



TARLETON
STATE UNIVERSITY™
Member of The Texas A&M University System

USING INTERFOLIO

Application for Promotion

STEP 1: NOTIFICATION FROM INTERFOLIO

- Once you have been assigned an Interfolio Case for Promotion, you will receive a notification email that looks like this:



Tarleton State University has initiated a review on your behalf.

[VIEW CASE](#)

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Dear Skylar Candidate1,


Your midpoint review case has been created and is ready for you to upload your documents.

Best,

Skylar Redlin



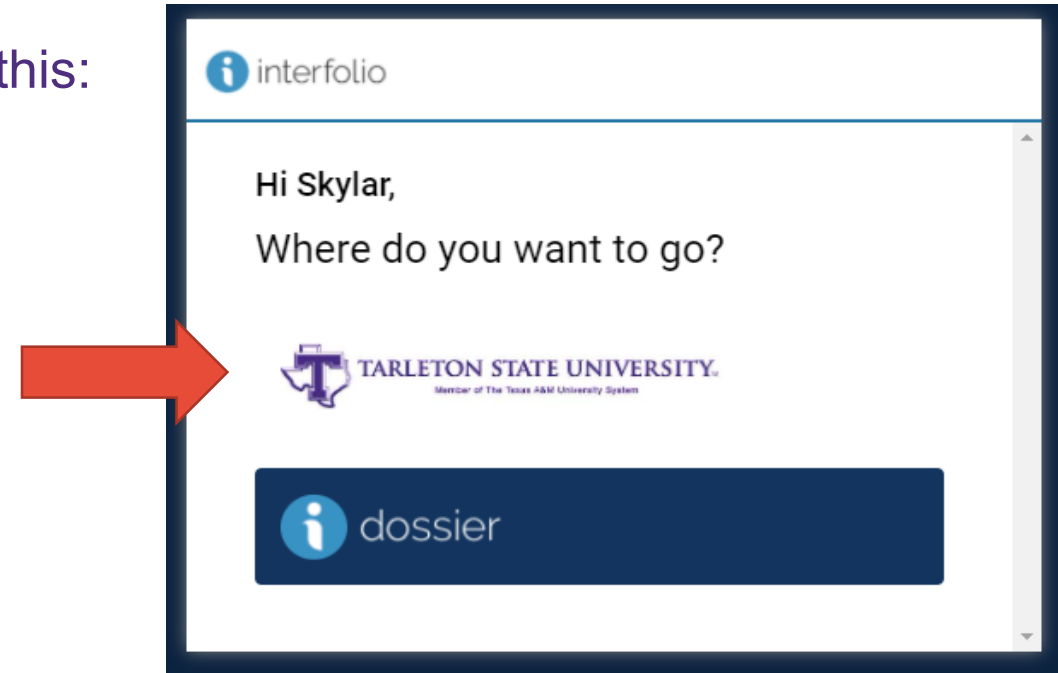
STEP 2: LOG IN TO INTERFOLIO

- Go to the Tenure and Promotion information on the Tarleton State University website: <https://www.tarleton.edu/cafa/faculty-affairs/tenure-and-promotion.html>
- At the bottom of the page, click Interfolio Login
- After going to the Interfolio site, click “Sign In with Partner Institution.”
- Start typing “Tarleton” and Tarleton State University will pop up as the option; select it and click “Sign in.”
- You will be prompted to sign in with your NTNET and password, which will require the Tarleton State DUO authentication.



STEP 3: SELECT TARLETON STATE UNIVERSITY

- Once you log in, your screen should look like this:




- Click Tarleton State University. You may use your Interfolio dossier to file information, but for promotion purposes, you need to select the Tarleton State option.



YOUR SCREEN WILL LOOK LIKE THIS:

Would you like to come directly to Tarleton State University when you sign in to Interfolio? ✕
You can change this at any time in your account settings.

[Yes](#) [No](#)

✕  **TARLETON STATE UNIVERSITY** Member of The Texas A&M University System Skylar Candidate3 ▾


Home
Your Packets
Review, Promotion and Tenure
Cases


My Tasks

[Search](#)

0
Unread Tasks

0
Read Tasks

Title	Due Date
 Looks like you're all caught up. Nice.	

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[Program Policies](#)



SOME FEATURES OF YOUR HOME SCREEN

Check “Yes” if you would like to come straight to your home screen after logging in.

The screenshot shows a survey overlay at the top of the Interfolio home screen. The survey asks: "Would you like to come directly to Tarleton State University when you sign in to Interfolio? You can change this at any time in your account settings." Below the question are two buttons: "Yes" and "No". A red arrow points to the "Yes" button. The survey also includes a close button (X) in the top right corner. Below the survey is the Tarleton State University logo and the user's name, "Skylar Candidate3". The main content area of the home screen is titled "My Tasks" and features a search bar, a "Search" button, and two task counts: "0 Unread Tasks" and "0 Read Tasks". Below these counts is a table with columns for "Title" and "Due Date". The table is currently empty and contains a message: "Looks like you're all caught up. Nice." At the bottom left of the home screen, there is a copyright notice: "© 2021 Interfolio, Inc. Program Policies" and an information icon.



Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.



Yes No



Skylar Candidate3



Home

Your Packets

My Tasks

Search

Review, Promotion and Tenure

0

Unread Tasks

0

Read Tasks

Cases

Title

Due Date



Looks like you're all caught up. Nice.



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The Home page shows you any upcoming tasks, any files that were shared with you, or anything else pending or complete.



Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.

Yes No



Skylar Candidate3

Home
Your Packets
Review, Promotion and Tenure
Cases

My Tasks

0 Unread Tasks

0 Read Tasks

Title	Due Date
 Looks like you're all caught up. Nice.	

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Your Packets tab allows you to view current or pending packets for which you are required to submit documentation.

More information on this follows on screen 11.



Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.

Yes No



Skylar Candidate3

Home

Your Packets

Review, Promotion and Tenure

Cases

My Tasks

0

Unread Tasks

0

Read Tasks

Title

Due Date



Looks like you're all caught up. Nice.



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If you are a reviewer for a Tenure and/or Promotion application, Midpoint Review, etc..., those cases will be found here.



MORE FEATURES...

Would you like to come directly to Tarleton State University when you sign in to Interfolio?
You can change this at any time in your account settings.

Yes No



Skylar Candidate3 ▾



Home

Your Packets

Review, Promotion and Tenure

Cases

My Tasks

0 Unread Tasks

0 Read Tasks

Title	Due Date
<p>Looks like you're all caught up. Nice.</p>	

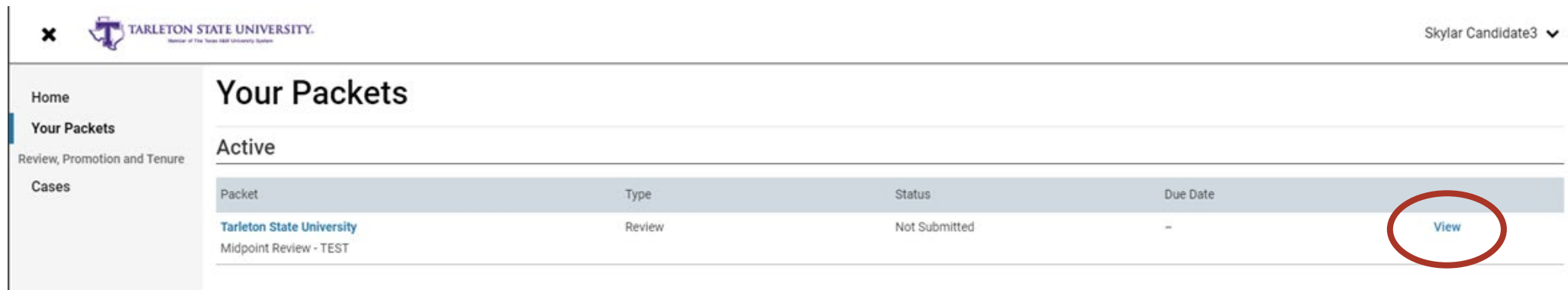
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This link with your name allows you to switch accounts, create other personalized settings, and provides a link for **Product Help**



STEP 4: UNDER “YOUR PACKETS”

- You will see something similar to this, although yours will be for Promotion rather than Midpoint Review.
- Click the View button on the right to go to your case.



The screenshot displays the 'Your Packets' section of a web application. On the left is a navigation menu with 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases'. The main content area is titled 'Your Packets' and shows a sub-section for 'Active' cases. A table lists the following information:

Packet	Type	Status	Due Date	
Tarleton State University Midpoint Review - TEST	Review	Not Submitted	-	View



STEP 5: START LOADING YOUR MATERIALS

You can find the upload button by clicking either the Packet link or the Edit button.

Tarleton State University > Your Packets >

Midpoint Review - TEST

[Preview Packet](#)

Unit: Tarleton State University Type: Review 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.](#)

Candidate Documents

Due: 2021-04-01 | Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="radio"/> Midpoint Review Data Package	1 required	0
<input checked="" type="radio"/> Supplemental Materials	0 required	0
<input type="radio"/> Syllabi	1 required	0
<input type="radio"/> Peer Evaluation of Instruction	1 required	0
<input type="radio"/> Department Head Evaluation of Instruction	1 required	0

[Edit](#)



WANT A LARGER VIEW?

By clicking “Expand All” in the Packet tab, you have the option to view all requirements for the submission of your promotion packet.



The screenshot shows the 'Midpoint Review - TEST' page on the Tarleton State University website. At the top, there is a navigation bar with 'Tarleton State University > Your Packets >'. Below this, the page title 'Midpoint Review - TEST' is displayed, along with a 'Preview Packet' button. The page is divided into sections: 'Unit' (Tarleton State University), 'Type' (Review), and 'Candidate Instructions' (View Instructions). A blue bar contains 'Expand All' and 'Collapse All' buttons, with 'Expand All' circled in red. Below this, the 'Candidate Documents' section is visible, showing a due date of 'Apr 1, 2021', a status of 'Not Yet Submitted', and an 'Unlocked' badge. A 'Submit' button and '0 of 4 Required Files' are also present. The document list includes 'Midpoint Review Data Package' (1 required, 0 added), 'Supplemental Materials' (0 added), 'Syllabi' (1+ required, 0 added), and 'Peer Evaluation of Instruction' (1+ required, 0 added). Each item has an 'Add' button and a description of the required materials.



STEP 6: ADD FILES

By clicking the Add buttons, you will get a pop-up to upload your document.

See Screen 15 for an example.

Tarleton State University > Your Packets > Midpoint Review - TEST Preview Packet

Unit: Tarleton State University | Type: Review | Candidate Instructions: View Instructions

Overview **Packet**

Expand All Collapse All

▼ Candidate Documents Submit 0 of 4 Required Files Unlocked Add

Due: Apr 1, 2021 | Not Yet Submitted

Midpoint Review Data Package 1 required, 0 Added Add

The midpoint review data package is generated out of Digital Measures. If you have concerns or questions about Digital Measures and generate your packet please reference our page on [Tarleton's website](#).

No files have been added yet.

Supplemental Materials 0 Added Add

Supplemental materials include copies of publications and presentations, etc.

No files have been added yet.

Syllabi 1+ required, 0 Added Add

Upload a copy of syllabi for all classes taught the prior three years.

No files have been added yet.

Peer Evaluation of Instruction 1+ required, 0 Added Add

During fall term of third year, the faculty member prepares a Teaching Evaluation Packet for distribution to peer evaluator to include:

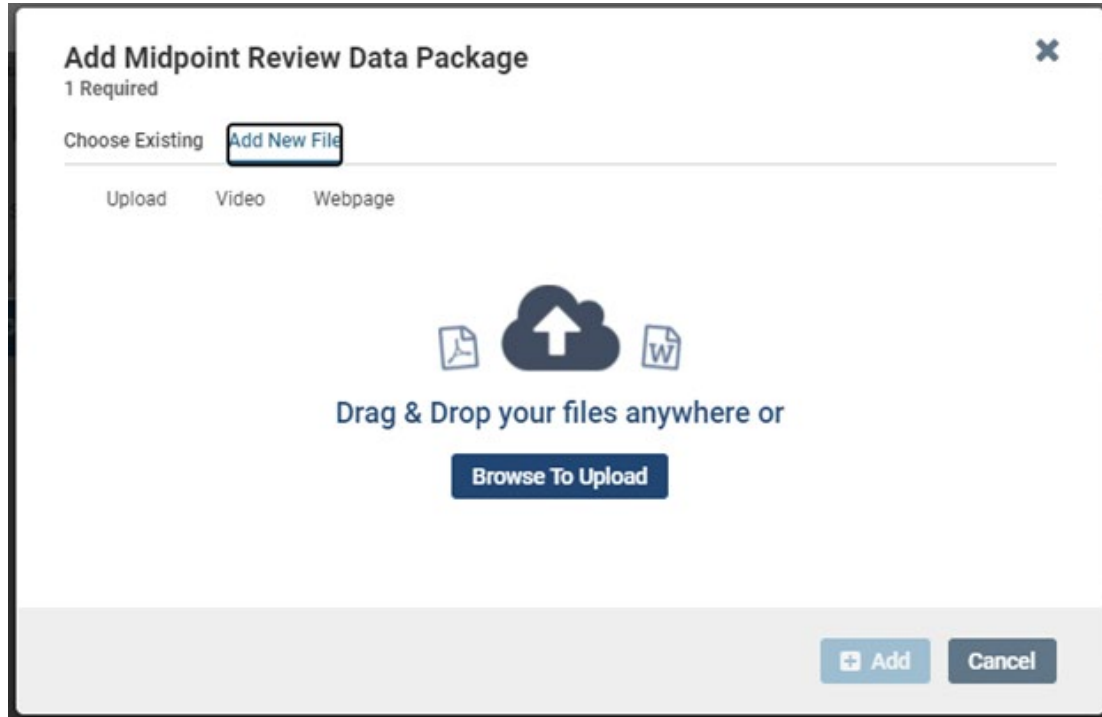
- a. Class schedule with course names and descriptions
- b. Course syllabi

During fall term of third year, in-class evaluation of instruction conducted by peer evaluator. If faculty is teaching online-only, a review conducted using CII online course rubric. Course/s evaluated are mutually agreed upon by faculty member and evaluators.

No files have been added yet.



ADDING FILES POPUP



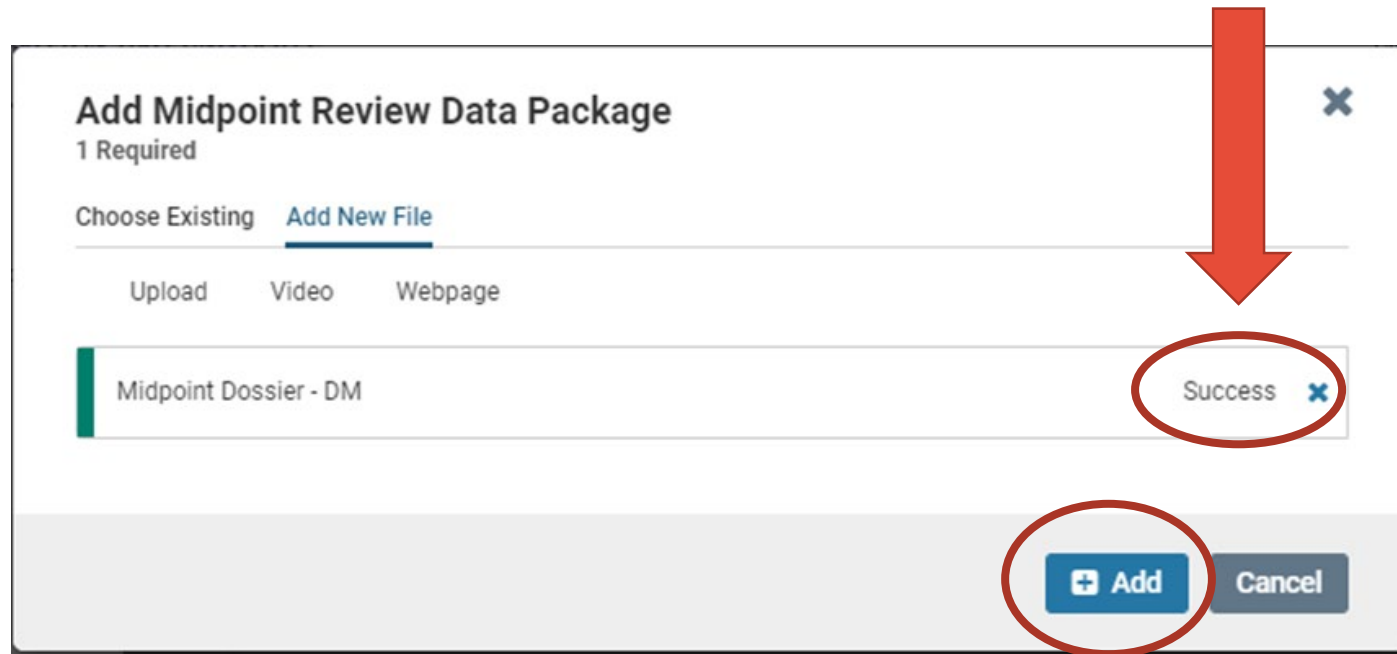
Your pop-up will be for Promotion, but the concept is the same. You can either browse your folders on your computer or drag and drop a document from your desktop.

You can also upload a video, or webpage link. A webpage will open in a new browser.



COMPLETE ADDING FILES

- You will get a “Success” notification once you’ve uploaded your documents.



Once it's uploaded, click Add to complete this process.



STEP 7: BACK TO “YOUR PACKETS” PAGE

Tarleton State University > Your Packets >

Midpoint Review - TEST

Unit: Tarleton State University | Type: Review | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All

Candidate Documents

Due: Apr 1, 2021 | Not Yet Submitted | Unlocked | Preview | Submit | 1 of 4 Required Files

Midpoint Review Data Package 1 required, 1 Added | Add

The midpoint review data package is generated out of Digital Measures. If you have concerns or questions about Digital Measures and generate your packet please reference our page on [Tarleton's website](#).

Title	Details	Actions
Midpoint Dossier - DM	Added Mar 16, 2021	Edit Remove

Supplemental Materials 0 Added | Add

Supplemental materials include copies of publications and presentations, etc.

No files have been added yet

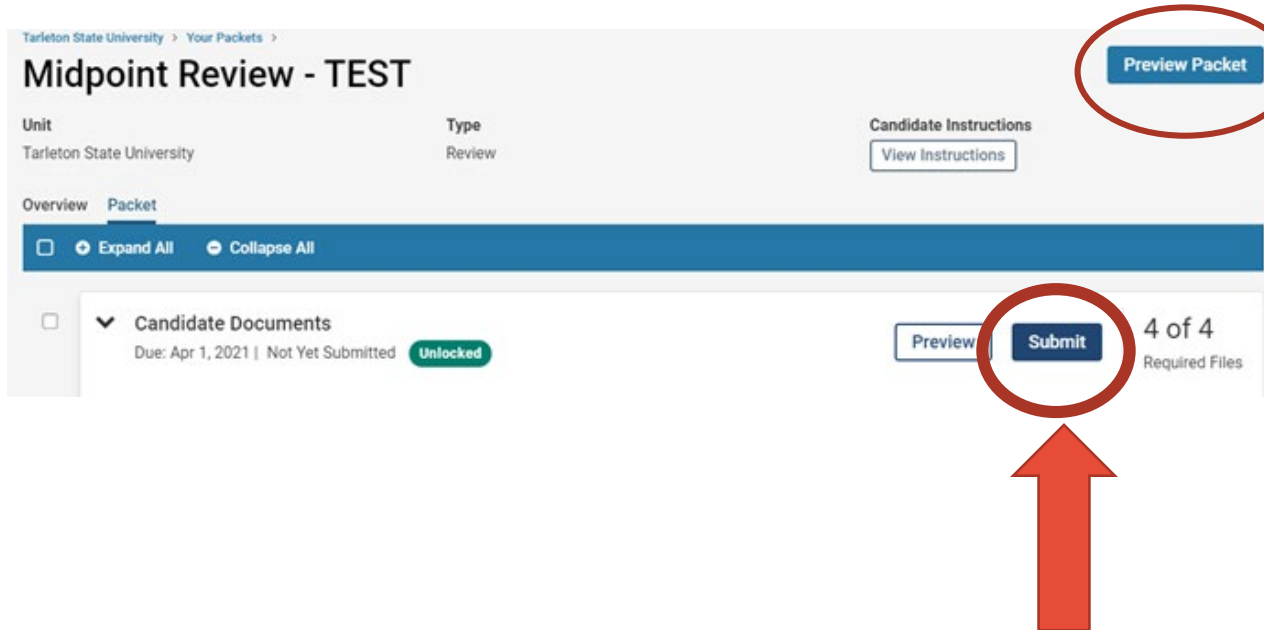
← Progress Report

Here is your uploaded file.

Note that you can also see when no files have been submitted yet.



STEP 8: REVIEWING AND SUBMITTING PACKET



You can preview your packet.

Be sure to click "Submit" to complete your application!



AFTER SUBMISSION

Once their documents are loaded, you may see your reviewers' materials on the Shared Committee Files tab.

Tarleton State University > Your Packets >

Midpoint Review - TEST

Unit: Tarleton State University Type: Review Candidate Instructions: [View Instructions](#) [Preview Packet](#)

[Overview](#) [Packets](#) **Shared Committee Files**

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.](#)

Candidate Documents

Due: 2021-04-01 | Submitted Locked [View](#)

Type	# Required	# Added
✓ Midpoint Review Data Package	1 required	1
✓ Supplemental Materials	0 required	0
✓ Syllabi	1 required	1
✓ Peer Evaluation of Instruction	1 required	1
✓ Department Head Evaluation of Instruction	1 required	1



RESPONDING

You may be able to respond to your Department Head's comments if this button appears.



Tarleton State University > Your Packets >

Midpoint Review - TEST

[Preview Packet](#)

Unit: Tarleton State University Type: Review Candidate Instructions: [View Instructions](#)

Overview Packet Shared Committee Files

Below you will see files that have been sent to you by committee members. [Actions](#)

▼ Sent by Skylar Department Head on Mar 16, 2021

Shared Files	Actions
Faculty Performance Review Summary - Midpoint Step 1: Skylar Department Head	Download

Open for Response
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Due
Due: Mar 31, 2021

[Send Response](#)

▼ Sent by Skylar Department Head on Mar 16, 2021

Shared Files	Actions
Professional Development Plan Summary - Midpoint Step 7: Skylar Department Head	Download

Open for Response
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Due
Due: Apr 10, 2021

[Send Response](#)




RESPONDING WITH A DOCUMENT

When you click Send Response, you will get a pop up that allow you to upload or drag and drop a document.

Response ✕

You can respond with a document for the committee to review.

Title *



Drag & Drop your files anywhere or

[Browse To Upload](#)

[Send](#) [Cancel](#)



**YOU'VE NOW SUBMITTED YOUR MATERIALS FOR
PROMOTION!**

