



### Overview:

Interfolio Review, Promotion & Tenure (RPT) is the system CCSU has selected to assist in the review of promotion, tenure and professional assessment (sexennial) portfolios. It helps make sure that faculty portfolios are in a consistent location for the DEC, deans, P&T Committee and Provost and has been tailored to CCSU's process as outlined in the CSU-AAUP contract and Faculty Senate Guidelines.

### Login:

To access Interfolio, click on the link below, then follow the instructions:

- [Interfolio login page](#)
- Select "Sign in with Partner Institution"
- Search for "Central Connecticut State University"
- Log in with CCSU email and password

### Need Help?

For additional support using Interfolio:

- Contact the CCSU Interfolio Team: [interfolio@ccsu.edu](mailto:interfolio@ccsu.edu)
- Online: <https://product-help.interfolio.com/>
- Support: <https://product-help.interfolio.com/contact-us>
- Interfolio Instructional Video: [Interfolio DEC Workshop Recording](#)

### Reviewer Instructions:

#### DEC:

Each reviewer should receive an Interfolio notice via email when a candidate submits their Interfolio "case" for review. The case contains all materials submitted for review, as well as letters from prior review stages (e.g., the DEC form and letter, once the Dean receives the case).

After all DEC members have reviewed and signed the candidate's letter, **the DEC must (as a matter of the AAUP contract) share the DEC's Letter with the candidate before forwarding the case to the dean.** There is a function for this in Interfolio, but there is NO copy of this

stored. Therefore, the DEC **must** e-mail the letter to the candidate and request that the candidate acknowledge receipt. The candidate also reserves the contractual right to respond prior to forwarding the case to the dean. Once the candidate acknowledges receipt OR upon the deadline for submission of the DEC letter to the dean, use Interfolio to submit the candidate's file (which now includes the DEC Letter and form) to the dean.

After your review is complete, and you "Send" the case to the next step, your ability to access the candidate's file will end.

### Deans / P&T Committee / Provost:

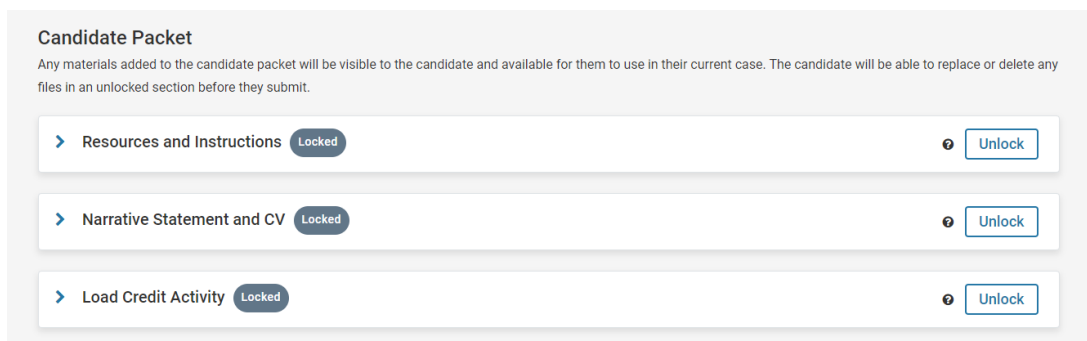
Each reviewer should receive an Interfolio notice via email when the case is sent to the next step. The case contains all materials submitted for review, as well as letters from prior review stages (e.g., the DEC form and letter, once the Dean receives the case).

For Deans, P&T Committee, and Provost, **once your letter(s) are uploaded, they must also be emailed to the candidate by the deadline for your response.** Interfolio's feature allowing for candidate notification does NOT create a record of that letter being sent, so it must manually be e-mailed to the candidate. After completion of your review, forward the Interfolio case to the next step of the review process using the instructions in Interfolio.

After your review is complete, and you "Send" the case to the next step, your ability to access the candidate's file will end.

### Candidate Materials:

Candidate materials can be found by clicking on the Case Materials tab, then scrolling down to Candidate Packet:




## Internal Documents:

Internal documents (those to be shared with reviewers but NOT the candidate) can be added and viewed in the Internal Sections area:

**Internal Sections**

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

 You are asked to submit required items as part of this case. [View](#)

- Form Replies Edit Add File
- DEC Documents Edit Add File
- Dean Documents Edit Add File
- Provost Documents Edit Add File

## Reviewer Requirements:

Instructions for reviewers, and required steps/forms, can be found by clicking on the Case Details tab:

**Kizer Blue Devil** Send Case Case Options

Unit: Central Connecticut State University    Template: Professional Assessment (Sexennial)    Status: Select Status

Case Materials: **Case Details** 3

Reviewing as: CCSU - Template DEC Committee

- Instructions**
- Required Items** 3 missing
- Committee Members (4) Email Edit

Conversation (0) Turn Off Comments

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