

Committee Manager's Guide to Interfolio Review, Promotion, and Tenure

Welcome to Interfolio Review, Promotion & Tenure! RPT allows you and your committee to deliberate and make important decisions about promotions in one easy and secure location. You can easily adapt your existing promotion or tenure workflow into the application to make your experience more efficient and less paper-driven for yourself, your colleagues, and your candidates.

This is a guide to assist you in your role as a Committee Manager. As a Committee Manager, you have many more responsibilities and privileges in the product than the average committee member; at the same time, you are slightly limited within your organization when it comes to certain aspects of the product, such as creating institutional settings. Below, you'll find guidance for using Promotion and Tenure for every step of your review process including viewing a case, editing documents, communicating with your committee and candidate, and moving a case forward or backwards. And remember: every action within Promotion & Tenure is documented with a step-by-step guide in our [online help center](#).

Useful Articles for Getting Started

Basics

[User Roles in Interfolio Review, Promotion & Tenure](#)

[Interfolio Review, Promotion, & Tenure Best Practices for Managing Reviews](#)

Reviewing and Managing Cases

[Access Your Case List](#)

[Access an Individual Case Page](#)

[Turn On or Off Candidate Editing of Materials](#)

[Move a Case Forward or Backward](#)

[Record the Results of a Committee Vote](#)

Communication

[Email a Candidate](#)

[Email a Committee](#)

[Enable or Disable Comments for a Case](#)

[Add, View, and Delete Comments on a Case](#)

[Share Case Materials with a Candidate and Allow Candidate Response/Rebuttal](#)

[Share Case Materials with Committee Members](#)

Documents

[Upload New Documents](#)

[Upload Required Committee Documents](#)

[Download Documents](#)

[Set Download Privileges and Access to Documents](#)

[Read and Annotate Packet Documents Using the Document Viewer](#)

External Evaluations

[Create a New External Evaluation Request](#)

[Edit & Resend an External Evaluation Request](#)