

University of Colorado School of Medicine
Appointment, Promotion and Tenure Packet Submission and Review
Faculty Member
Interfolio Review, Promotion and Tenure User Guide and Information
Updated December 2019

The University of Colorado School of Medicine now utilizes the *Interfolio Review, Promotion and Tenure* platform for submission and review of all packets for faculty appointment, promotion and tenure requests. The platform provides customized packet templates and workflows to improve the organization and efficiency of appointment, promotion and tenure packet compilation, review and approval.

Faculty Access

All faculty completing appointment, promotion and tenure award packets will be given access to the system and will be invited to begin compiling their packets.

Packet Templates

Nine separate templates have been created for each department to compile packets. The department in consultation with the faculty member will decide which template to use, which will contain specific information related to what needs to be included for an appointment or promotion in that series. The faculty member will be sent a request to begin compiling their packet in one of the templates listed below:

Regular Faculty Series Templates (five templates):

- Appointment or Promotion to Associate Professor
- Appointment or Promotion to Professor
- Appointment or Promotion to Associate Professor with tenure
- Appointment or Promotion to Professor with tenure
- Tenure Only

Clinical Practice Faculty Series Templates (two templates):

- Appointment or Promotion to Associate Professor of Clinical Practice
- Appointment or Promotion to Professor of Clinical Practice

Research Professor Faculty Series Templates (two templates):

- Appointment or Promotion to Associate Research Professor
- Appointment or Promotion to Research Professor

Logging in to *Interfolio Review, Promotion and Tenure*

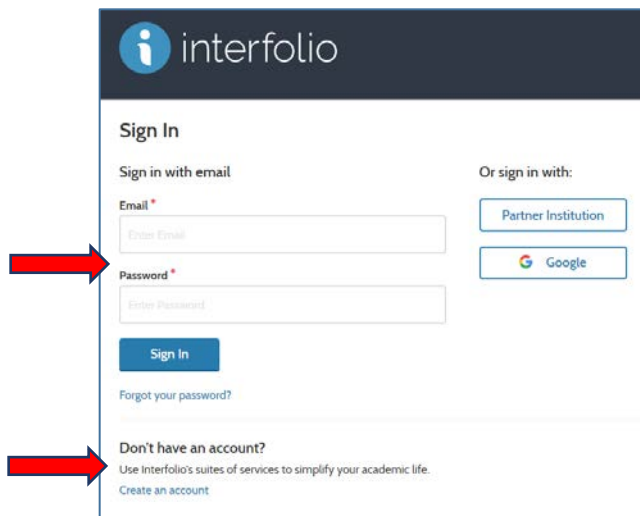
Faculty members will sign in to *Interfolio Review, Promotion and Tenure* through the Interfolio log-in page, which will also be included in the invitation email to begin compiling your packet. Since we have single sign-on for this platform, you can access the system using your University log-in information.

The URL for Interfolio is: <https://account.interfolio.com/login>. When you click on this link, you will see this screen:

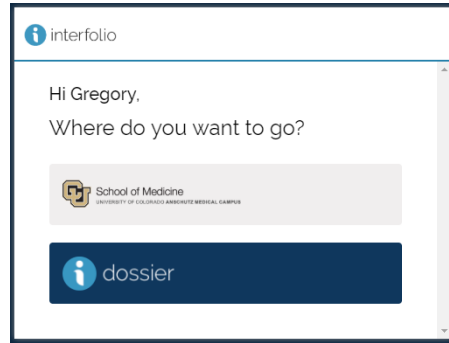


Click on **“Sign in with: Partner Institution”** (DON’T click on the “Sign In” button yet!) and then choose **“University of Colorado Denver | Anschutz Medical Campus”** from the dropdown list, and click **“Sign In.”** This will take you to the SOM Portal, where you will provide your University sign-in information.

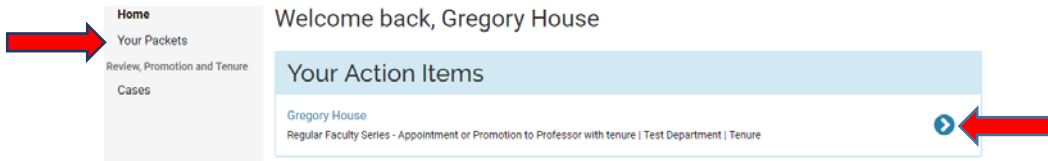
Users with non-University email accounts (e.g., DHHA, NJH, VAMC) will need to create an Interfolio account and log in directly on the welcome screen without going through the partner institution.



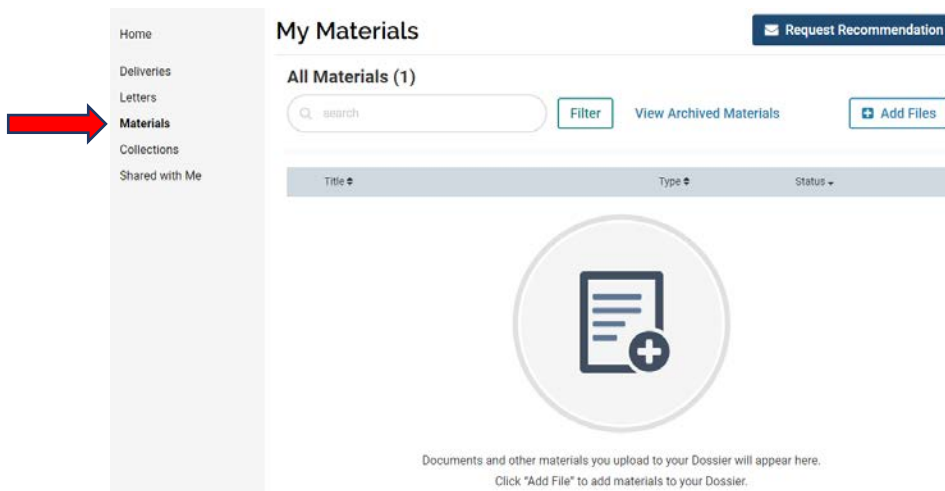
All users should then see the following:



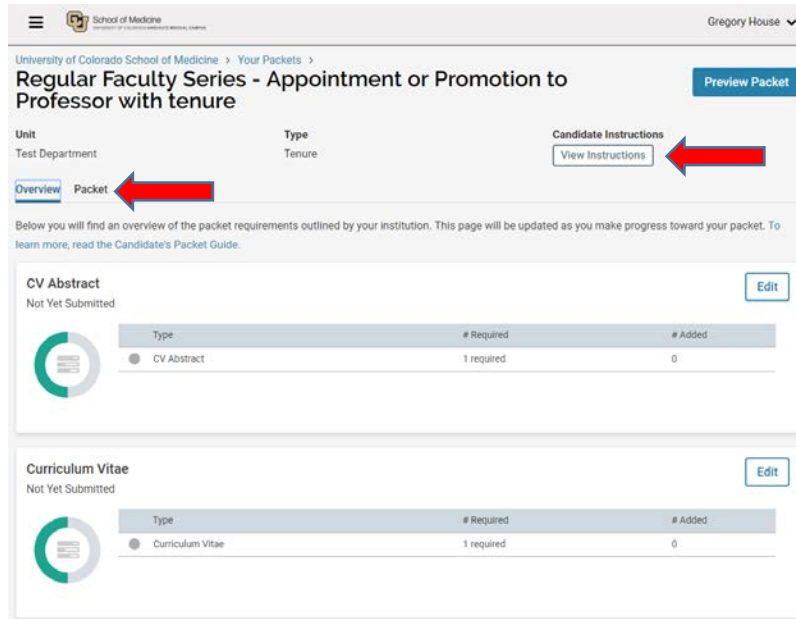
To begin compiling or access your packet, click on **“University of Colorado School of Medicine,”** then click on **“Your Packet.”** If you are a member of a departmental committee reviewing packets, those will be available to you by clicking on **“Your Action Items.”** or



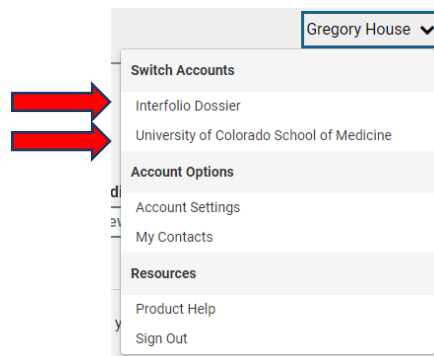
Another feature of Interfolio is the ability to compile and store your documents ahead of when you begin building your packet. Click on **“idossier”** to organize and store materials to be uploaded into your packet. Select **“Materials”** from the navigation and click **“Add Files”** to upload your documents.



You will then see an overview of the requirements for your packet, including instructions for completion (“View Instructions” box). Click on “Packet” to begin compiling your packet.



If you are using idossier to store your documents, you can switch between “idossier” and “University of Colorado School of Medicine” by clicking on the dropdown next to your name in the upper right and clicking on the appropriate option.



Compiling Packets

Once you begin compiling your packet, you can start and stop at any time. The template packet that you are sent will include the sections that are relevant to the series in which you are seeking appointment or promotion (Regular Series, Research Professor Series, Clinical Practice Series). There are specific directions on the portfolio sections to indicate estimated page length and other information. You can also click on the **“View Instructions”** icon at the top of the page to again view the initial instructions regarding your packet, along with links to helpful web pages and documents.

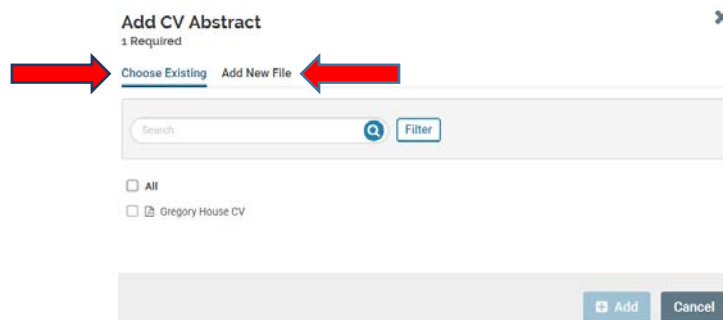
You will add documents to your packet by first clicking **“Edit”** next to any of the packet sections:



You will add individual documents to your packet sections by clicking **“Add.”**

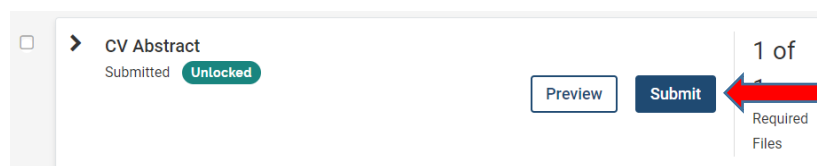


Then follow the directions to upload a document. If you have stored documents in the idossier **“Materials”** section, those files will be listed under **“Choose Existing.”** If you want to select documents from your computer, click on **“Add New File.”**

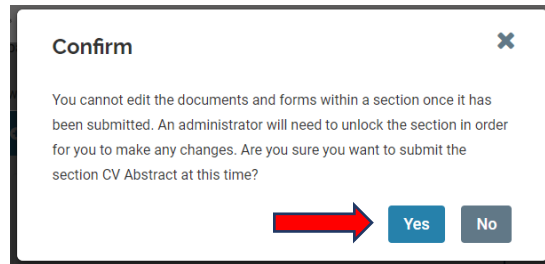


Submitting Packet for Review

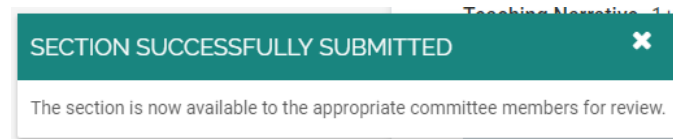
Once you have completed adding documents to your packet and you’re ready to submit, open your packet and select **“Edit.”** You can now select the sections that you want to submit by clicking **“Submit”** in the applicable section:



A message will appear asking you to confirm you want to submit the section documents, click “Yes”:



A submission confirmation message will pop-up.



You can submit packet sections as they are completed, or submit them all at once when your packet is complete. The packet will then be routed to the administrative person that is responsible for organizing the workflow of packets in your department for review. If there are sections that you will not be including in your packet (e.g., the Investigator’s Portfolio if you are not focused on research), then you won’t include those sections in your submission.

Note: Once a packet section is submitted it will be locked so you’ll no longer be able to make edits. If for some reason you want to edit a section you’ve submitted contact your department/division administrator.

Letters of Reference

The *Interfolio Review, Promotion and Tenure* platform allows for Letters of Reference to be requested directly through the system (when they are submitted by referee, they are automatically added to the packet), or they can be requested outside of the system and added into the packet by the department/division administrative staff person. These letters should not be requested by the faculty members themselves; the department will request these letters. ***Faculty members will not have access to those letters – they are only viewable in the packet by individuals or committees that will evaluate the packet after it has been submitted by the faculty member (e.g., administrative staff person, Department Evaluation Committee, Chair).***

Review and Approval of your Packet

Once your packet has been submitted, it will be managed through the system, with your department's designated administrative staff person having the ability to see the status of your packet.

Resources

If you have specific questions regarding anything contained in this Guide, don't hesitate to contact either Cheryl Welch (Cheryl.Welch@cuanschutz.edu; 303-724-5356) or Susannah McGuire (Susannah.McGuire@cuanschutz.edu; 303-724-5357).

If you have a technical issue with the system itself, you can either contact Cheryl or Susannah, or you can contact Interfolio directly at: help@interfolio.com or (877) 997-8807 Monday- Friday 9–6pm Eastern Time.