

## Submitting a dossier through Interfolio

\*\*\*Do you prefer to see what a well-prepared dossier looks like, rather than reading this document? Email [faculty-personnel@brown.edu](mailto:faculty-personnel@brown.edu) and we will give you access to our template dossier\*\*\*

All Tenure, Promotions, and Appointments Committee (TPAC) dossiers must be submitted through Interfolio Promotion and Tenure. Below are instructions for submitting material. We anticipate that these instructions will be updated as Interfolio develops new functionalities.

### Preparing the dossier

- Review the information on the Dean of the Faculty’s Faculty Review and Promotion webpage (<https://www.brown.edu/about/administration/dean-of-faculty/tenure-and-promotion>). Use the **TPAC Dossier Preparation Guide** (a pdf link on the webpage) to determine what documents will be required for each type of faculty action. Make sure to read the very helpful **Instructions for creating teaching reports** document!
- Ideally, each component of the dossier should include only one document. For example, #10. Letters of Recommendation should be a single pdf that includes all of the letters, not individual files. **Helpful Tip:** If you bookmark\* each letter of recommendation in the pdf with the letter writer’s last name and institution, that helps TPAC when reviewing the case. For example: “Smith, Harvard” “Jones, UCLA”. It is also helpful to bookmark #14 Publications and #15 Course Evaluations, if you have many pages in either document.
- **Helpful tip:** While it is possible to upload different types of documents, including Excel, Word, and PDFs, PDFs are still the quickest to upload and using them ensures that the document is not easily modifiable.

\*see last page for instructions on bookmarking documents

### Uploading the dossier

- Sign in to Interfolio ([www.interfolio.com](http://www.interfolio.com)). On the landing page, you will see your candidate(s) names. Click on the name of the candidate, which will take you to the page where you can add documents.
- Click “Add File” in the Committee Documents section (see illustration below) and a pop-up screen will allow you to upload the document. For the document name, always enter the checklist number first (for example, “6. CV”). Don’t forget to save the document before closing out of this view.

Brown University > Cases >  
**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 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.

**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

Title	Details	Actions
<input type="checkbox"/> 1. Covering memorandum	Added by Anne Windham Aug 21, 2018	Edit
<input type="checkbox"/> 2. Negative recommendation written explanation to the candidate	Added by Anne Windham	Edit

- When you have uploaded all the documents, you can re-order them by clicking and dragging them into place. The new order will save automatically. You can also delete and replace documents.  
**Helpful tip:** Note that you can only delete those things that you have uploaded, you cannot delete something someone else has uploaded. Contact Anne Windham or Eva Neczypor if you need to delete something that was added by another person.
- **Helpful tip:** Once you have uploaded all of the material, be sure to preview it in the Read view (click on Read Case, see illustration below). This is how TPAC sees the material. Check that all pages are legible and in order—particularly make sure the tabular summary of teaching (in section #5, Information on Teaching) is clear and that the columns have not broken up over a number of pages. If that happened, read the **Instructions for creating teaching reports** on the Faculty Review and Promotion page and re-run the report!

Brown University > Cases >  
**Josiah Carberry** Send Case ▾ Case Options ▾

Unit: Psychoceramics    Template: Tenure    Status: [Select Status](#)

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

Search case materials by title  Q **Read Case**

Expand All    Collapse All   [Download](#)   [Share](#)   [Settings](#)   [Move](#)

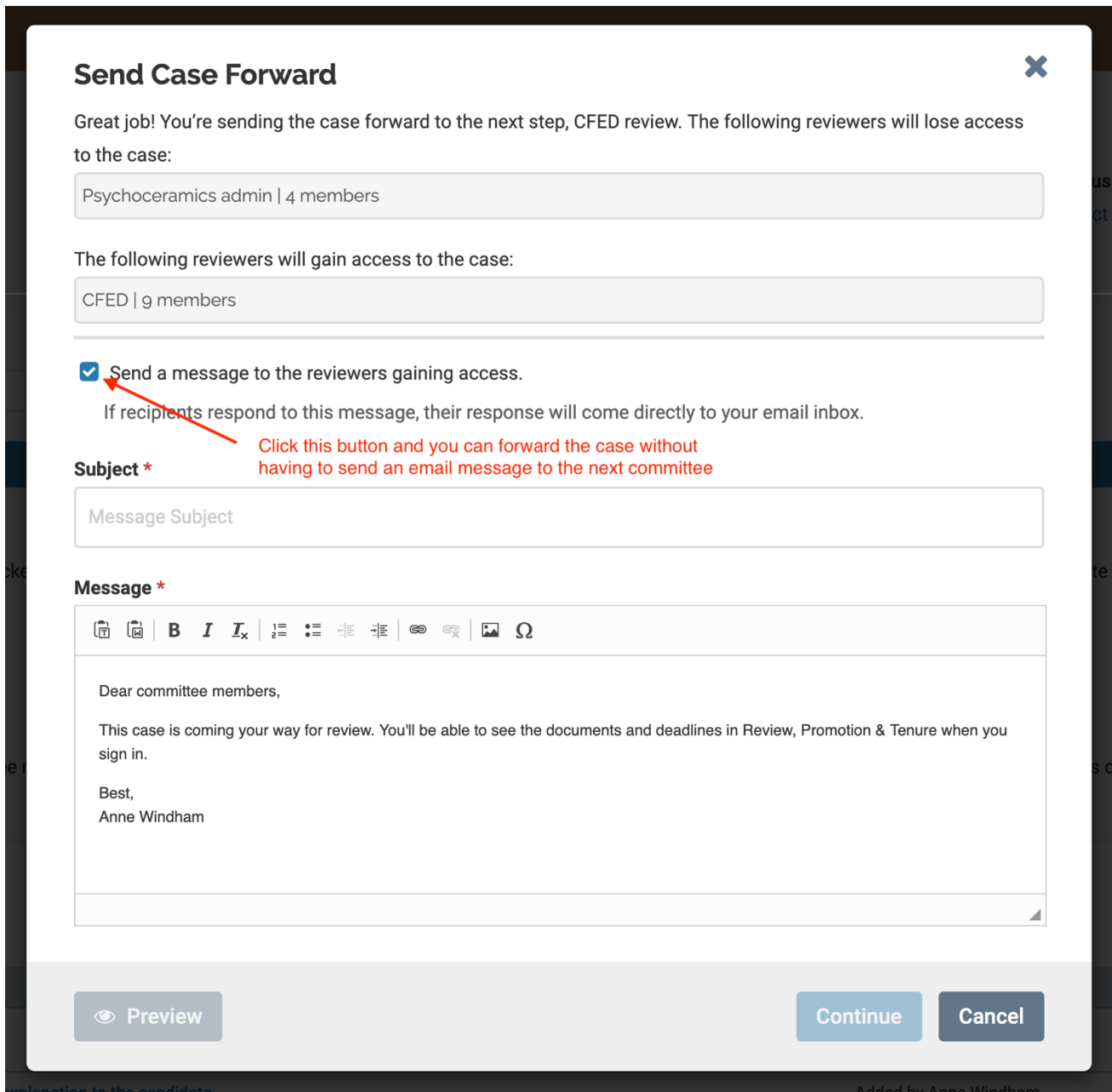
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Committee Documents [Edit](#) [Add File](#)

Title	Details	Actions
<input type="checkbox"/> 1. Covering memorandum	Added by Anne Windham Aug 21, 2018	<a href="#">Edit</a>

- Once the case is complete, click the Send Case button. The Pop-up screen will show what committee is receiving the case next, and you have the option to send it forward with or without a message (see illustration, next page).

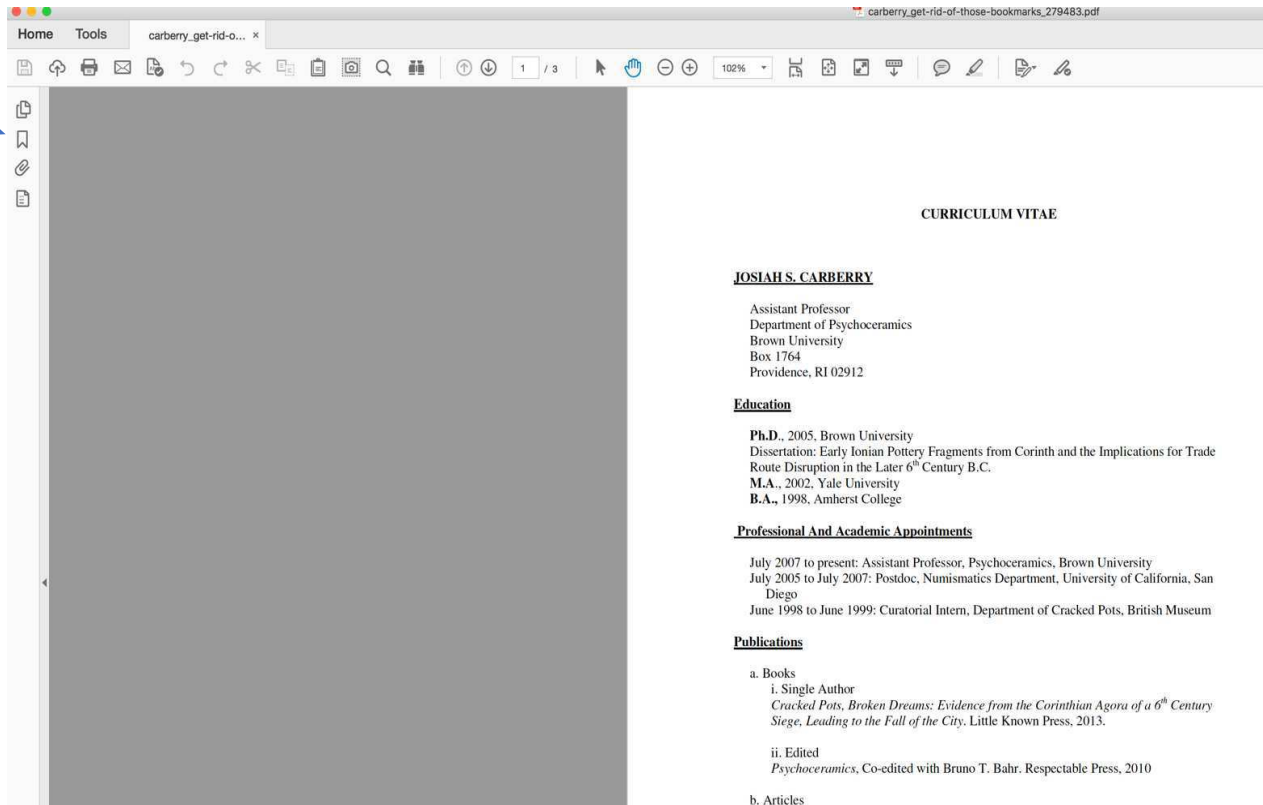


- Sending forward cuts off your access to the case (it will disappear from your home page), and forwards it to the next stage (usually DoF Office). If you need to add or change something after you have submitted it, just ask us and we can restore your access!

Questions? Contact: Anne Windham, [anne\\_windham@brown.edu](mailto:anne_windham@brown.edu)  
Eva Neczypor, [eva\\_neczypor@brown.edu](mailto:eva_neczypor@brown.edu)

## How to add or remove bookmarks:

You need Adobe Acrobat to create or delete bookmarks. When you open the document in Acrobat, you will see a navigation pane on the left if the document has active bookmarks. The ribbon icon is the bookmark button. When you click on that ...



... you will see the bookmarks. To remove the bookmarks, click on the trash can icon. To add them, click on the icon to the right of the trashcan (the ribbon with a +)

