Interfolio *is Ohio State's new Faculty Information System*

FACULTY P&T CANDIDATES

1. Log into Interfolio (go.osu.edu/interfolio).

2. On the "Where do you want to go?" page, click the **Ohio State logo** to access **My Tasks.**

3. Click **Your Packets** (left navigation list), then click on your packet (under Active heading) and work through each section to upload and manage your materials.

   - Upload the Introduction to your Core Dossier
   - Upload your Core Dossier
   - Upload any components of the dossier not managed by your TIU (this varies by unit, so check with your TIU head)
   - Use the "Scholarship and Other Documents" section to upload materials required by your TIU, but not OAA (e.g., publications, course syllabi, teaching materials, etc.)
   - Complete the online form (this replaces Form 105)
   - Select "Submit" button to move your packet to your POD

   ✓ **Packet Overview and Deadlines** area show each section's requirements and current status

Step-by-step RPT guide for Faculty Candidates:

go.osu.edu/RPT-candidate

TIU PODs, P&T SUPPORT STAFF and FACULTY DELIBERATIVE BODY

1. Begin with steps 1 and 2 in box at left, then click Cases (left navigation list) to work with P&T candidate materials for your TIU.

   ✓ After a candidate finishes submitting their materials, an email is auto-sent to designated recipient(s) of the TIU

2. P&T support staff can upload any needed materials to a candidate's dossier (e.g., annual review letters, external letters, etc.).

3. After the POD's work on a candidate's case is complete, the POD forwards the case to the TIU's Faculty Deliberative Body.

4. The Faculty Deliberative Body performs its work in RPT's Cases area. After work on a candidate's case is complete, the case advances to the TIU head (see next page).

RPT guide for P&T Committees:

go.osu.edu/RPT-committee

THE OHIO STATE UNIVERSITY

Office of Technology and Digital Education

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TIU HEADS

1. Log into Interfolio (go.osu.edu/interfolio) and click the Ohio State logo to access My Tasks.

    ✓ RPT's Cases area provides instructions to help TIU Heads work through each candidate's case

    Steps here replace those in the Form 105 checklist

2. Click Cases (left navigation list) to access the TIU Head Review section in RPT.

3. When steps are complete for a candidate, advance the case to college P&T committee.

DEANS

1. Begin with step 1 in box at left, then click Cases (left navigation list) to review and manage the faculty P&T candidates' materials for your TIU.

    ✓ Steps here replace those in the Form 105 checklist

    RPT's Cases area provides instructions for each step

2. When work on a candidate's case is complete, the case advances to the Office of Academic Affairs.

P&T COMMITTEES, PODs and ASSOCIATE DEANS

Associate deans, P&T Committees, P&T Committee chairs, PODs, and staff supporting P&T manage their respective work in **Cases.** When complete, a faculty &T candidate's case advances to the college dean.

NEED HELP?

Technical issues: email your questions to **interfolio@osu.edu**

Operational inquiries: contact the POD, TIU head, or associate dean of your TIU (depending on context)

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FIS - Faculty Information System
Backed by Interfolio, Ohio State's FIS supports the entire faculty lifecycle, including grants and applications, journal article submissions, and the management of P&T materials.

OAA - Office of Academic Affairs
Led by Executive Vice President and Provost Melissa L. Gilliam, OAA is responsible for administering and coordinating all academic areas of The Ohio State University.

OFA - Office of Faculty Affairs
OFA develops, curates and connects academic resources, programming, and structures in support of faculty success. The vice provost for faculty affairs oversees Ohio State's P&T process.

OTDI - Office of Technology and Digital Innovation
OTDI departments provide technology resources and education to faculty, students, and staff across all Ohio State campuses.

P&T - Promotion and Tenure
The process of reviewing a faculty candidate for promotion, promotion with tenure, or reappointment.

POD - Procedures Oversight Designee
TIU committees of the eligible faculty and college P&T committees select one or more of their members as the POD.

RPT - Review, Promotion & Tenure (Interfolio)
Interfolio's RPT tool consolidates a faculty member's P&T candidate materials into a "case" that is managed inside Interfolio throughout the P&T review process.

TIU - Tenure-Initiating Unit
The unit where a faculty member's primary appointment resides.

TIU Head - Tenure-Initiating Unit Head
The administrative head of a TIU.

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