



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

USING INTERFOLIO

Post Tenure Review

STEP 1: NOTIFICATION FROM INTERFOLIO

- Once you have been assigned an Interfolio Case for Post Tenure Review, 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



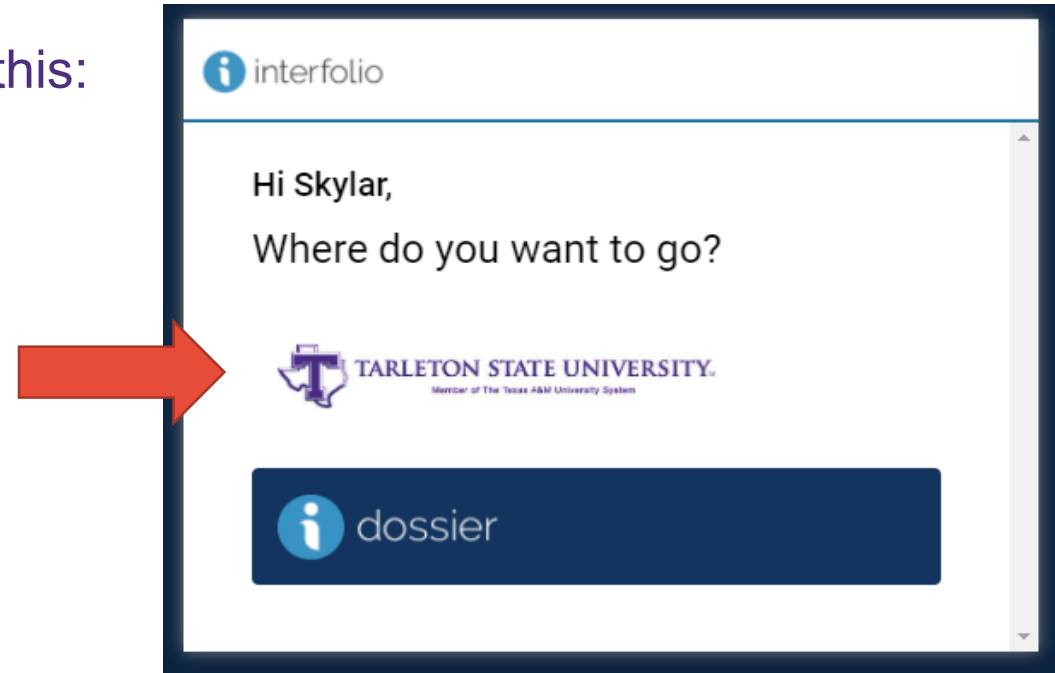
STEP 2: LOG IN TO INTERFOLIO

- 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 purposes of Post Tenure Review, 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 **My Tasks** [Search](#)

Your Packets

Review, Promotion and Tenure **0** **0**
Cases **Unread Tasks** **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 home screen below the survey shows the Tarleton State University logo, the user name "Skylar Candidate3", and a navigation menu with "Home" selected. The main content area is titled "My Tasks" and displays two statistics: "0 Unread Tasks" and "0 Read Tasks". Below these is a table with columns "Title" and "Due Date", which is currently empty. A message at the bottom of the table area says "Looks like you're all caught up. Nice." with a laptop icon. At the bottom left of the page, there is a copyright notice: "© 2021 Interfolio, Inc. Program Policies".



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

Search

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
 Looks like you're all caught up. Nice.	

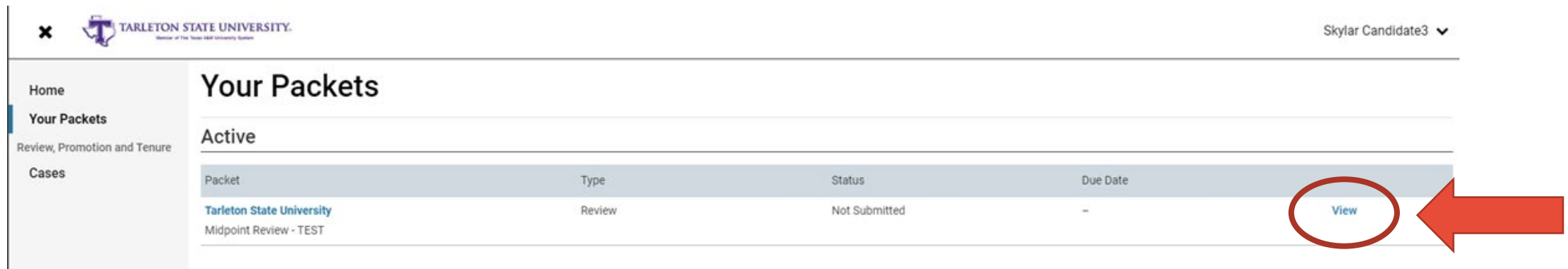


This link with your name allows you to switch accounts, create other personalized settings, and provides a link for **Product Help**



STEP 4: UNDER “YOUR PACKETS”

- Your page will look similar to this. The examples says “Midpoint Review,” but yours will say “Post Tenure Review.”
- Click the View button on the right to go to your case.



The screenshot shows the Tarleton State University portal. The user is logged in as 'Skylar Candidate3'. The main heading is 'Your Packets'. Under the 'Active' section, there is a table with the following data:

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

A red circle highlights the 'View' button, and a red arrow points to it from the right.



STEP 5: START LOADING YOUR MATERIALS

You can find the upload button by clicking either the Packet link or the Edit button. Again, yours will be titled Post Tenure Review.

Tarleton State University > Your Packets >

Midpoint Review - TEST

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

[Overview](#) [Packet](#)

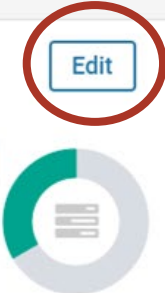
Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Candidate Documents

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

Type	# Required	# Added
● Midpoint Review Data Package	1 required	0
● Supplemental Materials	0 required	0
● Syllabi	1 required	0
● Peer Evaluation of Instruction	1 required	0
● 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 Post Tenure Review packet.



The screenshot shows a web interface for a 'Midpoint Review - TEST' submission. At the top, there's a breadcrumb trail 'Tarleton State University > Your Packets >'. The main title is 'Midpoint Review - TEST' with a 'Preview Packet' button. Below this, there are fields for 'Unit' (Tarleton State University), 'Type' (Review), and 'Candidate Instructions' (View Instructions). A navigation bar contains 'Overview' and 'Packets' tabs, with 'Expand All' and 'Collapse All' buttons highlighted in a red circle. The main content area is titled 'Candidate Documents' and shows a due date of 'Apr 1, 2021 | Not Yet Submitted' with an 'Unlocked' status and a 'Submit' button. It lists four required categories: 'Midpoint Review Data Package', 'Supplemental Materials', 'Syllabi', and 'Peer Evaluation of Instruction', each with an 'Add' button and a 'No files have been added yet.' message. A '0 of 4 Required Files' indicator is visible on the right.



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:

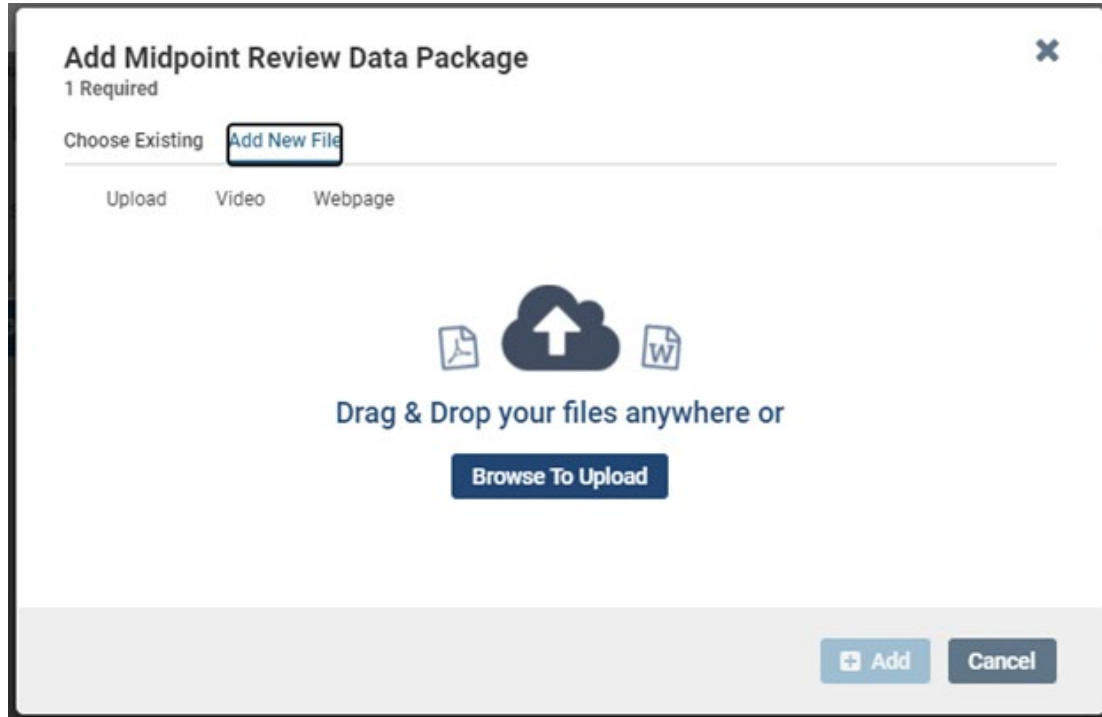
- a. Class schedule with course names and descriptions
- b. Course syllabi

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



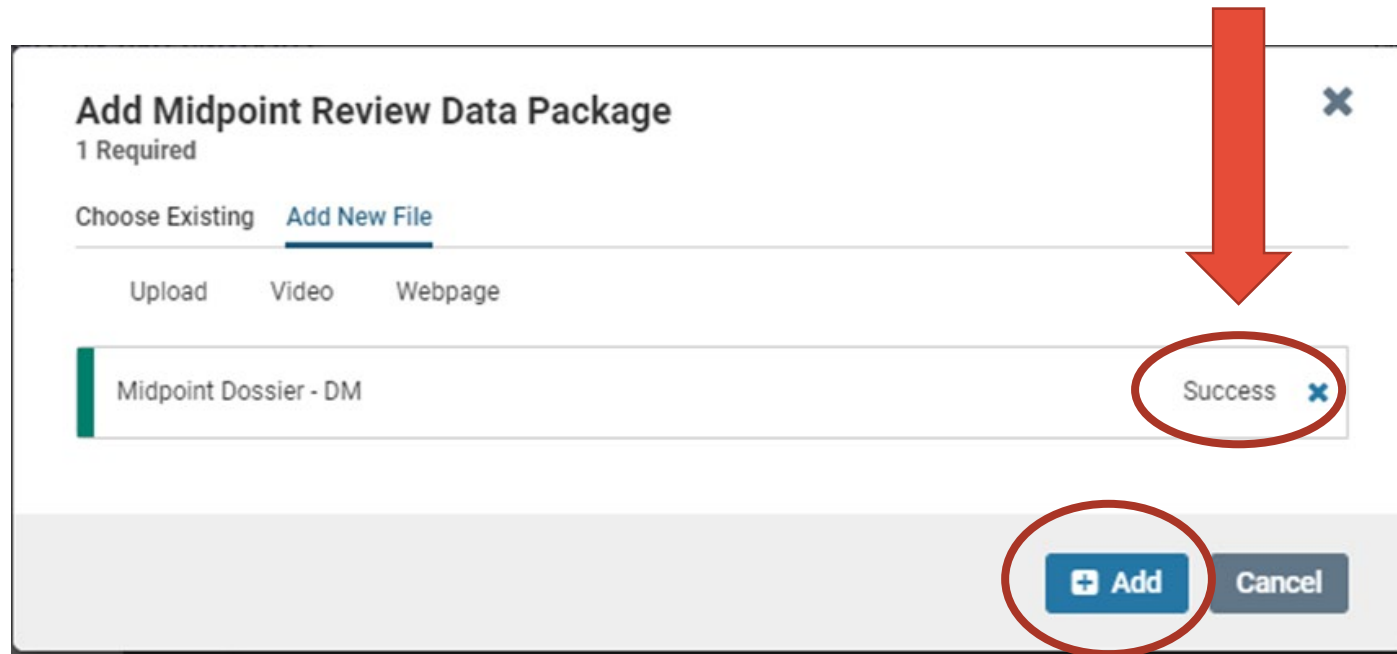
To add new files, you can either browse your folders on your computer or drag and drop a document from your desktop.

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

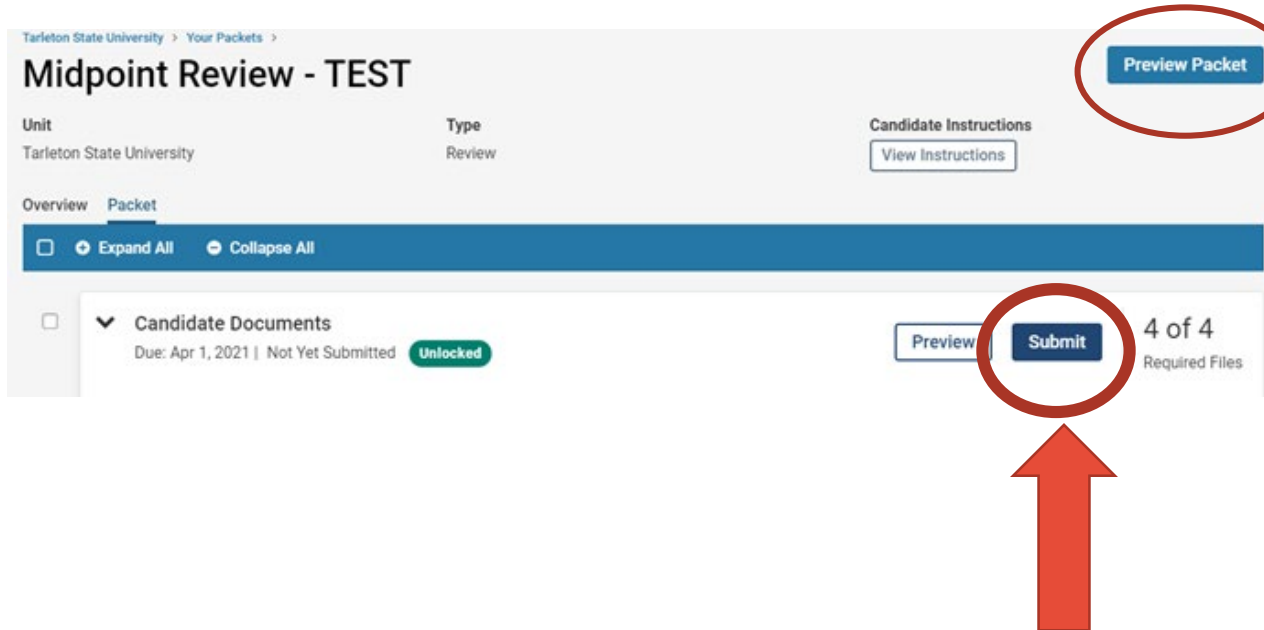
← Progress Report

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

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

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
POST TENURE REVIEW!**

