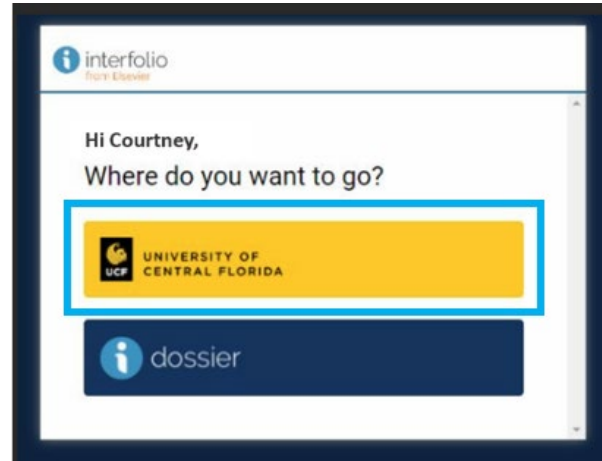## LOGIN TO INTERFOLIO

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.

For additional assistance with review, please contact Faculty Excellence.
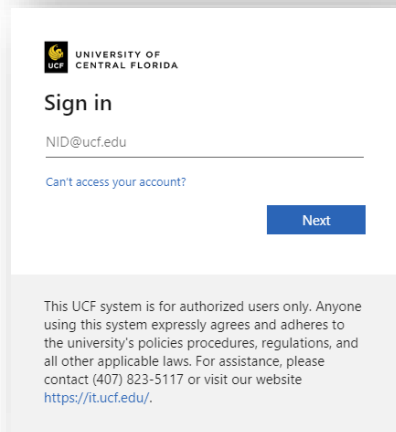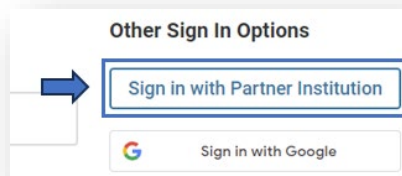
STEP 1 – Upon login, all items requiring action appear on the "My Tasks" page, including Annual Report and Evaluation, Promotion, and Post-Tenure Review cases.

Manage Cases: Select "Cases" from the left menu. All cases that require manager attention appear by name in alphabetical order. Locate the case to review by (1) searching for the process (e.g., promotion), (2) searching for the faculty name (e.g., Knightro Gordon), or (3) filtering your cases by selecting "Filter" by Type (use "Promotion").

For additional assistance with review, please contact Faculty Excellence.
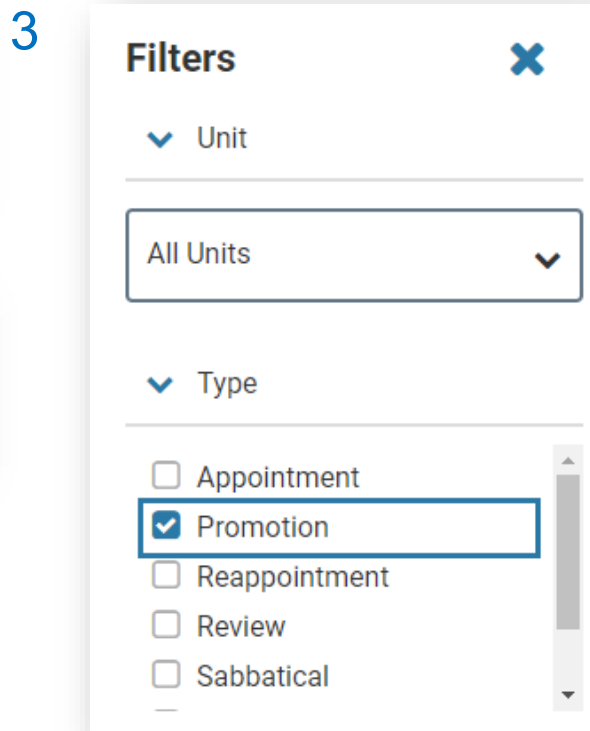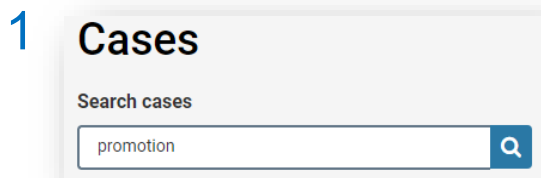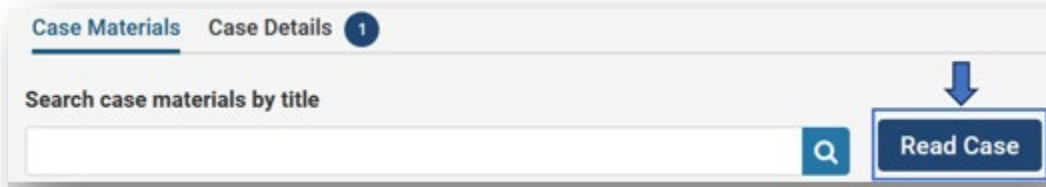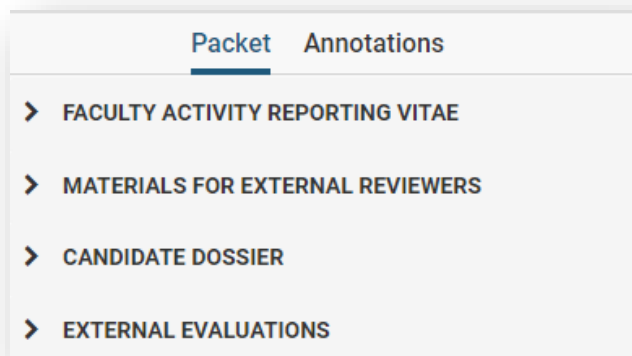
Step 2 – Review a case by selecting the name to review.
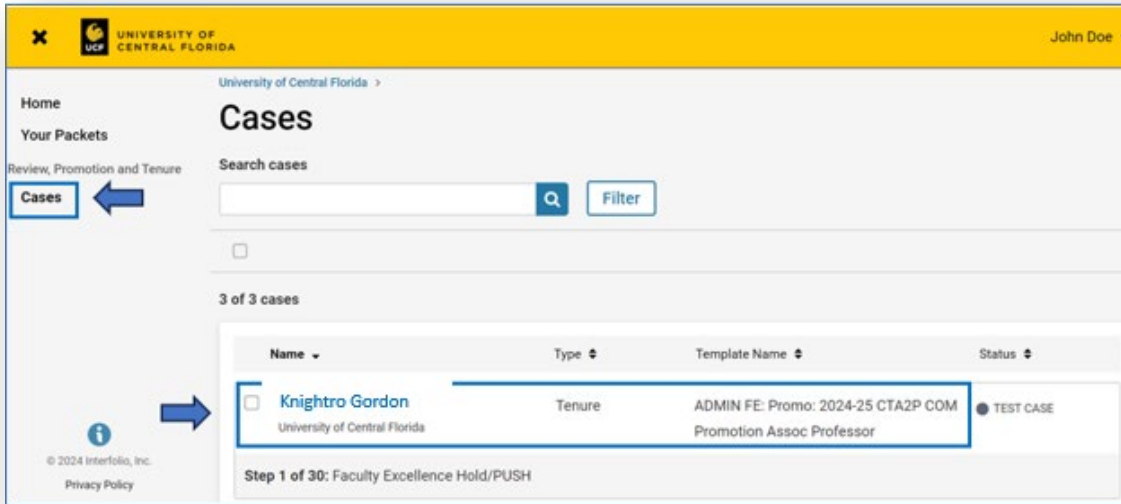
Step 3 – View uploaded materials by selecting "Read Case."

Step 4 – Navigate through the left reading pane to read the materials.

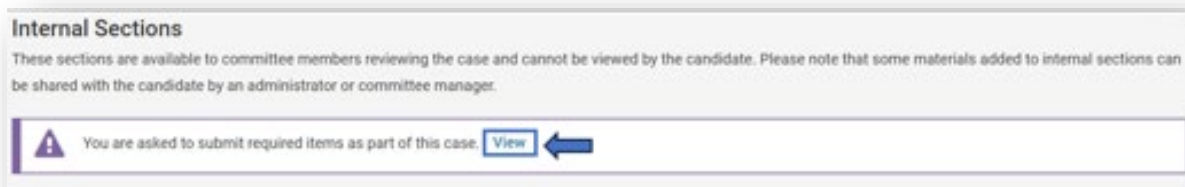For additional assistance with review, please contact Faculty Excellence.

Committee Manager

Review and Forwarding of Evaluation

Step 1 – Committee manager must complete the form in Interfolio. Scroll to the bottom of the packet to see "Internal Sections," and select the "View" button (see below) to fill out the form.

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] ⬅

Step 2 – Complete the Form.

1. Enter the recommendation(s).
    a. For assistant and associate professors, enter the count of votes for and against promotion and/or tenure.

Count of Votes for Promotion *   [Options ⌄]

Note: For *tenure only candidates*, please indicate "N/A" in the "Count of Votes for Promotion."

Count of Votes Against Promotion *   [Options ⌄]

Note: For *tenure only candidates*, please indicate "N/A" in the "Count of Votes Against Promotion."

Count of Votes for Tenure *   [Options ⌄]

Note: For *promotion only candidates*, please indicate "N/A" in the "Count of Votes for Tenure."

Count of Votes Against Tenure *   [Options ⌄]

Note: For *promotion only candidates*, please indicate "N/A" in the "Count of Votes Against Tenure."

For additional assistance with review, please contact [Faculty Excellence](#).

b. For instructors/lecturers, instructional designers, and librarians, enter the count of votes for and against promotion.

2. Complete the "Attendance of Department Committee."

For additional assistance with review, please contact Faculty Excellence.

3. Complete the review narrative. Note: Narrative 2 and 3 fields can be used if additional space is needed.
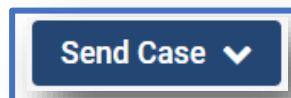
Chair/Director Review Narrative *

If additional space is needed, please use Chair/Director Review Narrative 2.

Options ⌄

0 / 8000 characters

4. Select "submit form" when finished.

Submit Form | Save Responses | Return to Case

5. After completing the recommendation(s), attendance of department committee, and review narrative, send case forward.

Send Case ⌄

This completes the Committee
Promotion and Tenure Review Process.

For additional assistance with review, please contact Faculty Excellence.