

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

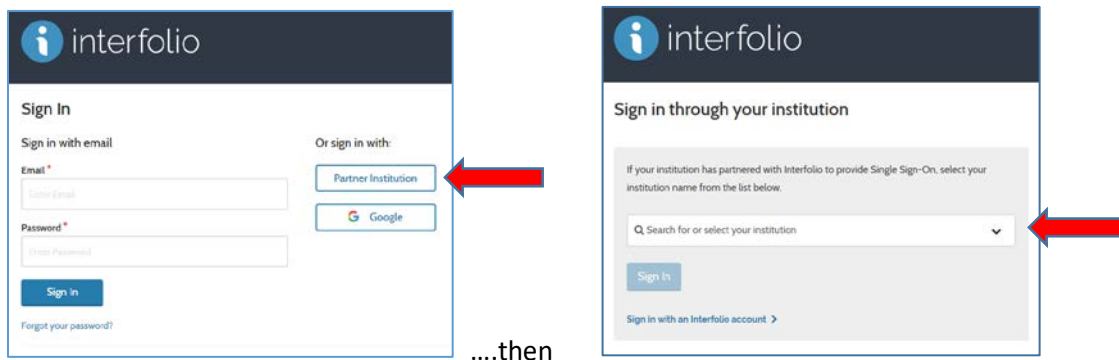
Logging in to Interfolio RPT

All FPC Committee members will access RPT through the Interfolio log-in page. We have single-sign-on set up for the system, which means that you can access the system using your University log-in, but you can also use your VAMC, DHHA or NJH log in information if you want.

The URL for Interfolio is: <https://account.interfolio.com/login>.

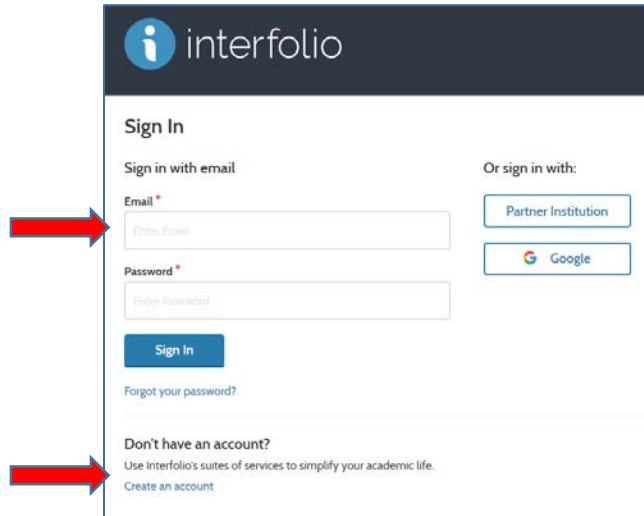
If you are using your University login information:

Click on **“Sign in with Partner Institution”** 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.

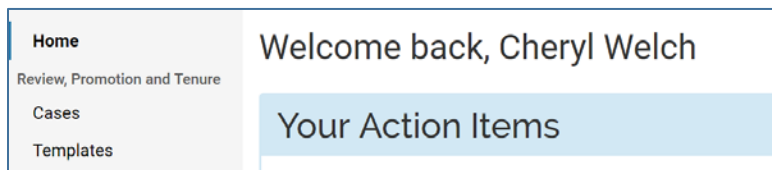


If you are not using University login information; but are using DHHA, VAMC, or NJH login info:

Log in directly on the welcome screen without going through the partner institution. You will need to create an Interfolio account that you will use whenever you access Interfolio. Click on **“Create an account”** and then enter your email address and type in any password of your choosing and click on **“Sign Up.”** When you sign in to Interfolio each time, you will use the **“Sign in with email”** link to sign in. Please let Cheryl Welch (Cheryl.Welch@cuanschutz.edu) know if you have any issues signing into the system.



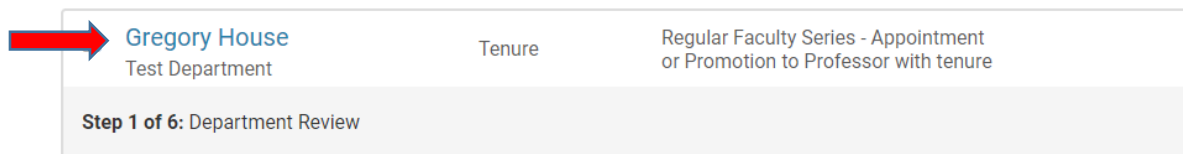
As Faculty Promotions Committee members, you will have access to packets as they are assigned to you.



If you have packets to review, they will be listed under **“Your Action Items.”** You can also click on **“Cases”** on the Left Navigation Bar to access your assigned packets.

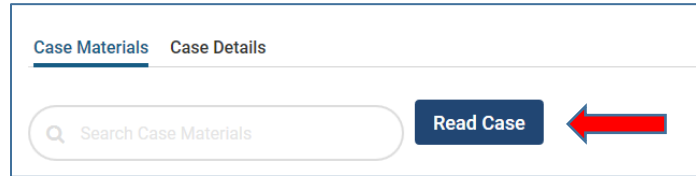
Faculty Promotions Committee Review

Packets will be assigned to 2-person committees for appointment and promotion packets, and 7-person committees for tenure packets. Click on the box with the name of the faculty member to open up the packet:

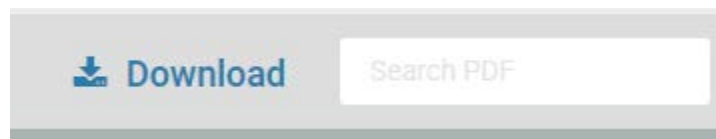


Once you open the packet, you will have the ability to either view the packet right in Interfolio RPT, or you can download the packet, or portions of it, as a PDF.

- To view the packet within Interfolio RPT, click on “**Read Case.**”



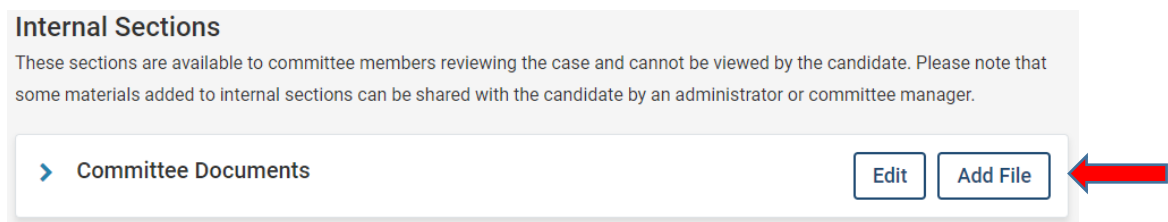
- To download the packet as a PDF, click on “**Read Case,**” and once the packet opens, click on the “**Download**” link in the upper right. An email will be sent to you from Interfolio with a link to the file. You can then save the file to your computer, print it, or view as a PDF.



Once review of the packet has been completed at the subcommittee level, the subcommittee chair should prepare the report for review by the whole Faculty Promotions Committee at the assigned meeting. The report template is available here:

<http://www.ucdenver.edu/academics/colleges/medicalschool/facultyAffairs/Pages/Faculty-Promotions-Committee.aspx>.

Please upload this report in the “**Committee Documents**” section of the packet by clicking “**Add File**”.



The Subcommittee chair can then click “**Send Case,**” then “**Forward to Faculty Promotions Committee,**” and Cheryl will be alerted that the review is complete, and the packet will then be available for the whole committee for discussion at the meeting.

If you have any issues or concerns using the system, please don’t hesitate to contact me:

Cheryl Welch

303-724-5356

Cheryl.Welch@cuanschutz.edu