

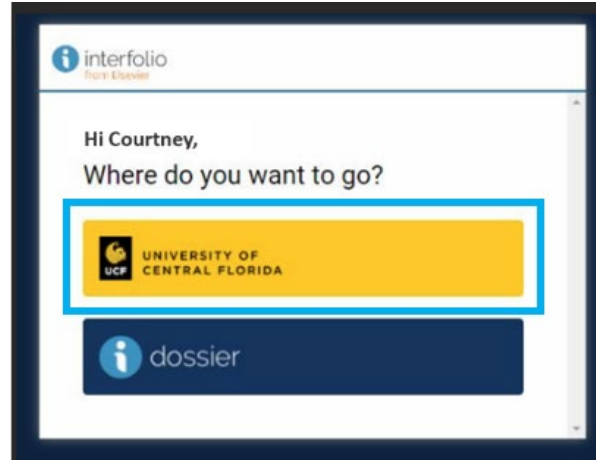


INTERFOLIO – POST-TENURE REVIEW – FACULTY GUIDE

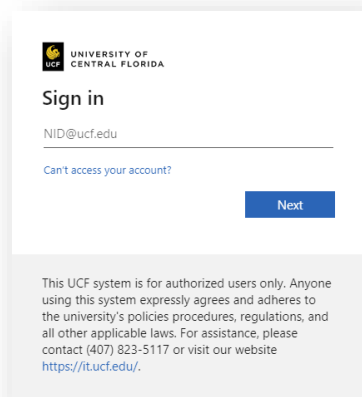
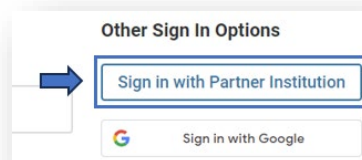
LOGIN TO INTERFOLIO

You can access Interfolio one of two ways:

1. Follow the link you receive in your initial email notification, select University of Central Florida, then enter your NID@ucf.edu and password.



2. Go to Interfolio.com select “Login,” select “Sign in with Partner Institution,” enter “University of Central Florida,” then enter your NID@ucf.edu and password.





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STEP 1 - Select “Your Packets” in the left navigation menu, then select the packet displayed with your unit and the name “Post-Tenure Faculty Review.” An overview of packet requirements will appear.

Select “Edit” (indicated by the arrow below) to enter the Packet and begin uploading documents.

The screenshot shows the 'Required Documents' section of the Interfolio interface. At the top, it displays 'Unit: University of Central Florida', 'Type: Review', 'Packet Deadline Type: Soft Deadline', and 'Packet Due Date'. Below this, there are tabs for 'Overview' and 'Packet'. A text block states: 'Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.' The main section is titled 'Required Documents' and shows 'Not Yet Submitted Unlocked'. A table lists the requirements:

Type	# Required	# Added
1. OVERVIEW DOCUMENT	1 required	0
2. CV	1 required	0
3. ANNUAL ASSIGNMENTS	1 required	0
4. SABBATICAL REPORT	1 required	0
5. ANNUAL EVALUATIONS	1 required	0

To the right of the table is a circular progress indicator and an 'Edit' button, which is highlighted with a blue box and a blue arrow pointing to it from the right.

When you enter the packet, two sections will appear: (1) Faculty Activity Reporting Vita, and (2) Required Documents.

Section 1

- Faculty Activity Reporting Vita (contains preloaded courses from the last five years and related student perception of instruction (SPoI) reports).

Section 2

- Required Documents

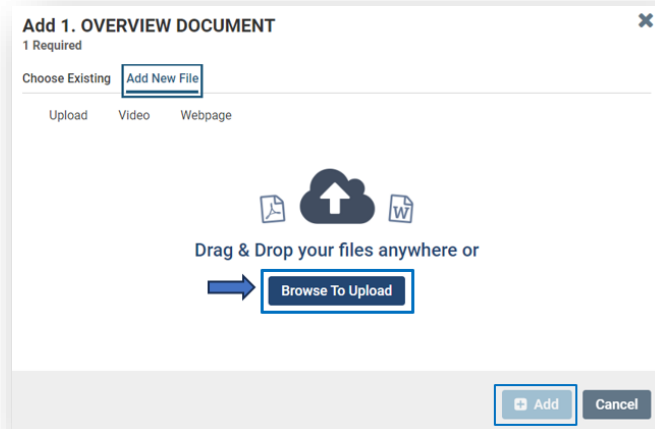


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STEP 2 – Upload required documents.

You may browse for your document/file or drag and drop your file into the upload window and select “Add”. [Please see dossier contents for a list of required documents.](#)

Note: Interfolio retains all documents you upload and allows for re-use in subsequent applications. Once successfully uploaded, the file name will appear below the requirement (e.g., CV-2023). If, after you upload a document, you decide you would like to replace it with another document, simply select “Remove” and replace it with the desired file. See [APPENDIX A for print to PDF directions.](#)



Title	Details	Actions
2024 Overview Document	Added Apr 23, 2024	Edit Remove



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ADDING VIDEO CONTENT

To link to an external source (e.g., recording), select “Video” for YouTube and Vimeo or “Webpage” for all other sources and provide the required Title and URL, then “Add.” A description of the video or webpage may be provided but is not required.

Note: Media Files (MP3/MP4) are not supported.

Choose Existing **Add New File**

Upload **Video** **Webpage**

You can add video posted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

Title *
e.g. MUS-112, Fall 2016

URL *
https://www

Description ⓘ
Enter a description for your video...

➔ **Add** **Cancel**

FILE RESTRICTIONS AND LIMITS

File Type Restrictions	File Size Limits
File Size	< 100 MB
DOC/DOCX	Yes
XLS/XLSX	Yes
PPT/PPTX	Yes
DOT	Yes
WPD	Yes
RTF	Yes
TXT	Yes
HTML	Yes
PDF	Yes
PNG/JPEG/JPG	Yes
<u>Media Files (MP3/MP4)</u>	<u>No</u>
YouTube/Vimeo URL	Yes
Webpage URL	Yes



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STEP 3 – PTR Faculty Certification

Form. Faculty are required to certify: (1) All publications, creative and scholarly work contained and mentioned in the dossier are cited correctly and represent the faculty member’s contribution, and (2) All contracts and grants awarded, contained, and mentioned in the dossier accurately reflect the faculty members’ original contribution. Save responses and return to the packet.

FE ADMIN: PTR FACULTY CERTIFICATION

Courtney Nitrous

I certify, all contracts and grants awarded, contained, and mentioned in this dossier accurately reflect my contribution. *

Yes - I Certify

I certify, all publications, creative and scholarly work contained and mentioned in this dossier are cited correctly and represent my original contribution. *

Yes - I Certify

Last Saved on Apr 23, 2024 at 10:34 AM

Save Responses Return to Packet

STEP 4 – Submit all sections at once by selecting the **checkbox** at the top of the screen to check all sections and then select the **Submit Sections** button that appears. Each section can be submitted individually. When you submit you will receive a notice of submission, and the section is “Locked.” Locked

Preview Sections **Submit Sections** Collapse All

> Faculty Activity Reporting Vita
Submitted Unlocked Submit

> Candidate Requirements
Due: Jan 12, 2022 | Submitted Unlocked Preview Submit 1 of 1 Required Files

> Teaching/Scholarship of Teaching
Submitted Unlocked Preview Submit 2 of 2 Required Files

All sections must be submitted by the due date. As soon as a section is submitted, the manager will have access to those materials.

DOSSIER COMPLETE



APPENDIX A

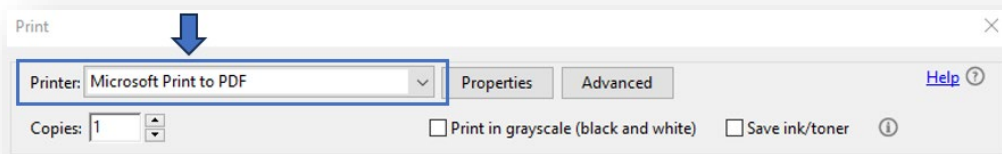
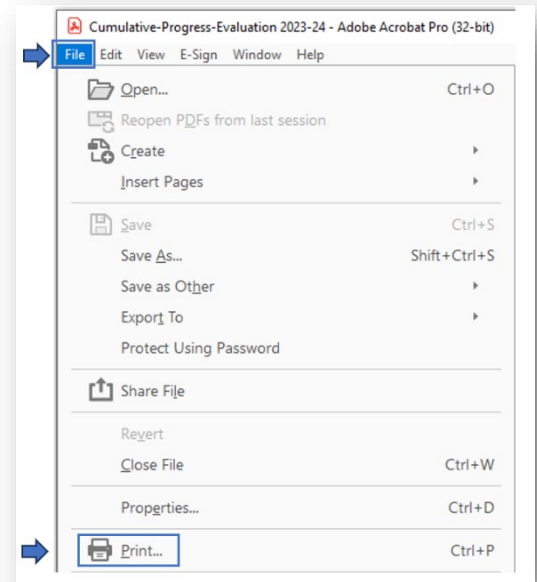
Printing to PDF: A Tutorial

Please note that “Printing to PDF” is different from saving a document to PDF.

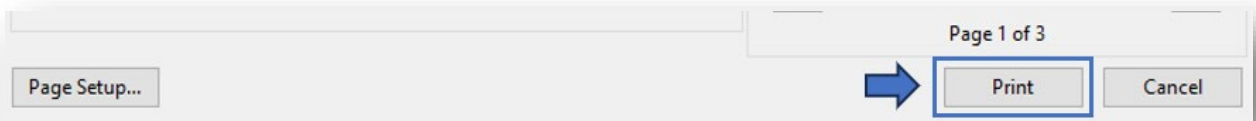
These steps are taken to preserve an electronic signature on a document before uploading it.

Windows

1. Open the PDF document that contains the electronic signature.
2. Select “File” at the top left of the document you want to print, then select “print.”
3. Select “Microsoft Print to PDF” as the printer option.



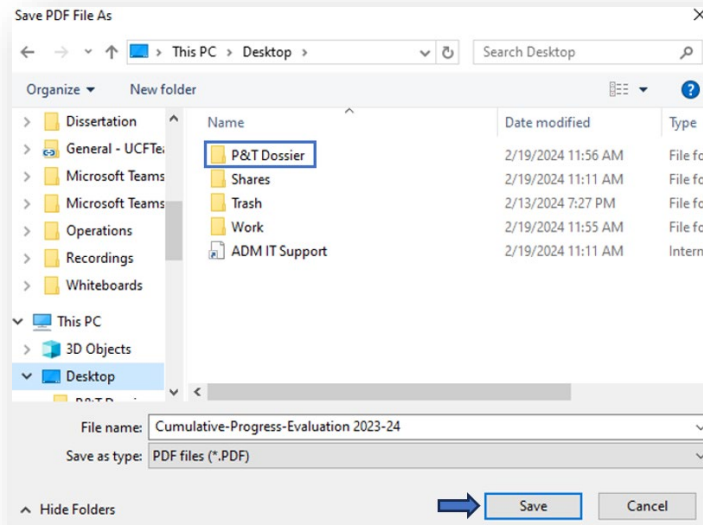
4. Select “Print” at the bottom of the window.





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A dialogue box pops up: choose where to save the file and select “Save.”



Print to PDF (macOS)

Print to PDF (macOS)

The Adobe PDF printer is not available on Mac. However, you can use the **Save As Adobe PDF** option to print a file to PDF on Mac.

Note: In macOS Mojave (v10.14), when you try to print a document to PDF using the System Print Dialog > Save As Adobe PDF, the following error message is displayed: "This workflow contains the action Save As Adobe PDF, which is provided by a third party. Third-party actions must be explicitly enabled."
To resolve this error, see [Error in saving as Adobe PDF | macOS Mojave 10.14](#).

- 1 Open a file in a macOS application.
- 2 Select the PDF button and choose **Save As Adobe PDF**.
- 3 Choose the Adobe PDF Settings and select **Continue**.
- 4 Type a name for your file, and select **Save**.