interfolio

Annual Faculty Review

Department Administrator and Supporting Staff Training

Demonstration Agenda

1. Interfolio Key Concepts
2. Interfolio User Roles
3. Administrator Role and Functionality - Demonstration
   a. Search for Case
   b. Manage a Case
      i. [Upload Candidate Materials/ Files](#)
      ii. Communications - Download, Email
      iii. Move Case Forward/Backward, if needed
      iv. Close a Case, if needed
- How to Find Support

What is Interfolio?

Interfolio an online system for carrying faculty reviews, built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

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Key Terms within Interfolio

Cases: The lifecycle of a candidate as they progress through a standardized review cycle.

Packet: The collection of materials by which a candidate is being reviewed.

User Roles:

Administrators
- Add files to candidates packet on their behalf
- Can help move cases forward/backward
- Communicate with faculty within the platform

Candidates
- Complete a packet with their materials to submit for review.

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Another way to Log In

Interfolio Resources - for Technical Support

Product Help Center
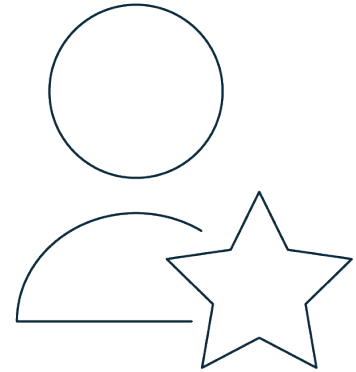Quick help articles to guide you through specific tasks and functionality while using the product
product-help.interfolio.com

Scholar Services
Call, email, or chat with our Scholar Services team
Phone: **(877) 997-8807**
Email: **help@interfolio.com**

Interfolio Pro Tips/ Universal Practices

- Preferred Browsers: Google Chrome and Mozilla Firefox

- Ensure you are always using an up-to-date browser