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

Documents

External Evaluations