display here once they are selected.

Will the candidate be involved in this evaluation? *

This setting cannot be changed after this step. [Learn more about candidate involvement.](#)

- Yes, the candidate will be involved during the case.
- No

Unit for Case *

Please select an organizational unit for this case.

Confirm **Cancel**

2. Enter the name of the candidate in **Search for a Candidate** field.
3. Then click **Yes** on **Will the candidate be involved in this evaluation?**

4. Then select the candidate's department in the **Unit Case field**.

✕

Add New Case

Selected Candidate *

CB Clifford Brown
ctbrown@fau.edu

[Change selected candidate](#)

Will the candidate be involved in this evaluation? *

This setting cannot be changed after this step. [Learn more about candidate involvement.](#)

Yes, the candidate will be involved during the case.

No

Unit for Case *

Please select an organizational unit for this case.

Anthropology ▼

[Confirm](#) [Cancel](#)

5. Then click **Confirm**.

The following page will appear:

for College of Arts and Letters use	
Arts and Letters - Promotion & Tenure Review (Music)	Previ
for College of Arts and Letters use	
Arts and Letters Promotion Review (Music)	Previ
for College of Arts and Letters use	
2019-2020 College of Arts and Letters Promotion and/or Tenure Review	Previ
College template for 2019-2020	
Arts and Letters Sustained Performance Evaluation	Previ
For College of Arts and Letters	
Arts and Letters Non-Tenure Track Promotion Review 2019-2020	Previ
Template for Non-Tenure Track Promotion Review 2019-2020	
2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review	Previ
College template for 2020 - 2021	
Arts and Letters Non-Tenure Track Promotion Review 2020-2021	Previ
Template for Non-Tenure Track Promotion Review 2020-2021	




6. You will select xxxx-xxxx (appropriate year) College of Arts and Letters Promotion and/or Tenure Review template by click on the **blue titles**.
7. The following page will appear, **Case Information**:

Florida Atlantic University > Cases > William Trapani >

Case Information

Type *

Candidate Information

Candidate
 William Trapani
 wtrapan1@fau.edu

Will the candidate be involved in this evaluation?
 Yes, the candidate will be involved during their case.

Case Data Forms

Case data forms can be used to include additional information about candidates at your institution and will not be visible to the candidate. Case Data forms can be created on the [Administration](#) page.

[Add Case Data Form](#)

[Save & Continue](#) [Return to Case Summary](#)

Creating a Case

- 1 Case Information
- 2 Candidate Requirements
- 3 Internal Case Sections
- 4 Case Review Steps
- 5 Case Summary


8. The page will confirm the candidate, type of application/case and other. Click on **Save & Continue**.

The following page will appear, **Candidate Requirements**:

Florida Atlantic University > Cases > William Trapani >

Candidate Requirements

Candidate's Packet Due

Mmm d, yyyy 

Instructions To Candidate

Customize instructions to the candidate about assembling their packet and any other procedures, policies, or deadlines at your institution. You can also include links to required forms and online resources such as instructions or handbooks outlining your policies.

Faculty180 Vita [Add Vita](#)

Automatically pull in a vita from Faculty180 for inclusion in the packet. When you add a vita, you'll be asked to indicate the number of terms that the vita will cover.

Packet Requirements [Add Section](#)

Create packet sections for materials you would like to receive from a candidate. Each section can contain a due date, a description, and requirements for particular materials (e.g., CV, teaching statement, syllabi).

Creating a Case

- 1 Case Information
- 2
- 3 Internal Case Sections
- 4 Case Review Steps
- 5 Case Summary

Once again it is time to consider promotion and tenure of faculty members. This is one of the most important deliberations that a faculty undertakes. The decisions that are made have a very long-term impact on both the University and the individual. Thus, careful preparation is needed for ePortfolios and letters of recommendation, as are diligent evaluative efforts on the part of all individuals involved in the decision process. To facilitate decisions at all levels, the chairperson's/director's and dean's letters of recommendation should be in adequate detail to ensure a presentation of the relationship between the academic assignment and accomplishments. Evaluations should be conducted in accordance with appropriate criteria.

ePortfolios for tenure, tenure and promotion, and promotion follow the same timelines and are reviewed by the appropriate committees during the same time frame. If a candidate is applying for both tenure and promotion, the applications may be considered at the same time but they require separate votes, one for tenure and one for promotion. If a candidate is applying for both tenure and promotion to Associate Professor, the review and vote on the promotion must precede the vote on tenure, since no candidate who does not meet the

9. Here you will be able to enter a due date, **Candidate's Packet Due**, for the packet and review the template. ***Note: No changes to template should be made here but the original template so all candidates have the same information. Do not check the box allowing candidates to add their own sections to the packet.***
10. Click on **Continue** at the bottom of the page.

The following page will appear, **Internal Case Sections**:

Internal Case Sections

Create sections to help committee members or individual users organize the materials they add as part of the review. The sections you create here will not be visible to the candidate. You can set up specific requirements for the reviewers of the case in the Case Review Steps. For Examples or more guidance, see [Required Documents for Review Steps](#).

Settings

Internal case sections will appear:

- Above the candidate packet
 Below the candidate packet

Sections

External Evaluations special section	Learn More	Remove
Individual Cover Sheets for External Letters Requested	Edit	Remove
Please attach the cover sheets for individual external letters requested that certify there are/are not existing relationships between the candidate and the external reviewer(s).		
Report of the Department/School	Edit	Remove
A memorandum reporting the numerical results of the poll of the faculty eligible to vote on tenure and promotion ePortfolios in the department/school shall be sent to the Chair/Director, with a copy to the faculty member. Committee member names, voting and non-voting, must be listed in the memo. The written report, however, shall preserve the anonymity of the voting but shall also convey, as best as can be discerned, the reasons for the vote. Faculty members can only abstain from voting when there is a conflict of interest. A written explanation of the conflict of interest must be included with the written report and uploaded to Interfolio. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5 day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to. PLEASE BE CAREFUL TO NOT USE NAMES OF EXTERNAL REVIEWERS IF CANDIDATE HAS WAIVED RIGHT TO REVIEW.		

Creating a Case

- 1 Case Information
- 2 Candidate Requirements
- 3 Internal Case Sections**
- 4 Case Review Steps
- 5 Case Summary

Here you will able to review the internal sections. **Note: No changes to template should be made here but the original template so all candidates have the same information.**

1. Click on **Continue** at the bottom of the page.
2. The following page will appear, **Case Review Steps**:

The screenshot shows a web interface for managing case review steps. At the top, there is a breadcrumb trail: "Florida Atlantic University > Cases > William Trapani >". The main heading is "Case Review Steps". Below the heading are two buttons: "Add Step" and "Additional Options".

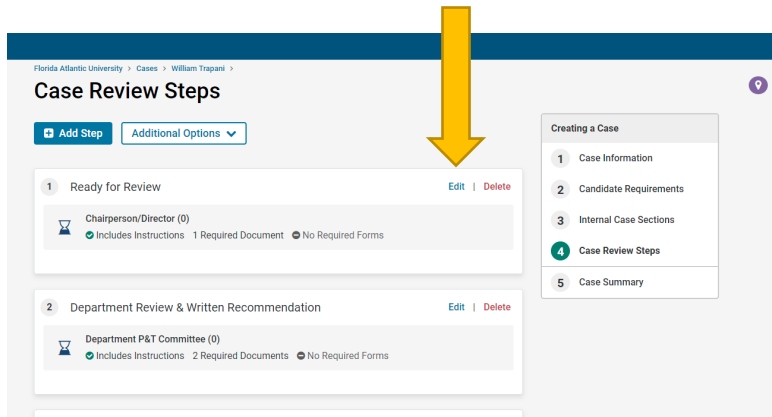
The main content area displays four review steps, each with an "Edit" and "Delete" link:

- 1 Ready for Review**: Includes instructions, 1 Required Document, and No Required Forms. Assigned to Chairperson/Director (0).
- 2 Department Review & Written Recommendation**: Includes instructions, 2 Required Documents, and No Required Forms. Assigned to Department P&T Committee (0).
- 3 Chairperson's/Director's Review, Written Recommendation & Certification**: Includes instructions, 2 Required Documents, and No Required Forms. Assigned to Chairperson/Director (0).
- 4 College Level Review & Written Recommendation**: No details are visible for this step.

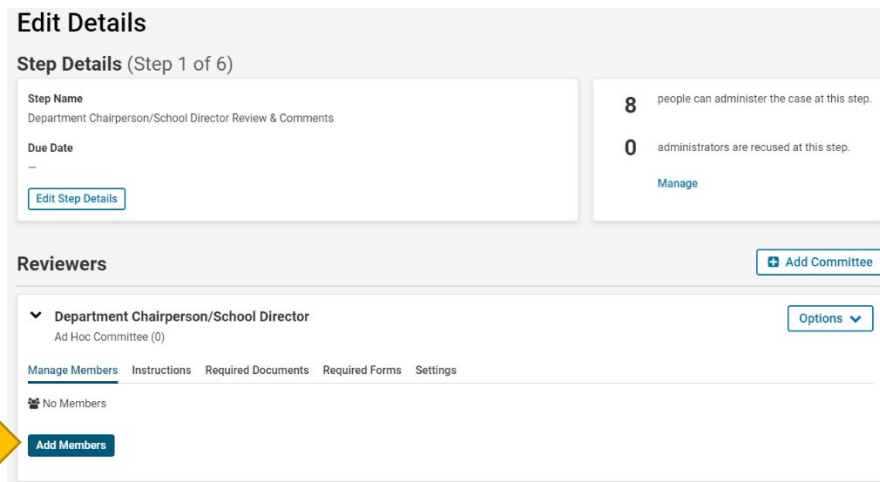
On the right side, there is a sidebar titled "Creating a Case" with a list of steps: 1 Case Information, 2 Candidate Requirements, 3 Internal Case Sections, 4 Case Review Steps (highlighted with a green circle), and 5 Case Summary.

Here you will be able to review the case review steps and add the Chair/Director and Department SPE committee members. **Note: No changes to template should be made here but the original template so all candidates have the same information.**

3. To add the Chair/Director, in the Department Chairperson/School Director Review & Comments section, click on **Edit**. *You will repeat the same steps to add the Department SPE Committee members.



The following page will appear:



4. Click on **Add Members**.
5. The following window will appear:

Add Members ✕

Sort By Name ▾ [New](#)

First Name	Last Name	Email	
Valentine	Aalo	aalo@fau.edu	+ Add
Anthony	Abbate	aabbate@fau.edu	+ Add
Yonas	Abraha	yabraha@fau.edu	+ Add
Christine	Abreu	cabreu7@fau.edu	+ Add
Homayoon	Abtahi	abtahi@fau.edu	+ Add
Eileen	Acello	eacello@fau.edu	+ Add
Melanie	Acosta	acostam@fau.edu	+ Add
Aaron	Adams	adamsa@fau.edu	+ Add
Robert	Adams	radams@fau.edu	+ Add
Elizabeth	Adenmosun	eakinbode2014@health.fau.edu	+ Add

[First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next](#) [Last](#)

[Close](#)

- In the search box, start entering the name of the Chair/Director, the search box will pull all similar names. Once you identify the Chair/Director from the list, click **Add**. The name will populate in the section. Then click **Close**.

Edit Details

Step Details (Step 1 of 6)

Step Name
Department Chairperson/School Director Review & Comments

Due Date
-

[Edit Step Details](#)

8 people can administer the case at this step.

0 administrators are recused at this step.

[Manage](#)

Reviewers [+ Add Committe](#)

▼ **Department Chairperson/School Director** [Options](#)
Ad Hoc Committee (1)

[Manage Members](#) [Instructions](#) [Required Documents](#) [Required Forms](#) [Settings](#)

👤 1 Member

FL

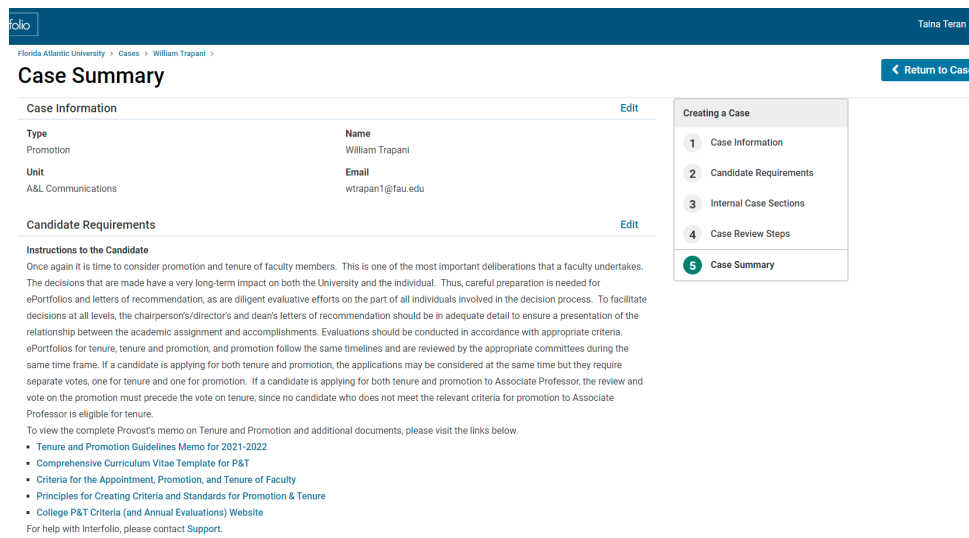
Francis Lyn
flyn1@fau.edu

★ ✕

[Add Members](#)

7. Then make sure to click on the star next to the individual’s name – will turn green. This will allow the Chair/Director to have administrative access to the case at only their level; including adding their letter or unlocking sections for candidate.
8. Click on **Continue** at the bottom of the page.
9. The following page will appear, **Case Summary**:

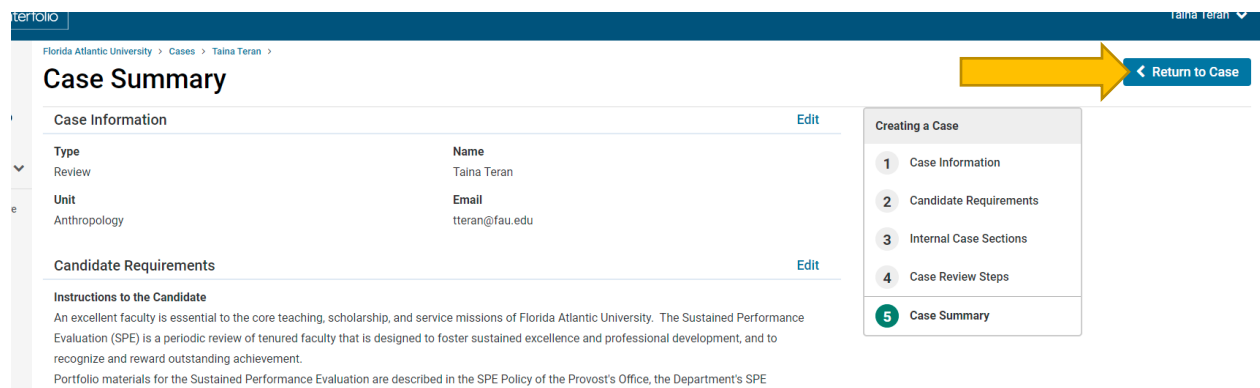
Note: No changes to template should be made here but the original template so all candidates have the same information.



The screenshot shows the 'Case Summary' page for William Trapani. The page is divided into several sections:

- Case Information:** Type: Promotion; Name: William Trapani; Unit: A&L Communications; Email: wtrapan1@fau.edu.
- Candidate Requirements:** Includes 'Instructions to the Candidate' and a list of links for further information.
- Creating a Case:** A sidebar menu with five steps: 1. Case Information, 2. Candidate Requirements, 3. Internal Case Sections, 4. Case Review Steps, and 5. Case Summary (highlighted).
- Return to Case:** A button in the top right corner.

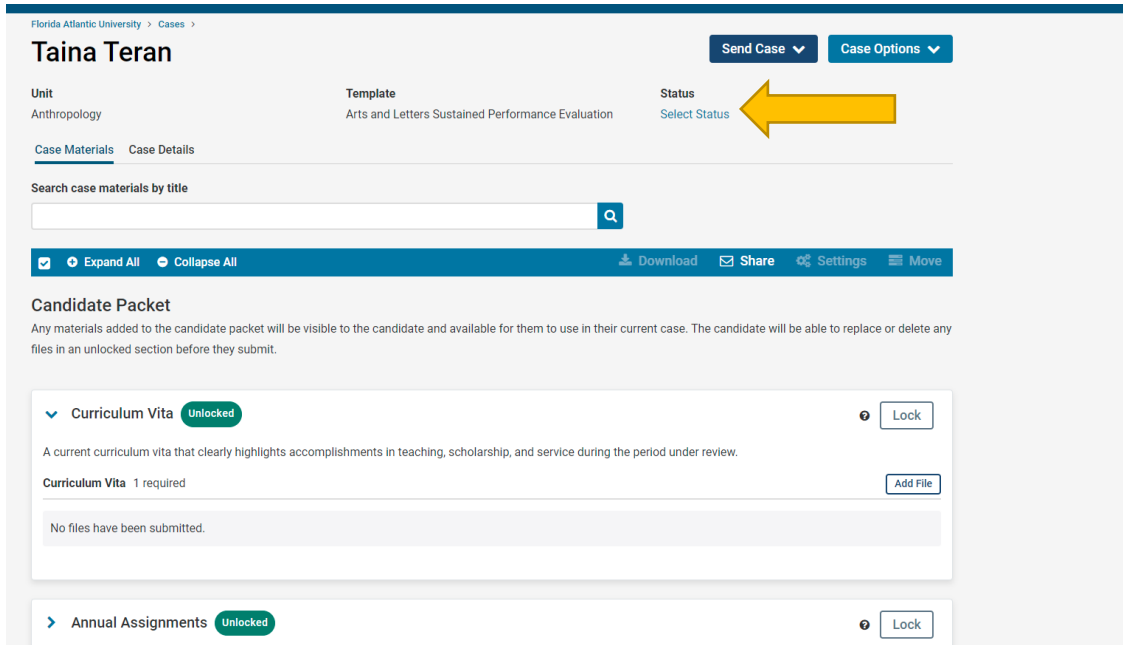
10. If everything looks good, then click on **Return to Case** at the top of the page:



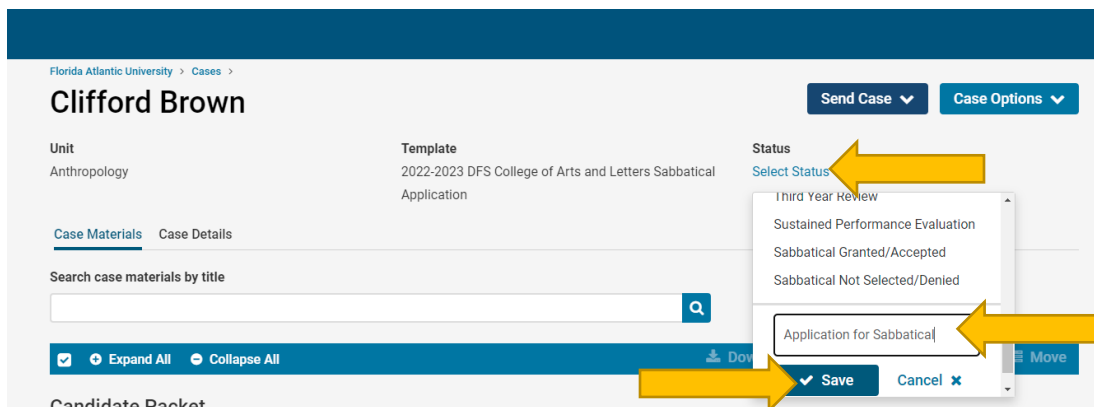
This screenshot shows the 'Case Summary' page for Taina Teran. A yellow arrow points to the 'Return to Case' button in the top right corner. The page content is similar to the previous screenshot but with different details:

- Case Information:** Type: Review; Name: Taina Teran; Unit: Anthropology; Email: tteran@fau.edu.
- Creating a Case:** A sidebar menu with five steps: 1. Case Information, 2. Candidate Requirements, 3. Internal Case Sections, 4. Case Review Steps, and 5. Case Summary (highlighted).
- Return to Case:** A button in the top right corner, highlighted by a yellow arrow.

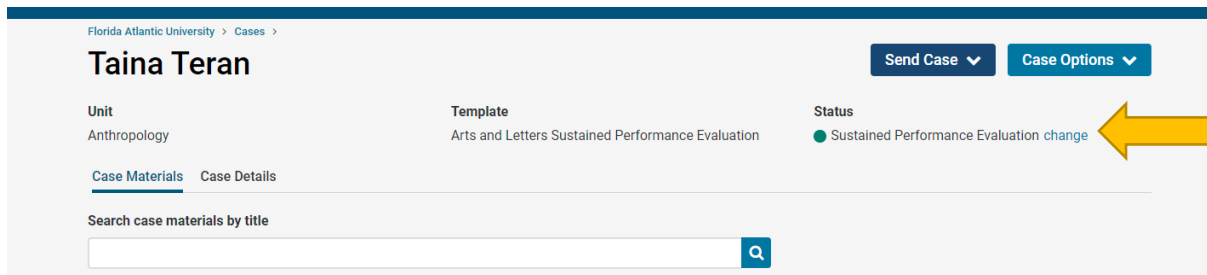
The following page will appear, the case ready to be shared with the candidate:



11. On this page, first change the status of the case to Sustained Performance Evaluation. Click on **Select Status**.
12. The following drop down will appear; if available add a status or Add Custom Status – example, Application for Sabbatical.

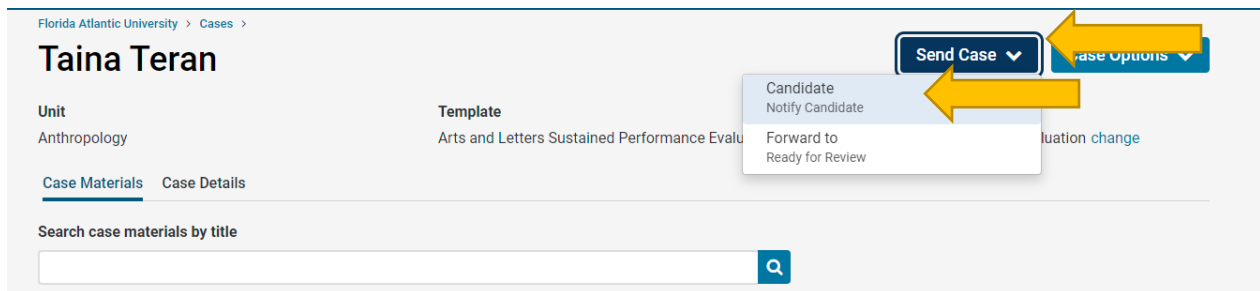


13. Then click on **Save**, the Status has been changed. **Note: Once the Promotion or Promotion and Tenure case has been completed you will be able to change the status to granted/denied.**

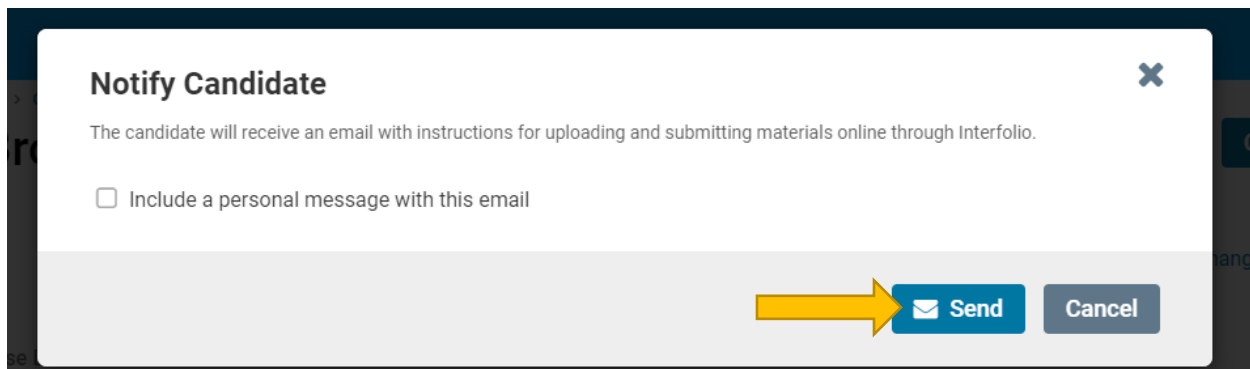


14. The next step is to notify the candidate that their case/application is ready – moving the case/application to their level.

15. Click on **Send Case** and select **Notify Candidate**.



The following window will appear:



Notify Candidate ✕

The candidate will receive an email with instructions for uploading and submitting materials online through Interfolio.

Include a personal message with this email

Subject *

Message *

You must provide a message.

Preview ➔ Send Cancel

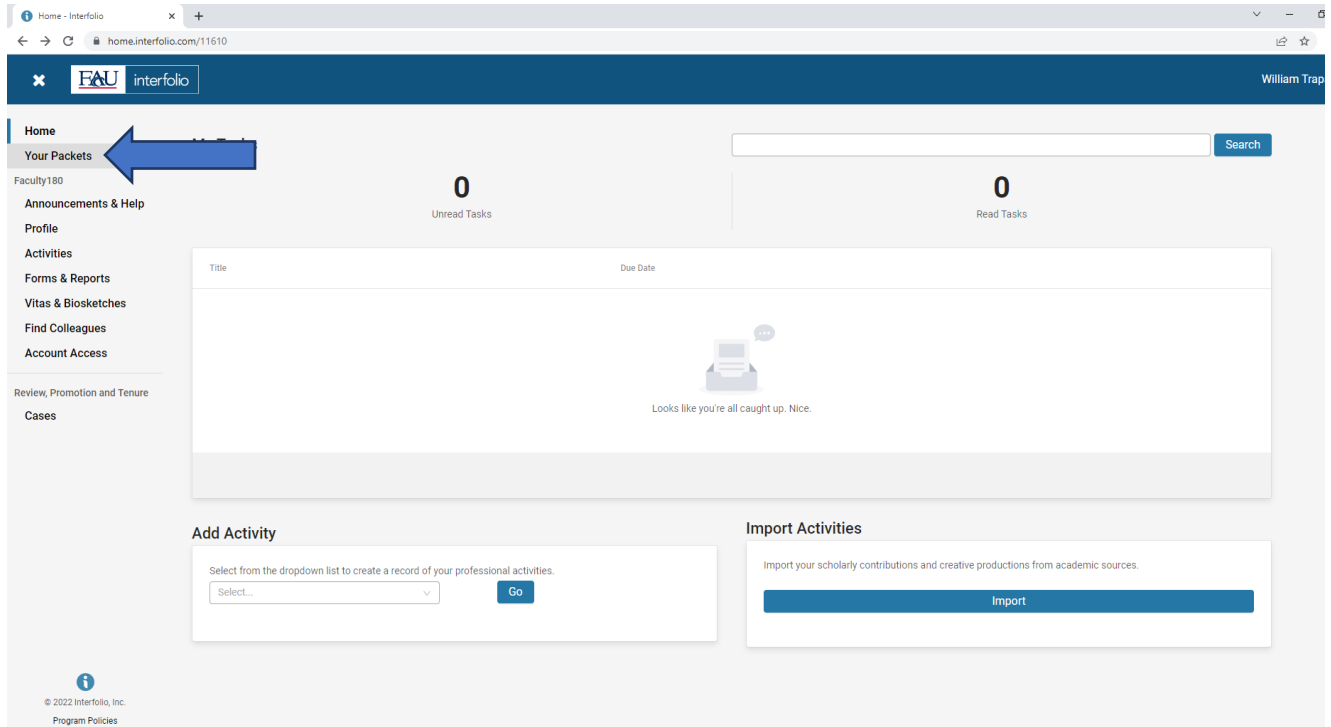
16. You have two options:
Click on **Send** or Include a personal message and then click on **Send**.

Promotion & Promotion and Tenure Case – for Candidate

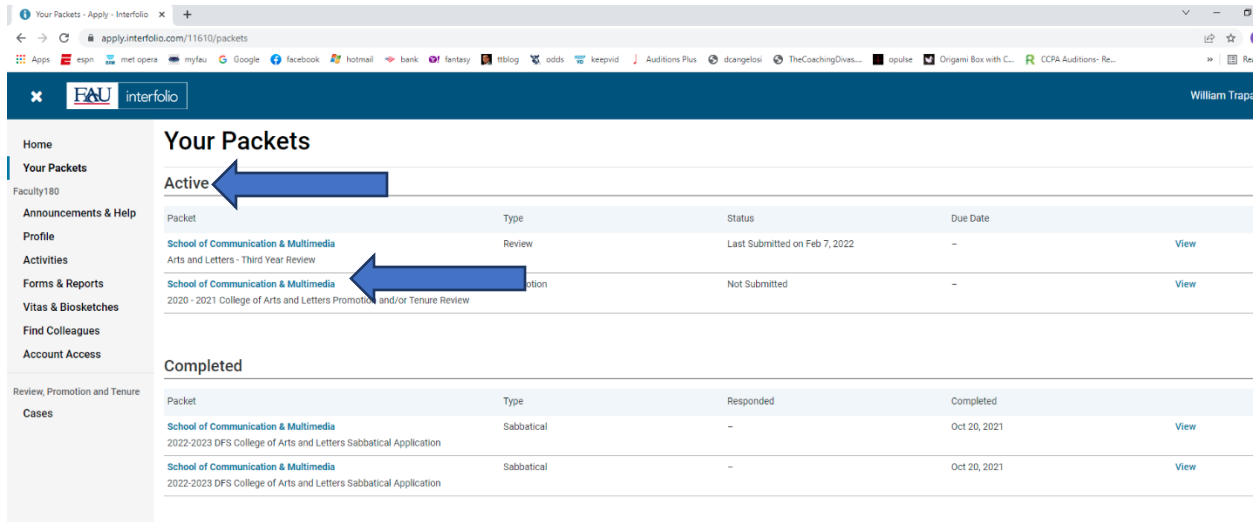
- At this point, the candidate and Chair/Director will have **internal deadlines**.
- The candidate will first upload all the necessary documents for the external reviewers and submit.
- The candidate will then have to notify the Chair/Director via email that the external reviewer section has been submitted.
- The candidate will then continue to work on their packet.
- The Chair/Director will access the case and work on sending the external reviewer requests with materials via Interfolio.
- Once the candidate completes the rest of the packet and submits, they will notify the Chair/Director.
- The Chair/Director will then review the case to make sure all sections are completed and forward to the next level - no letter or forms are required at this point.

Getting Started in Interfolio

1. Once you log in to Interfolio, go to **Your Packets**.



The following window will appear:



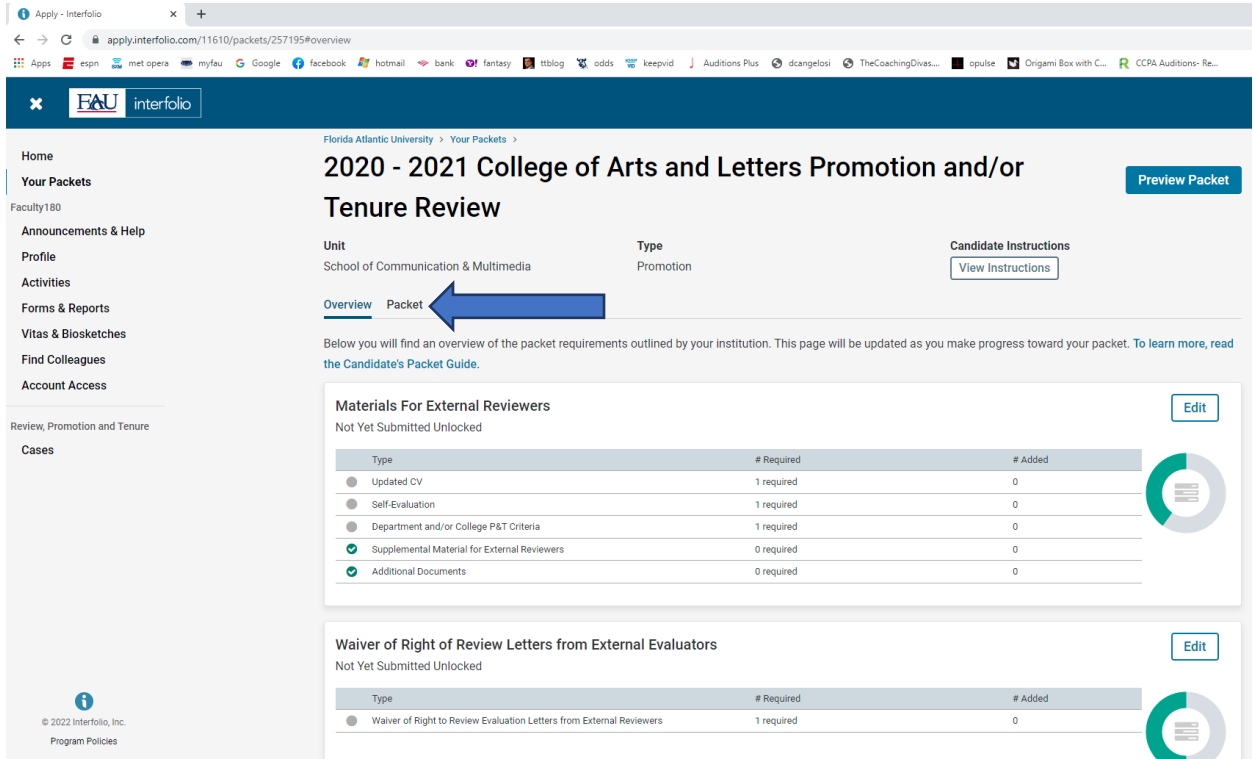
The screenshot shows the 'Your Packets' page on the Interfolio system. The page is divided into two main sections: 'Active' and 'Completed'. The 'Active' section contains two rows of packet information, with a blue arrow pointing to the 'Active' header and another pointing to the 'School of Communication & Multimedia' link in the second row. The 'Completed' section contains two rows of packet information.

Packet	Type	Status	Due Date	
School of Communication & Multimedia Arts and Letters - Third Year Review	Review	Last Submitted on Feb 7, 2022	-	View
School of Communication & Multimedia 2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review	Promotion	Not Submitted	-	View

Packet	Type	Responded	Completed	
School of Communication & Multimedia 2022-2023 DFS College of Arts and Letters Sabbatical Application	Sabbatical	-	Oct 20, 2021	View
School of Communication & Multimedia 2022-2023 DFS College of Arts and Letters Sabbatical Application	Sabbatical	-	Oct 20, 2021	View

- Under **Your Packets** you will see the **Active** section, your packet will be housed there. Click on the **blue** title to open your packet.

The following page will appear:



Florida Atlantic University > Your Packets >

2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review

Unit: School of Communication & Multimedia | Type: Promotion

Candidate Instructions: [View Instructions](#)

Overview | **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Materials For External Reviewers

Not Yet Submitted Unlocked

Type	# Required	# Added
Updated CV	1 required	0
Self-Evaluation	1 required	0
Department and/or College P&T Criteria	1 required	0
Supplemental Material for External Reviewers	0 required	0
Additional Documents	0 required	0

[Edit](#)

Waiver of Right of Review Letters from External Evaluators

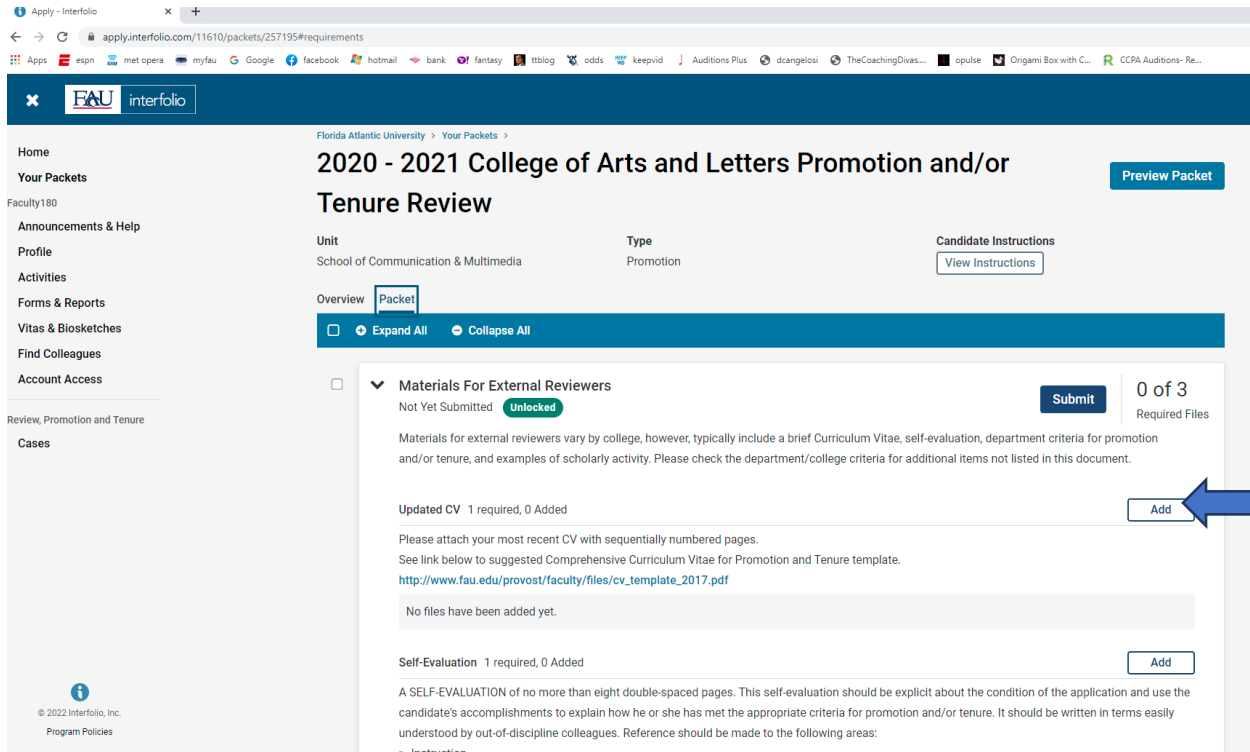
Not Yet Submitted Unlocked

Type	# Required	# Added
Waiver of Right to Review Evaluation Letters from External Reviewers	1 required	0

[Edit](#)

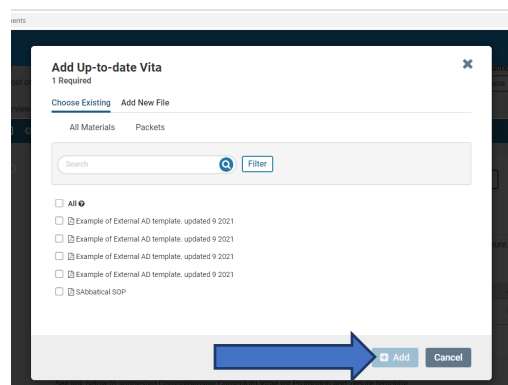
On this page you can see an overview of the packet sections. You will start on the **Materials for External Reviewers** and complete the **Waiver of Right of Review Letters from External Evaluators** sections.

- To start entering your documents click on the **Packet** tab. The following screen will appear:



The screenshot shows the Interfolio interface for a '2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review' packet. The page is titled '2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review' and includes a 'Preview Packet' button. The unit is 'School of Communication & Multimedia' and the type is 'Promotion'. The 'Candidate Instructions' section has a 'View Instructions' button. The 'Overview' tab is active, showing 'Materials For External Reviewers' with a 'Submit' button and '0 of 3 Required Files'. Under 'Updated CV', it shows '1 required, 0 Added' and an 'Add' button, which is highlighted by a blue arrow. Below this, there is a link to a CV template and a note that no files have been added yet. Under 'Self-Evaluation', it shows '1 required, 0 Added' and an 'Add' button. The page footer includes '© 2022 Interfolio, Inc. Program Policies'.

- On this page, you will start uploading your required documents. To add a document, click on the **Add** button. The following pop up will appear:



The screenshot shows a pop-up window titled 'Add Up-to-date Vita' with a close button in the top right corner. It indicates '1 Required' and has two tabs: 'Choose Existing' (selected) and 'Add New File'. Under 'Choose Existing', there are two sub-tabs: 'All Materials' and 'Packets'. A search bar with a magnifying glass icon and a 'Filter' button is present. Below the search bar, there is a list of items with checkboxes: 'All' (selected), 'Example of External AD template, updated 9 2021' (three instances), and 'Sabbatical SOP'. At the bottom right, there are 'Add' and 'Cancel' buttons, with a blue arrow pointing to the 'Add' button.

- Choose or upload the appropriate document. Then click on **Add**. Your document will be uploaded and you will be taken back to the packet page. **You will repeat these steps (4-5) in each section of the packet to upload your documents expect for the Waiver of Right of Review Letters from External Evaluators.**
- In the **Waiver of Right of Review Letters from External Evaluators** section, click on **Fill Out Form**.

The following page will appear:

Read the statement and make your selection.

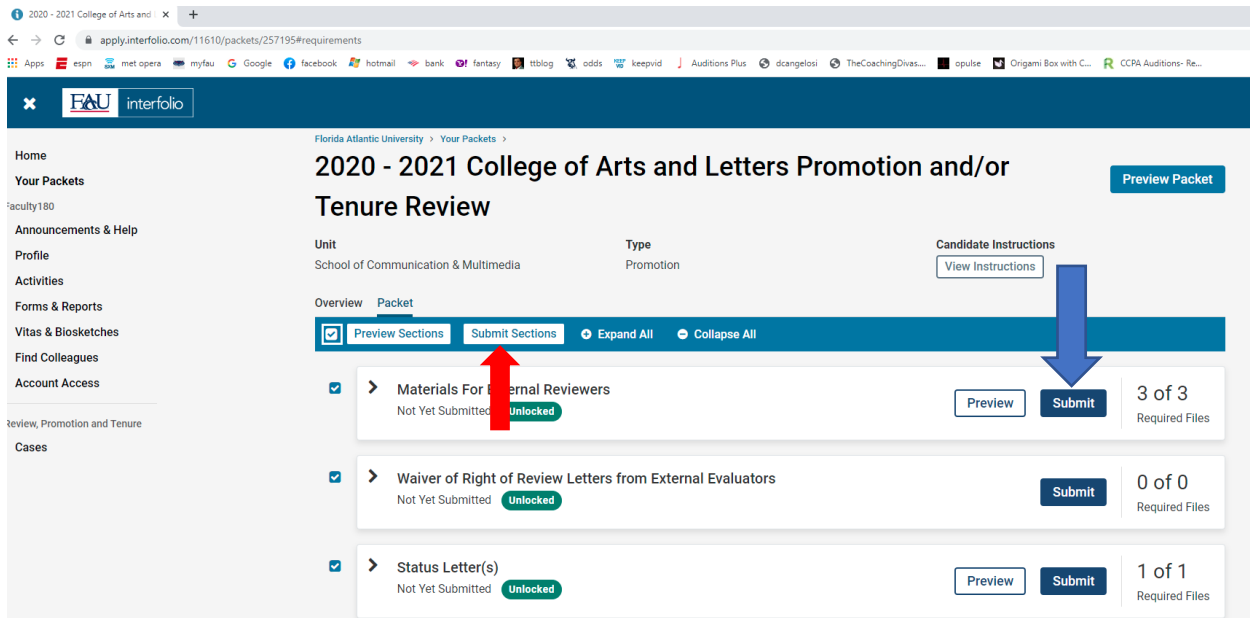
- Click on **Save Responses** and then click on **Return to Packet**.
- Once you have uploaded the necessary documents, you can preview your packet before submission. Click on the boxes on the left-hand side.

The screenshot shows the Interfolio application interface for a 2020-2021 promotion and/or tenure review. The page title is "2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review". The left sidebar contains navigation options like Home, Your Packets, Faculty 180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Review, Promotion and Tenure, and Cases. The main content area shows a list of required sections with checkboxes and "Preview" and "Submit" buttons. A blue box highlights the checkboxes, and blue arrows point from the "Preview Sections" button to the checkboxes.

Section	Status	Preview	Submit	Required Files
Materials For External Reviewers	Not Yet Submitted Unlocked	Preview	Submit	3 of 3
Waiver of Right of Review Letters from External Evaluators	Not Yet Submitted Unlocked		Submit	0 of 0
Status Letter(s)	Not Yet Submitted Unlocked	Preview	Submit	1 of 1
Up-to-Date Vita	Not Yet Submitted Unlocked	Preview	Submit	1 of 1
Copy of Annual Assignments		Preview	Submit	1 of 1

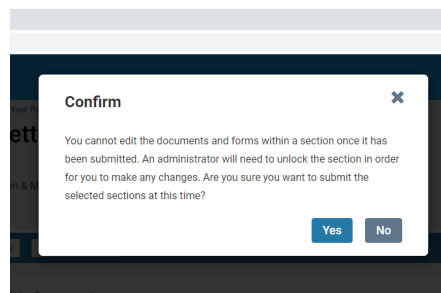
9. Once boxes are checked marked, click on **Preview Sections**.

For example, the following window will appear:



1. Back at the packet page, if you are ready to submit your **Materials for External Reviewers** and the **Waiver of Right of Review Letters from External Evaluators** sections, click on **Submit**. *As you continue to work on your packet, you will repeat this step in each section, or you can wait and click on **Submit Sections** to submit all at once.*

The following up will appear:



2. Click **Yes** to confirm that you want your submission to continue.

Once the packet has been submitted the sections will lock and you will only be able to unlock with the permission of, depending on what level the packet is in, the Chair/Director, Department Committee Chair or P&T Committee Chair.

2020 - 2021 College of Arts and Letters

apply.interfolio.com/11610/packets/257195#requirements

FAU interfolio

Florida Atlantic University > Your Packets >

2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review

[Preview Packet](#)

Unit	Type	Candidate Instructions
School of Communication & Multimedia	Promotion	View Instructions

Overview Packet

[Expand All](#) [Collapse All](#)

<p>➤ Materials For External Reviewers</p> <p>Submitted Locked</p>	Preview	3 of 3 Required Files
<p>➤ Waiver of Right of Review Letters from External Evaluators</p> <p>Submitted Locked</p>		0 of 0 Required Files
<p>➤ Status Letter(s)</p> <p>Submitted Locked</p>	Preview	1 of 1 Required Files
<p>➤ Up-to-Date Vita</p> <p>Submitted Locked</p>	Preview	1 of 1 Required Files
<p>➤ Copy of Annual Assignments</p> <p>Submitted Locked</p>	Preview	1 of 1 Required Files

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Program Policies

Options in Packet

A. Edit Document Title

In the packet the page, once you upload your document you are able to Edit the Document Title.

1. To edit the Document Title, click on **Edit**.

The screenshot shows the Interfolio application interface. The main content area is titled 'Candidate Documents' and shows a list of documents. A blue arrow points to the 'Edit' button in the 'Actions' column of a table listing documents. The table has columns for 'Title', 'Details', and 'Actions'. The first row shows 'Example of External AD template, updated 9 2021' with 'Added Feb 7, 2022' in the details and 'Edit' in the actions. Below this, there is a section for 'Up-to-date Vita' with a table listing 'Example of External AD template, updated 9 2021' with 'Added Feb 7, 2022' in the details and 'Edit | Remove' in the actions. The interface also includes a sidebar with navigation options and a top navigation bar with the user's name 'William Trapani'.

The following pop up will appear:

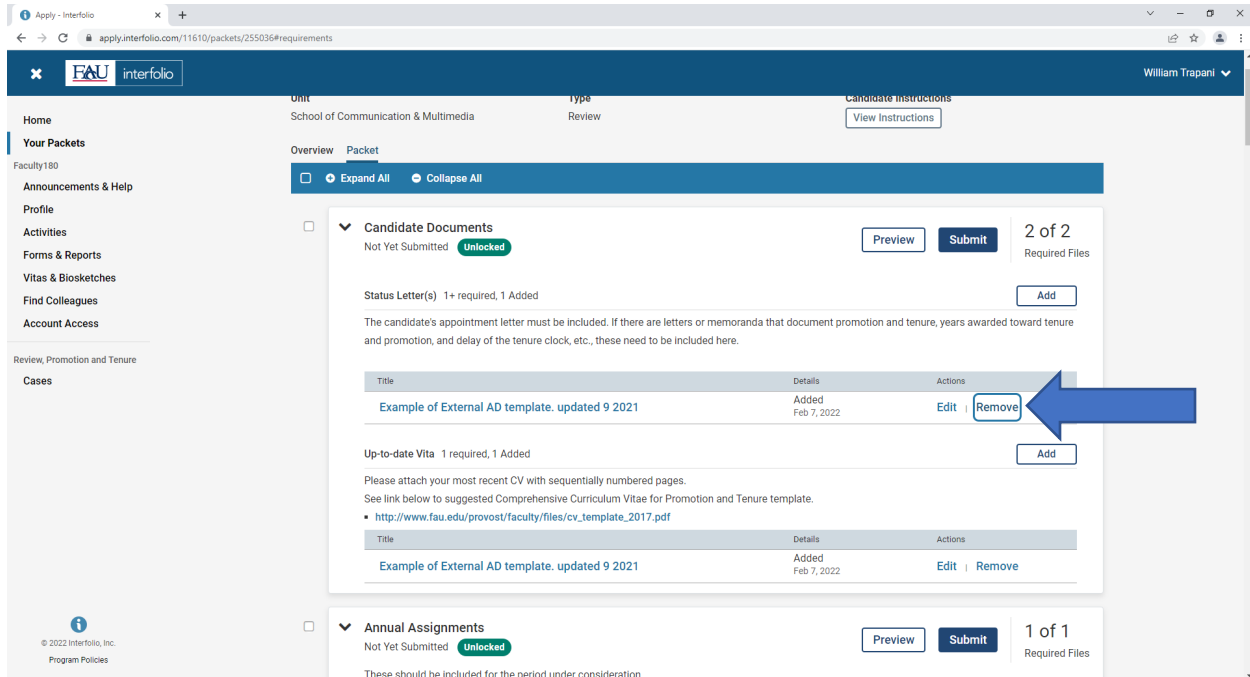
The screenshot shows the 'Edit Document' pop-up window. It has a title bar with 'Edit Document' and a close button. The main content area has a 'Document Title' label and an input field containing 'Example of External AD template, updated 9 2021'. Below the input field are two buttons: 'Replace' and 'Save'. A blue arrow points to the 'Document Title' input field, and another blue arrow points to the 'Save' button. The pop-up also shows 'Not Yet Submitted' and 'Unlocked' status indicators at the bottom.

2. Once you edit the Document Title, click on **Save** and you will be taken back to the packet page.

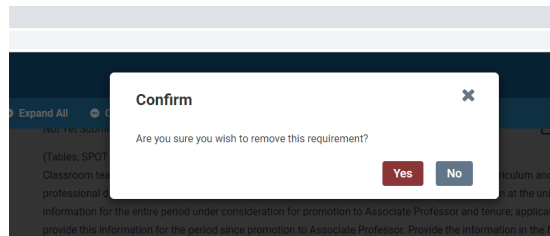
B. Remove Document

In the packet the page, if you upload the wrong document, you are able to remove it.

1. To remove a document, click on **Remove**.



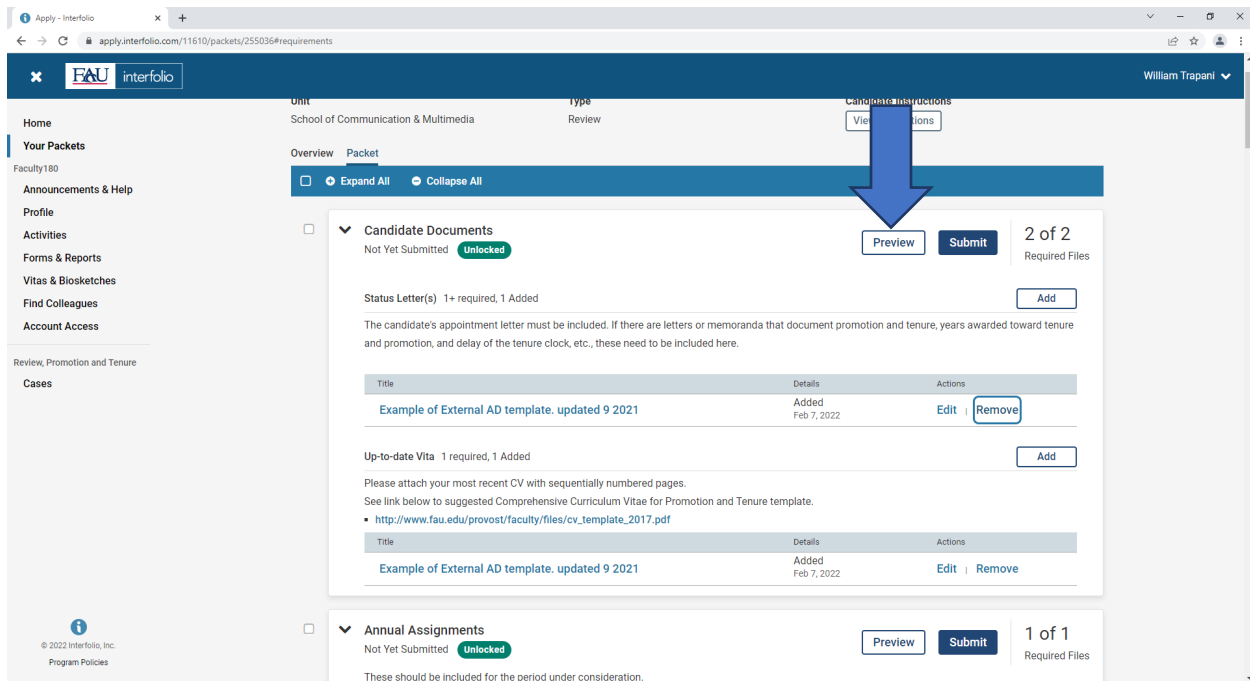
The following pop up will appear:



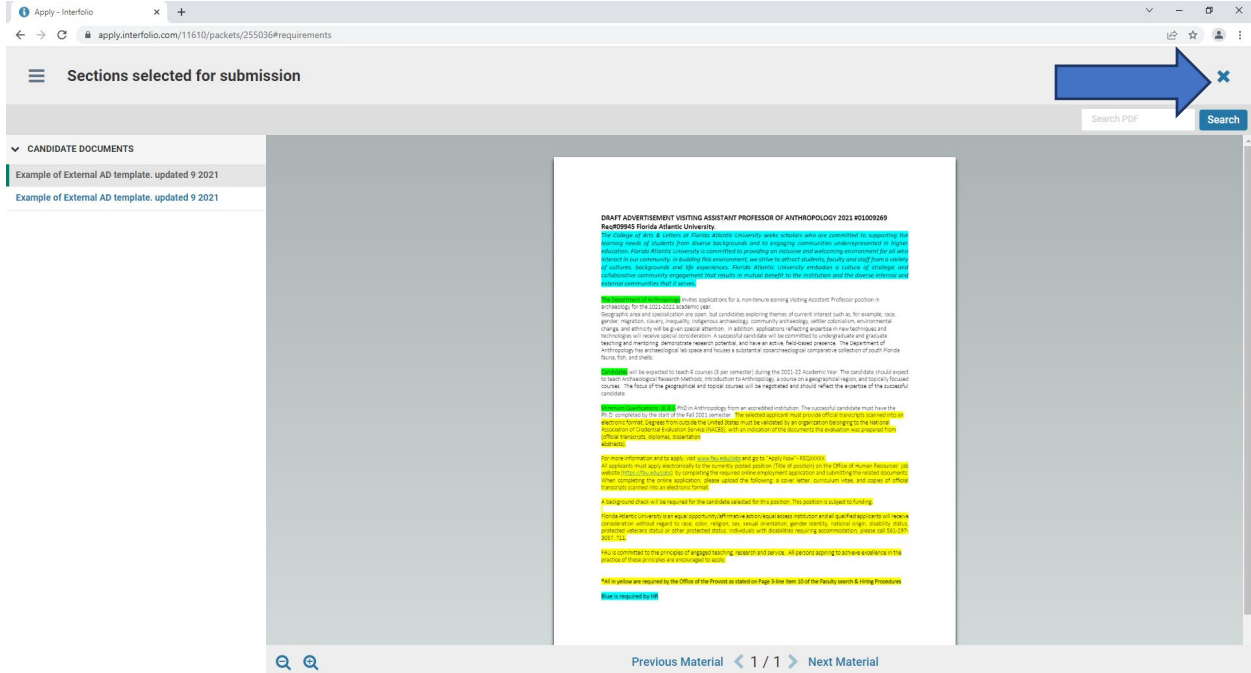
2. You will need to confirm removal of requirement (aka document), click on **Yes** and you will be taken back to the packet page.

C. Option to Preview each Section

1. In the packet the page, you have the option to preview each section. Click on the **Preview** button.



For example, once you click on **Preview** the following page will appear:



The screenshot shows a web browser window with the URL `apply.interfolio.com/11610/packets/255036#requirements`. The page title is "Sections selected for submission". On the left, there is a sidebar with "CANDIDATE DOCUMENTS" and two entries: "Example of External AD template, updated 9 2021". The main content area displays a PDF document titled "DRAFT ADVERTISEMENT VISITING ASSISTANT PROFESSOR OF ANTHROPOLOGY 2021 #0100269". The document text includes:

DRAFT ADVERTISEMENT VISITING ASSISTANT PROFESSOR OF ANTHROPOLOGY 2021 #0100269
Reopen945 Florida Atlantic University.

Statement of Intent & Letter of Interest: Candidates are committed to supporting the learning needs of students from diverse backgrounds and to engaging communities underrepresented in higher education. Florida Atlantic University is committed to providing an inclusive and welcoming environment for all and respect in our community in creating this environment, we strive to attract students, faculty and staff from a variety of ethnic, background and life experiences. Florida Atlantic University embraces a culture of diversity and collaborative community engagement that results in mutual benefit to the institution and the diverse sectors and external communities that it serves.

Position Description: We are seeking applications for a non-tenure earning Visiting Assistant Professor position in Anthropology for the 2021-2022 Academic Year. Significant areas and opportunities are open, but candidates exploring themes of current interest such as, for example, race, gender, migration, slavery, inequality, indigenous archaeology, community archaeology, urban colonialism, environmental change, and ethnicity will give special attention. In addition, applicants should have a proven track record and proficiency in research, special collections. A successful candidate will be committed to interdisciplinary and graduate teaching and mentoring. Develops research potential, and have an active, field-based research. The Department of Anthropology has a technological lab space and houses a substantial, discipline-specific comparative collection of South Florida fauna, fish, and shells.

Requirements: Will be expected to teach 3 courses (3 per semester) during the 2021-22 Academic Year. The candidate should expect to teach Anthropology Research Methods, Introduction to Anthropology, a course in a geographical region, and a course focused course. The focus of the geographical and topical courses will be negotiated and should reflect the expertise of the successful candidate.

Qualifications: PhD in Anthropology from an accredited institution. The successful candidate must have the ability to communicate in the form of the Fall 2021 semester. The applicant should have a proven track record in research, teaching, and service. Degree from outside the United States must be obtained by an organization belonging to the National Association of Institutional Review Boards (AIRS), with accreditation within the institution's jurisdiction and proper IRB approval.

Application: An applicant must apply electronically to the current posted position. This will be posted on the Office of Human Resources job website (https://hr.fau.edu) by consulting the number with employer application and during the posted opening. After completing the online application, please upload the following in color letter, curriculum vitae, and copies of other relevant information as requested.

Background Check: A background check will be required for the candidate selected for this position. This position is subject to funding.

Florida Atlantic University: Florida Atlantic University is an equal opportunity affirmative action equal access institution and a public institution. We are committed to providing an inclusive and welcoming environment for all and respect in our community in creating this environment, we strive to attract students, faculty and staff from a variety of ethnic, background and life experiences. Florida Atlantic University embraces a culture of diversity and collaborative community engagement that results in mutual benefit to the institution and the diverse sectors and external communities that it serves.

FAU is committed to the principles of equal teaching, learning and service. All persons applying to become candidates in the process of these principles are encouraged to apply.

All in-person are required by the Office of the President as listed on Page 10 in Item 10 of the Faculty Search & Hiring Procedures.

Apply to position by 11/15/2021

At the bottom of the page, there is a navigation bar with "Previous Material" and "Next Material" buttons, and a page indicator "1 / 1".

Once you are done with preview, click on the X on the upper right-hand side of the page and you will be taken back to the packet page.

Requesting Letters from External Reviewers – for Chair/Director

Note: Commitments from external reviewers will happen before the official timeline begins. For example, in January 2022 the tenured faculty, chair, and candidate work on putting together a list of potential external reviewers. By February 2022, the chair obtains commitments from the external reviewers.

You can send an email request now to get the commitments and upload the formal request to Interfolio once the case is created and the external reviewer documents are uploaded.

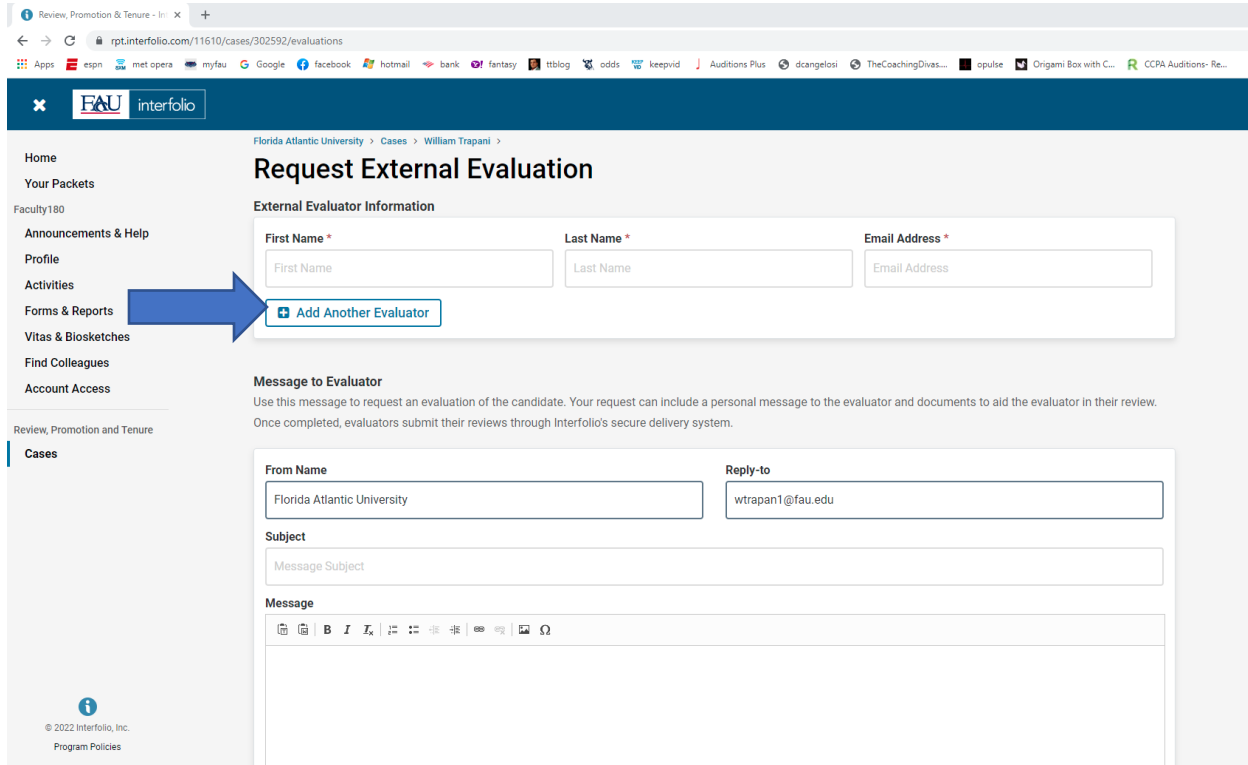
1. To request the external reviewers letters from the reviewers, you will scroll down to the **Internal Sections** of the case.

Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

External Evaluations Request Evaluation Add File

Individual Cover Sheets for External Letters Requested Edit Add File

2. Go to **External Evaluations** and will click on **Request Evaluation**. The following page will appear. Note: Below **External Evaluations** is the **Individual Cover Sheets for External Letters Requested**; here you will add the cover sheets – template can be found here: https://www.fau.edu/provost/faculty/files/PT_External-Evaluation-Templates_2019-2020_form.pdf



Review, Promotion & Tenure - In: X

rpt.interfolio.com/11610/cases/302592/evaluations

FAU interfolio

Florida Atlantic University > Cases > William Trapani >

Request External Evaluation

External Evaluator Information

First Name * Last Name * Email Address *

[+ Add Another Evaluator](#)

Message to Evaluator
 Use this message to request an evaluation of the candidate. Your request can include a personal message to the evaluator and documents to aid the evaluator in their review. Once completed, evaluators submit their reviews through Interfolio's secure delivery system.

From Name

Reply-to

Subject

Message

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 Program Policies

3. On this page you may request evaluations from more than one person by clicking on **Add Another Evaluator**. Then enter all the necessary information in the fields; letter template can be found here: [Promotion and Tenure : Florida Atlantic University \(fau.edu\)](https://www.fau.edu/promotion-tenure/individual-cover-sheet-for-external-evaluators-sample-letter) ;called **Individual Cover Sheet for External Evaluators & Sample Letter**
4. Note that your name and email have already been populated.
5. As you scroll down the page, you will see a **Files** section, here you will select the files that the reviewer will need for the evaluation.
6. In the next section, **Response Settings**, enter a deadline for the reviewer. **Note: Do not change the Additional Files section or Access field that is already populated.**
7. To send the request click on the **Send Request** button. **Note: The external reviewer will be able to upload their evaluation and CV via a link provided by Interfolio.**

Review, Promotion & Tenure - In: X

rpt.interfolio.com/11610/cases/302592/evaluations

FAU interfolio

Home

Your Packets

Faculty180

Announcements & Help

Profile

Activities

Forms & Reports

Vitas & Biosketches

Find Colleagues

Account Access

Review, Promotion and Tenure

Cases

Files

Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.

There are no files included in this request.

+ Add Files

Response Settings

Deadline

The recipient will not be able to submit an evaluation after the deadline date.

Mmm d, yyyy

Can the evaluator submit additional files? *

Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file?

Yes, allow the evaluator to submit additional files.

No

Access *

Choose who has access to this document.

Administrators & Entire Committee

Send Request Cancel

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Reviewing Case and Uploading the Completeness Certification – for Chair/Director

Also, please make sure to have emailed the College Administrator the names of your department committee. If not, you will not be able to forward the case.

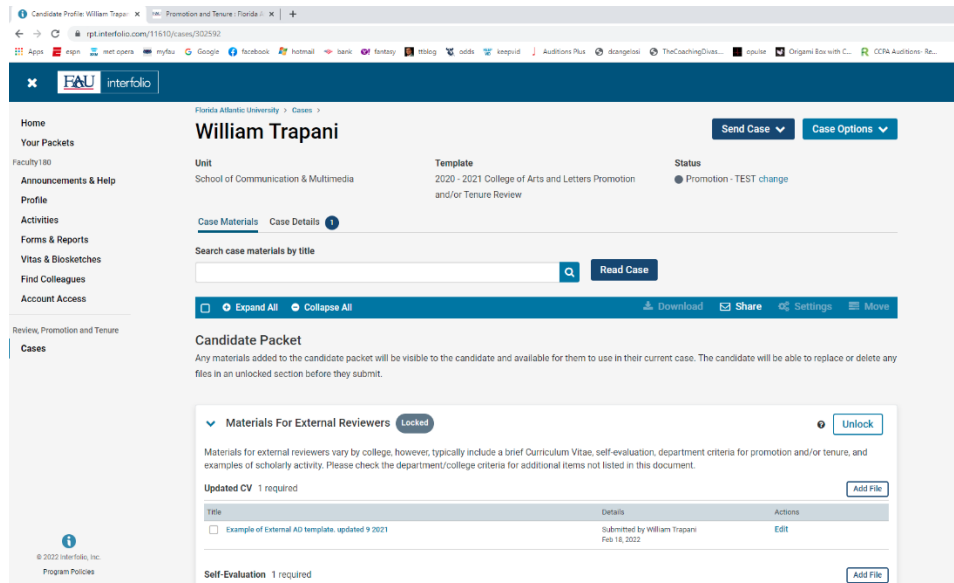
1. Once you log in to Interfolio, under **Cases** you will find any active cases that need your attention.

The screenshot shows the Interfolio interface for reviewing cases. The left sidebar contains a navigation menu with 'Cases' highlighted by a blue arrow. The main content area is titled 'Cases' and features a search bar. Below the search bar, there is a table with one case listed. The case is for William Trapani, a Promotion case. A blue arrow points to the name 'William Trapani' in the table. Below the table, there is a section for 'Step 2 of 8: Department Review & Written Recommendation' with a warning icon and 'Required Documents'.

Name	Type	Template Name	Status
<input type="checkbox"/> William Trapani School of Communication & Multimedia	Promotion	2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review	Promotion - TEST

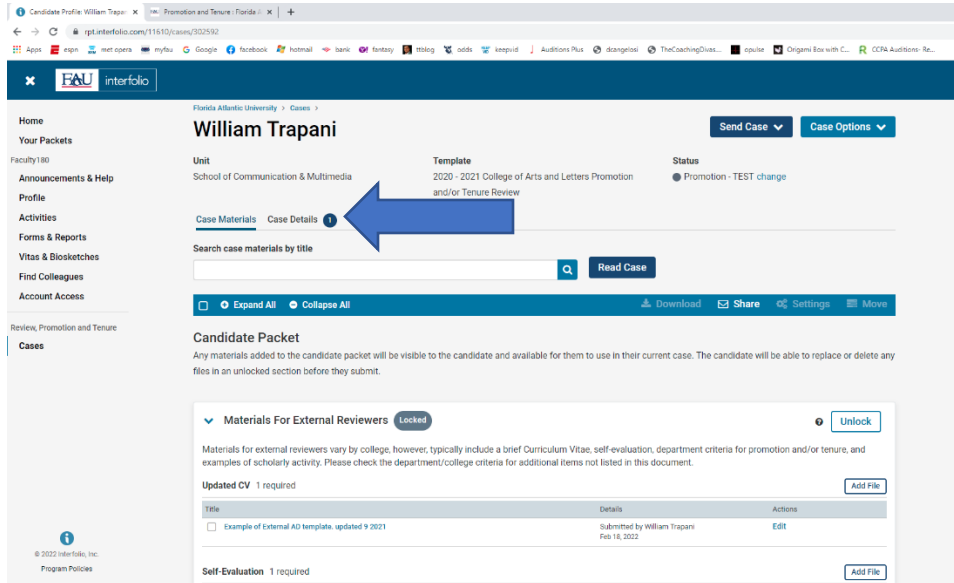
Step 2 of 8: Department Review & Written Recommendation ⚠ Required Documents

2. Click on the faculty members name (in blue) to open the case. The following screen will appear:

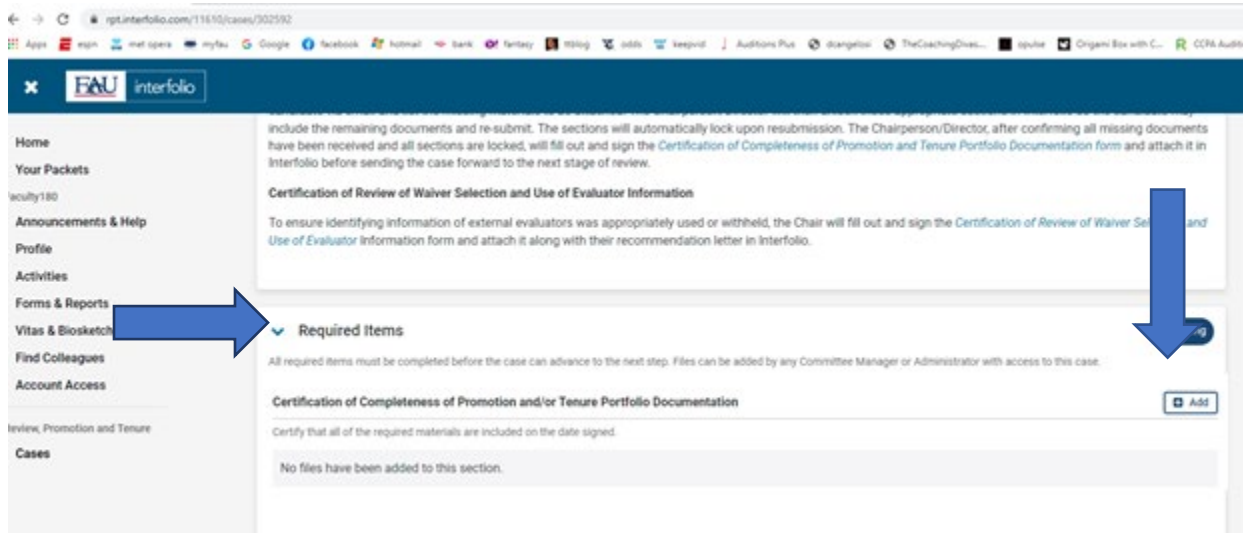


- On this page, **you will review the packet for any revisions, additions and completeness.**
- If there are any revisions or additions that need to be made you will work with the candidate to make the necessary changes before forwarding to the departmental level; **you want to move a clean and complete packet for review.**

To upload the report, click on the **Case Details** tab.

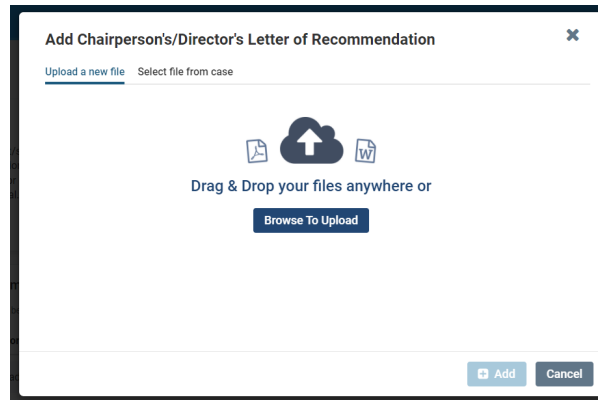


The following page will appear:

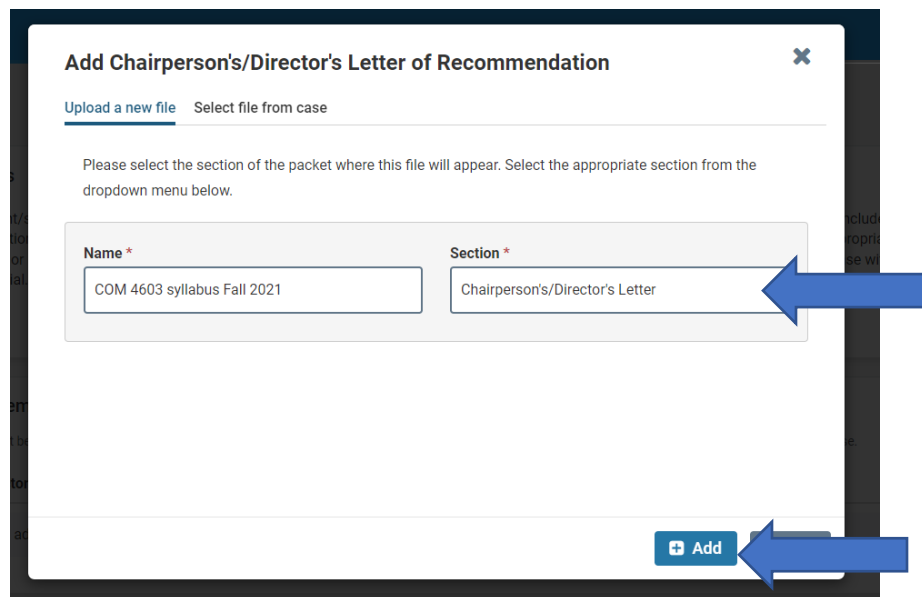


- Under **Required Items**, you will need to the Certification of Completeness of Promotion and/or Tenure Portfolio Document. Click on the **Add** button.

The following window will appear:



4. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Chairperson's/Director's Certification of Completeness**.



5. Once you click on **Add**, the document will be uploaded and you will see **Complete** in green; no voting results are required.

Florida Atlantic University > Cases >

Taina Teran

[Send Case](#) [Case Options](#)

Unit
Philosophy

Template
Arts and Letters - Third Year Review

Status
● Third Year Review - Test change

[Case Materials](#) [Case Details](#)

Reviewing as
Chairperson/Director

Instructions

After the department/school has voted, the departmental chairperson/school director shall send a letter of recommendation to the Dean which shall include a detailed analysis and evaluation of the work of the faculty member and a clear statement of support or non-support. That letter shall include the use of the appropriate department/school or college criteria to evaluate the record of the faculty member. A copy will be sent to the candidate who may attach a brief response within 5 days of receipt of the material. The department/school recommendation vote and chair/director letter are only recommendations to be considered in the process, and are not definitive.

Required Items


All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Chairperson's/Director's Letter of Recommendation Complete

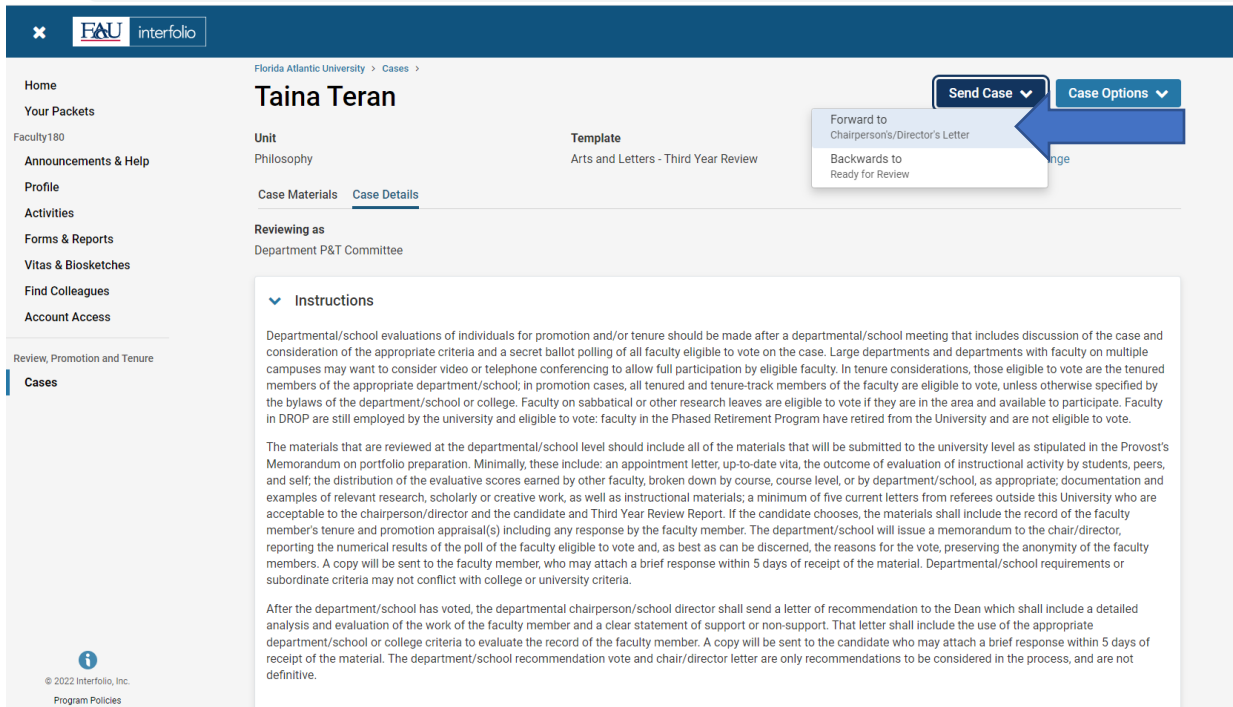
Name

COM 4603 syllabus Fall 2021

[Committee Members \(1\)](#) [Email](#) [Edit](#)



- To forward the case to the next level, **Department Review**, go to the top of the page and click on **Send Case**.



Florida Atlantic University > Cases >

Taina Teran

Unit
Philosophy

Template
Arts and Letters - Third Year Review

Case Materials Case Details

Reviewing as
Department P&T Committee

Send Case **Case Options**

- Forward to Chairperson/Director's Letter
- Backwards to Ready for Review
- Change

Instructions

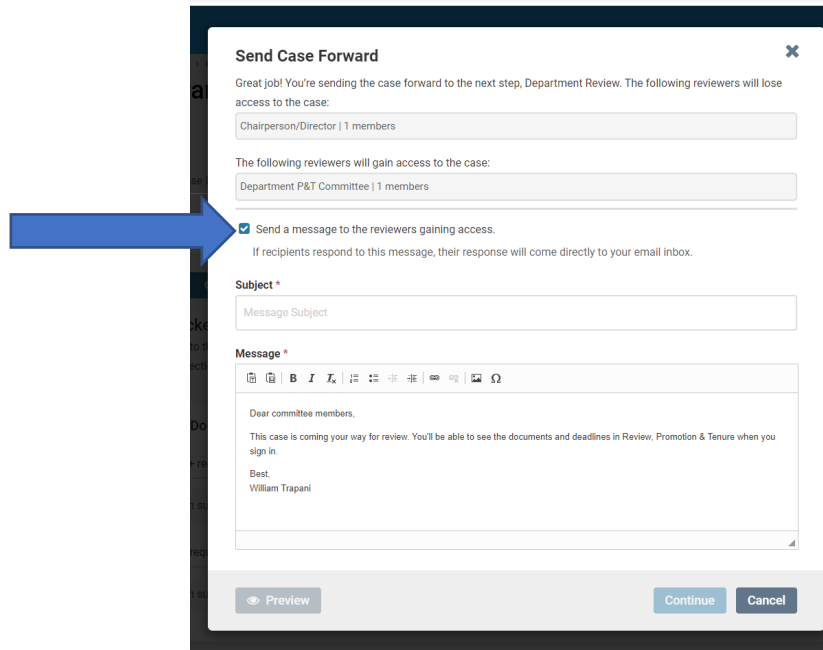
Departmental/school evaluations of individuals for promotion and/or tenure should be made after a departmental/school meeting that includes discussion of the case and consideration of the appropriate criteria and a secret ballot polling of all faculty eligible to vote on the case. Large departments and departments with faculty on multiple campuses may want to consider video or telephone conferencing to allow full participation by eligible faculty. In tenure considerations, those eligible to vote are the tenured members of the appropriate department/school; in promotion cases, all tenured and tenure-track members of the faculty are eligible to vote, unless otherwise specified by the bylaws of the department/school or college. Faculty on sabbatical or other research leaves are eligible to vote if they are in the area and available to participate. Faculty in DROP are still employed by the university and eligible to vote; faculty in the Phased Retirement Program have retired from the University and are not eligible to vote.

The materials that are reviewed at the departmental/school level should include all of the materials that will be submitted to the university level as stipulated in the Provost's Memorandum on portfolio preparation. Minimally, these include: an appointment letter, up-to-date vita, the outcome of evaluation of instructional activity by students, peers, and self; the distribution of the evaluative scores earned by other faculty, broken down by course, course level, or by department/school, as appropriate; documentation and examples of relevant research, scholarly or creative work, as well as instructional materials; a minimum of five current letters from referees outside this University who are acceptable to the chairperson/director and the candidate and Third Year Review Report. If the candidate chooses, the materials shall include the record of the faculty member's tenure and promotion appraisal(s) including any response by the faculty member. The department/school will issue a memorandum to the chair/director, reporting the numerical results of the poll of the faculty eligible to vote and, as best as can be discerned, the reasons for the vote, preserving the anonymity of the faculty members. A copy will be sent to the faculty member, who may attach a brief response within 5 days of receipt of the material. Departmental/school requirements or subordinate criteria may not conflict with college or university criteria.

After the department/school has voted, the departmental chairperson/school director shall send a letter of recommendation to the Dean which shall include a detailed analysis and evaluation of the work of the faculty member and a clear statement of support or non-support. That letter shall include the use of the appropriate department/school or college criteria to evaluate the record of the faculty member. A copy will be sent to the candidate who may attach a brief response within 5 days of receipt of the material. The department/school recommendation vote and chair/director letter are only recommendations to be considered in the process, and are not definitive.

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Program Policies

7. Once you click on the forward button, the following window will appear:



Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

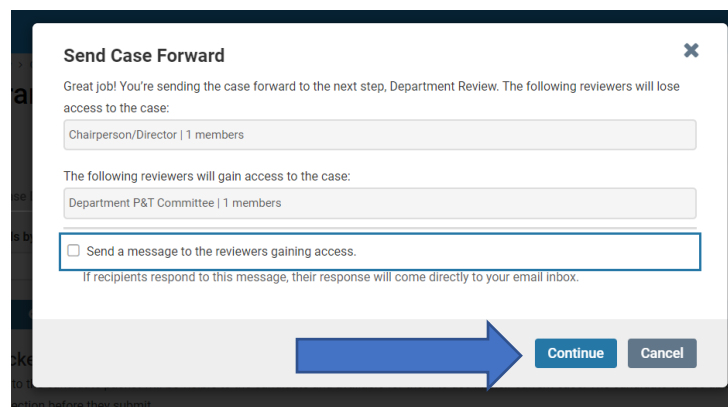
Message Subject

Message *

Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
William Trapani

Preview Continue Cancel

8. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:



Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Continue Cancel

9. Click **Continue** to send case forward, **Department Review**.

Reviewing a Case and Uploading the Report – for Department Committee

1. Once you log in to Interfolio, under **Cases** you will find any active cases that need your attention.

The screenshot shows the Interfolio interface for Florida Atlantic University. The left sidebar contains a navigation menu with the following items: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Review, Promotion and Tenure, and **Cases**. A blue arrow points to the 'Cases' link. The main content area is titled 'Cases' and includes a search bar with a 'Filter' button. Below the search bar, it indicates '1 of 1 cases'. A table lists the case with the following details:

Name	Type	Template Name	Status
<input type="checkbox"/> William Trapani School of Communication & Media	Promotion	2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review	Promotion - TEST

Below the table, it shows 'Step 2 of 8: Department Review & Written Recommendation' with a warning icon and 'Required Documents'.

2. Click on the faculty members name (**in blue**) to open the case. The following screen will appear:

Candidate Profile: William Trapani

Florida Atlantic University > Cases >

William Trapani

Unit: School of Communication & Multimedia | Template: 2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review | Status: Promotion - TEST change

Case Materials | Case Details 1

Search case materials by title

Expand All | Collapse All | Download | Share | Settings | Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Materials For External Reviewers (Locked) | Unlock

Materials for external reviewers vary by college, however, typically include a brief Curriculum Vitae, self-evaluation, department criteria for promotion and/or tenure, and examples of scholarly activity. Please check the department/college criteria for additional items not listed in this document.

Updated CV 1 required | Add File

Title	Details	Actions
<input type="checkbox"/> Example of External AD template, updated 9 2021	Submitted by William Trapani Feb 16, 2022	EDIT

Self-Evaluation 1 required | Add File

On this page, you will review the candidate's case.

3. To upload the report, click on the **Case Details** tab.

Candidate Profile: William Trapani | Promotion and Tenure: Florida | rpt.interfolio.com/11610/cases/302592

William Trapani | Send Case | Case Options

Unit: School of Communication & Multimedia | **Template:** 2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review | **Status:** Promotion - TEST change

Case Materials | Case Details **1**

Search case materials by title [] [Read Case]

Expand All | Collapse All | Download | Share | Settings | Move

Candidate Packet
 Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Materials For External Reviewers (Locked) [Unlock]
 Materials for external reviewers vary by college, however, typically include a brief Curriculum Vitae, self-evaluation, department criteria for promotion and/or tenure, and examples of scholarly activity. Please check the department/college criteria for additional items not listed in this document.

Updated CV 1 required [Add File]

Title	Details	Actions
<input type="checkbox"/> Example of External AD template, updated 9 2021	Submitted by William Trapani Feb 18, 2022	Edit

Self-Evaluation 1 required [Add File]

The following page will appear:

Home | Your Packets | Faculty 180 | Announcements & Help | Profile | Activities | Forms & Reports | Vitas & Biosketches | Find Colleagues | Account Access

Review, Promotion and Tenure | **Cases**

Required Items (1 missing) [Add]
 All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

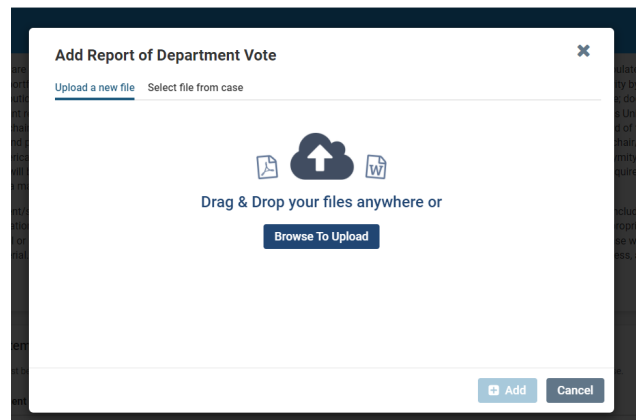
Report of Department Vote [Add]
 The department/school will issue a memorandum to the chair/director, reporting the numerical results of the poll of the faculty eligible to vote and, as best as can be discerned, the reasons for the vote, preserving the anonymity of the faculty members. A copy will be sent to the faculty member, who may attach a brief response within 5 days of receipt of the material. Departmental/school requirements or subordinate criteria may not conflict with college or university criteria.

No files have been added to this section.

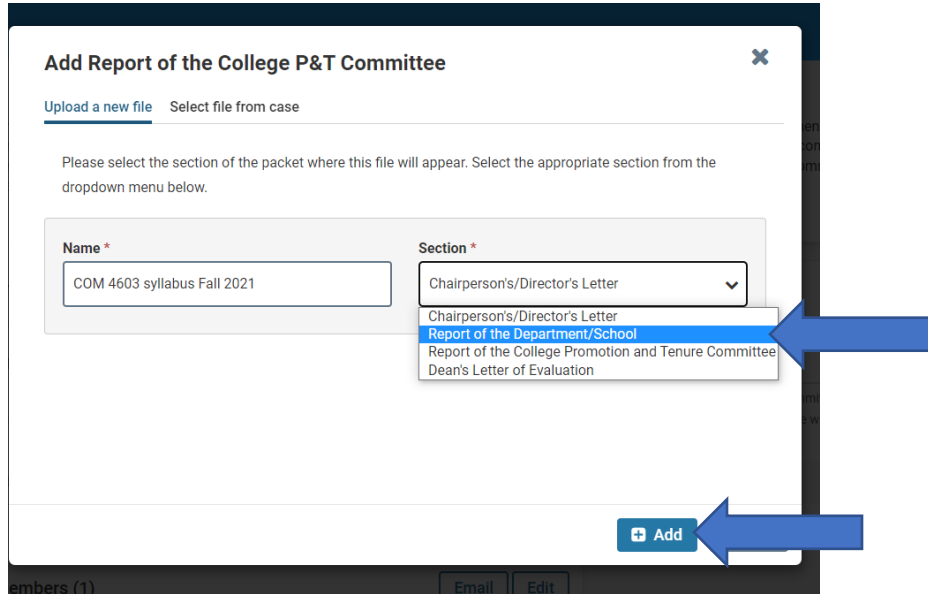
Certification of Review of Waiver Selection and Use of Evaluator Information [Add]
 No files have been added to this section.

4. Under **Required Items**, you will need to upload 2 items: 1) the report and 2) Certification of Review of Waiver Selection and Use of Evaluator Information. Click on the **Add** button.

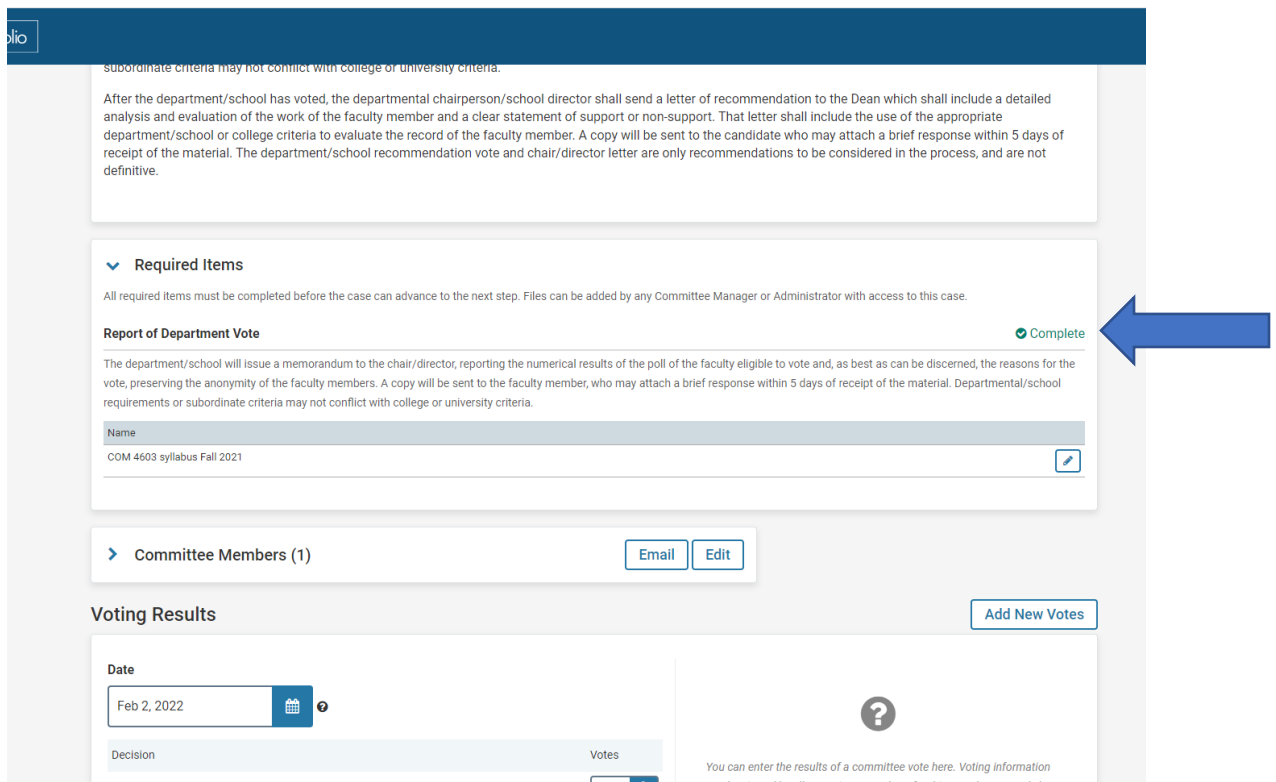
The following window will appear:



5. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Report of the Department/School**.



- Once you click on **Add**, the document will be uploaded and you will see **Complete** in green.



7. Then on the same page, scroll down to the **Voting Results** section and enter the voting date and results. Click **Save**.

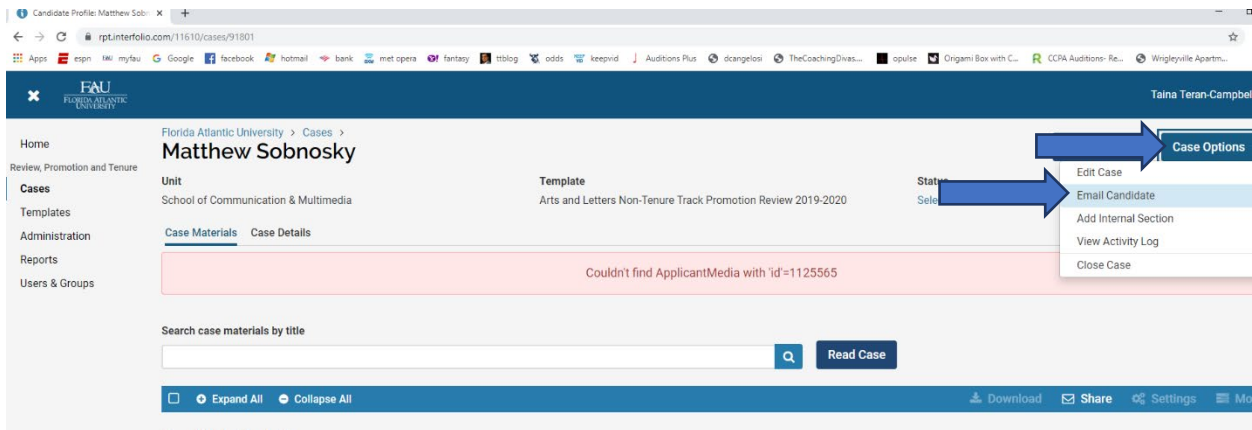
The screenshot shows the 'Voting Results' section of the Interfolio system. The form includes a 'Date' field with 'Feb 18, 2022' entered. Below this is a table for recording votes:

Decision	Votes
Support	0
Oppose	0
Abstain	0
Absent	0

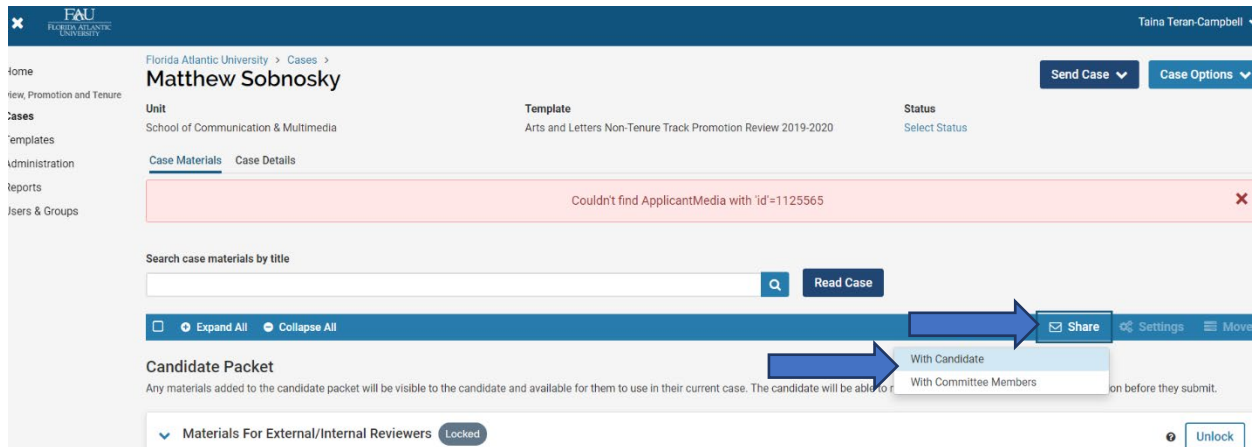
Each row in the table has a '+' button to increase the vote count and a '-' button to decrease it. Below the table is a 'Notes' text area and a 'Save' button at the bottom left. Blue arrows point to the date field, the 'Votes' column, and the 'Save' button. A help icon (?) is visible next to the 'Votes' column header.

Sharing Report with Candidate

1. To send the candidate the report, click on the **Case Options** button.
2. Then click on **Email Candidate**.

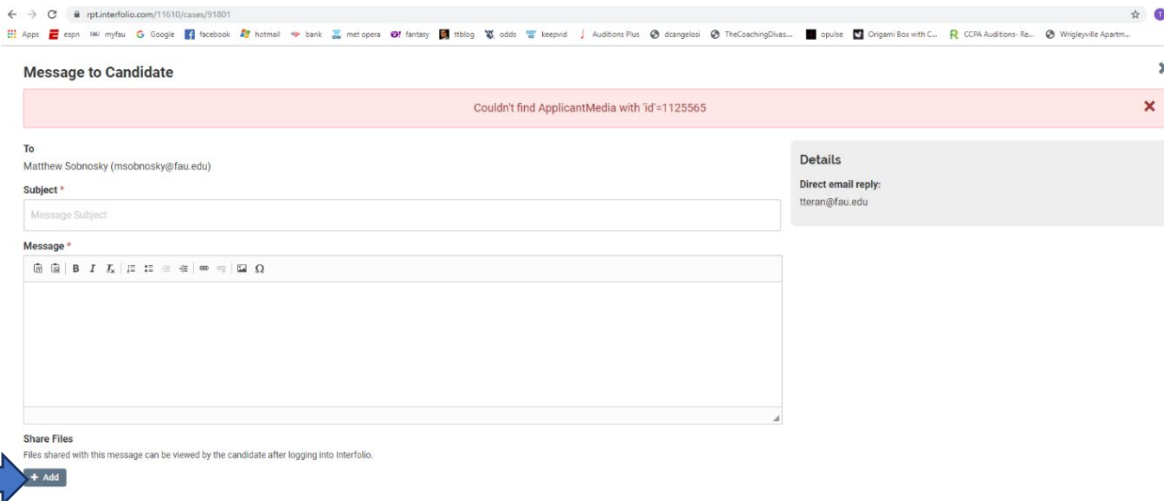


3. You can also, click on the **Share** button. And the click on **With Candidate**.

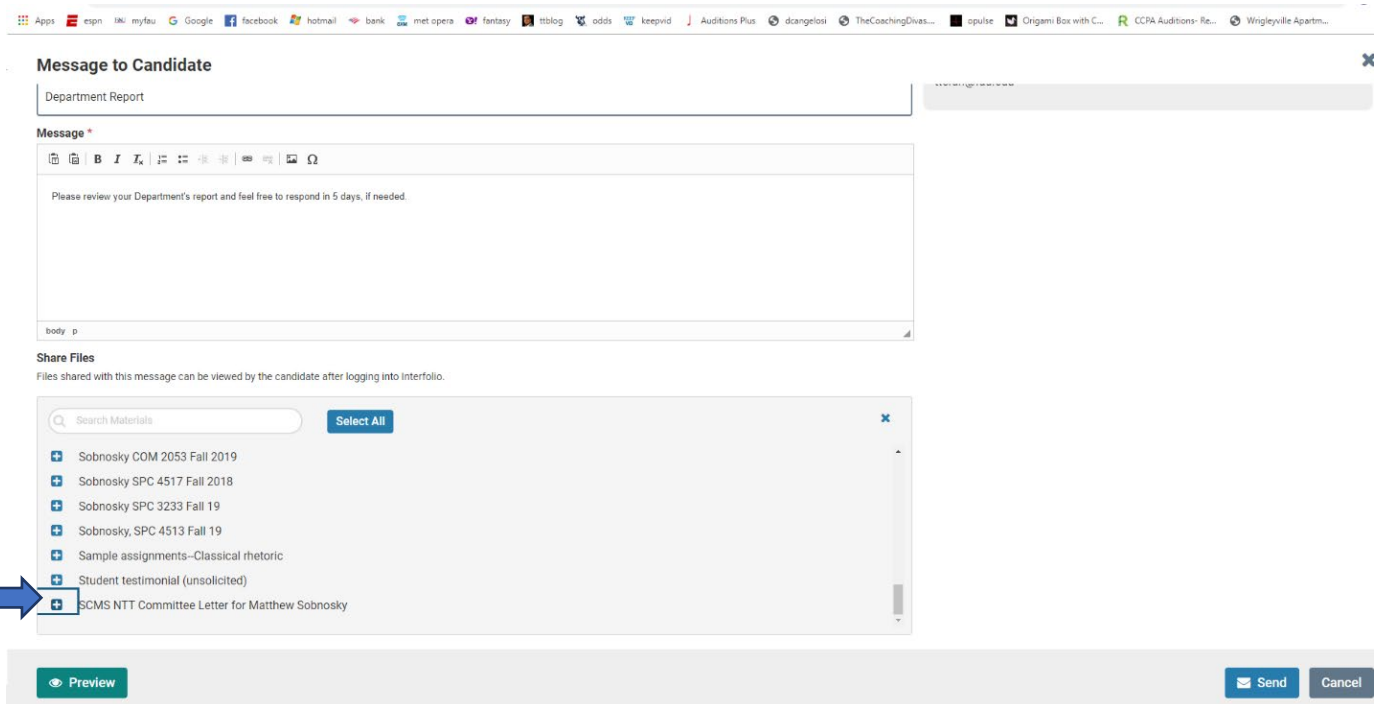


4. The following will appear, **Message to Candidate**:
5. You will enter your message here.

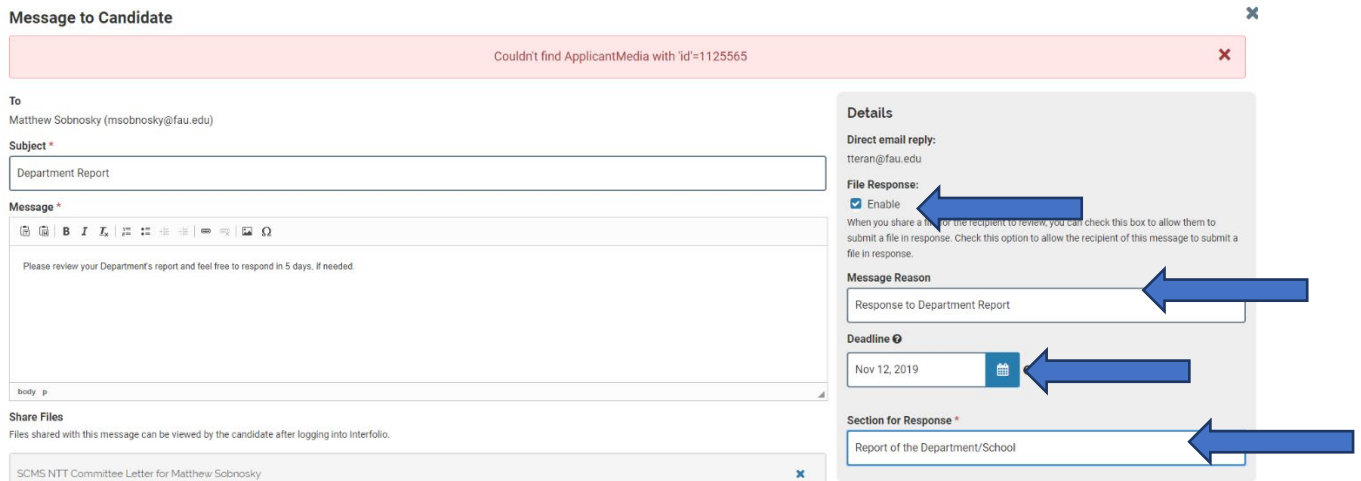
6. Then you will click on **Add** to include the department report.



7. When you click **Add**, the following will appear and you will select the department report – see example:



8. Once selected, you will then go to **File Response** and click on **Enable** which will open more fields to be completed:



Message to Candidate

Couldn't find ApplicantMedia with id=1125565

To
Matthew Sobnosky (msobnosky@fau.edu)

Subject *
Department Report

Message *

Please review your Department's report and feel free to respond in 5 days, if needed.

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio.

SCMS NTT Committee Letter for Matthew Sobnosky

Details

Direct email reply:
tteran@fau.edu

File Response:
 Enable

When you share a link for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason
Response to Department Report

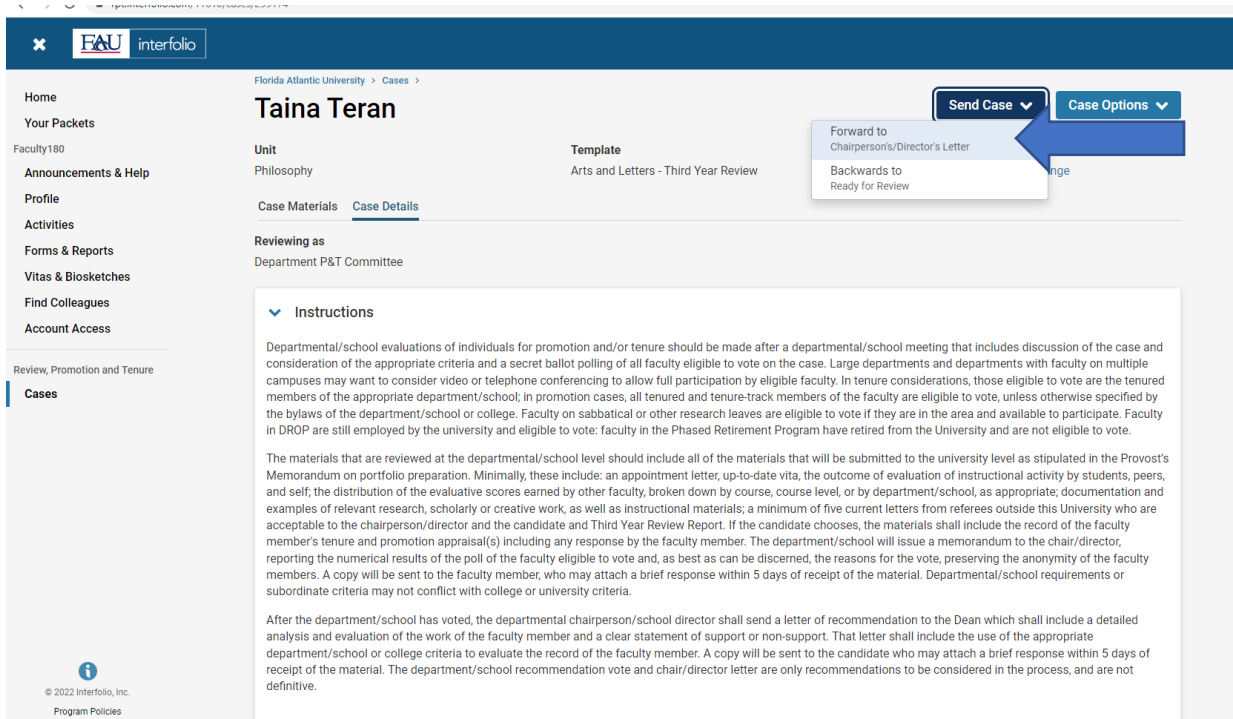
Deadline
Nov 12, 2019

Section for Response *
Report of the Department/School

9. For **Message Reason** you can enter Response to Department Report.
10. Then you would enter the **Deadline**, 5 days to respond. *Usually in the email, I would write if you don't have a rebuttal, please email me so I can move your case forward or you could wait the 5-day period and then move the case forward.
11. **Section for Response** would be Report of the Department/School.
12. Then you will click **SEND**. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5-day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to.

Forwarding Case

1. To forward the case to the next level, **Chairperson's/Director's Letter**, go to the top of the page and click on **Send Case**.



The screenshot shows the Interfolio interface for a case titled "Taina Teran". At the top right, there are two buttons: "Send Case" and "Case Options". A dropdown menu is open under "Send Case", showing three options: "Forward to Chairperson's/Director's Letter", "Backwards to Ready for Review", and "Change". A blue arrow points to the "Forward to Chairperson's/Director's Letter" option. The main content area shows "Case Details" for the "Arts and Letters - Third Year Review" unit, with a "Reviewing as" section for the "Department P&T Committee". Below this is an "Instructions" section with detailed text regarding the review process, including criteria for promotion and tenure, and the requirements for the departmental chairperson's letter.

2. Once you click on the forward button, the following window will appear:

Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Message Subject

Message *

Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
William Trapani

[Preview] [Continue] [Cancel]

3. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:

Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

[Continue] [Cancel]

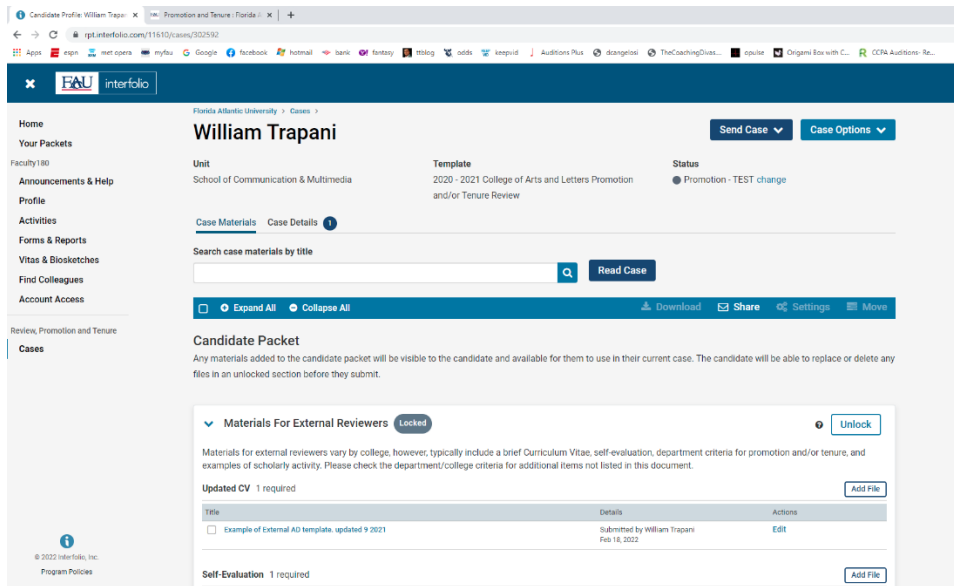
4. Click **Continue** to send case forward, **Chairperson's/Director's Letter**.

Reviewing a Case and Uploading the Report – for Chair/Director

1. Once you log in to Interfolio, under **Cases** you will find any active cases that need your attention.

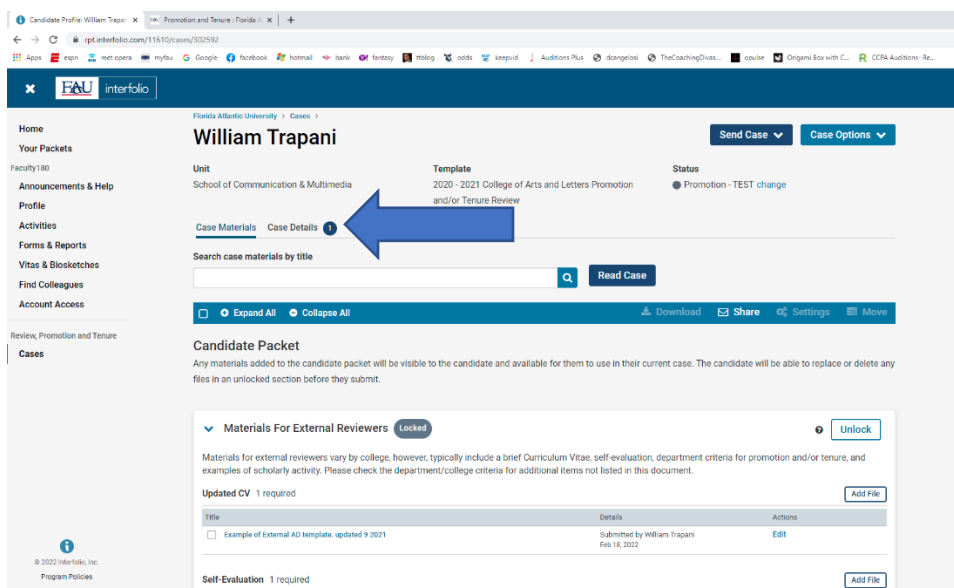
The screenshot shows the Interfolio interface for Florida Atlantic University. The left sidebar contains a navigation menu with the following items: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Review, Promotion and Tenure, and **Cases**. A blue arrow points to the 'Cases' link. The main content area is titled 'Cases' and includes a search bar with a 'Filter' button. Below the search bar, it indicates '1 of 1 cases'. A table lists the case with the following columns: Name, Type, Template Name, and Status. The row contains: William Trapani (School of Communication & Multimedia), Promotion, 2020 - 2021 College of Arts and Letters Promotion and/or Tenure Review, and Promotion - TEST. A blue arrow points to the name 'William Trapani'. Below the table, it shows 'Step 2 of 8: Department Review & Written Recommendation' with a warning icon and 'Required Documents'.

2. Click on the faculty members name (**in blue**) to open the case. The following screen will appear:

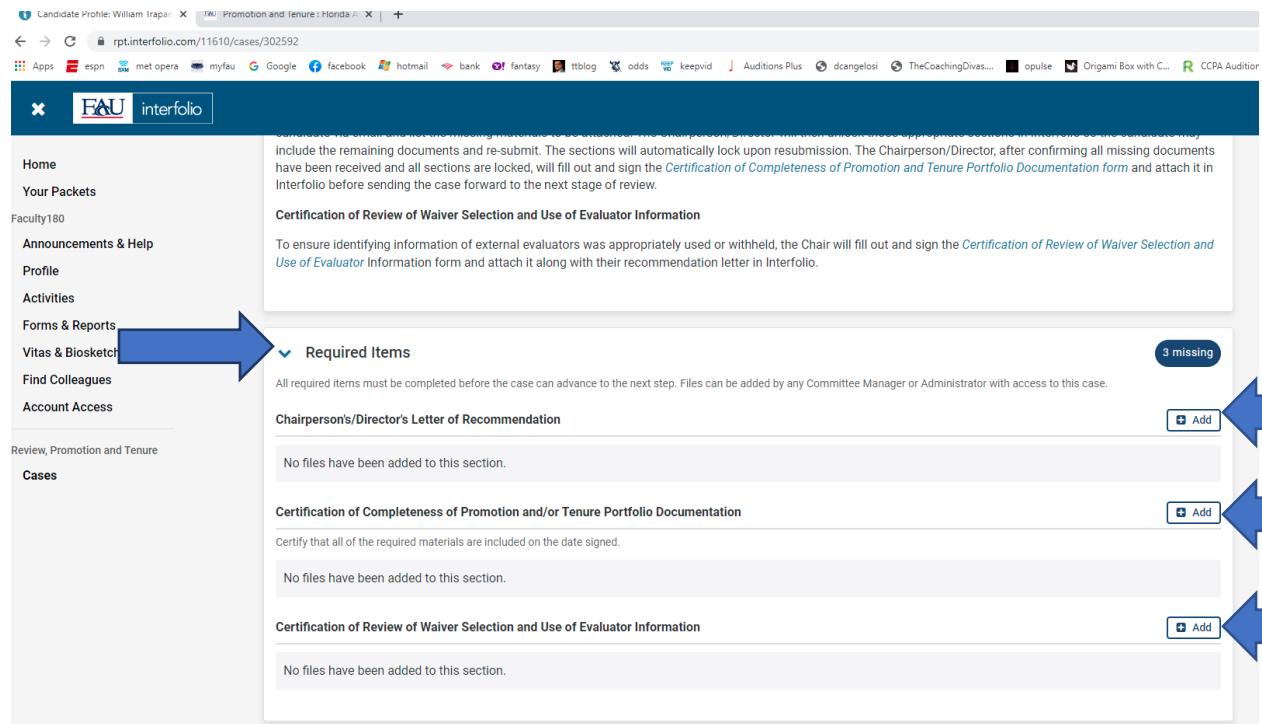


On this page, you will review the candidate's case.

3. To upload the report, click on the **Case Details** tab.

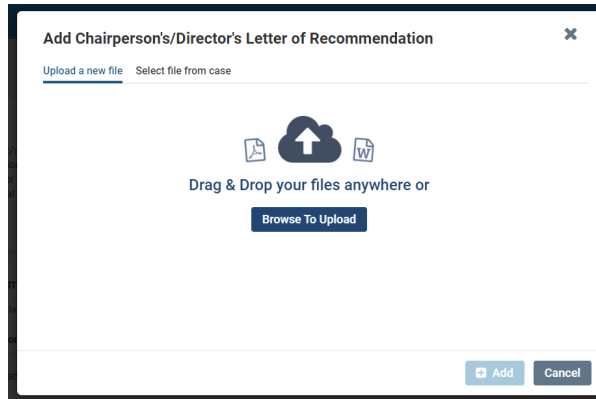


The following page will appear:

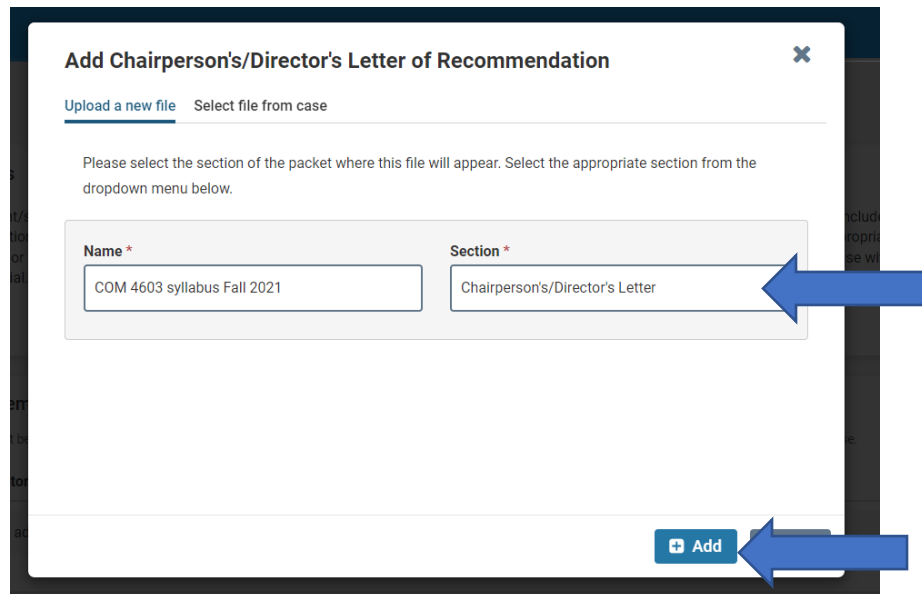


4. Under **Required Items**, you will need to upload 3 items: 1) your letter, 2) Certification of Completeness of Promotion and/or Tenure Portfolio Documentation, and 3) Certification of Review of Waiver Selection and Use of Evaluator Information. Click on the **Add** button.

The following window will appear:



5. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Chairperson's/Director's Letter level**.



6. Once you click on **Add**, the document will be uploaded and you will see **Complete** in green; no voting results are required.

Florida Atlantic University > Cases >

Taina Teran

Send Case **Case Options**

Unit
Philosophy

Template
Arts and Letters - Third Year Review

Status
● Third Year Review - Test change

Case Materials **Case Details**

Reviewing as
Chairperson/Director

Instructions

After the department/school has voted, the departmental chairperson/school director shall send a letter of recommendation to the Dean which shall include a detailed analysis and evaluation of the work of the faculty member and a clear statement of support or non-support. That letter shall include the use of the appropriate department/school or college criteria to evaluate the record of the faculty member. A copy will be sent to the candidate who may attach a brief response within 5 days of receipt of the material. The department/school recommendation vote and chair/director letter are only recommendations to be considered in the process, and are not definitive.


Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Chairperson's/Director's Letter of Recommendation Complete

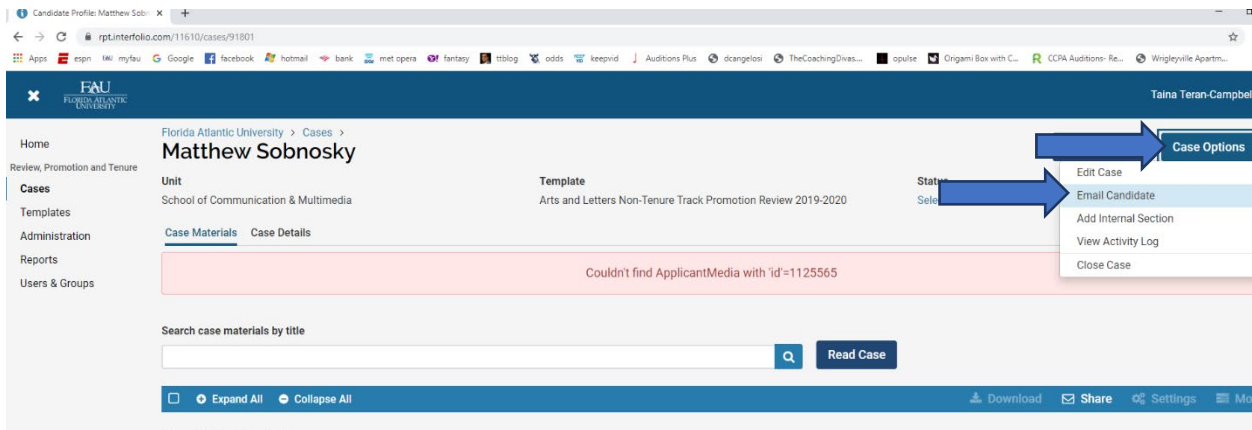
Name
COM 4603 syllabus Fall 2021

Committee Members (1) **Email** **Edit**

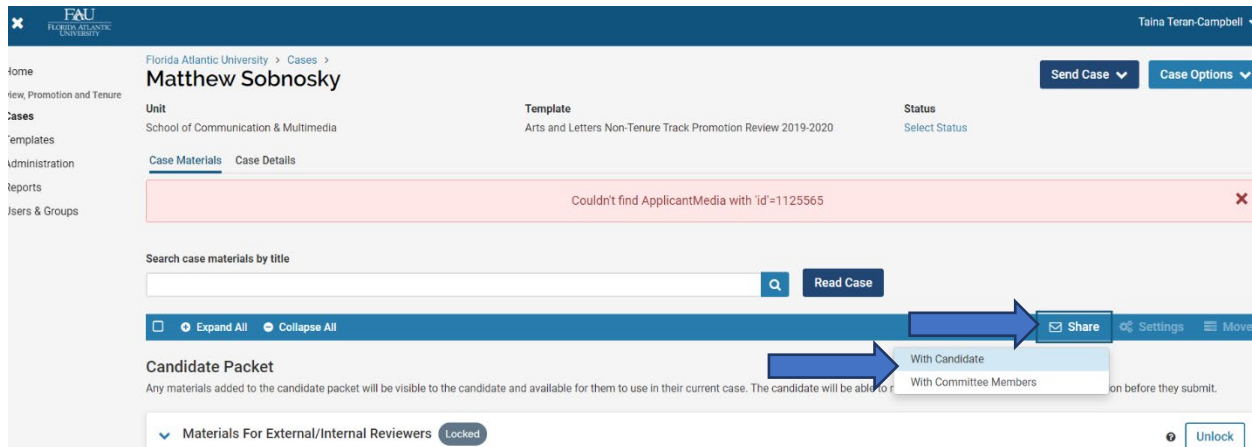


Sharing Report with Candidate

1. To send the candidate the report, click on the **Case Options** button.
2. Then click on **Email Candidate**.

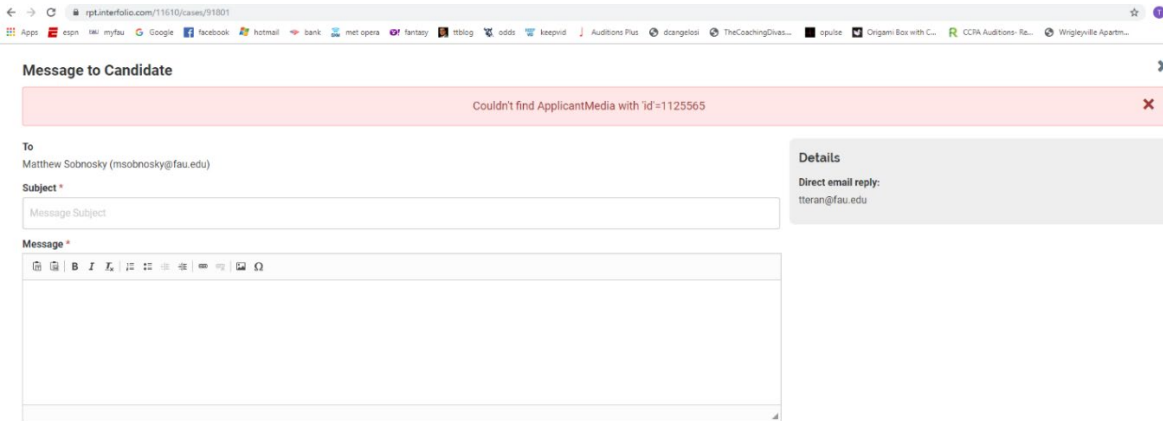


3. You can also, click on the **Share** button. And the click on **With Candidate**.

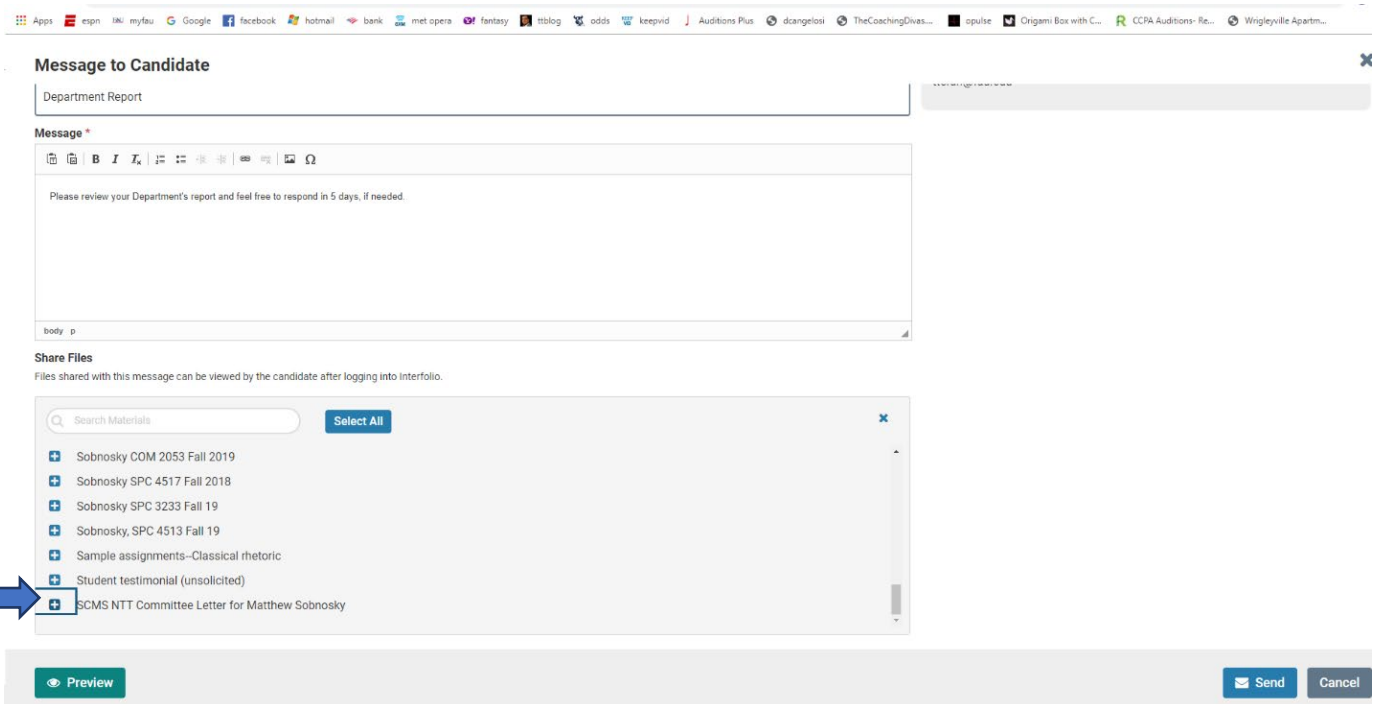


4. The following will appear, **Message to Candidate**:
5. You will enter your message here.

6. Then you will click on **Add** to include the department report.



7. When you click **Add**, the following will appear, and you will select the department report – see example:



- Once selected, you will then go to **File Response** and click on **Enable** which will open more fields to be completed:

Message to Candidate ✕

Couldn't find ApplicantMedia with id=1125565 ✕

To
Matthew Sobnosky (msobnosky@fau.edu)

Subject *
Department Report

Message *

Please review your Department's report and feel free to respond in 5 days, if needed.

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio.

SCMS NTT Committee Letter for Matthew Sobnosky ✕

Details

Direct email reply:
tteran@fau.edu

File Response:
 Enable

When you share a link for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason
Response to Department Report

Deadline
Nov 12, 2019

Section for Response *
Report of the Department/School

- For **Message Reason** you can enter Response to Chair Letter.
- Then you would enter the **Deadline**, 5 days to respond. *Usually in the email, I would write if you don't have a rebuttal, please email me so I can move your case forward or you could wait the 5-day period and then move the case forward.
- Section for Response** would be Chairperson's/Director's Letter.
- Then you will click **SEND**. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5-day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to.

Forwarding Case

1. To forward the case to the next level, **College Level Review**, go to the top of the page and click on **Send Case**.

Florida Atlantic University > Cases >

Taina Teran

Unit
Philosophy

Template
Arts and Letters - Third Year Review

Send Case **Case Options**

- Forward to College Level Review
- Backwards to Department Review
- Change

Case Materials Case Details

Search case materials by title

Expand All Collapse All

Candidate Packet

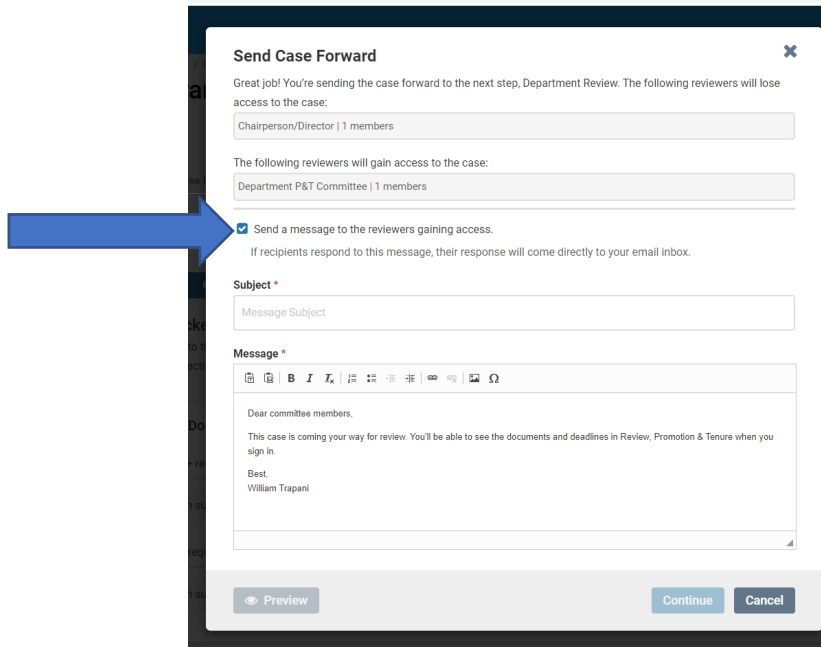
Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ Candidate Documents **Unlocked**

Status Letter(s) 1+ required

No files have been submitted.

2. Once you click on the forward button, the following window will appear:



Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

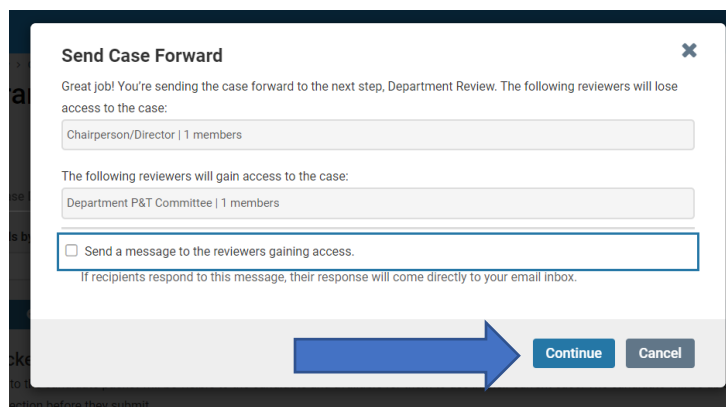
Message Subject

Message *

Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
William Trapani

Preview Continue Cancel

3. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:



Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

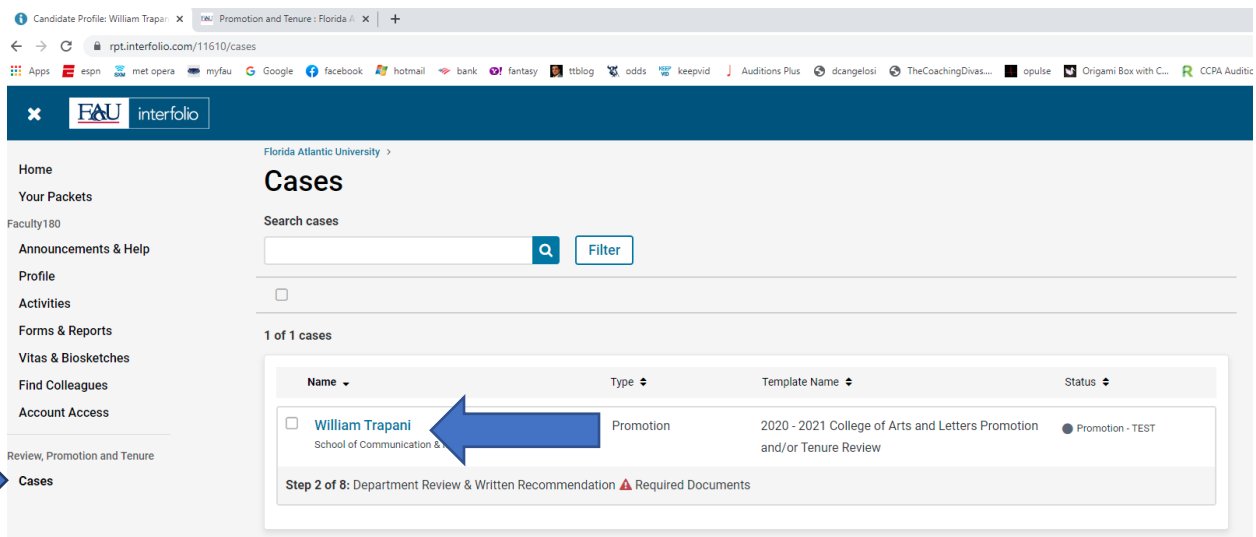
Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Continue Cancel

4. Click **Continue** to send case forward, **College Level Review**.

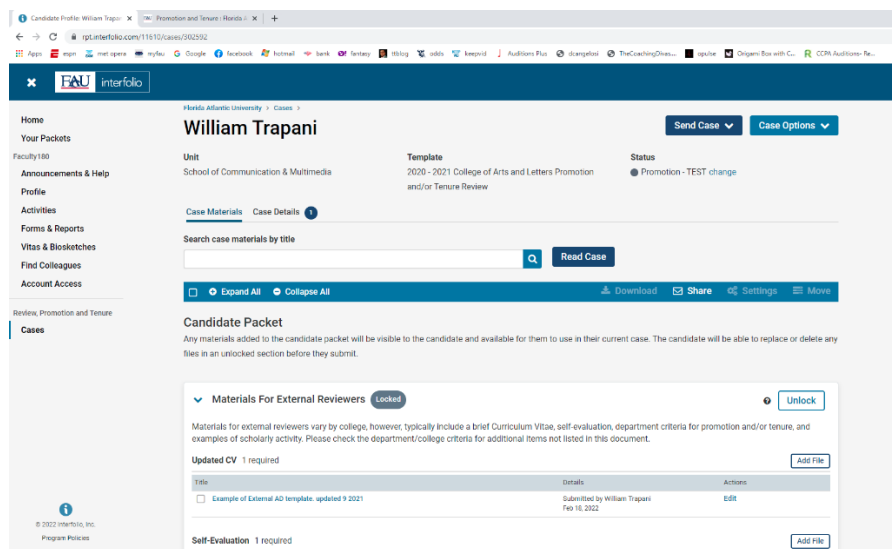
Reviewing a Case and Uploading the Report – for P&T Committee

1. Once you log in to Interfolio, under **Cases** you will find any active cases that need your attention.



The screenshot shows the Interfolio interface for a user at Florida Atlantic University. The left sidebar contains navigation links, with 'Cases' highlighted by a blue arrow. The main content area displays a table of cases. The table has columns for Name, Type, Template Name, and Status. One case is listed for 'William Trapani' with a 'Promotion' type and a status of 'Promotion - TEST'. A blue arrow points to the name 'William Trapani' in the table. Below the table, it indicates 'Step 2 of 8: Department Review & Written Recommendation' with a warning icon and 'Required Documents'.

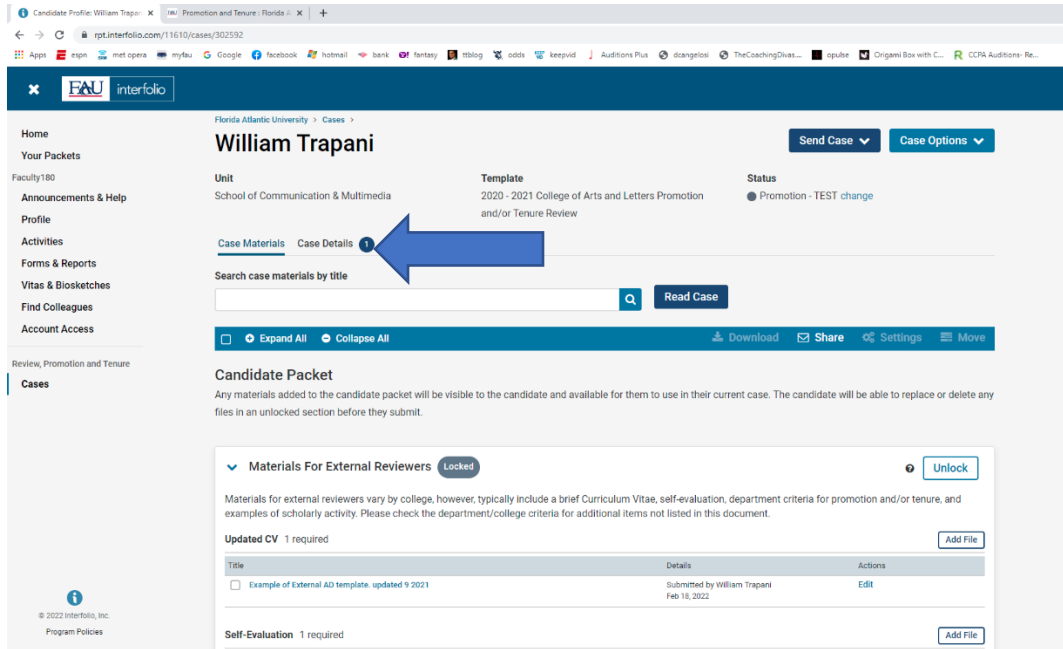
2. Click on the faculty members name (**in blue**) to open the case. The following screen will appear:



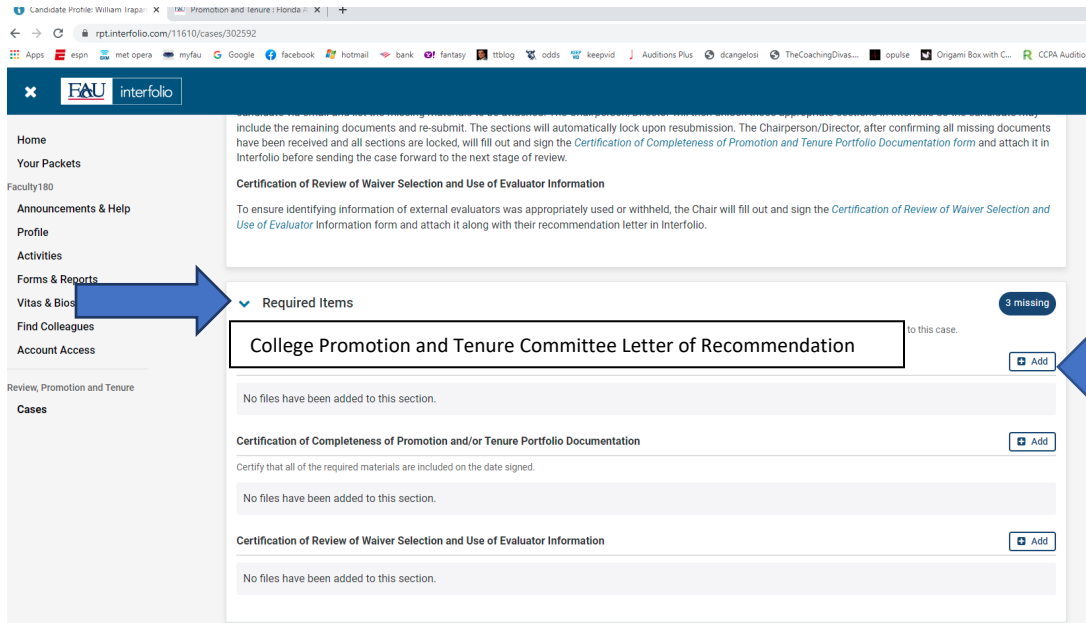
The screenshot shows the detailed view of the case for William Trapani. The page includes a header with the candidate's name and unit, and buttons for 'Send Case' and 'Case Options'. Below this, there are sections for 'Case Materials', 'Candidate Packet', and 'Materials For External Reviewers'. The 'Materials For External Reviewers' section is currently locked and contains a table of materials, including an 'Updated CV' and a 'Self-Evaluation'. A blue arrow in the previous screenshot points to the name 'William Trapani' in the case list, which is the link to this detailed view.

On this page, you will review the candidate's case.

3. To upload the report, click on the **Case Details** tab.

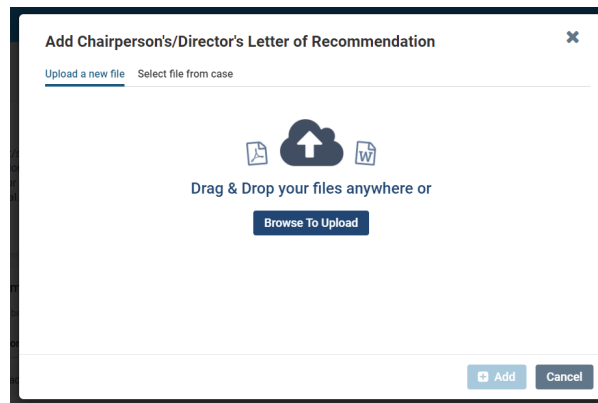


The following page will appear:

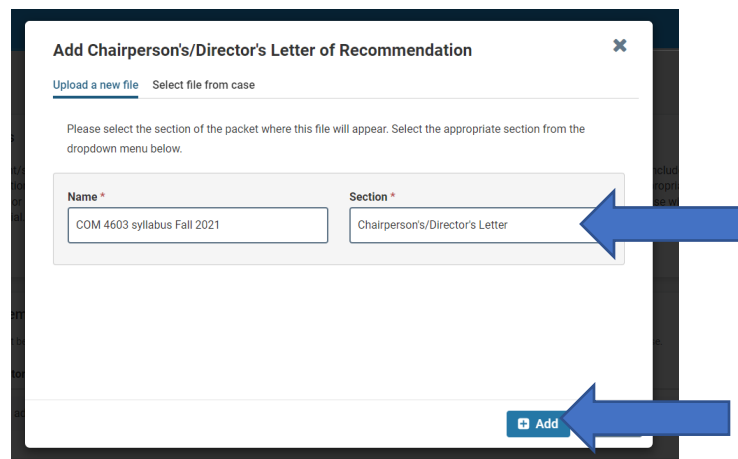


4. Under **Required Items**, you will need to upload 3 items: 1) the report, 2) Certification of Completeness of Promotion and/or Tenure Portfolio Documentation, and 3) Certification of Review of Waiver Selection and Use of Evaluator Information. Click on the **Add** button.

The following window will appear:



5. Once you select your document, click on the **Add** button. Make sure to place the document in the correct section of the application, **Report of the College Promotion and Tenure Committee**.



6. Once you click on **Add**, the document will be uploaded and you will see **Complete** in green; no voting results are required.

Florida Atlantic University > Cases >

Taina Teran

Send Case **Case Options**

Unit
Philosophy

Template
Arts and Letters - Third Year Review

Status
● Third Year Review - Test change

Case Materials Case Details

Reviewing as
Chairperson/Director

Instructions

After the department/school has voted, the departmental chairperson/school director shall send a letter of recommendation to the Dean which shall include a detailed analysis and evaluation of the work of the faculty member and a clear statement of support or non-support. That letter shall include the use of the appropriate department/school or college criteria to evaluate the record of the faculty member. A copy will be sent to the candidate who may attach a brief response within 5 days of receipt of the material. The department/school recommendation vote and chair/director letter are only recommendations to be considered in the process, and are not definitive.

Required Items

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

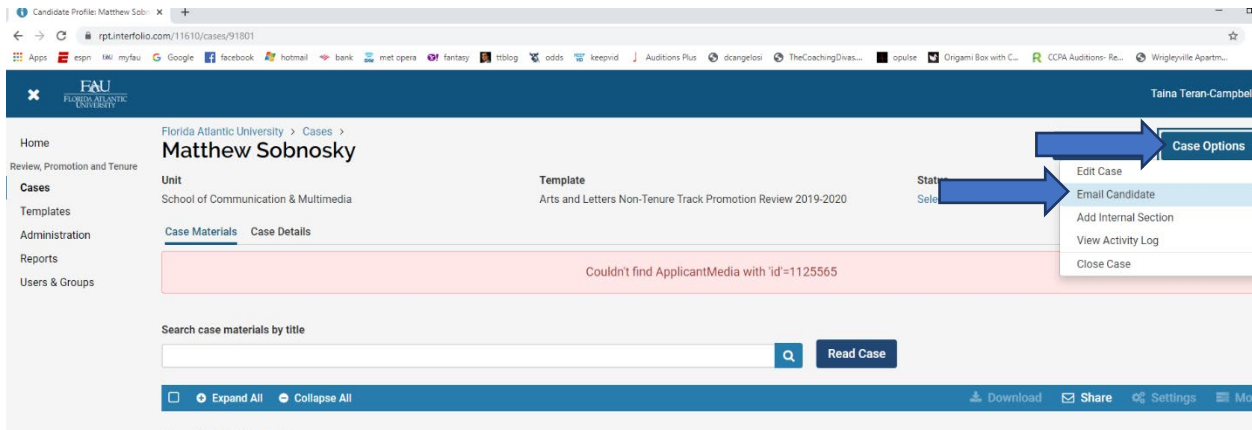
Chairperson's/Director's Letter of Recommendation ✔ Complete

Name
COM 4603 syllabus Fall 2021

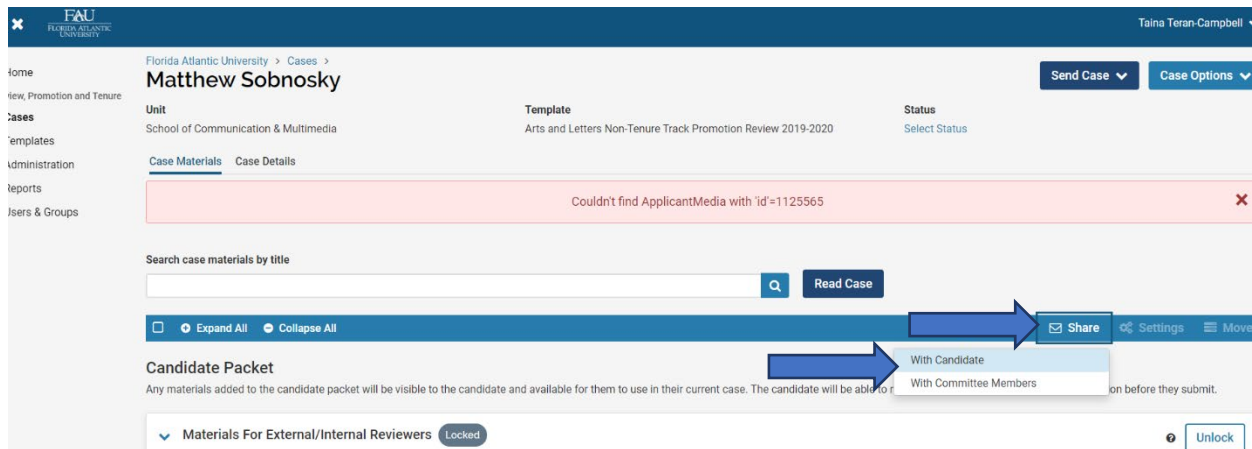
Committee Members (1) **Email** **Edit**

Sharing Report with Candidate

1. To send the candidate the report, click on the **Case Options** button.
2. Then click on **Email Candidate**.

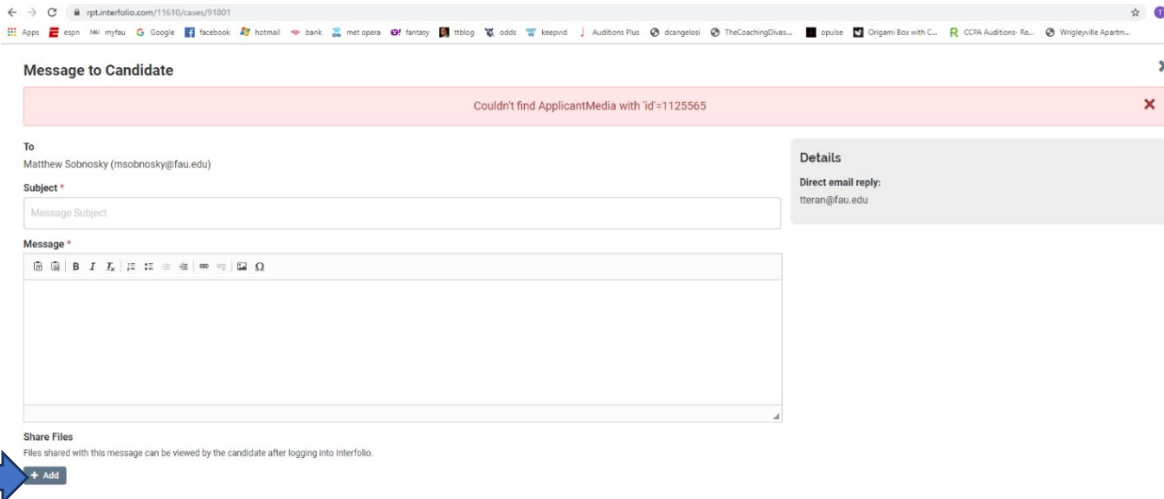


3. You can also, click on the **Share** button. And the click on **With Candidate**.

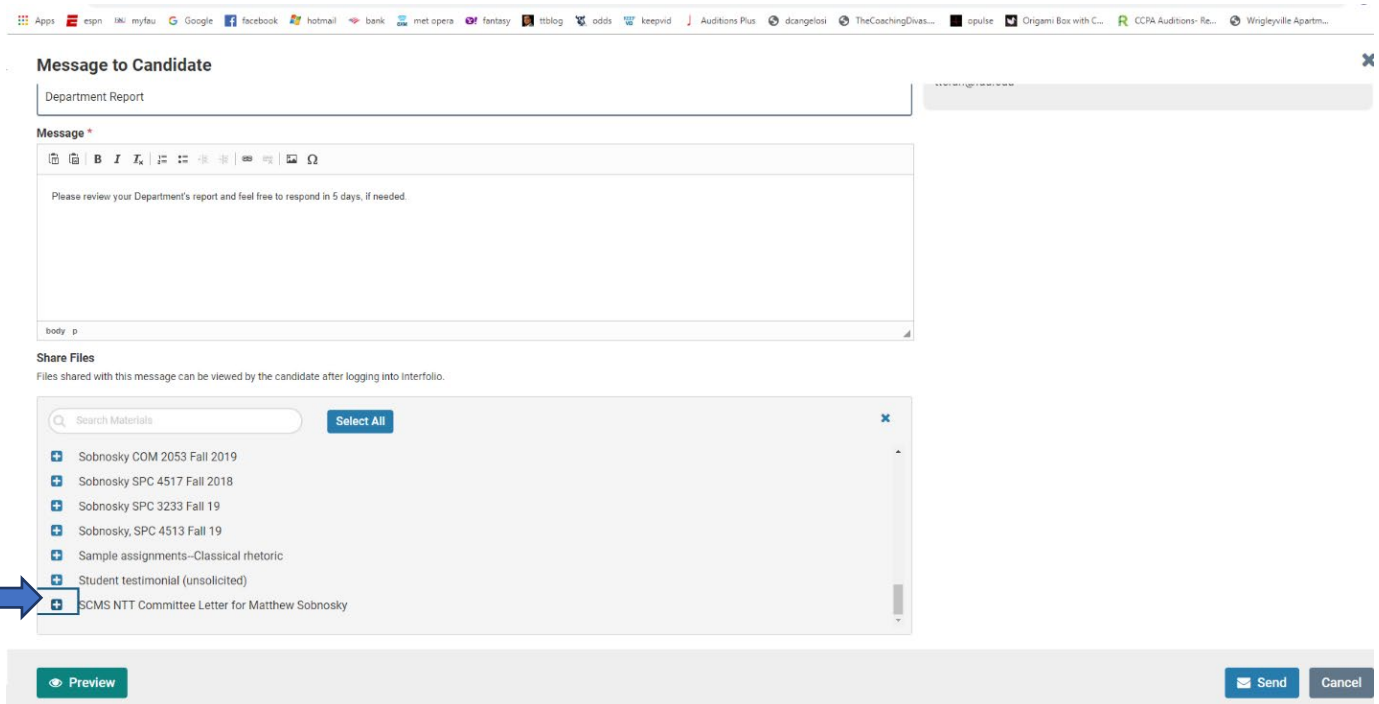


4. The following will appear, **Message to Candidate**:
5. You will enter your message here.

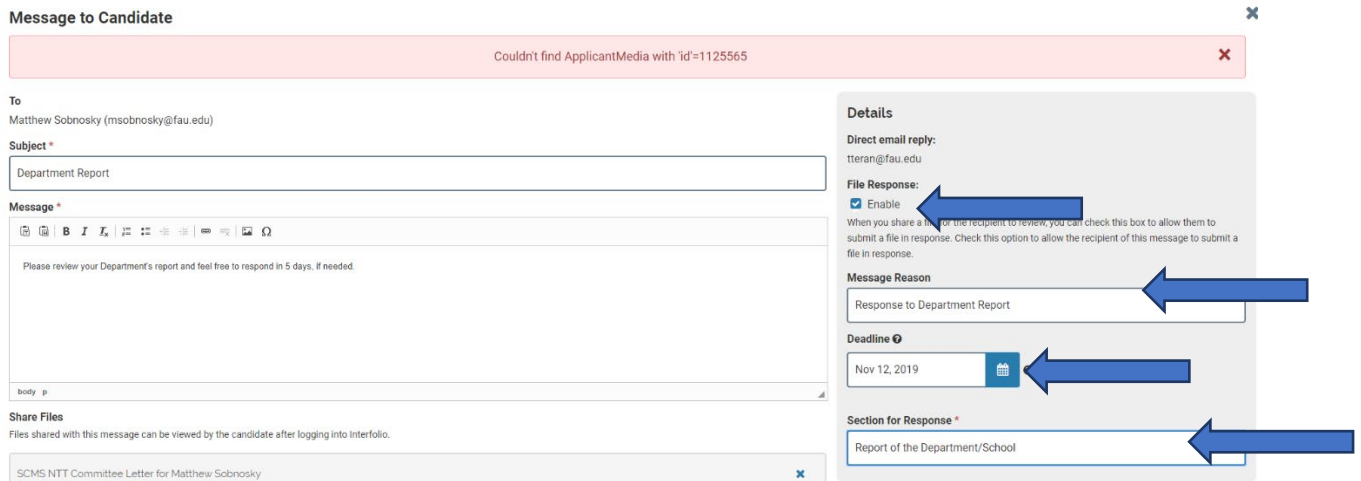
6. Then you will click on **Add** to include the department report.



7. When you click **Add**, the following will appear and you will select the department report – see example:



- Once selected, you will then go to **File Response** and click on **Enable** which will open more fields to be completed:



Message to Candidate

Couldn't find ApplicantMedia with id=1125565

To
Matthew Sobnosky (msobnosky@fau.edu)

Subject *
Department Report

Message *

Please review your Department's report and feel free to respond in 5 days, if needed.

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio.

SCMS NTT Committee Letter for Matthew Sobnosky

Details

Direct email reply:
tteran@fau.edu

File Response:
 Enable

When you share a link for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason
Response to Department Report

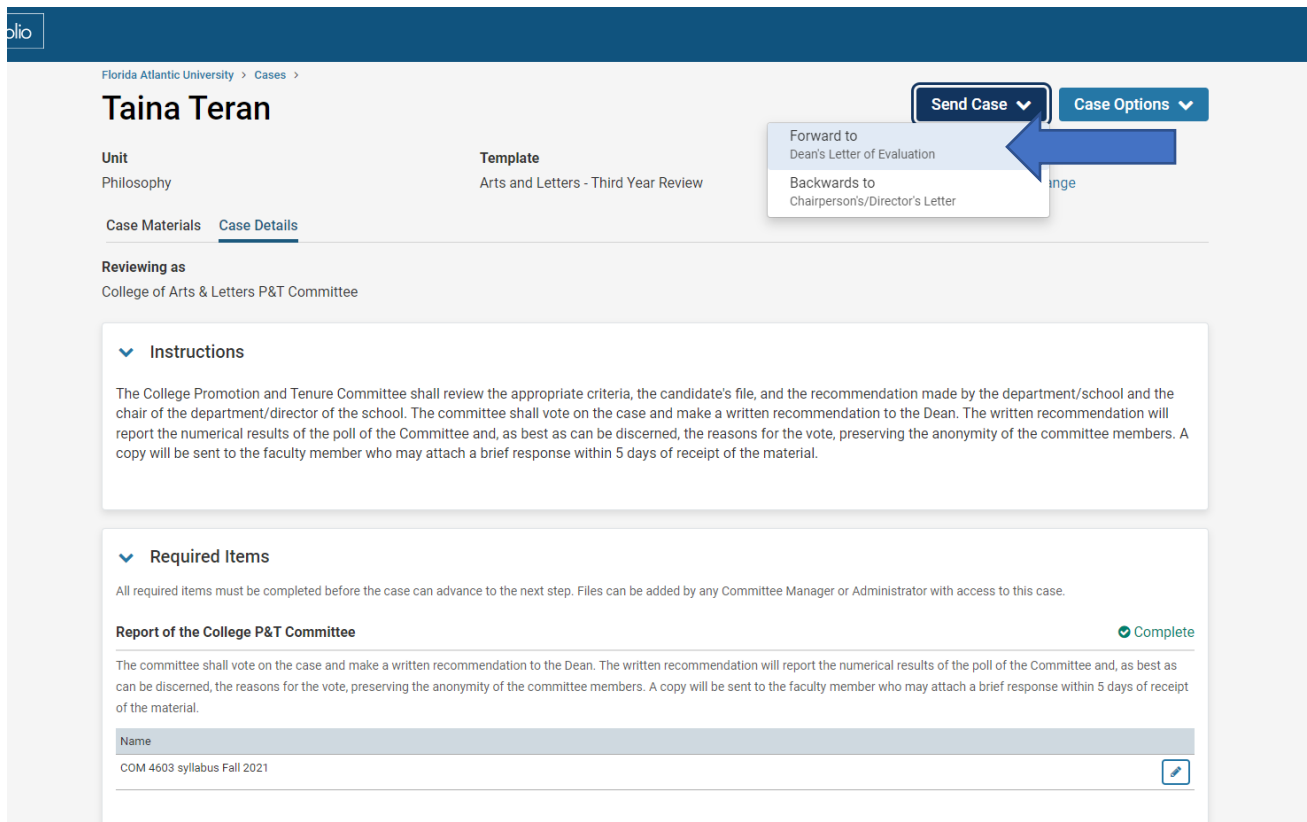
Deadline
Nov 12, 2019

Section for Response *
Report of the Department/School

- For **Message Reason** you can enter Response to College Report.
- Then you would enter the **Deadline**, 5 days to respond. *Usually in the email, I would write if you don't have a rebuttal, please email me so I can move your case forward or you could wait the 5-day period and then move the case forward.
- Section for Response** would be Report of the College Promotion and Tenure Committee.
- Then you will click **SEND**. The candidate may attach a brief response within 5 days of the receipt of the added material. The ePortfolio cannot move forward for 5 days after the candidate has received the report, unless, before the 5-day period has expired, the candidate indicates there will be no response. The response should be filed in the same section as the letter being responded to.

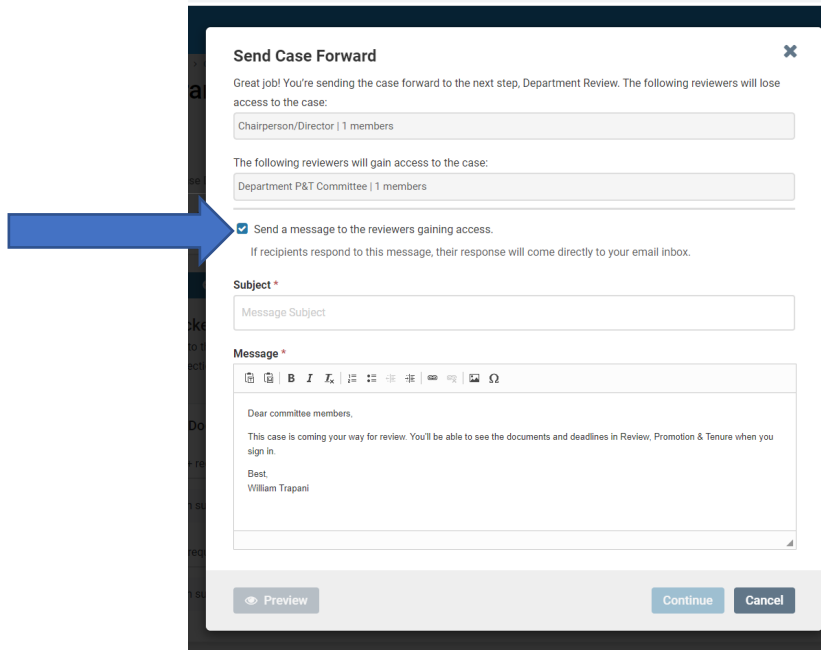
Forwarding Case

1. To forward the case to the next level, **Dean's Letter of Evaluation**, go to the top of the page and click on **Send Case**.



The screenshot shows the 'Taina Teran' case page in the FAU Case Management System. At the top right, there are two buttons: 'Send Case' and 'Case Options'. A blue arrow points to the 'Send Case' button, which has a dropdown menu open. The dropdown menu contains two options: 'Forward to Dean's Letter of Evaluation' and 'Backwards to Chairperson's/Director's Letter'. The 'Forward to Dean's Letter of Evaluation' option is highlighted. Below the buttons, the page displays case details including the unit 'Philosophy' and the template 'Arts and Letters - Third Year Review'. There are tabs for 'Case Materials' and 'Case Details'. The 'Reviewing as' section shows 'College of Arts & Letters P&T Committee'. The 'Instructions' section provides details on the review process. The 'Required Items' section shows a 'Report of the College P&T Committee' which is marked as 'Complete'. Below this, there is a table with one row: 'COM 4603 syllabus Fall 2021'.

2. Once you click on the forward button, the following window will appear:



Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

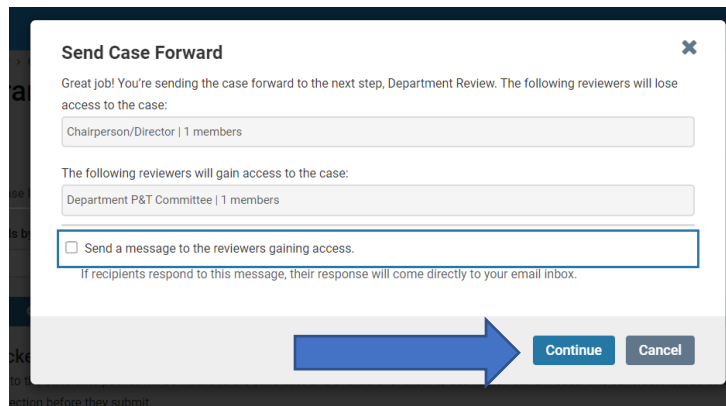
Message Subject

Message *

Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
William Trapani

Preview Continue Cancel

3. You will not need to include a message, please unselect **Send a message to the reviewers gaining access**. The window will change to the following:



Send Case Forward [X]

Great job! You're sending the case forward to the next step, Department Review. The following reviewers will lose access to the case:

Chairperson/Director | 1 members

The following reviewers will gain access to the case:

Department P&T Committee | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Continue Cancel

4. Click **Continue** to send case forward, **Dean's Letter of Evaluation**.