Interfolio- P&T Dossier Preparation

Contents

Accessing Interfolio

You can access Interfolio one of three ways:

1. Follow the link received in your initial [email notification](#),

2. Through the link provided on the Faculty Excellence Interfolio webpage,

   - Visit [Faculty Excellence](#) webpage, scroll to "Accessing Interfolio," and click **ACCESS INTERFOLIO**.

3. Conduct a [web search for Interfolio](#):
- Search for "Interfolio," select "Login," select "Sign in with Partner Institution."

4. Enter "University of Central Florida."

Navigating to Interfolio through Email

Login through the email from Interfolio and select "Your Packets." You will be directed to the homepage and find "Your Packets" located in the left menu.

Click on your name above the packet for Promotion and Tenure, and an overview of "Initial Materials for External Reviews" and the "Candidate Dossier" will appear.

External Review Materials

To upload the required materials, click on the "Edit" button above the donut graph, on the upper right side of the page (represents your progress of uploading required materials).

A list of required documents will appear. For each document, click on the "Add File" button to initiate the upload process.

Uploading Materials

You may either browse for the file or drag and drop it into the upload window, then "Add".

Note: Interfolio retains all the files you upload to allow for future use in subsequent applications. It is advisable to name your files appropriately for considering their potential reuse. Once successfully uploaded, the file name will appear below the section header (e.g., CV-2023).
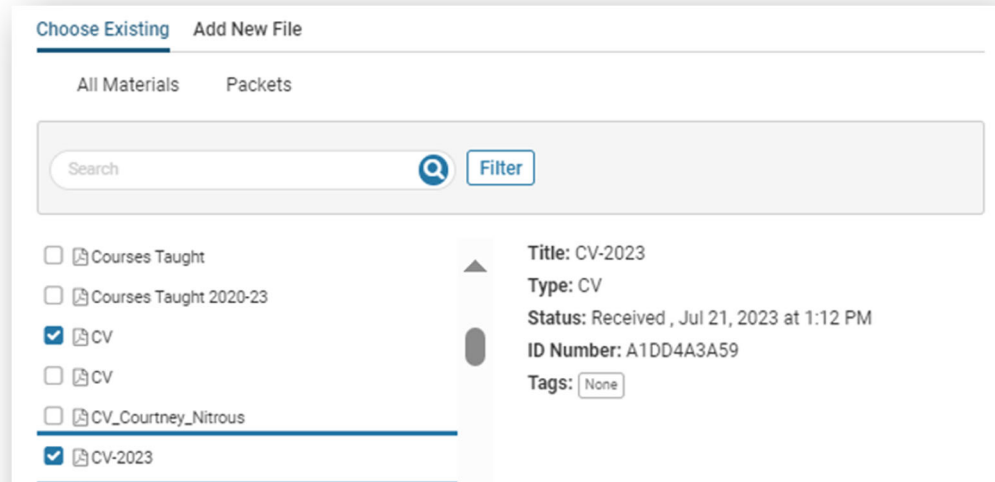
File Restrictions and Limits

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
Media Files (MP3/MP4)	*No*
YouTube/Vimeo URL	Yes
Webpage URL	Yes

Uploading Video Content

If you have a video you would like to upload, follow the direction for uploading documents. If you would like to link to an external source (e.g., recording), select "Video" or "Webpage" and provide, the required Title and URL, then "Add."

Note: Media Files (MP3/MP4) are not supported. A description of the video or webpage may be provided but is not required.

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.

P&T Waiver of Right to View Letters from External Reviewers – Fill Out Form

Faculty may choose to waive their right to view external review letters, by selecting: (1) "Yes – I waive my right to review external review letters," or, (2) "No – I want to view external review letters."

Note: If you waive your right to see external letters the reviewers will be told this and you will not be able to see any letters at any point.
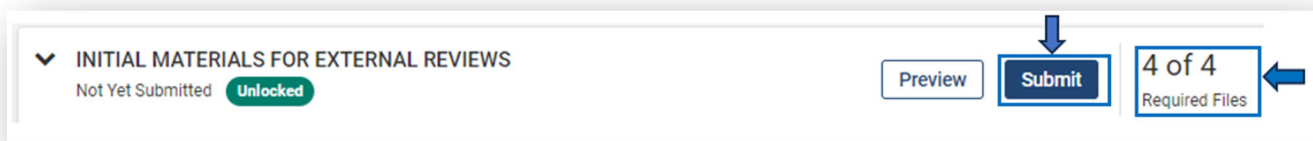
After a selection is made, "Save Responses," and "Return to Packet."

Submit Uploaded Materials for External Review

Once all required external review materials have been uploaded, select "Submit," and then confirm the submission.

Note: In this diagram you see "4 of 4 Required Files." You cannot submit until all requirements are met.
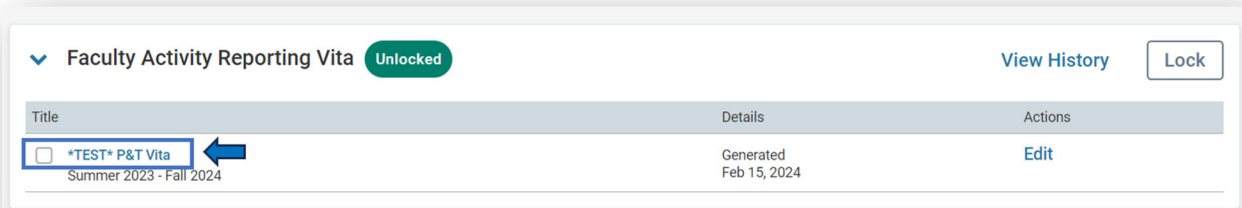

Faculty Activity Reporting Vita

Select the P&T Vita Link to import your courses.

Note Vita Names:

- College of Medicine Faculty select P&T 10-year – COM – Courses Only
- All other faculty select P&T 8-year – Courses Only

Completing the Candidate Dossier

After the "Initial Materials for External Reviews" are submitted, you may continue to upload the rest of your dossier materials, or you may login later to finish. If you leave and return later, login to Interfolio, select "Search for your institution" enter "University of Central Florida," and select "Sign In." Once logged back into Interfolio, you will select "Your Packets" And re-enter your "Promotion and Tenure" packet.

Note: If you have applied for an award or sabbatical, you will need to make sure you select the correct packet for "Promotion and Tenure."

An overview of "Initial Materials for External Reviews" and "Candidate Dossier" will appear. You will notice the donut graph is now complete for external reviews.

Scroll down to the "Candidate Dossier" section and begin uploading required materials the same way the external review section was uploaded.

See APPENDIX A for print to PDF directions.

P&T Candidate Certification – Form

Candidates 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) certify all contracts and grants awarded,

contained, and mentioned in the dossier accurately reflect the faculty members' original contribution. Save responses and return to packet.

If all materials have not been uploaded and "Submit" is selected, the following message will appear and will indicate the missing required document.

Once all required materials have been uploaded and the form has been filled out, select submit.

When you select "submit", a pop-up will appear - select "Yes" to submit, or "No" to return to the packet.

Note: This will be the second submission: (1) External Review Materials, and (2) Candidate Dossier.

To confirm confirmation of submission, you may return to "Your Packets" and verify the "Status" date.
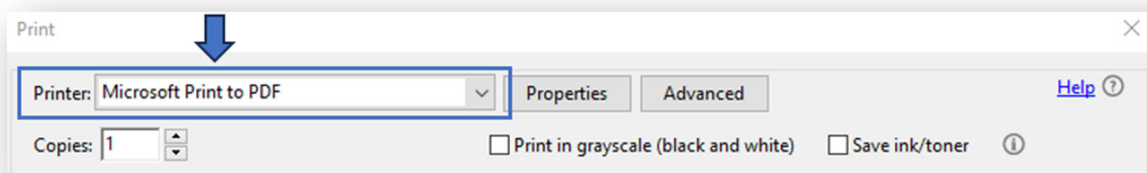
APPENDIX A

Printing to PDF: A Tutorial

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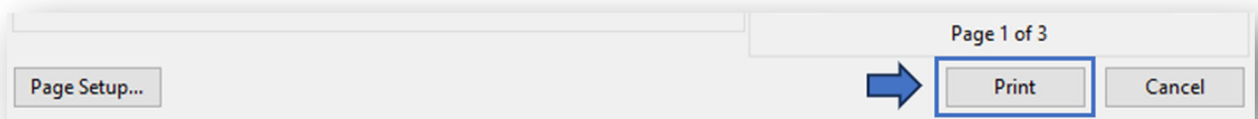
Windows

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."
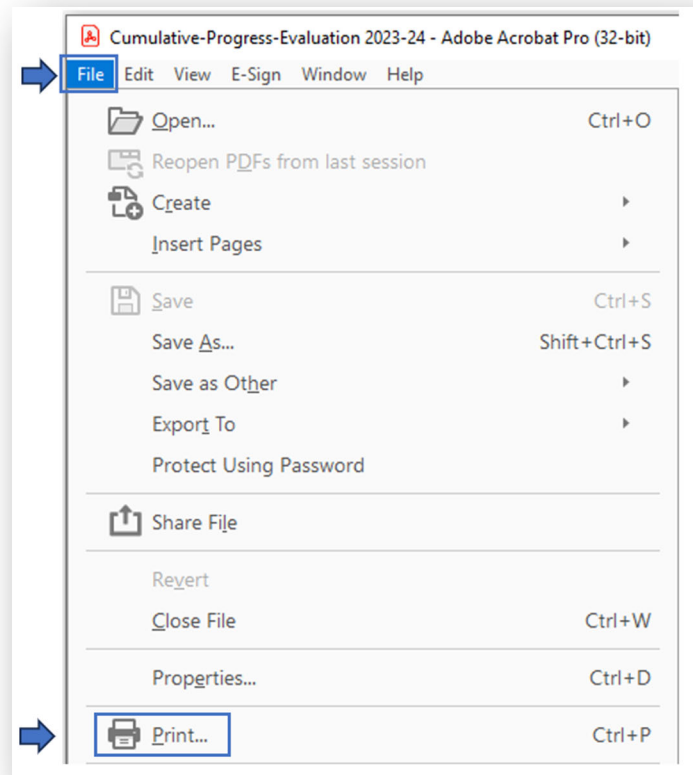
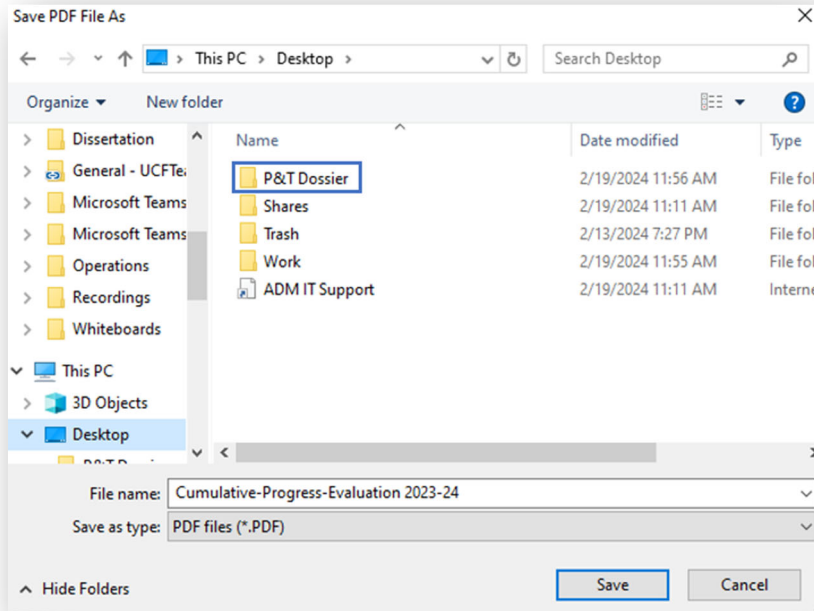3. Select "Microsoft Print to PDF" as the printer option.

4. Select "Print" at the bottom of the window.

5. In the save dialogue box that pops up, choose where to save the file and select "Save."

Print to PDF (macOS)