

# Faculty Interfolio Information Session

## Loyola University Chicago

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Sponsored by the Center for Faculty Excellence



*Preparing people to lead extraordinary lives*

# Introductions

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# Walk Through of Interfolio RPT

- Introducing Interfolio RPT
- How to access Interfolio RPT and upload materials
- Tips for organizing and uploading your materials
- Q & A

*Please note that we are not discussing Interfolio F180, annual review.*




# What is Interfolio RPT?

- Online tool for faculty under review to tell their story
- Enable committees to conduct efficient, fair digital evaluations of faculty
- Provide academic leadership with a consistent source of reliable information about all faculty evaluations
- Please note that Interfolio RPT is separate from F180 (faculty annual review).
- Faculty Affairs will contact the Deans to request the names of those who are applying for tenure and/or promotion. Once we receive those names, we will create Interfolio RPT cases for faculty and notify faculty directly via Interfolio RPT. (The timing of this process corresponds with your College/School's P& T timeline.)



**Step 1.** Log into Interfolio RPT using your LUC email address when you receive an email from the system. Make sure to "Sign in through your institution."

interfolio  
from Elsevier

### Sign In

Sign in with email

Email \*

Password \*

Sign In

[Forgot your password?](#)



*Preparing people to lead extraordinary lives*

## Step 2. Uploading materials

- Materials for internal evaluators
- Materials for external evaluators  
(not all reviews require this, see your guidelines)



# Upload materials for external evaluations

*(if applicable; see your Guidelines for further information and deadlines)*

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

Materials for External Evaluations

Unlocked

Lock

Please upload the requirements below for External Evaluations.

This section is due in advance of the rest of your packet.

**CV** 1 required 

Add File

Title	Details	Actions
<input type="checkbox"/> CV	Submitted by LUC Candidate Apr 23, 2021	<a href="#">Edit</a>

**Personal Statement** 1 required 

Add File

Title	Details	Actions
<input type="checkbox"/> Personal Statement	Submitted by LUC Candidate Apr 23, 2021	<a href="#">Edit</a>

**Publications** 3-5 required 

Add File

Title	Details	Actions
<input type="checkbox"/> Publication 1	Submitted by LUC Candidate Apr 23, 2021	<a href="#">Edit</a>



## Option 1

## Add Candidate Documents

1+ Required

Screenshot 2024-01-19 at 12.38.15 PM

Choose Existing Add New File

All Materials Packets

☐ All




## Option 2

### Add File

Upload

Video

Webpage



Drag & Drop your files anywhere or

Browse To Upload

✓ Save

Cancel



# Uploading materials: link to online video

**Add File** ✕

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

**Title \***

**URL \***

**Description ?**

✓ Save Cancel



# Uploading materials: link to webpage

**Add File** ✕

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

**Title \***

**URL \***

**Description ?**

✓ Save Cancel



After uploading materials, don't forget to **submit them**. Click on the checkboxes, then click the Submit button.

The screenshot shows a web interface with a top navigation bar containing 'Overview', 'Packet', and 'Shared Committee Files'. Below this is a blue bar with a checked checkbox, 'Preview Sections', 'Submit Sections', 'Expand All', and 'Collapse All'. The main content area lists three sections:

- Faculty Activity Reporting Vita**: Submitted, Unlocked. A red circle labeled '1' highlights the checkbox.
- Candidate Requirements**: Due: Jan 12, 2022 | Submitted, Unlocked. A red circle labeled '2' highlights the 'Submit' button. To the right are 'Preview' and 'Submit' buttons, and '1 of 1 Required Files'.
- Teaching/Scholarship of Teaching**: Submitted, Unlocked. To the right are 'Preview' and 'Submit' buttons, and '2 of 2 Required Files'.



# Upload materials for internal review

▼

Candidate Documents

Unlocked

?

Lock

The requirements within this section should be submitted in [VIEW GUIDELINES PER SCHOOL AND CONFIRM INSTRUCTIONS HERE]

Updated CV, in approved format

1 required

Add File

No files have been submitted.

Personal Statement

1 required

Add File

No files have been submitted.

Peer Review Evaluations

3+ required

Add File

No files have been submitted.

Student Evaluations

1+ required

Add File



# Some Time Saving Tips for Preparing and Uploading Materials

(A) You can upload files to **Interfolio Dossier** at any point to collect files you will want to use in your P&T cases.

(B) If you have already done a promotion or review in Interfolio RPT, you can upload those materials to your new case.

(C) Gather and organize your files for promotion every year in one location to save time in the future.

***F180 is separate from Interfolio RPT.***



## (A) "Interfolio Dossier" service



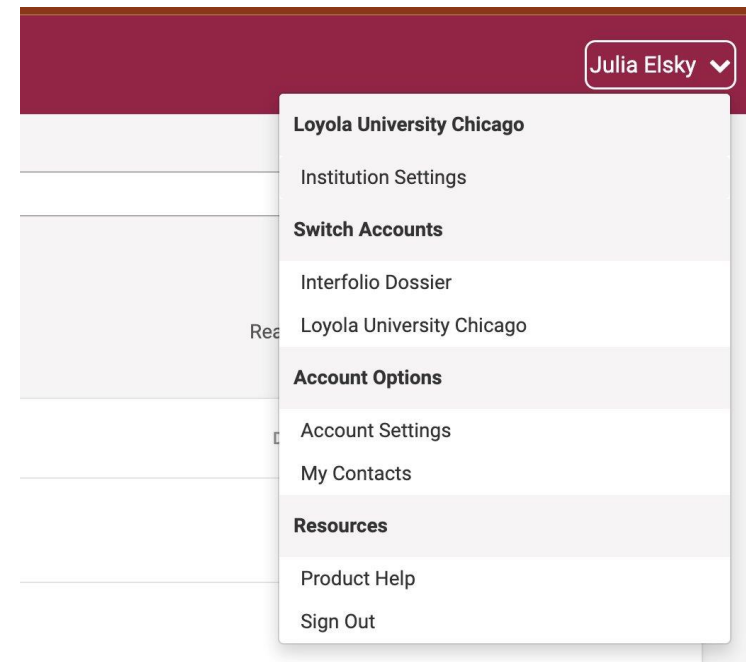
# What is "Interfolio Dossier"?

- Interfolio Dossier is a free tool that helps scholars to collect, organize, and send out evidence of their academic excellence.
- Any files you add to your Interfolio RPT cases automatically get uploaded to your Interfolio Dossier.
  - Documents uploaded to Interfolio Dossier are not automatically uploaded to your case.
  - Documents uploaded to F180 (faculty annual review) do not get added to Interfolio Dossier.




# How do I access Interfolio Dossier?

- Log in to Interfolio
- Click on your name in the upper right corner
- Select “Interfolio Dossier”





## Dossier Homepage

 interfolio  
from Elsevier

Virginia Apgar ▾

Home

Deliveries

Letters

Materials

Collections

Shared with Me

## Dossier

Deliveries

9 in progress

My Letters of Rec.

7 not received

Letters to Write

1

VA

Virginia Apgar

M.D. - Doctor of Medicine  
Columbia University

A Dossier Deliver subscription includes quality checks on all letters of recommendation and 50 deliveries.

Upgrade Now

Materials: Upload and manage your materials to use in Interfolio RPT.

For P&T, please ignore Deliveries, Letters, and Collections. You will not handle any external evaluations (if applicable), and those all occur in Interfolio RPT.



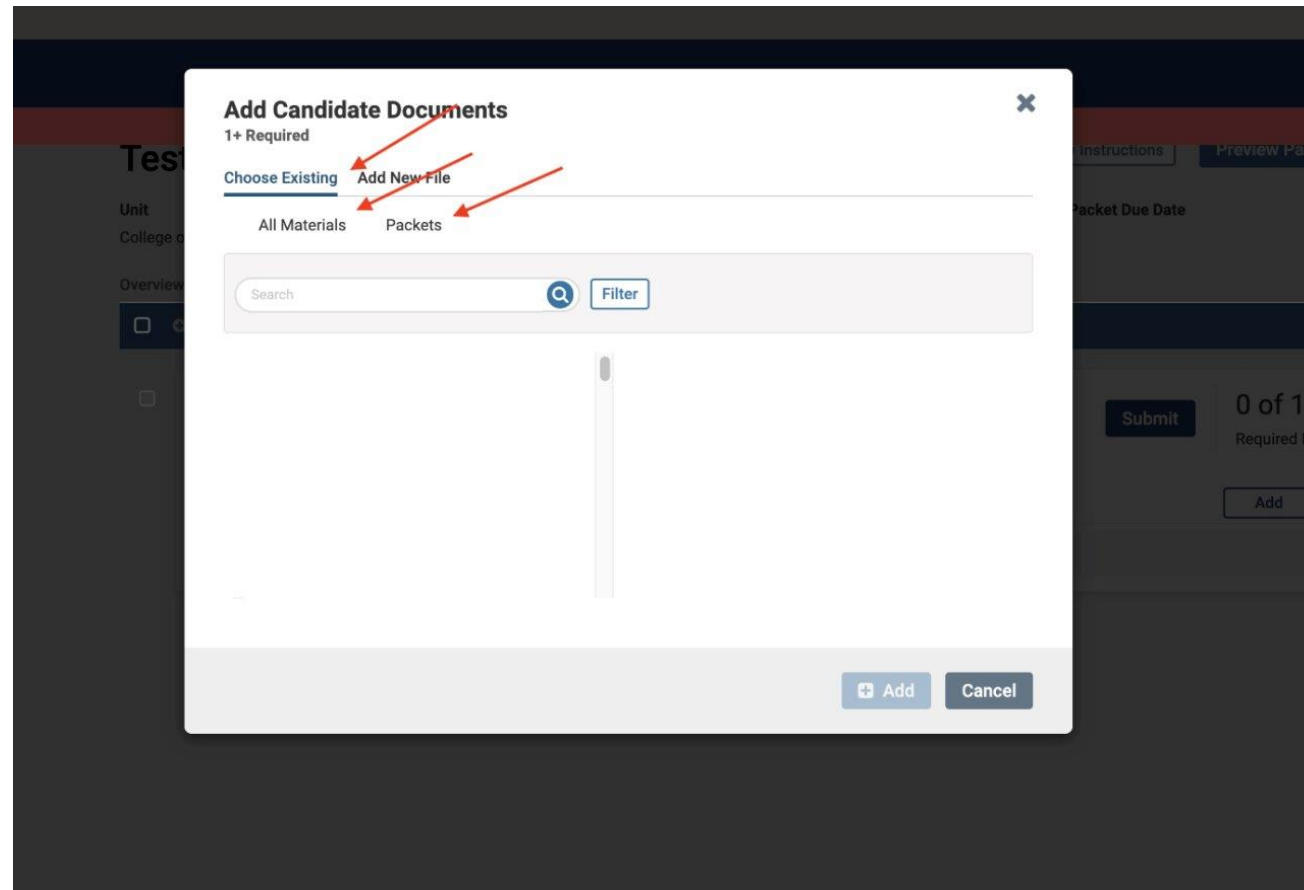
# **(B) How to add materials from a review in Interfolio**

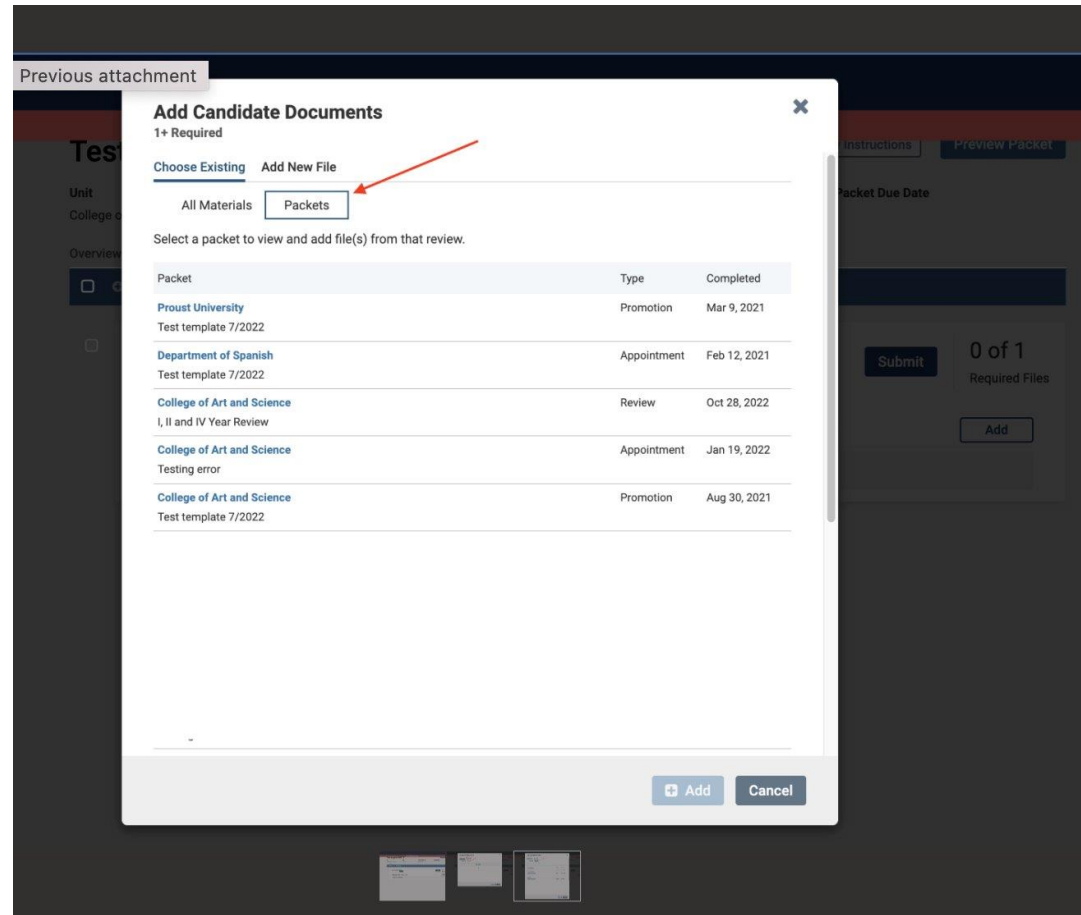
(e.g., Mid-Probationary Review or your first promotion case)



# In Interfolio RPT, select "Choose Existing" and then "Packets"

*"packet" =  
materials  
previously  
submitted  
for a  
review*





Your previous packets will be listed, and you will have the option to pull materials from them.



# (C) Organizing your files in one place

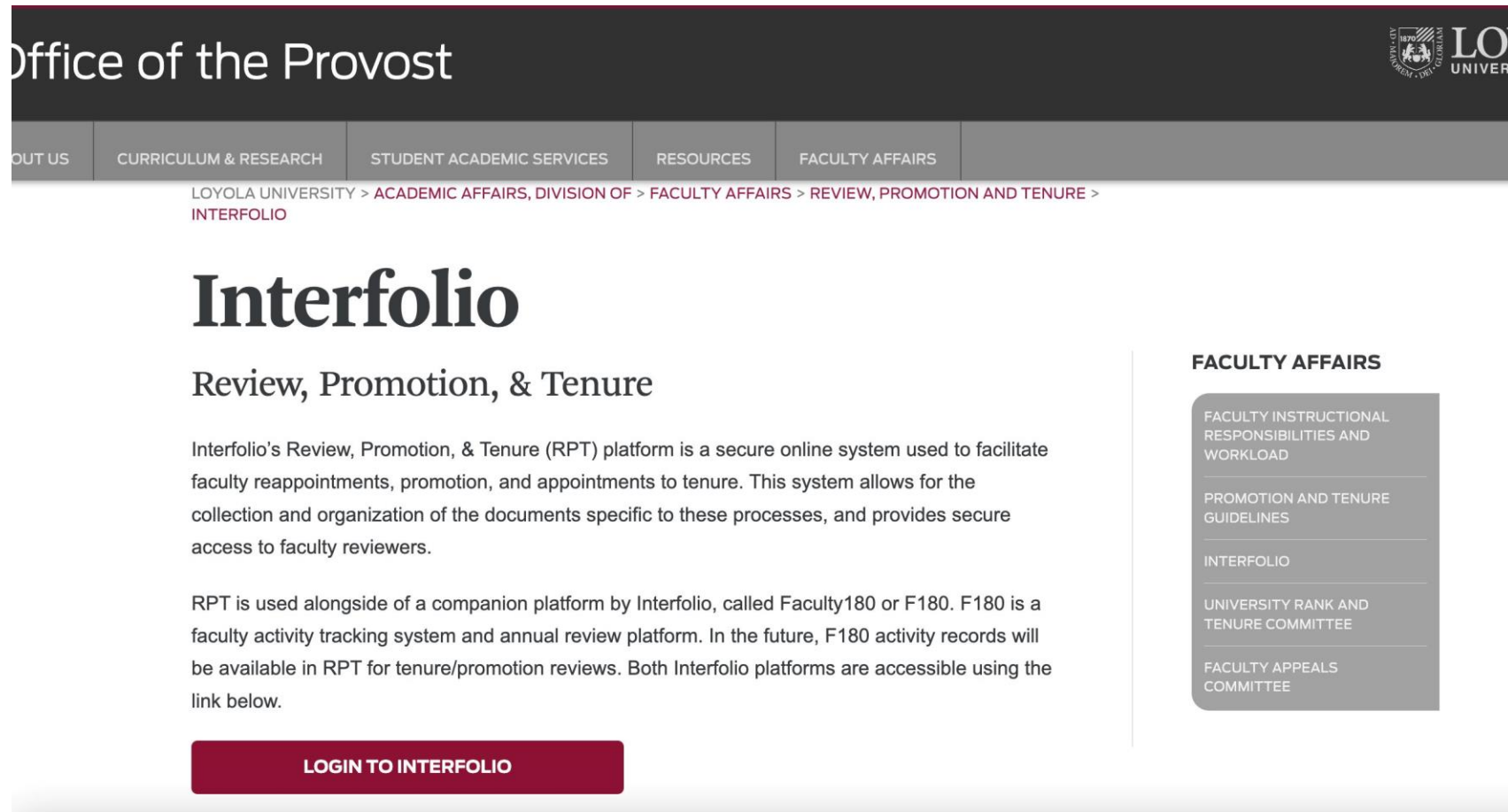


# Interfolio RPT Support

- For technical support, please contact Interfolio's Support team: **interfolio-support@elsevier.com** or 833-844-2118 (as of Jan. 25, 2025).
- For questions about candidate cases, adding/managing users, and academic unit templates, please contact Loyola's Faculty Administration: [Interfolio@luc.edu](mailto:Interfolio@luc.edu)



# Loyola's Interfolio Support Website (with how-to videos)



The screenshot shows the top portion of the Loyola University Chicago website. At the top right is the Loyola University Chicago logo. Below it is a dark navigation bar with white text links: ABOUT US, CURRICULUM & RESEARCH, STUDENT ACADEMIC SERVICES, RESOURCES, and FACULTY AFFAIRS. Below the navigation bar is a breadcrumb trail: LOYOLA UNIVERSITY > ACADEMIC AFFAIRS, DIVISION OF > FACULTY AFFAIRS > REVIEW, PROMOTION AND TENURE > INTERFOLIO. The main heading is "Interfolio" in a large, bold, serif font. Below it is the subheading "Review, Promotion, & Tenure". The main text describes the Interfolio RPT platform as a secure online system for faculty reappointments, promotion, and tenure reviews. It mentions a companion platform called Faculty180 or F180. At the bottom of the main content area is a red button with white text that says "LOGIN TO INTERFOLIO". To the right of the main content is a sidebar titled "FACULTY AFFAIRS" with a list of links: FACULTY INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD, PROMOTION AND TENURE GUIDELINES, INTERFOLIO, UNIVERSITY RANK AND TENURE COMMITTEE, and FACULTY APPEALS COMMITTEE. At the bottom right of the sidebar is the Loyola University Chicago crest logo.

Office of the Provost

LOYOLA UNIVERSITY > ACADEMIC AFFAIRS, DIVISION OF > FACULTY AFFAIRS > REVIEW, PROMOTION AND TENURE > INTERFOLIO

## Interfolio

### Review, Promotion, & Tenure


Interfolio's Review, Promotion, & Tenure (RPT) platform is a secure online system used to facilitate faculty reappointments, promotion, and appointments to tenure. This system allows for the collection and organization of the documents specific to these processes, and provides secure access to faculty reviewers.

RPT is used alongside of a companion platform by Interfolio, called Faculty180 or F180. F180 is a faculty activity tracking system and annual review platform. In the future, F180 activity records will be available in RPT for tenure/promotion reviews. Both Interfolio platforms are accessible using the link below.

[LOGIN TO INTERFOLIO](#)

**FACULTY AFFAIRS**

- FACULTY INSTRUCTIONAL RESPONSIBILITIES AND WORKLOAD
- PROMOTION AND TENURE GUIDELINES
- INTERFOLIO
- UNIVERSITY RANK AND TENURE COMMITTEE
- FACULTY APPEALS COMMITTEE



# Q & A

## Questions regarding CVs:

How to create a well formatted resume that includes all the activities entered in Interfolio, within each subheading.

Once I entered all the activities within respective headings/subheadings, how can I download a professional resume (in word or pdf) that is organized and with subheadings, and that I could further modify as needed?

## Answer

Please consult your Guidelines in case your department or school has any requirements for structuring your CV. There is no way to format a resume in Interfolio RPT (you upload files here). However, you can use F180 to create a CV.

Please see  
<https://www.luc.edu/f180/>  
or contact Interfolio's tech support.



# Q & A

## Questions regarding *support*:

Will this session be recorded?

Who is the best contact for questions that may not have been addressed in today's presentation?

## Answer

This session is being recorded and posted at the Center for Faculty Excellence (CFE) website, under the New Faculty Orientation subsection 2024-2025 NFO Year-Long. This slide set will be posted, as well.

If the questions are related to using Interfolio RPT, please contact Interfolio's tech support team, or [Interfolio@luc.edu](mailto:Interfolio@luc.edu).

If there are questions specific to promotion and/or tenure, please consult your department's or school's guidelines and/or your department chair/associate dean.



# Contacts

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