

Using Interfolio for TPAC dossier preparation & annual reviews

August 30, 2023

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AGENDA

- Updates on Tenure and Promotion webpages
- Reappointment Reviews
- Annual and Mid-Contract Reviews
- Navigating and working in Interfolio

Tenure and Promotion page

- It includes information on reappointments and annual reviews, as well!
- The best starting point if you have questions!
- TPAC Prep Guide and important forms and instructions
- Timelines for annual, reappointment, and tenure reviews

TPAC Dossier Preparation Guide

Instructions & Tips:

- Number the documents in the dossier according to the checklist below. Do not re-number the documents— skip those not required.
- Review the document “Submitting a dossier through Interfolio” for instructions on organizing and formatting the dossier
- Do you prefer to see what a well-prepared dossier looks like? Email matthew_wheeler@brown.edu for access to our template dossier

Documents

	Promotion from Assistant to Associate Professor (with tenure)	Promotion from Associate Professor to Professor (tenure previously granted)	Promotion to Senior Lecturer	Promotion to Distinguished Senior Lecturer (DSL)	Promotion to Associate or Full Professor of the Practice or (Research)	Reappointment as Assistant Professor, Lecturer, Senior Lecturer, or DSL	Reappointment (Asst, Assoc or Full) as Professor of the Practice or (Research)	Appointment as Associate Professor or Professor (with or without tenure)	Appointment as Professor of the Practice, Professor (Research), or Senior Lecturer
1. Cover memo	X	X	X	X	x	X	X	X	X
2. Department recommendation , written explanation to the candidate	X	X	X	X	x	X	X	NA	NA
3. Waiver of candidate’s right to a personal appearance before the department	X	X	X	X	x	X	X	NA	NA
4. Department review of scholarship, teaching, and service	X	X	X	X	x	X	X	X	X
5. Information on teaching See below for guidance on Spring 2020 course evals	X	X	X	X	X	X	X	NA	NA
6. Candidate’s current CV	X	X	X	X	X	X	X	X	X
7. Candidate’s statement	X	X	X	X	X	X	X	NA	NA
8. Annual or mid-contract reviews since last action (appointment or reappoint)	X	NA	X	X	NA	X	NA	NA	NA
9. Department correspondence with the selected evaluators	X	X	X	X	X	NA	NA	X	X
10. Letters of evaluation	8	8 ¹	5 ²	5 ³	5	NA	NA	8 ⁴	5
11. Brief biographies of external evaluators	X	X	X	X	X	NA	NA	X	X
12. Minutes of the official meeting in which the department voted on the recommendation	X	X	X	X	X	X	X	X	X
13. Department Standards and Criteria	X	X	X	X	X	X	X	X	X
14. Publications	X	X	X	X	X	X	X	X	X
15. Course Feedback Forms See below for guidance on Spring 2020 course evals	X	X	X	X	X	X	X	X	X

¹ **Promotion to full professor:** Five of the eight letters should be from evaluators who are not close collaborators, dissertation supervisors, or otherwise conflicted. A limited number of writers from a previous action (such as the tenure case) may be included.

² **Promotion to senior lecturer:** may be a combination of letters from outside evaluators and from individuals at Brown (but not in the candidate’s department). See Handbook of Academic Administration 10.5.1 for further details.

³ **Promotion to DSL:** Five core letters should be from individuals external to Brown who serve in positions similar to the distinguished senior lecturer role or are tenured faculty engaged in pedagogical research or related programs at other institutions. Additional letters may be solicited from individuals at Brown (but not in the candidate’s department). See Handbook of Academic Administration 10.5.2 for further details.

⁴ **Appointment Associate or Full Professor, with:** For tenured appointments, five of the eight letters should be from evaluators who are not close collaborators, dissertation supervisors, or otherwise conflicted. In the case of an appointment without tenure, only five letters are required (contact anne_windham@brown.edu for details).

New(-ish) Procedures and Policies

- The Cover Memo is now a Form
- #2 on checklist is now the written explanation to the candidate of the departmental recommendation—for both positive and negative recommendations
- For reappointments, departments are now required to provide written post-reappointment feedback to candidate (in place of annual review)

Faculty Tenure and Promotion updates

- Josiah Carberry sample dossier
- New(-ish) summary of teaching report
- Faculty still have the option to exclude teaching evals from Spring 2020 (and only Spring 2020) in any reviews—annual, promotion, or reappt

Josiah Carberry

Send Case ▾

Case Options ▾

Unit

Psychoceramics

Template

Tenure

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

Search case materials by title



Read Case



Expand All



Collapse All



Download



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Settings



Move

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.

Committee Documents

[Edit](#)[Add File](#)**Materials**

Title	Details	Actions
<input type="checkbox"/> 1. TPAC cover memo	Added by Eva Neczypor Jul 19, 2021	Edit
<input type="checkbox"/> 2. Department recommendation written explanation to candidate	Added by Eva Neczypor Jul 19, 2021	Edit
<input type="checkbox"/> 3. Waiver of candidate's right to appear before the department	Added by Eva Neczypor Nov 7, 2019	Edit
<input type="checkbox"/> 4. Department review	Added by Eva Neczypor Nov 7, 2019	Edit
<input type="checkbox"/> 5. Information on Teaching	Added by Eva Neczypor Aug 4, 2021	Edit
<input type="checkbox"/> 6. Candidate's CV	Added by Eva Neczypor Jul 19, 2021	Edit
<input type="checkbox"/> 7. Candidate's statement	Added by Eva Neczypor Aug 2, 2021	Edit
<input type="checkbox"/> 8. Annual or mid-contract reviews	Added by Eva Neczypor Aug 2, 2021	Edit



Contact Matthew.Wheeler@brown.edu for access to Josiah Carberry sample dossier

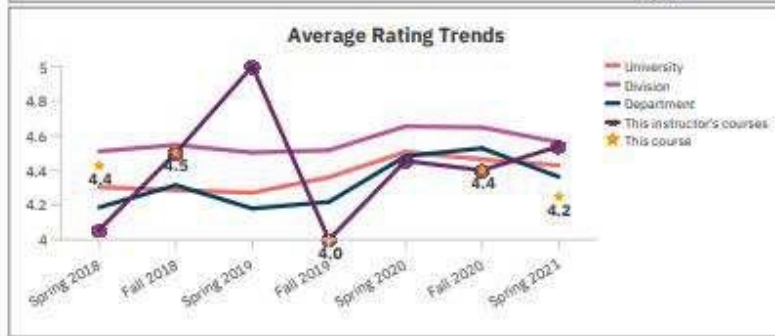
Carberry, Josiah

Psycho Ceramics



Rating Details				Avg	Medn	Std Dev	Ratings -- Count Percent				Responses / Enrollment
Term	Sec	Course	Instructor				2	3	4	5	
Spring 2018	S01	Course		4.4	4.0	0.535			4 22%	3 17%	7 of 13
		Instructor		4.7	5.0	0.500			3 17%	6 33%	9 of 13
Fall 2018	S01	Course		4.5	5.0	0.837	1 17%	1 17%	4 67%		6 of 9
		Instructor		4.7	5.0	0.516		2 33%	4 67%		6 of 9
Fall 2019	S01	Course		4.0	4.0	1.225	1 20%		2 40%	2 40%	5 of 10
		Instructor		4.2	4.0	0.837		1 20%	2 40%	2 40%	5 of 10
Fall 2020	S01	Course		4.4	4.5	0.699		1 10%	4 40%	5 50%	10 of 14
		Instructor		4.7	5.0	0.483			3 30%	7 70%	10 of 14
Spring 2021	S01	Course		4.2	4.0	0.500			3 23%	1 8%	4 of 7
		Instructor		4.2	4.0	0.500			3 23%	1 8%	4 of 7

Course Effectiveness Average Rating: 4.3



Enrollments | Responses

Term	UG	GR	Response Rate
Spring 2018	13	0	54%
Fall 2018	9	0	67%
Fall 2019	10	0	50%
Fall 2020	14	0	71%
Spring 2021	7	0	57%

Instructor Effectiveness Average Rating: 4.6



Enrollments | Responses

Term	UG	GR	Response Rate
Spring 2018	13	0	69%
Fall 2018	9	0	67%
Fall 2019	10	0	50%
Fall 2020	14	0	71%
Spring 2021	7	0	57%

Interfolio has a hierarchy and workflow that allows different users different levels of access and control.

Institutional administrators
(Anne and Matt)

- Create cases/workflows and view them throughout workflow
- Create and manage users and committees

Case Managers (most dept managers/staff)

- See the cases when at department level
- Add/recuse users to case-specific comm.
- Upload, organize, and delete documents
- Forward the case to the next level

Committee Members
(faculty, TPAC members)

- Read cases to which they are given access
- Download case documents as pdfs



Case Managers must ask the University Administrators (Anne and Matt) to . . .

- Create a new user
- Create a new standing committee
- Delete a document in a dossier that was added by someone else
- Get a dossier back once you've forwarded it beyond your committee

Reappointment reviews

- Submission deadline for reappointment reviews is September 15th
- Faculty members under review will have the option of including Spring 2020 course feedback evaluations

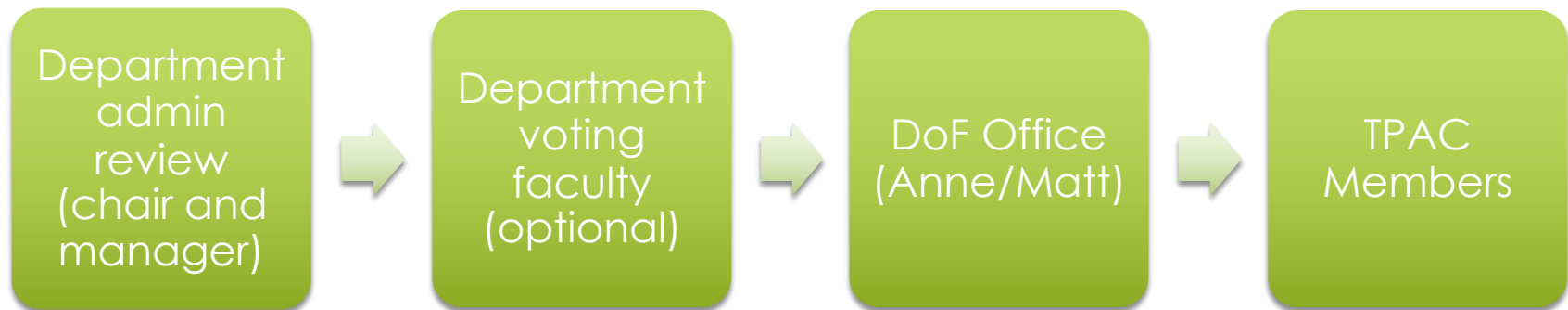
Reappointment reviews

- Refer to TPAC Prep Guide for required materials
- Use Josiah Carberry case as a model or request a previously submitted case from your department.
- Carberry case also includes instructions

Interfolio's workflow always moves forward!



Workflow for TPAC Cases



Annual Reviews

- Submission deadline for draft annual reviews is October 15th
- Faculty members under review will have the option of including Spring 2020 course feedback evaluations
- BioMed, SPH, and SoE divisions will use Interfolio to submit annual reviews

Annual Reviews

- Information is also available on the [Faculty Tenure and Promotion page](#)
- When you open your faculty member's annual review case in Interfolio, you will also see instructions there.
- Annual reviews **MUST** include the review, the candidate CV, and a candidate statement

Interfolio's workflow always moves forward!



Workflow for annual reviews



Navigating and working in Interfolio

Some reminders about how Interfolio works

- Different levels of access & roles for users
- Candidates for review cannot see material
- (Relatively) intuitive to use
- Dossiers are archived and can be accessed in the system by an administrator even after the case is complete

Uploading Dossier Material

Things to remember . . .

- Always follow the TPAC Dossier Prep Guide for the appropriate faculty action (tenure, reappointment, etc.)
- Maintain the numbering system from the TPAC Dossier Prep Guide, do not re-number dossier items
- Please upload documents in a non-modifiable format (pdf)
- After uploading documents, click the “Read” button and see what they look like! This is how TPAC will view them.

Uploading Dossier Material

More things to remember . . .

- Double check your PDF bookmarks in Acrobat before uploading
- ALL reappointments and ALL actions involving lecturers should have an end date on the cover memo
- Please ensure right to appear/waiver notifications are timely



Uploading Dossier Material

One last thing to remember . . .

You're not on your own!

Questions, problems?

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