



Retention, Tenure & Promotion Process
Candidate Training Session
August 2025

Agenda

- What is Interfolio? Why Interfolio?
- Interfolio Key Concepts
- Candidate Tips
- How to Find Support
- Next Steps
- Interfolio hands-on demonstration

What is Interfolio's "Review, Promotion & Tenure"?

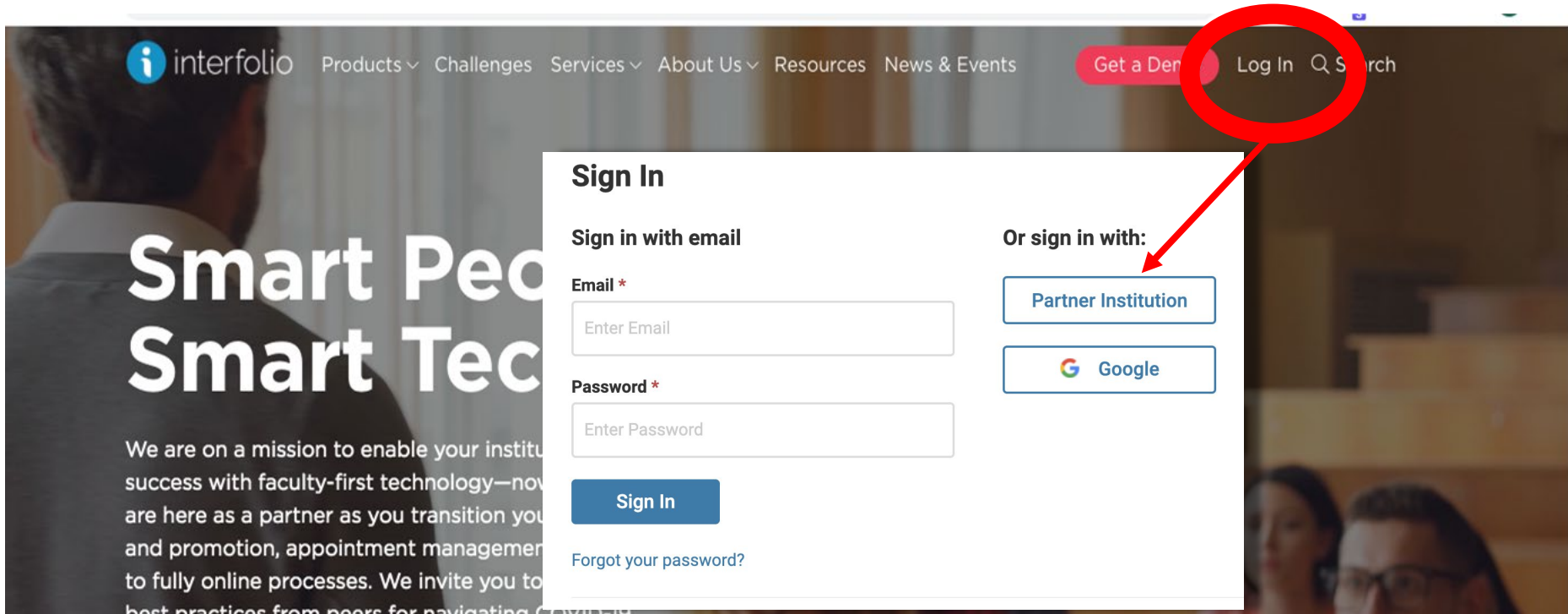
Interfolio Review, Promotion & Tenure ("RPT") is an online system for carrying out formal faculty reviews in a shared governance context (including retention, tenure, promotion, sabbatical/leave, and any other sequential review), built to help academic institutions ensure that these processes are transparent, equitable, efficient, and well documented.

At SSU, we will use it for RTP in the 2025-26 academic year, beginning with candidate uploads in August 2025.

Key Concepts

Review, Promotion & Tenure	An Interfolio <u>module</u> used to facilitate the RTP review process anytime a candidate submits materials that one or a series of committees needs to review or approve.
Cases	A “case” holds the WPAF and all candidate documents as they progress through a standardized review cycle. Committees and administrative reviewers will add an evaluation and recommendation to the case as it progresses through the workflow leading up to the final decision. There is a new “case” for each probationary year.
Packet	The collection of materials by which a candidate is being reviewed (documents and other files). The packet is divided into sections which can be worked on and submitted independently of one another. At SSU, this is the equivalent of the Working Personnel Action File (WPAF).
Committees	Groups of users that can review the candidates case at a given step of the review process. SSU’s committees include the Department RTP Committee, the College RTP Committee, and URTP Subcommittee.
Dossier	Tool for all faculty to store and manage job, fellowship, and promotion documents in one place. The Dossier can act as the central archiving tool for candidate materials. It is NOT accessed by the reviewing committees and is for candidates’ preparation only.

Logging into the Product



The screenshot shows the interfolio website's login interface. The navigation bar at the top includes links for Products, Challenges, Services, About Us, Resources, and News & Events. A red circle highlights the 'Log In' link in the top right corner, with a red arrow pointing from it to the 'Partner Institution' button in the sign-in modal.

Sign In

Sign in with email

Email *

Enter Email

Password *

Enter Password

Sign In

Forgot your password?

Or sign in with:

Partner Institution

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Logging into the Product



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Search for or select your institution



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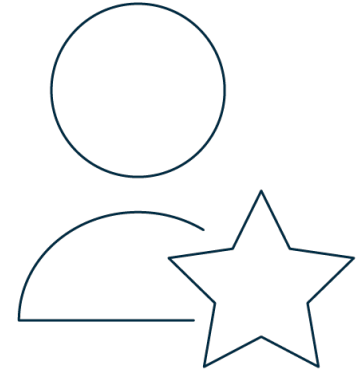
Candidate Tips

Interfolio Dossier

Uploading Materials

Submit for Review

Rebuttal Period – no response required



How to Find Support: Interfolio Resources

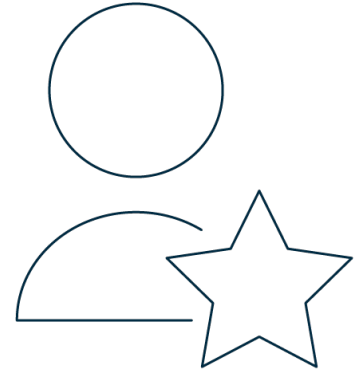
Product Help Center

Quick help articles to guide you through specific tasks and functionality while using the product
product-help.interfolio.com

Scholar Services

Call, email, or chat with our Scholar Services team
Phone: [\(877\) 997-8807](tel:8779978807)
Email: help@interfolio.com

Faculty Affairs and Success
Nicole Hilger, Analyst
Phone: [**\(707\) 664-2184**](tel:7076642184)
Email: [**RTP@sonoma.edu**](mailto:RTP@sonoma.edu)



Interfolio: Next Steps

- Candidates will receive an email notifying them of the opening of their “case” (RTP file).
- Candidates can begin uploading materials according to the 2025-26 RTP Calendar.

Questions