AGENDA

• Tour of *NEW* Faculty Review and Promotion webpages
• Annual and Mid-Contract Reviews
• Navigating and working in Interfolio
Check out our *NEW* Faculty Review and Promotion webpages!

https://www.brown.edu/about/administration/dean-of-faculty/faculty-review-and-promotion

- Better organized
- Consistent language and terminology throughout
- TPAC Prep Guide has links to important forms
- Timelines for annual, reappointment, and tenure reviews
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https://www.brown.edu/about/administration/dean-of-faculty/faculty-review-and-promotion

Would you prefer to see a sample dossier in Interfolio? Email faculty-personnel@brown.edu and we will give you access to our template dossier.
• Submission deadline for draft annual reviews has been moved one month later, to November 15

• Faculty members under review will have the option of including Spring 2020 course feedback evaluations

• BioMed, SPH, and SoE divisions will use Interfolio to submit annual reviews
Annual Reviews

• Refer to Dean McLaughlin’s August 17th email memo for details about the annual review process

• Information is also available on the Faculty Review and Promotion page

• When you open your faculty member’s annual review case in Interfolio, you will also see instructions there.
Annual Reviews

Josiah Carberry

Unit
Psychoceramics

Template
Annual or Mid-Contract Review, Social Science

Status
Select Status

Case Materials Case Details

Search case materials by title

Expand All Collapse All

Download Share Settings Move

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

To: Department Chairs and Managers

From: Anne Windham

Please carefully read the instructions below regarding submission of annual or mid-contract faculty reviews through Interfolio. Draft annual reviews are due to the Office of the Dean of the Faculty by November 15. Once the draft is approved by our office, please plan to meet with your faculty member to share and discuss the final version of the review. The final version, confirmation of receipt signed by the faculty member under review, and faculty member response (if any) must be submitted to DoF by the end of the semester.

All annual or mid-contract reviews should be submitted to the DoF through Interfolio.

1. Plan on conducting the annual or mid-contract reviews as you normally do within your department. When you are ready to submit the draft to DoF, sign it in to Interfolio and upload the document as a PDF to your faculty member’s case, then send it forward to the next step ("DoF Review") by the November 15 deadline. You will no longer have access to the document once it has been sent forward to DoF.

2. The deans will read the review, approve it as is or make recommendations for changes. After this, they’ll give you access to the case in Interfolio again. If changes are recommended, make those modifications to the document before sharing it with your faculty member. If there are no changes recommended you may share the review with your faculty member, and meet with him or her to discuss it. We recommend that you also review promotion, reappointment, or tenure timelines with the faculty member.

3. We request that all faculty who have annual or mid-contract reviews sign a confirmation of receipt form, which you can find here. The final draft of the review, the signed confirmation of receipt, and written response (if any) from the candidate should be submitted as PDFs and forwarded to the final step in Interfolio ("Final Submission of Annual Review and Signed Confirmation of Receipt Form") by the end of the fall semester. That completes the process for the year.

Thank you in advance for your cooperation, and don’t hesitate to contact me if you have questions.
Navigating and working in Interfolio

Interfolio’s workflow always moves forward!

Workflow for annual reviews

1. Department 1st draft of annual review
2. Dean’s Review
3. Department final draft of annual review
4. Final Submission of Annual Review
Interfolio is an online document tracking and management system.

- Secure
  - Different levels of access for users
  - Different roles for users
  - Candidates for review cannot see material
- (Relatively) intuitive to use
- Accessible
  - Dossiers are online
  - Dossiers are archived and can be accessed in the system by and administrator even after the case is complete
Interfolio has a hierarchy and workflow that allows different users different levels of access and control.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional administrators</td>
<td>Create cases/workflows and view them throughout workflow</td>
</tr>
<tr>
<td>(Anne and Eva)</td>
<td>Create and manage users and committees</td>
</tr>
<tr>
<td>Committee Managers (most dept</td>
<td>See the cases when at department level</td>
</tr>
<tr>
<td>managers or staff)</td>
<td>Add/recuse users to case-specific comm.</td>
</tr>
<tr>
<td></td>
<td>Upload, organize, and delete documents</td>
</tr>
<tr>
<td></td>
<td>Forward the case to the next level</td>
</tr>
<tr>
<td>Committee Members (faculty,</td>
<td>Read cases to which they are given access</td>
</tr>
<tr>
<td>TPAC members)</td>
<td>Download case documents as pdfs</td>
</tr>
</tbody>
</table>
Committee Managers can ask the University Administrators to . . .

- Create a new user
- Create a new standing committee
- Delete a document in a dossier that was added by someone else
- Get a dossier back once you’ve forwarded it beyond your committee
Interfolio’s workflow always moves forward!

For security and confidentiality, anything added to a dossier/case can only be seen in that committee and in any committees further up the hierarchy.

If you add material in one committee and try to send it back to an earlier committee, the new material will not be visible to that committee.
New(-ish) Procedures and Policies

- The Cover Memo is now a Form
- #2 on checklist is now the written explanation to the candidate of the departmental recommendation—for both positive and negative recommendations
- For reappointments, departments are now required to provide written post-reappointment feedback to candidate (in place of annual review)
Interfolio’s workflow always moves forward!

Workflow for TPAC Cases

- Department admin review (chair and manager)
- Department voting faculty (optional)
- DoF Office (Anne/Eva)
- TPAC Members
Workflow for TPAC Cases that includes reappointment feedback

1. Department admin review (chair and manager)
2. DoF Office (Anne/Eva)
3. TPAC Members
4. Department admin review (chair and manager)
5. DoF Office (Anne/Eva)
Uploading Dossier Material
Things to remember . . .

- Always follow the TPAC Dossier Prep Guide for the appropriate faculty action (tenure, reappointment, etc.)
- Maintain the numbering system from the TPAC Dossier Prep Guide, do not re-number dossier items
- We recommend that you upload documents in a non-modifiable format (pdf)
- After uploading documents, click the “Read” button and see what they look like! This is how TPAC will view them.
Anne Windham
Interfolio access, dossier prep questions
anne_windham@brown.edu

Eva Neczypor
TPAC scheduling, dossier prep questions
eva_neczypor@brown.edu