Faculty First
$25b on EdTech per year, and few providers focus on faculty

"We have disparate systems, tools that address one piece of the puzzle, or that are only being used in one department and we never end up with good results. **We need to make an investment in a tool that addresses our data needs, provides faculty useful tools, and supports shared governance in one place.**"

Head of Faculty Affairs, Large Private R1 Institution
Interfolio’s Institutional Product Suite
Products to address critical moments in the faculty life cycle

interfolio faculty search
- Standard Criteria for Equitable Searches
- Tools for Diversity Goals & Compliance
- Efficient Committee Collaboration

interfolio review, promotion & tenure
- Secure, Flexible & Efficient Workflows
- Clear Candidate Submission Process
- Detailed Committee & Governance Support

interfolio faculty activity reporting
- Validated Faculty Data
- Faculty Activity Reporting
- Simple Accreditation Reports
Interfolio Review, Promotion & Tenure

Sophisticated workflow platform to increase transparency for committees

- **Committees** save time with online review and collaboration
- **Administrative staff** achieve operational efficiency for complicated, repetitive workflows
- **Administration** receives protection from legal risk with transparency and standardization of all review and tenure materials
- **Candidates** receive simple tools for guidelines, due dates, and submission

“Everything about the tenure and review process became more intentional, consistent, and detailed.”

Elizabeth Skomp, Ph.D.
Professor and Associate Dean of the College
Sewanee, The University of the South

“It’s the only thing we have that faculty actually love. There are a lot of other systems on campus—for annual reporting, etc.—and this is the only one that faculty will actually use.”

Jessica Pesce, Ph.D.,
Office of the Provost & Dean of Faculties
Boston College
Review Promotion & Tenure Module: Review Case List

Committee View of a List of Review, Promotion, or Tenure Cases

- **Manage Committee Work**: See all cases for which you serve on a committee at one time.
- **Determine User Roles**: Keep documents & decisions safe with user roles for every level.
- **Gain Transparency**: Plan the year ahead by managing all cases centrally.
- **Save Time**: Request, manage, and distribute all cases and steps digitally.
Review Promotion & Tenure Module: Workflow Steps

Administrator or Staff View of All Steps of Evaluation Process

Customize to Your Process
Replicate all existing steps and permissions.

Standardize with Templates
Copy and edit dept and college-level templates.

Documented, Fair Process
Create consistency for all committees and candidates.

Shared Governance Nuance
Create ad hoc committees, request external evaluations, accommodate rebuttal and more.
Review Promotion & Tenure: Document Viewer
Committee View of Online Documents in all ByCommittee Modules

Online Review
Application is mobile and tablet friendly.

Increase Access and Equity
WCAG 2.0 compliant, anytime/anywhere access.

Annotations and Rating
Private “sticky-note” capabilities and tools for collaboration.

Chapter View
Easy to move back and forth between documents and cases/applicants.
Institutional Goal: Support All Scholarship

Committee View of Online Documents in all Interfolio modules

Online Review
Application is mobile and tablet friendly.

Increase Access and Equity
WCAG 2.0 compliant, anytime/anywhere access.

Annotations and Rating
Private “sticky-note” capabilities and tools for collaboration.

Chapter View
Easy to move back and forth between documents and cases/applicants.
Promotion & Tenure: ‘Content’ Viewer

Committee View of Online Documents in all ByCommittee Modules

Online Review
Application is mobile and tablet friendly.

Increase Access and Equity
WCAG 2.0 compliant, anytime/anywhere access.

Annotations and Rating
Private “sticky-note” capabilities and tools for collaboration.

Chapter View
Easy to move back and forth between documents and cases/applicants.
Promotion & Tenure: External Evaluation Letters

Ability to request and track external evaluation requests within module

- **Request Letters within Module**
  Collect Possible External Evaluator names via custom forms submitted by candidate and department.

- **Professional and Polished**
  Branding and ease of submission lead to higher response rates and better experiences for letter writers.

- **Track Collection in Real Time**
  Notification when a letter request has gone from a “Pending” status to a “Received” status in the application.
Promotion & Tenure: Faculty Dossier Experience
Individual Faculty Member’s View of Their Interfolio Dossier

Overview

Below you will find an overview of the packet requirements outlined by your institution. You can access any instructions or documentation from your institution by clicking the “Instructions” button above. This page will be updated as you make progress toward submitting your packet.

Candidate Documents
- CV: 1 Required | 0 Added
- Letter to Provost: 1 Required | 1 Added
- Annual Summary Form: 1 Required | 1 Added

Publications
- Due: 2015-11-07
- Additional Documents: 0 Added

Evaluations
- Due: 2015-11-07
- Additional Documents: 0 Added

Progress
- Candidate Documents
- Publications
- Evaluations
- Conference Presentations
- Effectiveness in the Classroom

Professional, Helpful
Simple, straightforward tools for applicants and faculty up for review.

Scholar Tested
Superior user experience, regularly tested with faculty.

Private Curation Space
Plan ahead by compiling artifacts for various opportunities.

Facilitate Easy Document Collection
Set deadlines, request new documents, send forms.
Interfolio: Implementation, Training, and Planning
Project Planning & Implementation Plan

Holistic model blends technical implementation and organizational preparation.

**PHASE ONE**
**ALIGN AND PLAN**
- Kickoff Call
- Outline Business Rules
- Implementation Strategy
- Develop Onsite Training Strategy for Faculty

**PHASE TWO**
**CREATE AND TRAIN**
- Quarterly Business Review
- Product Roadmap Review
- Ongoing Feature Updates
- Support Review, Determine Areas for Further Training
- Continued Business Rule Mapping

**PHASE 3**
**BETA, GO LIVE, AND POST CHECK IN SCHEDULE**

**Technical Implementation**
- Contract Signed
- Set up: Users, SSO, Permissions
- Institutional Administration Setup
- Committee and User Implementation
- Integration Kickoff with Campus Stakeholders
- Post “Go-Live” Review and Quarterly Planning Session

**Organizational Preparation**

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interfolio
Our Support: All Users, Monday – Friday Access
Help for administrators, faculty, staff, applicants, external evaluators, and IT.

“The #1 thing I like about Interfolio is the client service. Every time I call, they get right back to me; they always have an answer for me.”

Georgia Davidis-Malone, Faculty Dossier Coordinator, Office of the Provost, Haverford College
Thank you!