

Minutes: Meetings to Review “Interfolio” Tool for Digitizing ARPT Process

26 April 2017 & 2 May 2017

In attendance April 26: Emily Beall, Humanities & Media Studies/Vice President Faculty Union; Damon Chaky, Math & Science; Dennis Masback, Fine Arts/Treasurer Faculty Union; Keena Suh, Interior Design; Cisco Bradley, Social Science and Cultural Studies; Jacki Ochs, Film; Laurel Voss, Provost’s Office/Director of Budget and Operations; Zach Ulm, Account Executive, Interfolio

In attendance May 2: Emily Beall, Humanities & Media Studies/Vice President Faculty Union; Patricia Madeja, Fine Arts; Deb Meehan, Film; Jonathan Thayer, Industrial Design; Jason Vigneri-Beane, Graduate Architecture; Laurel Voss, Provost’s Office/Director of Budget and Operations; Zach Ulm, Account Executive, Interfolio

Unable to attend: Lawrence Blough, Undergraduate Architecture; Anthony Caradonna, Undergraduate Architecture; Lisabeth During, Social Science and Cultural Studies; Linnea Pascow, Foundation; Debbie Rabina, School of Information; Meredith TenHoor, Undergraduate Architecture; Holly Wilson, Libraries/Secretary Faculty Union; Joan Wittig, Creative Arts Therapy

Presentation: Zach Ulm, Account Executive from Interfolio (www.interfolio.com), was the guest presenter for both meetings. He spent the first part of the meeting presenting the web-based program “Interfolio” offers to faculty. **A PDF of his power-point presentation is attached.** In his presentation he covered:

1. Introduction and Overview
2. Faculty First Approach
3. Supporting Shared Governance & Committees
4. Promotion & Tenure Overview
5. Q&A Session
6. Implementation and Training Overview
7. Close

Questions & discussion by faculty about Zach’s presentation:

- How does annotation tool work? ARPT committee members can make their own comments on each file as they review it with something like “sticky notes” that only they can see; also the committee can have a discussion thread
- Communication tool: Chair of ARPT committee can easily send emails to committee members
- Who controls security? ARPT Chair does control with whom an application is shared and when; can exclude a member of the committee from reviewing an application if there is a conflict of interest, for example
- Internal and External review letters: an applicant, or an ARPT chair, can invite reviewers and can allow reviewers access to selected/appropriate parts of an application to enable their review; different options for anonymity—i.e. whether or not an applicant can see a reviewer’s letter

- Application completion: an applicant cannot submit their application until it's complete—except for external review letters
- Can set up individual templates for each department, highly “customizable”
- To accommodate video and sound: link out to files on Vimeo, YouTube, SoundCloud; ways to maintain password protection of those links
- Can also link to work faculty might have on websites
- Can accommodate high image resolution (300-400MB, Interfolio might increase this in the future)
- Question: what about support for faculty adapting to digital applications? Interfolio support staff is available to them, so the task for example of helping someone to scan, or upload, materials, is something Interfolio support staff can do.
- Question: could faculty still submit a physical portfolio of visual work as a supplement to a digital application? Sure. While the hope is this is easy to use & there's plenty of support for even those who might otherwise not have digital documentation of their visual work could adapt, this is something individual committees could do if they felt it necessary.
- Question: does this mean that ARPT committees will begin to standardize their criteria? Union answers: No, not at all. As ever, individual departments will determine their own standards and procedures. The idea is to build the tool around a department's extant standards & procedures—the tool adapts to us. To this end, each department would develop their own template for applications based on their standards & procedures, with support from “Interfolio” help staff.
- Question about process: Overall, what is the faculty & union's role in making this decision, what is the Provost office's role, and why is “Interfolio” the only possibility we're considering at this point? Emily and Dennis noted that Union's role to insure that a digital tool does not alter our “Article 16” rights, and to facilitate faculty participation. Laurel noted that the Provost's office wanted to actively involve faculty in the process, and prefers an outside tool for many reasons including the independence that using a third party brings. Laurel reviewed the other options out there, including in-house options—Interfolio became the clear best option to meet both the needs of faculty as well as the administrative bodies that review faculty actions.
- Laurel commented that in the future, this system might be favorable for grant applications, also for hiring committees as compared to what we use now (SilkRoad)
- What happens if, in the future, we decide to not use “Interfolio?” all our files would be offloaded from “Interfolio's” system, i.e. they wouldn't keep/retain our files

Closing discussion:

For those faculty members in attendance, there was a pretty thoroughgoing consensus that this tool would suit faculty and ARPT needs, and generally people were excited about it.

The biggest questions concerned: how and when to “roll out” Interfolio. Some faculty are eager to begin using “Interfolio” with the Fall 2017 ARPT process; other faculty require a year to bring this to their departments and adopt the tool—and consider how to adapt this to their current processes.

The idea that developed was as follows: for those departments that want to, they can begin using Interfolio for the Fall 2017 ARPT process. All other departments would begin Fall 2018.

Action Items:

1. If there is enough interest: set up a “test ARPT committee” over the summer to get some experience with the tool/see how it works. Participants could be stipended for this work.
2. Identify which departments want to roll out the tool for Fall 2017, and support those departments’ faculty, ARPT members, and ARPT chairs to do that
3. Plan training and roll-out for departments who want to use the tool for Fall 2018