



## Interfolio- P&T Dossier Preparation

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## 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.”

UCF UNIVERSITY OF CENTRAL FLORIDA

### Sign in

NID@ucf.edu

[Can't access your account?](#)

**Next**

This UCF system is for authorized users only. Anyone using this system expressly agrees and adheres to the university's policies procedures, regulations, and all other applicable laws. For assistance, please contact (407) 823-5117 or visit our website <https://it.ucf.edu/>.

### Sign In

**Sign in with email**

Email \*

Enter Email

Password \*

Enter Password

**Sign In**

[Forgot your password?](#)

**Other Sign In Options**

**Sign in with Partner Institution**

Sign in with Google

4. Enter “University of Central Florida.”

### Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

University of Central Florida

**Sign In**

[Sign in with an Interfolio account >](#)



## 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.

| INITIAL MATERIALS FOR EXTERNAL REVIEWS   |            |         | Edit |
|--|------------|---------|------|
| Not Yet Submitted Unlocked   |            |         |      |
| Type   | # Required | # Added |      |
| <input type="radio"/> CURRICULUM VITAE FOR EXTERNAL REVIEWS                            | 1 required | 0       |      |
| <input type="radio"/> EXAMPLES OF REASEARCH/CREATIVE ACTIVITIES FOR EXTERNAL REVIEWERS | 1 required | 0       |      |
| <input type="radio"/> COLLEGE CRITERIA   | 1 required | 0       |      |
| <input type="radio"/> DEPARTMENT CRITERIA  | 1 required | 0       |      |
| <input checked="" type="radio"/> OTHER (Optional) MATERIALS FOR EXTERNAL REVIEWERS     | 0 required | 0       |      |
| <input type="radio"/> P&T – WAIVER OF RIGHT OF REVIEW LETTERS FROM EXTERNAL REVIEWERS  | 1 required | 0       |      |



## 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).

### INITIAL MATERIALS FOR EXTERNAL REVIEWS

Not Yet Submitted Unlocked

[Edit](#)

| Type  | # Required | # Added |
|---|------------|---------|
| <input type="radio"/> CURRICULUM VITAE FOR EXTERNAL REVIEWS                           | 1 required | 0       |
| <input type="radio"/> EXAMPLES OF RESEARCH/CREATIVE ACTIVITIES FOR EXTERNAL REVIEWERS | 1 required | 0       |
| <input type="radio"/> COLLEGE CRITERIA  | 1 required | 0       |
| <input type="radio"/> DEPARTMENT CRITERIA   | 1 required | 0       |
| <input checked="" type="radio"/> OTHER (Optional) MATERIALS FOR EXTERNAL REVIEWERS    | 0 required | 0       |
| <input type="radio"/> P&T – WAIVER OF RIGHT OF REVIEW LETTERS FROM EXTERNAL REVIEWERS | 1 required | 0       |



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

**CURRICULUM VITAE FOR EXTERNAL REVIEWS** 1 required, 0 Added [Add](#)

No files have been added yet.

**EXAMPLES OF RESEARCH/CREATIVE ACTIVITIES FOR EXTERNAL REVIEWERS** 1+ required, 0 Added [Add](#)

No files have been added yet.

**COLLEGE CRITERIA** 1 required, 0 Added [Add](#)

No files have been added yet.

**DEPARTMENT CRITERIA** 1 required, 0 Added [Add](#)

No files have been added yet.

**OTHER (Optional) MATERIALS FOR EXTERNAL REVIEWERS** 0 Added [Add](#)

Other materials required by your college.

No files have been added yet.



## 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

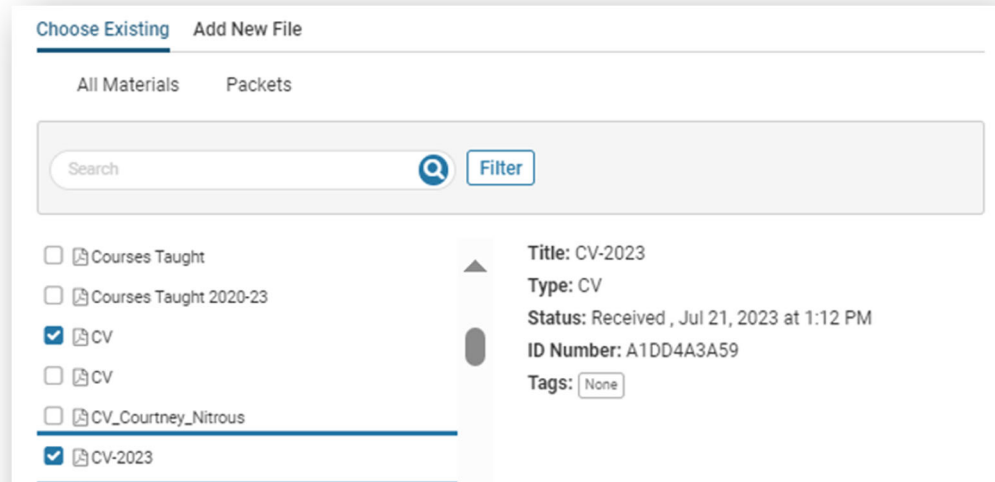
applications. It is

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

| <i>File Type Restrictions</i> | <i>File Size Limits</i> |
|-------------------------------|-------------------------|
| 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                     |



## 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.*

Choose Existing **Add New File**

Upload **Video** Webpage

You can add video hosted 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**

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.

| Title                 | Details              | Actions            |
|-----------------------|----------------------|--------------------|
| 2024 Impact Statement | Added<br>Feb 3, 2024 | Edit <b>Remove</b> |

## 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.”

**P&T – WAIVER OF RIGHT OF REVIEW**

Courtney Nitrous

Do you waive your right to view external review letters? \*

Yes - Waive my right to view external review letters.

No - I want to review external review letters.

Last Saved on Feb 3, 2024 at 1:22 PM

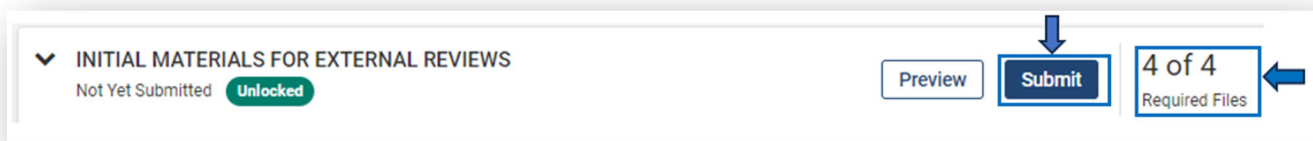
**Save Responses** **Return to Packet**



## 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.

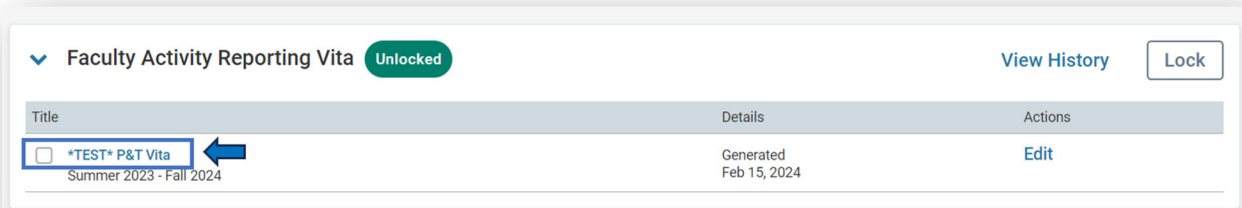


## Faculty Activity Reporting Vita

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.”

| Packet   | Type   | Status                        | Due Date |                      |
|--|--------|-------------------------------|----------|----------------------|
| School of Performing Arts<br>Promo: 2024-25 Promotion and Tenure<br>Assistant and Associate Professors<br>~MASTER~ | Tenure | Not Submitted                 | -        | <a href="#">View</a> |
| School of Performing Arts<br>Award: 2023-24 Research Incentive Award<br>(RIA) In-Unit CAH                          | Other  | Last Submitted on Feb 3, 2024 | -        | <a href="#">View</a> |

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.

| Type  | # Required | # Added |
|---|------------|---------|
| <input checked="" type="checkbox"/> CURRICULUM VITAE FOR EXTERNAL REVIEWS                           | 1 required | 1       |
| <input checked="" type="checkbox"/> EXAMPLES OF RESEARCH/CREATIVE ACTIVITIES FOR EXTERNAL REVIEWERS | 1 required | 1       |
| <input checked="" type="checkbox"/> COLLEGE CRITERIA  | 1 required | 1       |






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

**CANDIDATE DOSSIER** Edit

Not Yet Submitted Unlocked

| Type   | # Required | # Added |
|--|------------|---------|
| ● IMPACT STATEMENT                               | 1 required | 0       |
| ● CURRICULUM VITAE                               | 1 required | 0       |
| ● ANNUAL ASSIGNMENTS                             | 1 required | 0       |
| ● ANNUAL EVALUATION TABLE                        | 1 required | 0       |
| ● ANNUAL EVALUATIONS                             | 1 required | 0       |
| ● CUMULATIVE PROGRESS EVALUATIONS                | 1 required | 0       |
| ● RESEARCH/CREATIVE ACTIVITIES SUMMARY STATEMENT | 1 required | 0       |



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.



**Confirm** ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Candidate Application at this time?

**CANDIDATE DOSSIER**  
Not Yet Submitted Unlocked

← 13 of 13 Required Files

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.

**UNIVERSITY OF CENTRAL FLORIDA**

Home  
**Your Packets**  
Review, Promotion and Tenure  
Cases

### Your Packets

Active

| Packet   | Type   | Status                         |
|--|--------|--------------------------------|
| University of Central Florida<br>Tenure: 2024-25 P&T Assistant and Associate Professors ~MASTER~ | Tenure | Last Submitted on Feb 13, 2024 |



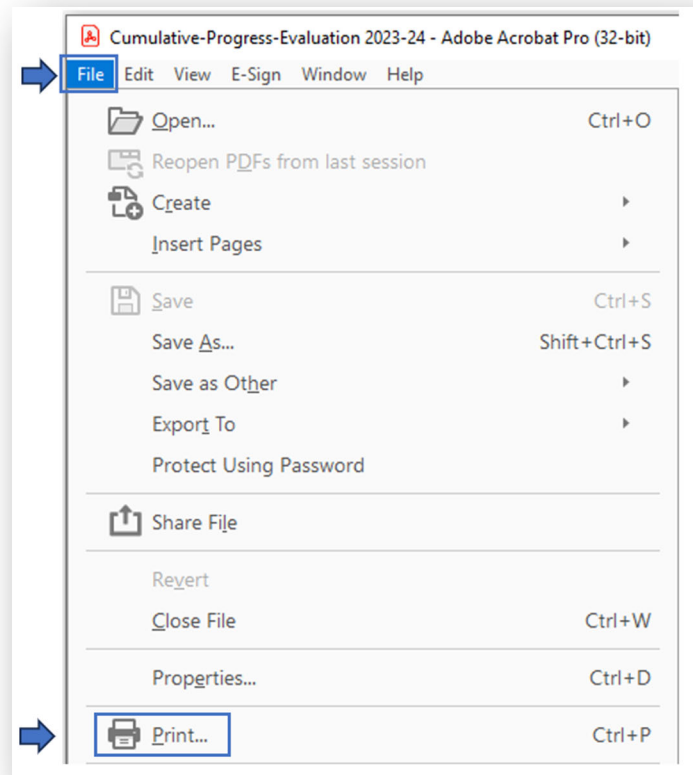
## APPENDIX A

### Printing to PDF: A Tutorial

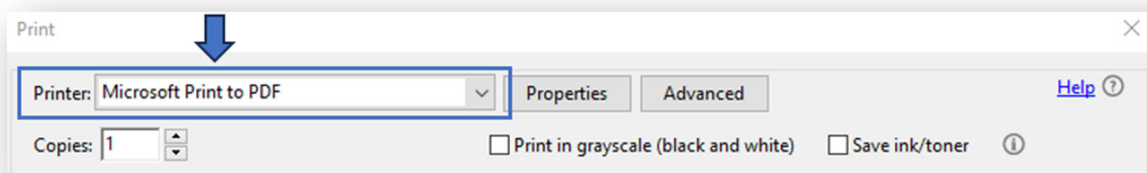
These steps are taken to preserve an electronic signature on a document before uploading it.

#### Windows

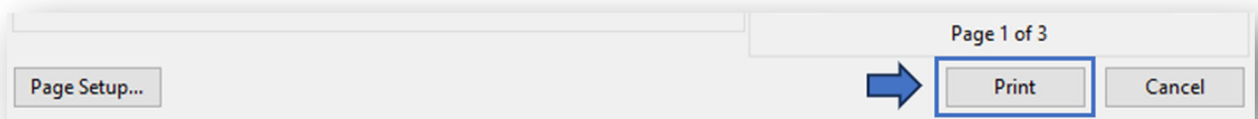
1. Open the PDF document that contains the electronic signature.
2. Select “File” at the top left of the document you want to print, then select “print.”



3. Select “Microsoft Print to PDF” as the printer option.

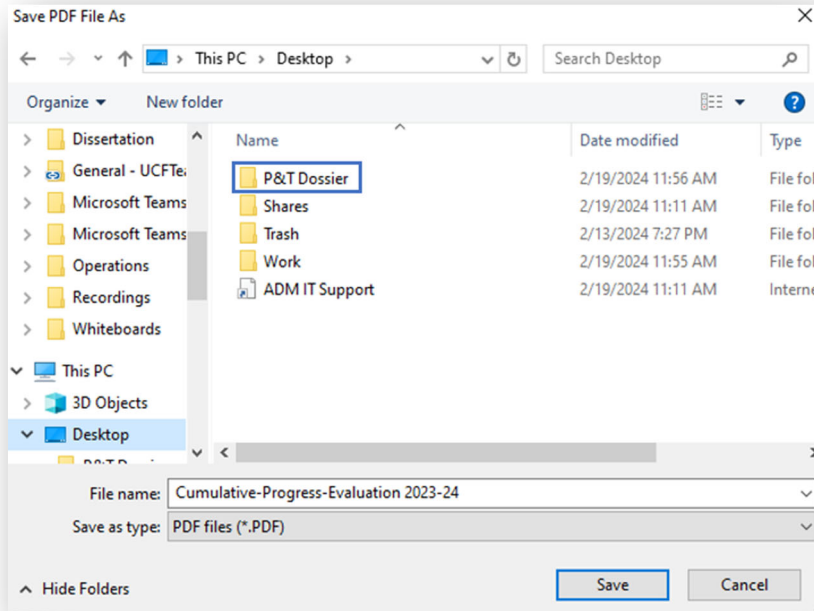


4. Select “Print” at the bottom of the window.





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



### Print to PDF (macOS)

**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**.