

Reviewer eDossier Instructions

(Revised March 2021)

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Important/Useful Tips to Remember

- **All review letters will be shared in the system (no more need for paper copies) (see “Accessing Subsequent Reviewer Letters, page 49). Committee managers (PRC Chairs, Department Chairs, and Deans) will not lose access to view an eDossier until the review is complete and will have access to view the subsequent reviewer letters in the system.**
- **It is the responsibility of the committee manager (Chair of the PRC, Department Chair, and Dean) to forward the case to the subsequent reviewer on/before the contractual deadline (see The University Calendar of Key Faculty Contract Events for more details).**
- **The eDossier system is set up using “soft deadlines” meaning that both the faculty candidate and the reviewers will not be locked out of the system on the posted due date but it will be the responsibility of the reviewer/committee manager (Chair of the PRC, Department Chair, and Dean) to forward the case on/before the contractual deadline.**
- **It is the responsibility of the committee manager (Chair of the PRC, Department Chair, and Dean) to forward the copy of the review letter to the faculty candidate whom they are reviewing on/before the contractual deadline (see “Share the Review Letter with the Candidate”, page 43).**

- **Ignore “Voting Results” located on the bottom of the screen where you would upload your review letter. It is a system feature that will not be used.**
- **Case=eDossier**
- **Committee manager = Chair of the PRC, Department Chair, and Dean**

Receiving Notification Email/Beginning Your Review

As a committee member or committee manager you will receive an email notification once the faculty candidate has submitted their eDossier and it is time for you to begin your review.



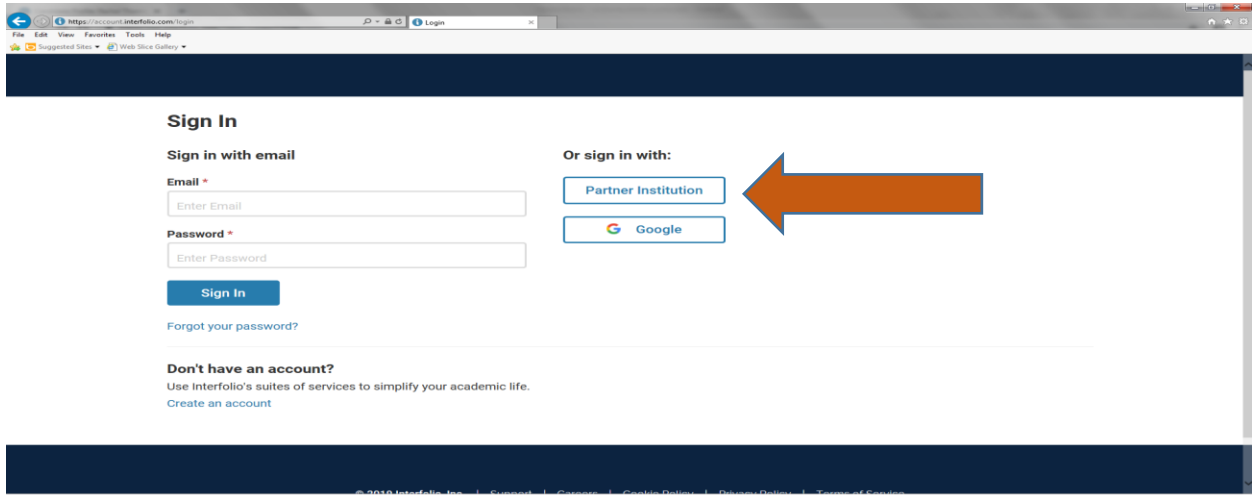
Tommie Barclay's case is available for review.

SIGN IN

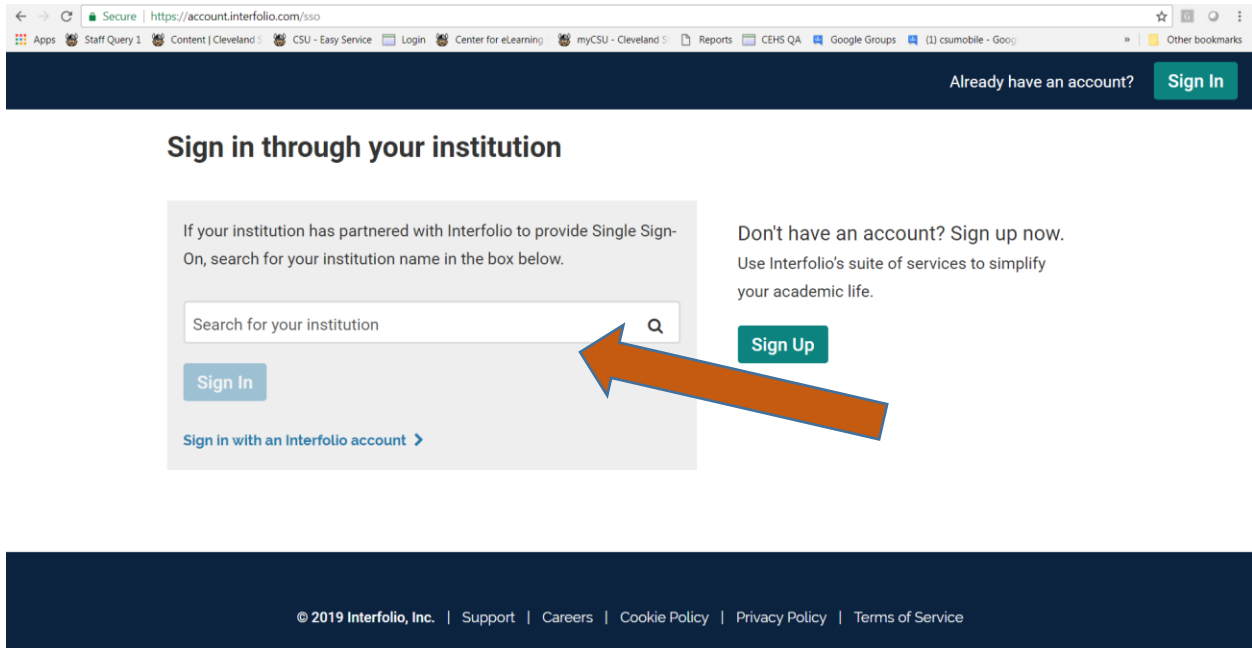
The candidate has submitted their case and it is now available for your committee to review.

Clicking on “Sign In” will take you to your login page.

This login page may appear and look different from what you are used to. Select “Partner Institution”.

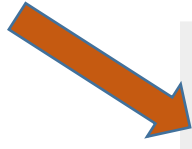


Type in “Cleveland State University” in the “Search for your institution” field.





Sign in through your institution



If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

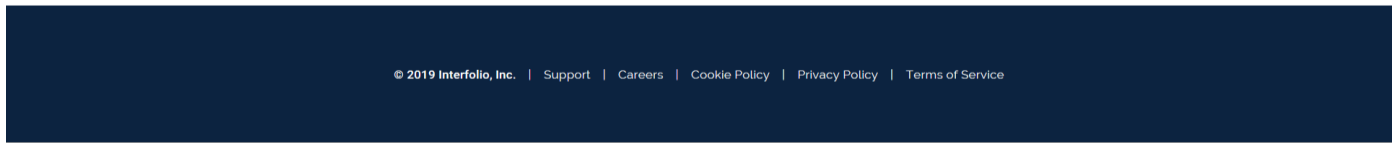
Cleveland State University

Sign In

[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.
Use Interfolio's suite of services to simplify your academic life.

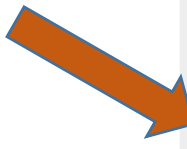
[Sign Up](#)



Select "Sign In" which will take you to your normal login page.



Sign in through your institution



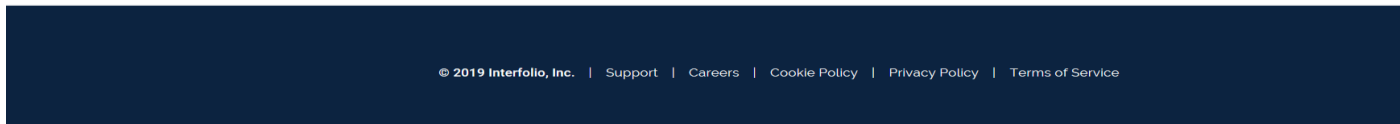
If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

Sign In

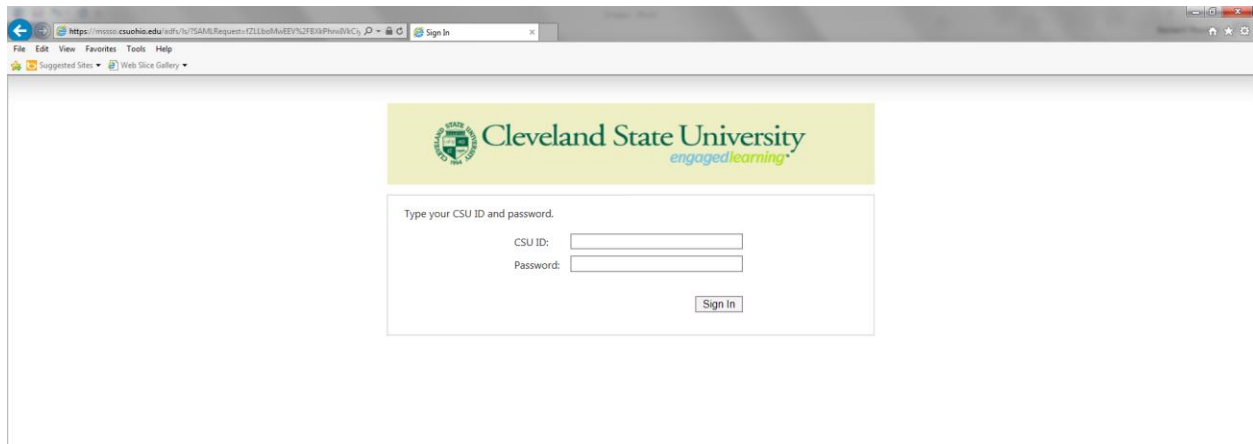
[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.
Use Interfolio's suite of services to simplify your academic life.

[Sign Up](#)



Sign in with your CSU credentials.

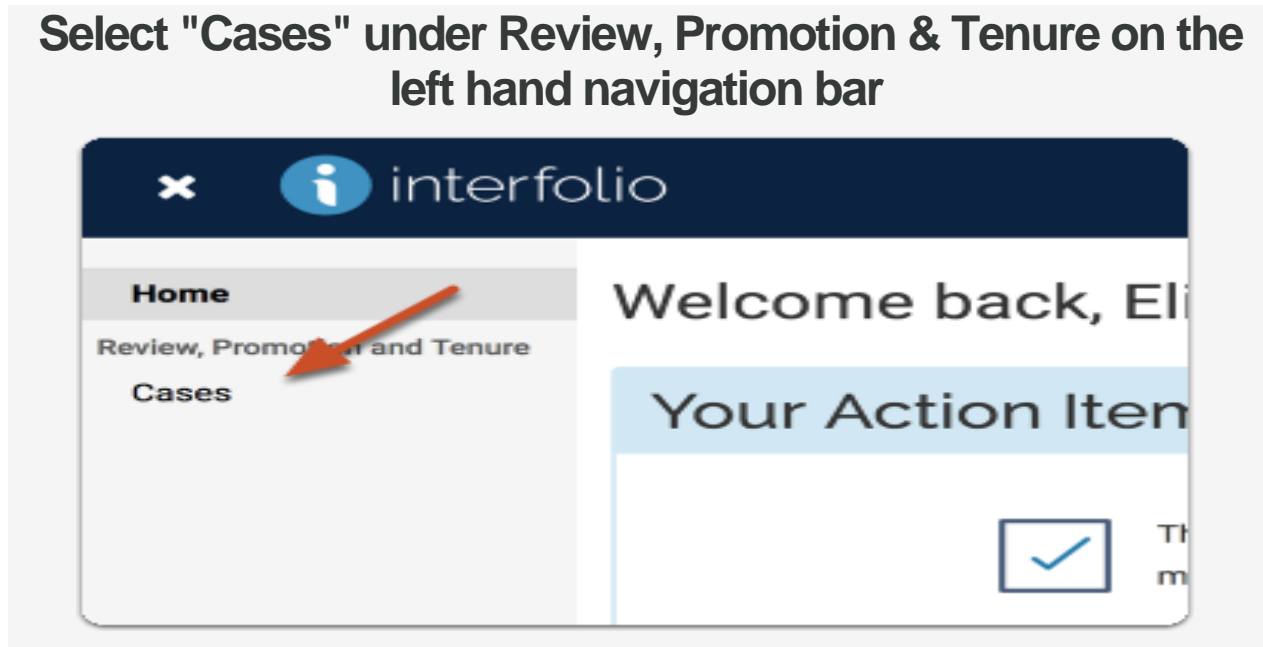


View Faculty Candidate Case/eDossier Materials

This article explains how Committee Members or others who are evaluating a case can access materials and what they can expect to find on the case page of a candidate.

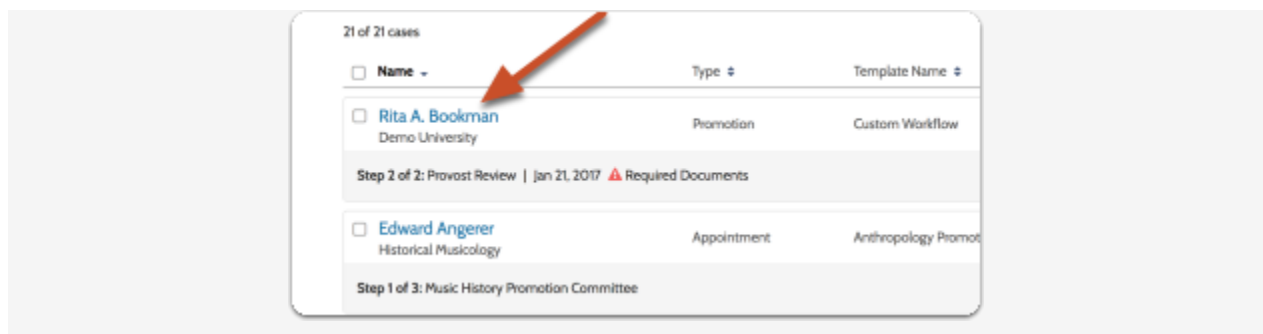
Once logged into your Faculty180 Account,

Select "Cases" under Review, Promotion & Tenure on the left hand navigation bar



You will see a list of cases that are available to you

Click the name of the candidate to view case materials

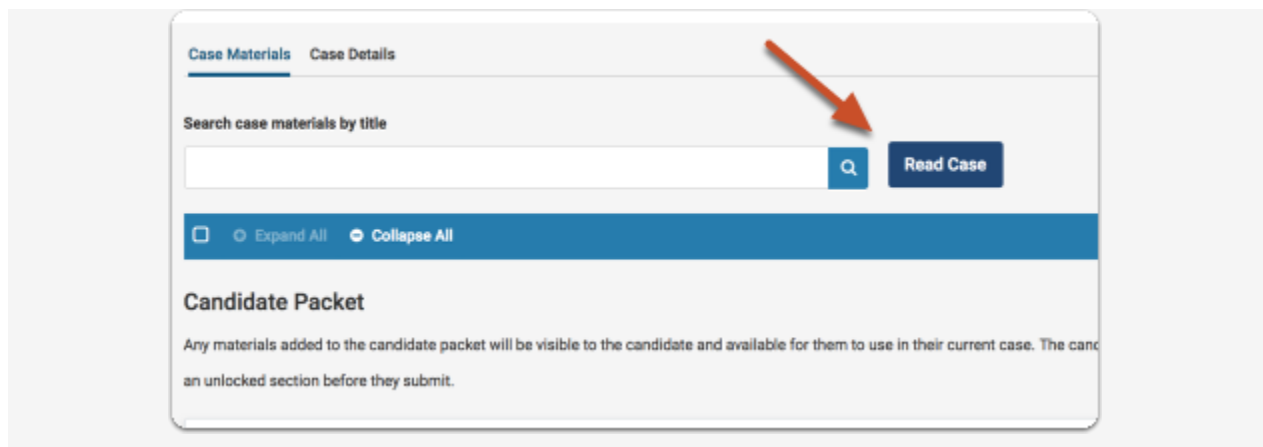


Accessing materials:

On the "Case Materials" tab of the case page, you can read documents that were submitted by the candidate or committee members.

Click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online

You can also click on the title of a document to open that specific document in the document viewer.



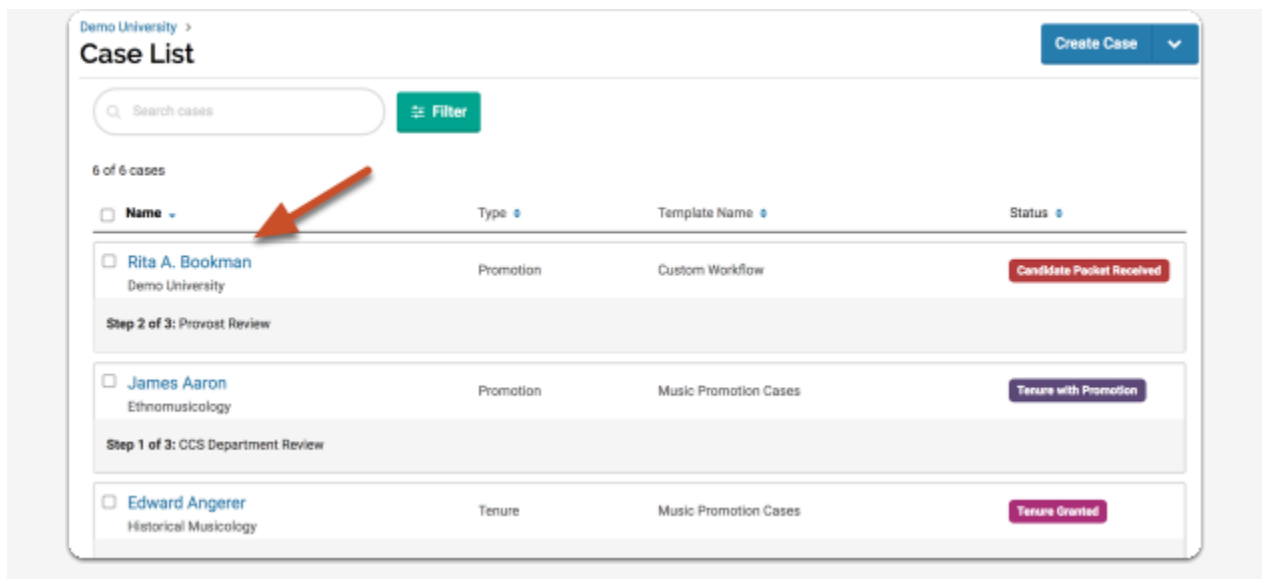
The document viewer displays all materials organized by sections. Note that you can search through the PDF files of materials, and leave annotations on the materials.

Make Notes on Case Packet/eDossier Materials and Export Your Annotations

Reviewers can add annotations to materials in a candidate's file and export those annotations in a PDF file for offline access. This makes it easy to highlight the most important parts of a packet and track and revisit thoughts when evaluating materials.

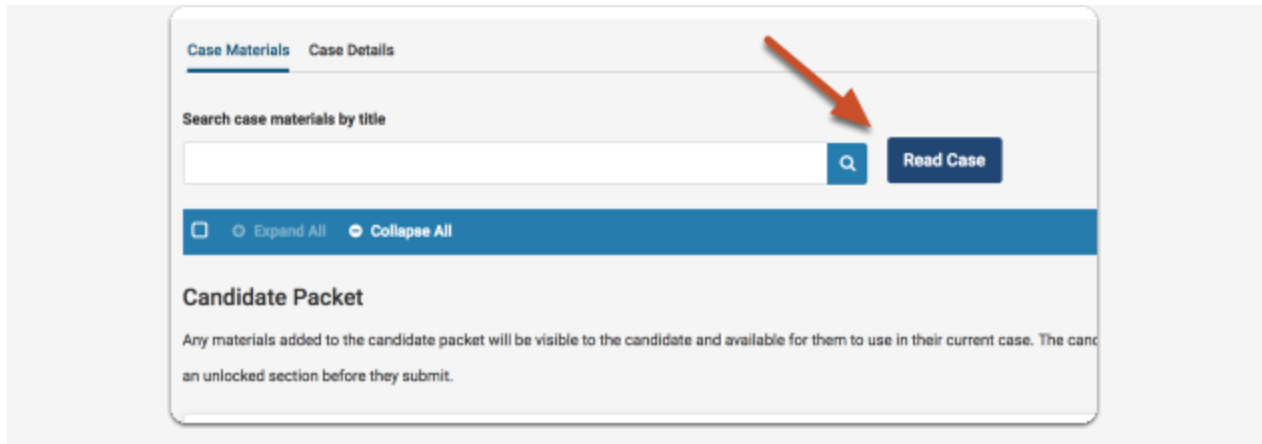
Annotations are private notes and are only visible to the reviewer who adds them. However, much like paper notes, annotations may be "discoverable" as evidence in certain legal proceedings.

Open the case you want to review

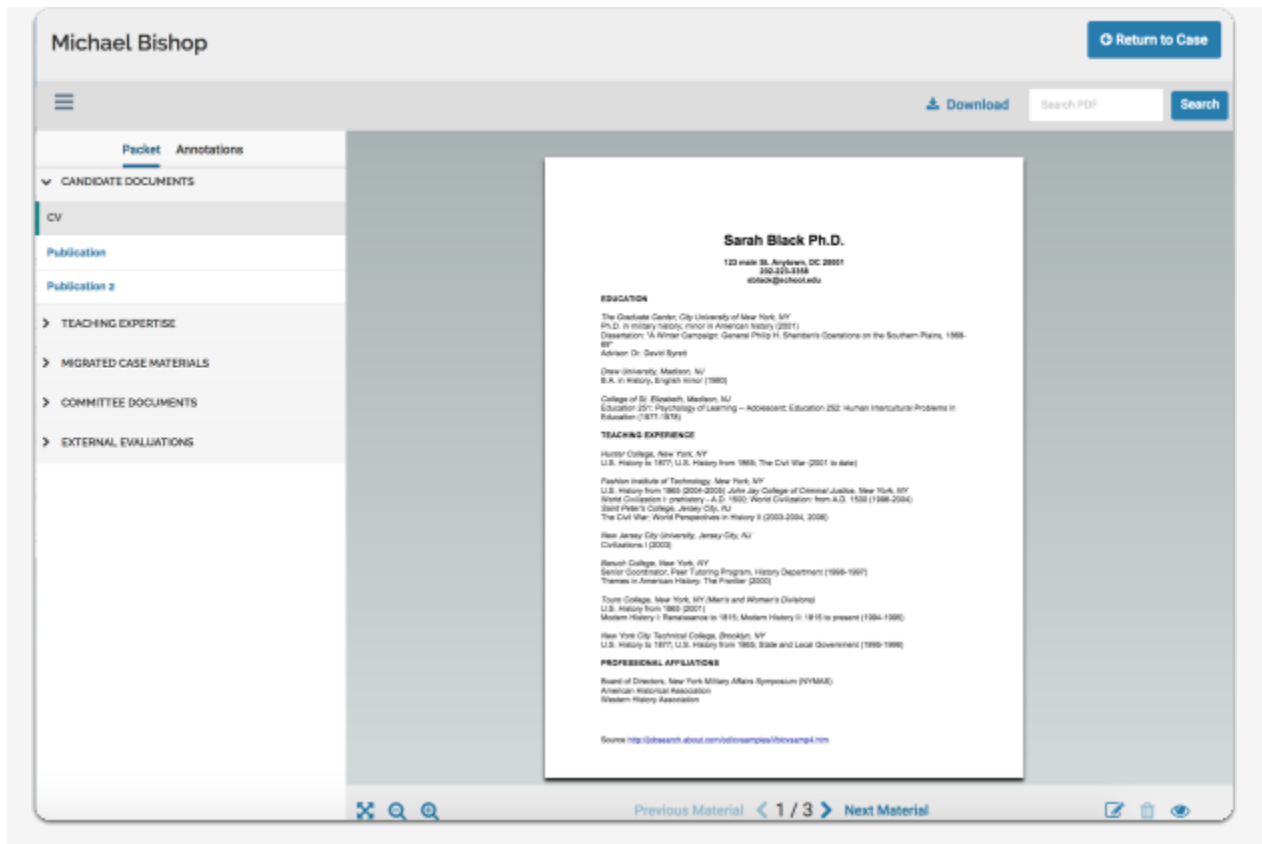


On the "Case Materials" tab of the case page, click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online

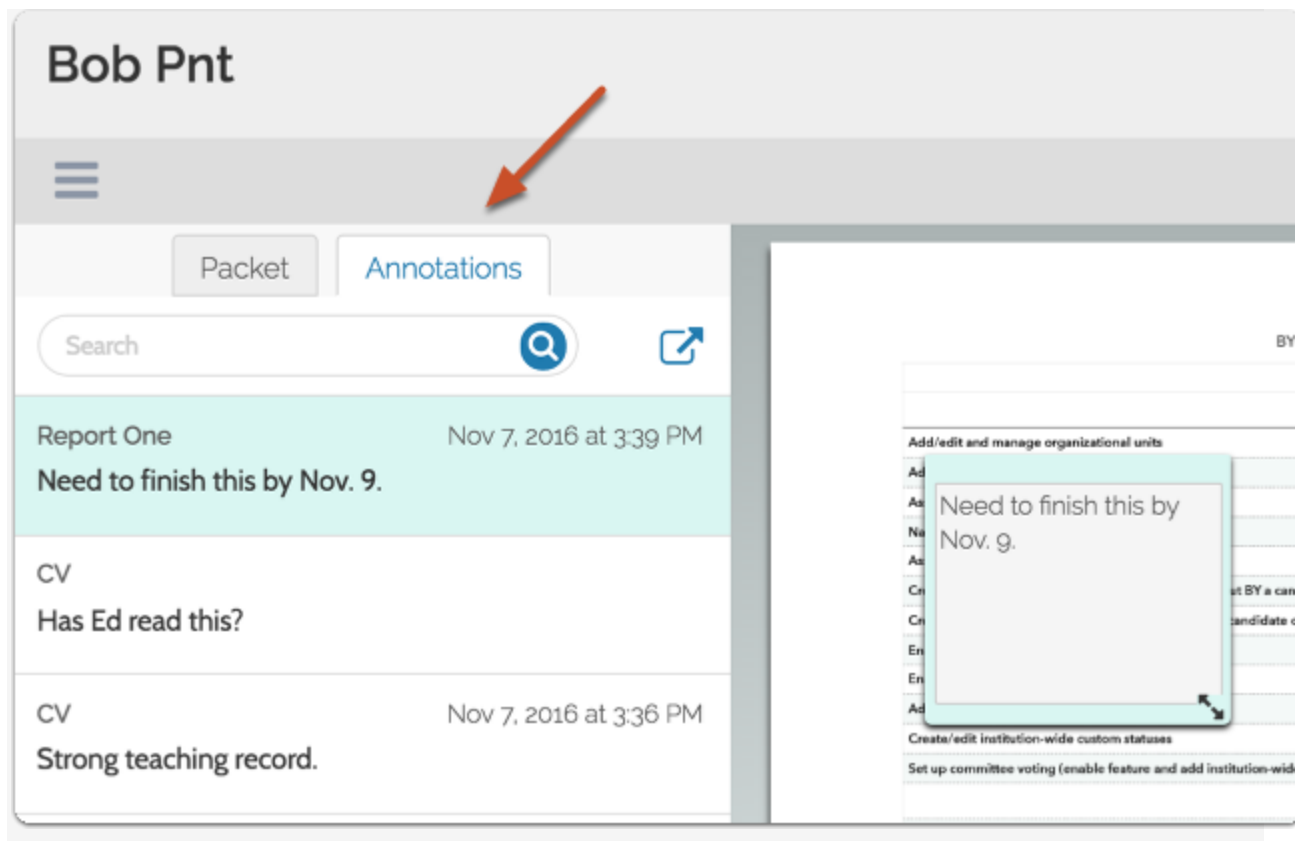
You can also click on the title of a document to open that specific document in the document viewer.



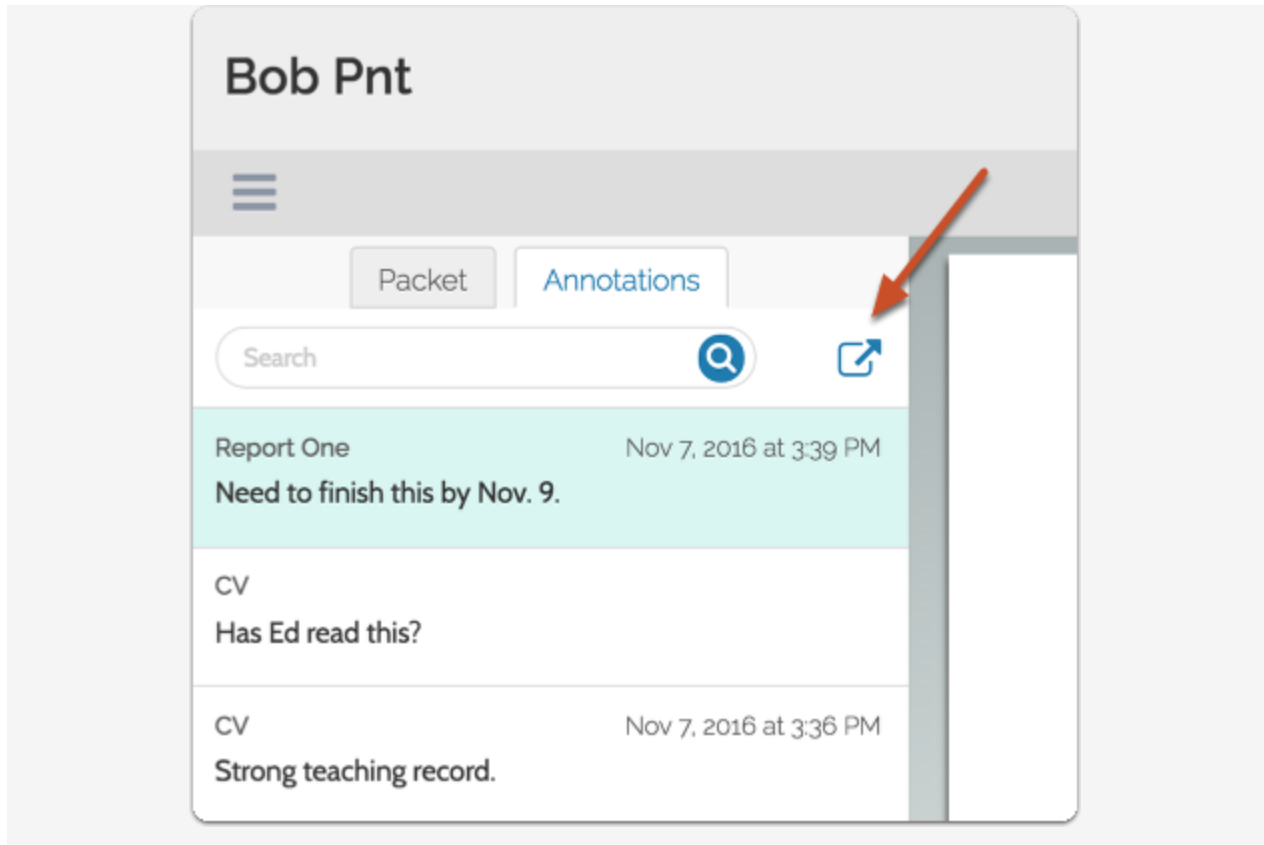
The document viewer displays all materials organized by sections. Note that you can download materials (if enabled), search through the PDF files of materials, and leave annotations on the materials.



Annotations appear on their own tab in the viewer



You can click the export icon to generate a PDF of your annotations that can be downloaded and printed



Annotations are added from the lower right corner of the viewer



Click the "view" icon to toggle on or off the display of annotations



Click the "note" icon to add an annotation on the currently displayed document



After clicking the "note" icon, select the type of annotation you want to create

- Make no selection to add a simple "stickie" note to the document
- "Point" adds a note with an arrow pointing to a particular point in the document
- "Area" adds a note about a selected area
- "Text" adds a note about highlighted



Stickie notes:

Click into the document and add your note where you want it to appear.



"Point" (arrow) notes:

Select "Point," and add a note with an arrow in the document. You can drag and drop to change the location of the arrow or note.

luctus pharetra.

Pellentesque eget est lorem. Etiam scelerisque est in lectus eleifend, venenatis elementum. Vestibulum dolor quam, faucibus ut risus eu, pharetra cursus ipsum. Mauris tristique nibh magna. Vestibulum sagittis. Cras vulputate sem bibendum elit pretium, sit amet blandit ipsum blandit. Aliquam erat volutpat. Aliquam nibh eu, finibus leo. Donec vel magna sed libero vestibulum feugiat hendrerit non orci. Vestibulum suscipit lobortis. Nunc in nibh venenatis, sollicitudin velit eu, facilisis nibh. Aliquam quis aliquam interdum ultrices tortor, eget dapibus mi suscipit eget. Interdum et malesuada fames ac ante ipsum nibh faucibus.

This note points to the Latin word "etiam" which can translate as also, even, or still...



"Area" notes:

Click "Area," and draw to select an area in the document to annotate.

Research Interests

- Writing Pedagogy
- Performance Ethnography
- Local Aesthetics
- Ethnopoetics
- Auto-ethnography
- American Popular Music
- Punk Rock Music
- Heavy Metal Music
- Shock Rock
- Southern Regional Identity

Research is her strongest area. Makes her a good fit for our needs...



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"Text" notes:

Click "Text" and select text in the document to highlight. Note that you can choose between orange or yellow highlighting.

Ethnopoetics

Auto-ethnography

American Popular Music

Punk Rock Music

Heavy Metal Music

Shock Rock

Southern Regional Identity

Music and Gothic Modes of Representation

19th Century Opera

Seems broad

I've recently completed my dissertation; "A Socioesthetics of Punk: Theorizing Performance," a performance ethnography addressing issues of southern regional identity.






< 49 / 50 >

To edit a note you've added, simply click into the text field

est lorem. Etiam scelerisque est in lectus eleifend, venenatis elementum ligula dictum. uam, faucibus ut risus eu, pharetra cursus ipsum. Mauris tristique nibh malesuada maximus utate sem bibendum elit pretium, sit amet blandit ipsum blandit. Aliquam eget arcu sagittis, nibus leo. Donec vel n eugiat hendrerit non orci. In luctus tellus a unc in nibh venenatis nibh. Aliquam quis aliquam sem. Fusce malesuada fames ac ante ipsum primis in portor, eget dapibus mi

This note points to the latin word "etiam" which translates as also, even, or still...

< 19 / 19 >   

To delete a note, click into the text field and then click the trash icon

est lorem. Etiam scelerisque est in lectus eleifend, venenatis elementum ligula dictum. Jam, faucibus ut risus eu, pharetra cursus ipsum. Mauris tristique nibh malesuada maximus tate sem bibendum elit pretium, sit amet blandit ipsum blandit. Aliquam eget arcu sagittis, nibus leo. Donec vel nunc in nibh venenatis augiat hendrerit non orci. In luctus tellus a nibh. Aliquam quis aliquam sem. Fusce malesuada fames ac ante ipsum primis in

This note points to the latin word "etiam" which translates as also, even, or still...

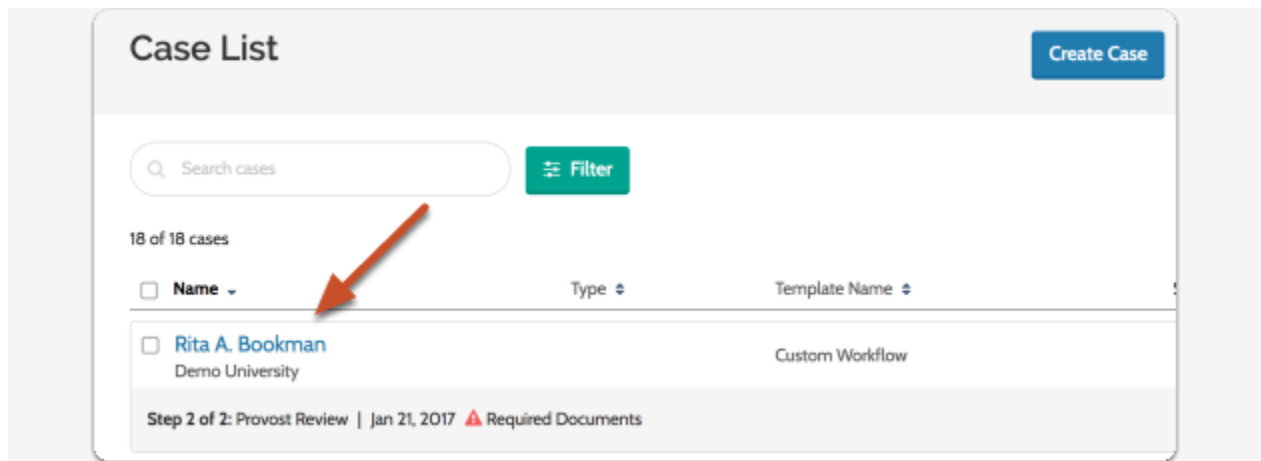
< 19 / 19 >



Uploading Internal Review Letters

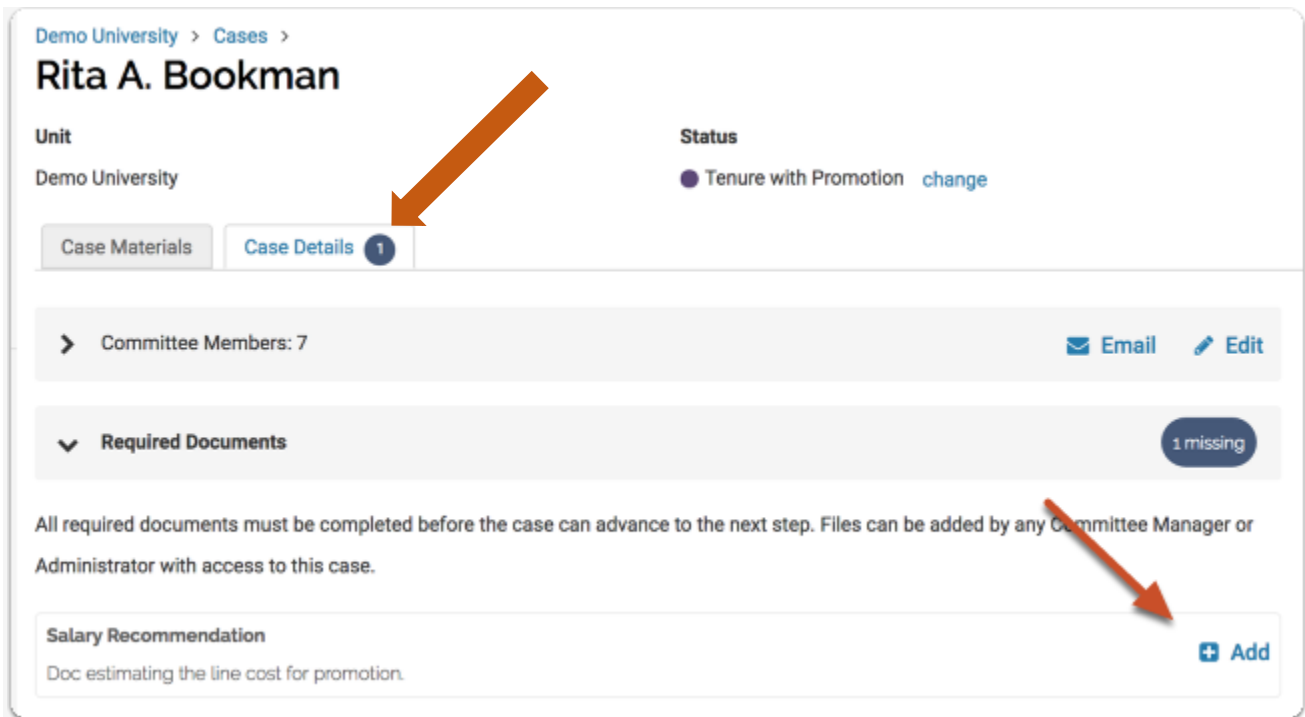
As a committee manager (PRC Chairperson or Department Chairperson/School Director, or Dean), you will be responsible for uploading the signed review letter for the faculty candidate you are reviewing. There is also a space to upload any additional reviewer inserted materials.

Click the candidate's name to open the case with required documents

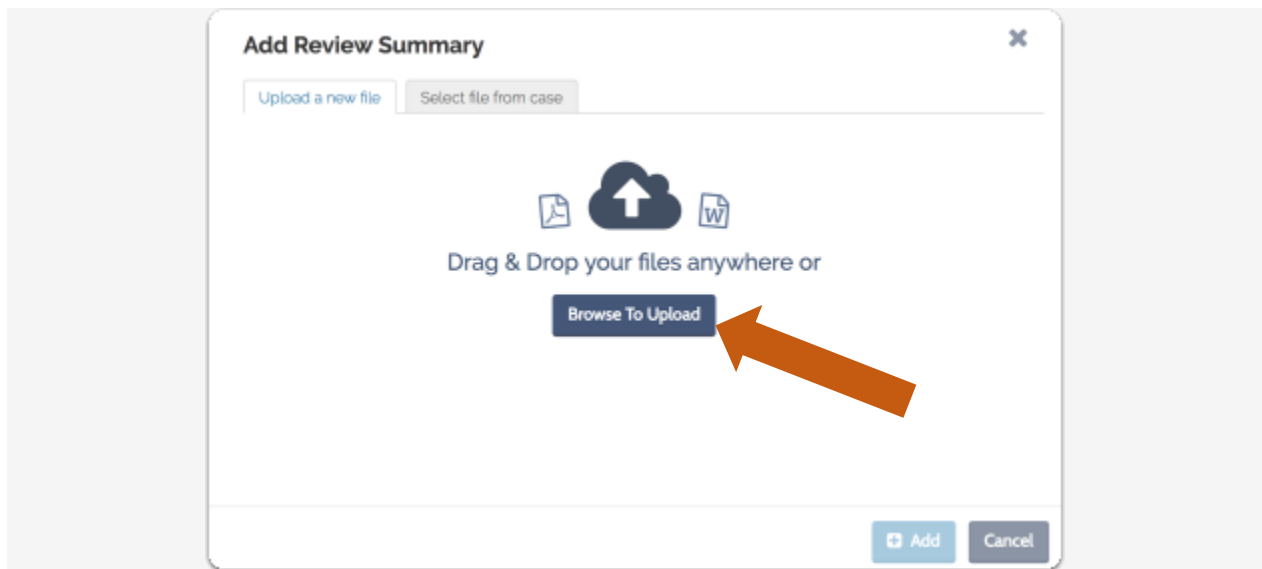


The screenshot shows a 'Case List' interface. At the top right is a blue 'Create Case' button. Below it is a search bar labeled 'Search cases' and a green 'Filter' button. The text '18 of 18 cases' is displayed. A table with columns 'Name', 'Type', and 'Template Name' is shown. The first row contains the name 'Rita A. Bookman' (with 'Demo University' below it) and 'Custom Workflow'. A red arrow points to the name 'Rita A. Bookman'. At the bottom, a status bar reads 'Step 2 of 2: Provost Review | Jan 21, 2017' followed by a red triangle icon and the text 'Required Documents'.

1. Open the "Case Details" tab and click "Add" under "Required Documents"



2. Browse to upload a new file:



3. Select the section of the packet in which to add the document (in this case "Internal Review Letters"). Select "Add".

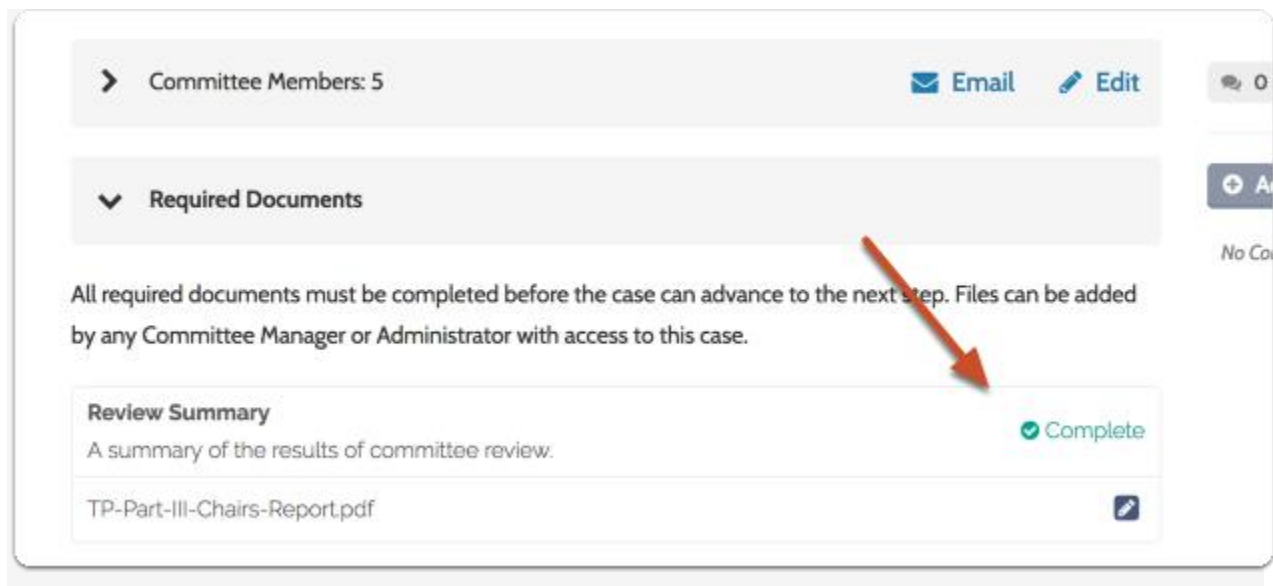
Add a. External Review Letters ✕

[Upload a new file](#) [Select file from case](#)

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

| | |
|--|--|
| Name * | Section * |
| <input type="text" value="CPRC Recommendation"/> | <div><input type="text" value="Internal Review Letters"/> ▼</div> <ul style="list-style-type: none">External ReviewsInternal Review LettersReviewer Inserted Material, if applicable |

Once uploaded, the document requirement will be labeled "Complete"



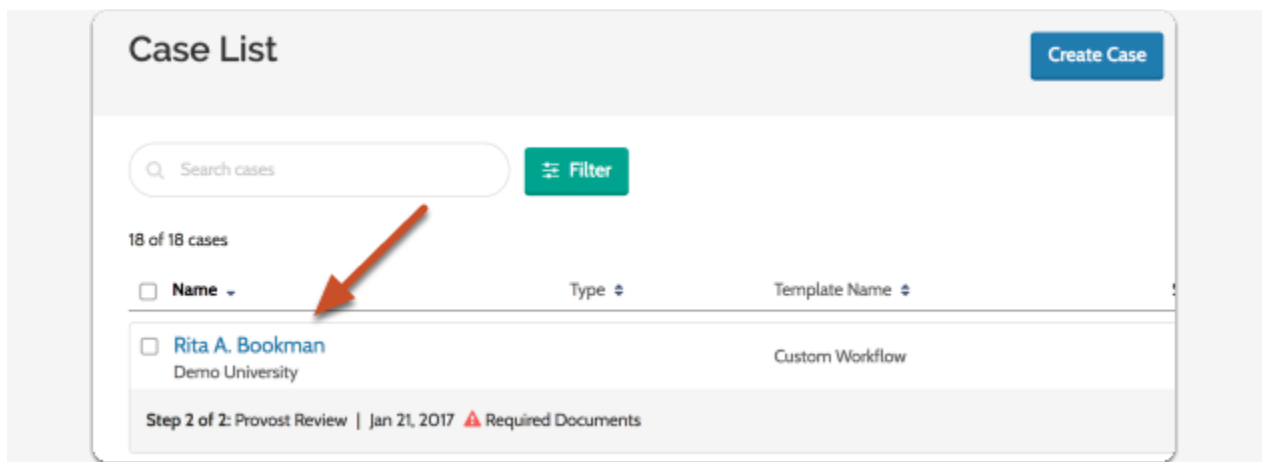
Once you have completed uploading your review letter and additional reviewer material (if applicable), you are now ready to share the results of the review with the faculty candidate and forward the case to the next review step and (see “Share the Review Letter with the Candidate” on page 43 and “Sending a Case/eDossier Forward “on page 46).

How to Add Supplementary Materials

How to add more than one document (other than the one required review letter; e.g. supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier):

As a committee manager (Chair of the PRC, Chair of Department/School, or Dean) you may wish to add more than the one required reviewer letter to the faculty candidate's eDossier to be accessible/viewed by other reviewers (e.g. supplementary materials such as materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier). Below you will find step-by-step instructions on how to do this.

Click the candidate's name to open the case you wish to add/upload supplementary materials to



The screenshot shows a 'Case List' interface. At the top right is a 'Create Case' button. Below it is a search bar labeled 'Search cases' and a 'Filter' button. The text '18 of 18 cases' is displayed. The main area contains a table with columns for 'Name', 'Type', and 'Template Name'. The first row shows a checkbox, the name 'Rita A. Bookman' (with 'Demo University' below it), and 'Custom Workflow'. An orange arrow points to the name 'Rita A. Bookman'. At the bottom, there is a status bar: 'Step 2 of 2: Provost Review | Jan 21, 2017 ⚠ Required Documents'.

1. Open the "Case Materials" tab

Cleveland State University > Case >
Tommie Barclay

Unit: Cleveland State University
Template: Tenure & Promotion - TT Faculty (With DPRC)

Case Materials Case Details 2

Search case materials by title

Expand All Collapse All

2. Select "Add File" to add a file to the section you wish to add supplementary materials to (other than the one required reviewer letter)

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.

External Reviews Add File
For tenure/promotion and full professor dossiers only. Five letters are required, with evidence presented of the relevant expert and "arm's length" qualifications of each, and of the selection process that was used. Completion of this section is the responsibility of the PRC chair—the materials are inserted in this section after the candidate submits the final dossier.
No files have been added to this section.

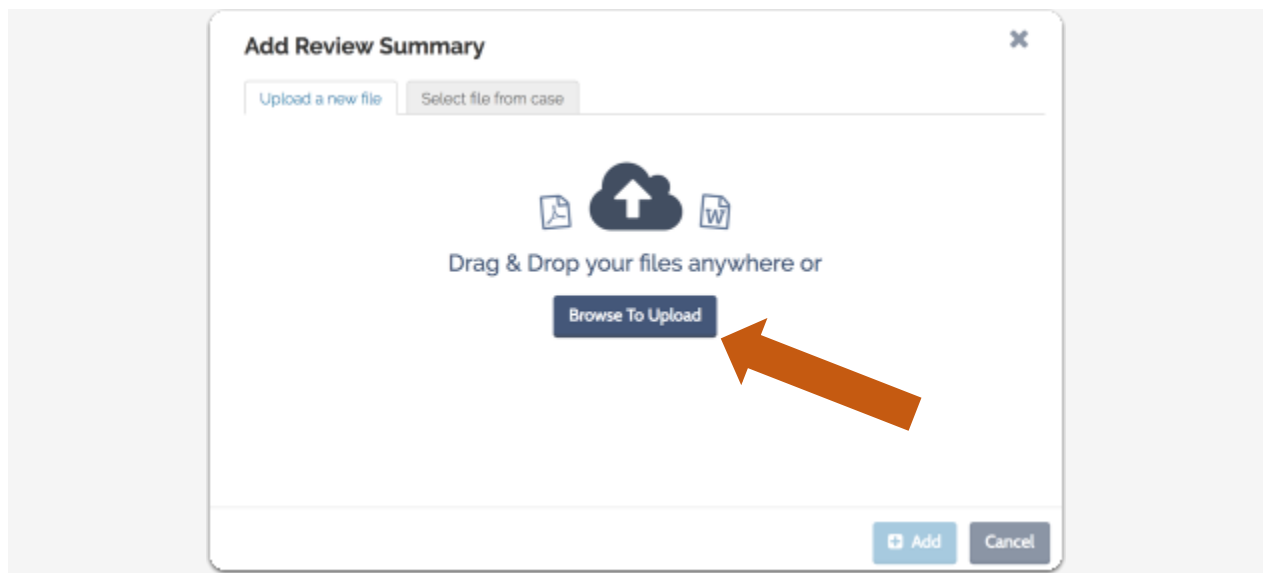
Internal Review Letters Add File

Reviewer Inserted Material, if applicable Add File
Upload any supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) in this section.

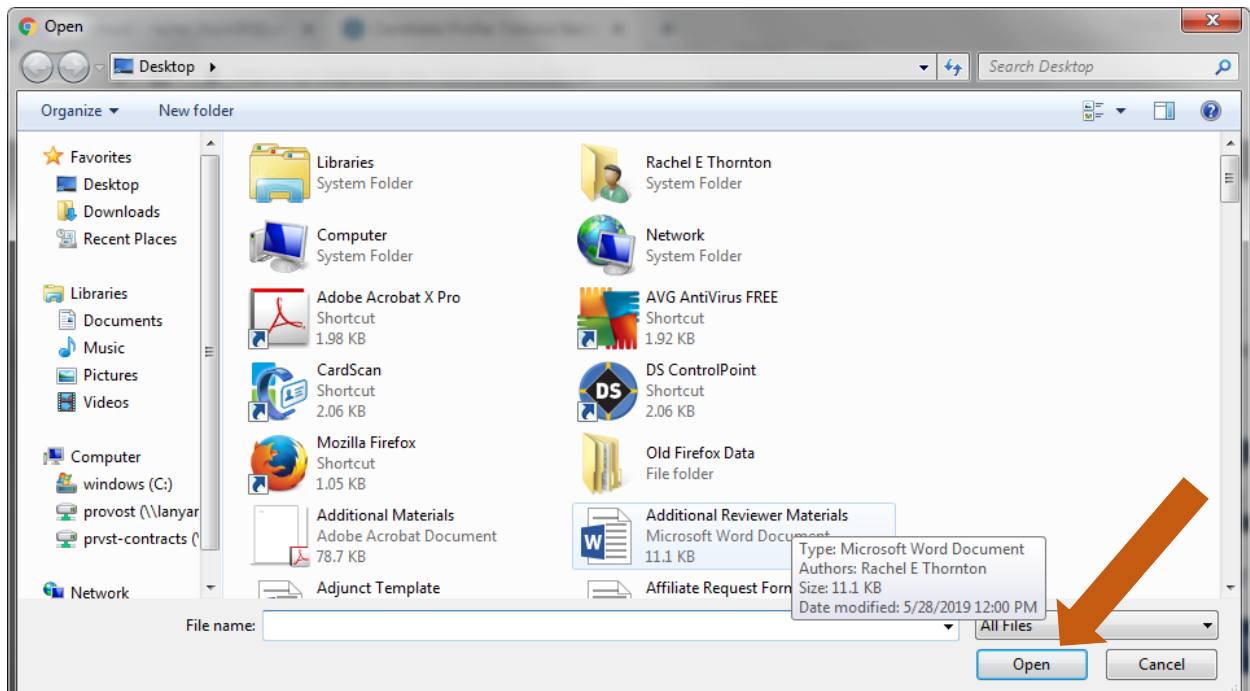
In this case, "Reviewer Inserted Material, if applicable"

Reviewer Inserted Material, if applicable Add File
Upload any supplementary materials (this may include materials requested by the DPRC/CPRC including missing co-author letters and/or R/S/CA accepted after submission of the eDossier) in this section.
No files have been added to this section.

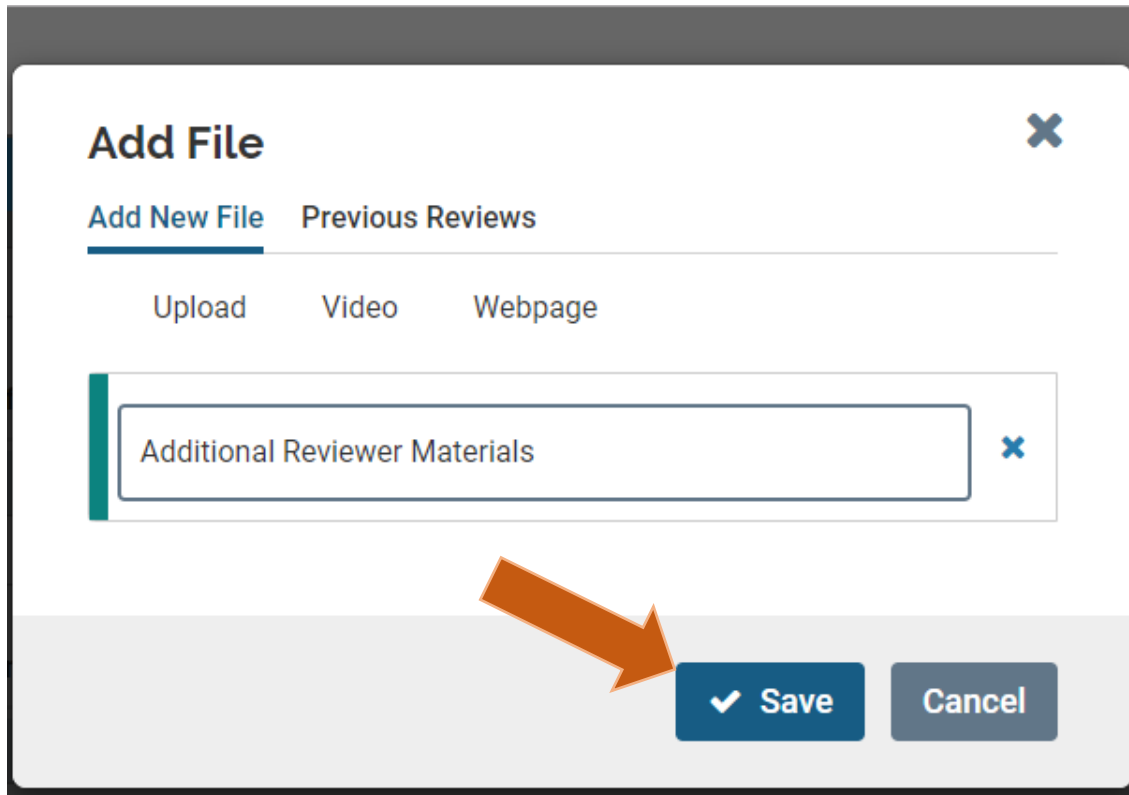
3. Browse to upload a new file



4. Choose the file you wish to upload and select “Open”



5. Select “Save”.



You can continue adding as many files as you wish by repeating the steps (1-5).

Once you have completed uploading your review letter and additional reviewer material (if applicable), you are now ready to share the results of the review with the faculty candidate and forward the case to the next review step and (see “Share the Review Letter with the Candidate” on page 43 and “Sending a Case/eDossier Forward “on page 46).

External Reviewer Evaluations

Receiving Notification Email/Beginning Your Review

As a committee manager (PRC Chair or Department Chair) you will receive an email notification once the faculty candidate has submitted their Preliminary Dossier section in their eDossier. You can now login to begin sending the preliminary dossier to external reviewers.



Rachel Thornton's case is available for review.

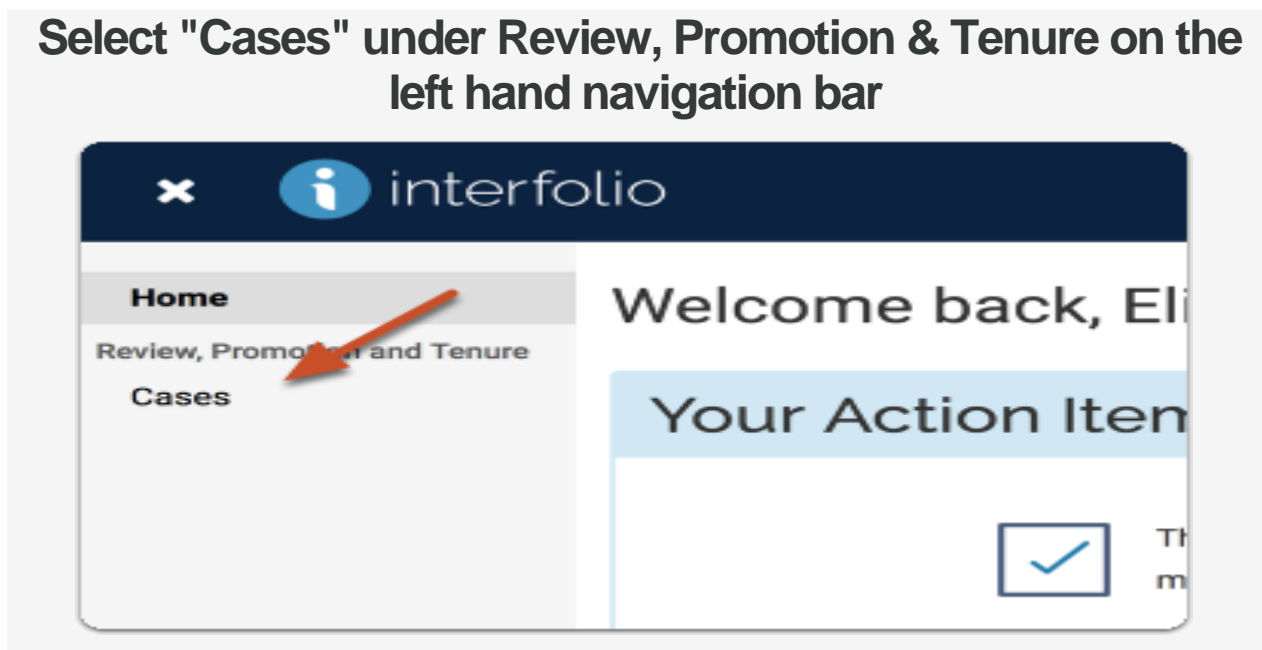
SIGN IN

The candidate has submitted their case and it is now available for your committee to review.

Powered by Interfolio | Support

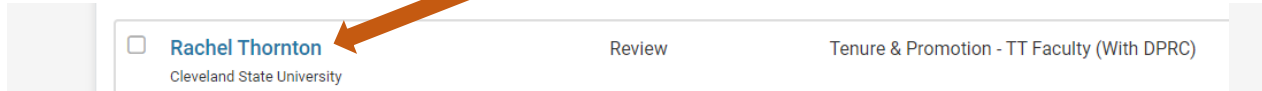
Once logged into your Faculty180 Account,

Select "Cases" under Review, Promotion & Tenure on the left hand navigation bar

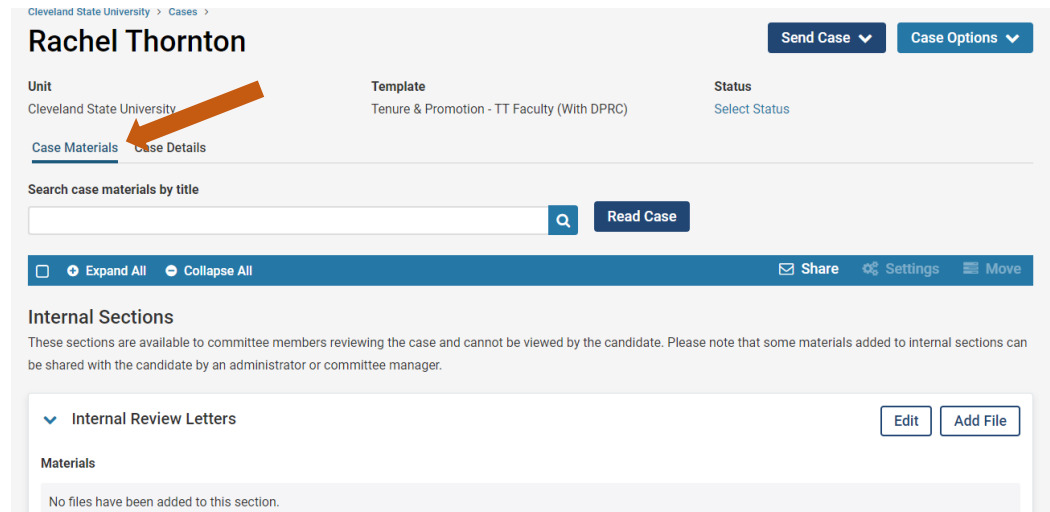


You will see a list of cases that are available to you

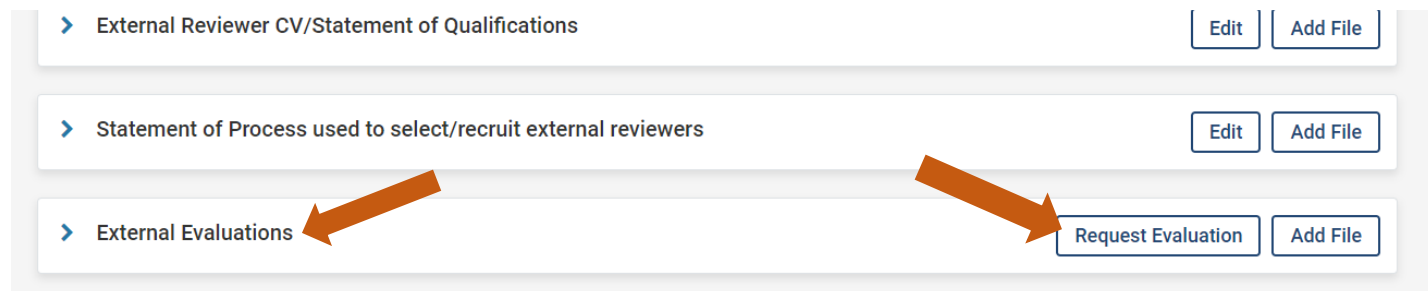
Click the name of the candidate to view case materials



1. You will automatically be directed to the “Case Materials” tab for the candidate’s case you are viewing




2. Scroll down to “External Evaluations” and select “Request Evaluation” to begin sending preliminary dossier materials to external reviewers



5. You can select a deadline for external reviewers to submit their evaluation letter in the box/field titled “Deadline”. Please note that this is a hard deadline meaning the external evaluator will not be able to respond to the system after the set deadline. You can also allow the external evaluators to upload more than their review letter (such as a CV). Select “Yes, allow the evaluator to submit additional files” under the “Can evaluators submit additional files?” question. This will allow external evaluators to upload their CV directly to the system along with their external review letter as opposed to sending it separately outside of the system. You can also give access to who internally you wish to see these letters as they are submitted (choose “Administrators and Committee Managers”).

Response Settings


Deadline
The recipient will not be able to submit an evaluation after the deadline date.


Mmm d, yyyy 

Can the evaluator submit additional files? *
Indicate whether you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file?


Yes, allow the evaluator to submit additional files.
 No

Access *
Choose who has access to this document.

Administrators & Entire Committee 

 **Send Request** [Cancel](#)

Since the deadline you set for external reviewers is a hard deadline meaning they cannot submit their review after that date, you can either not select a due date or you can go back into that external evaluation and edit the due date and resend the request. Select “Edit” to the right of the evaluation request you wish to edit the due date for.

 External Evaluations [Request Evaluation](#) [Add File](#)

Materials

| Title | Details | Actions |
|---|---|----------------------|
| <input type="checkbox"/> Evaluation from Michael Artbauer | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Jason Moore | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Michael Artbauer | Submitted by Michael Artbauer Mar 24, 2020 | Edit |

Select “Edit & Resend Request” to the right of the evaluation request you wish to edit the due date for.

The screenshot shows the 'External Evaluations' section with two buttons: 'Request Evaluation' and 'Add File'. Below is a table with columns 'Title', 'Details', and 'Actions'. The first row has a checkbox, 'Evaluation from Michael Artbauer', 'Requested Mar 24', and an 'Edit' button. A dropdown menu is open from the 'Edit' button, showing 'Edit Settings', 'Edit & Resend Request', and 'Cancel Request'. An orange arrow points from the 'Edit & Resend Request' option back to the 'Edit' button in the table.

| Title | Details | Actions |
|---|------------------------|----------------------|
| <input type="checkbox"/> Evaluation from Michael Artbauer | Requested Mar 24 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Requested Mar 24, 2020 | |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Requested Mar 24, 2020 | |

You can select a new due date and change any other information in the email. Select “Send Request” to resend the external evaluator request.

The screenshot shows the 'Files' section with a message 'There are no files included in this request.' and an 'Add Files' button. Below is the 'Response Settings' section. An orange arrow points to the 'Deadline' field, which contains 'Mmm d, yyyy' and a calendar icon. Another orange arrow points to the 'Send Request' button at the bottom left. A third orange arrow points to the 'Can the evaluator submit additional files?' section, which has radio buttons for 'Yes, allow the evaluator to submit additional files.' (selected) and 'No'. Below that is an 'Access' dropdown menu set to 'Administrators & Entire Committee'.

Files

Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.

There are no files included in this request.

[+ Add Files](#)

Response Settings

Deadline

The recipient will not be able to submit an evaluation after the deadline date.

Mmm d, yyyy

Can the evaluator submit additional files? *

Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file?

Yes, allow the evaluator to submit additional files.

No

Access *

Choose who has access to this document.

Administrators & Entire Committee

[Send Request](#) [Cancel](#)

6. Once you have filled out all fields/boxes and included your message to the external evaluators, you can now select “Add Files” to begin adding materials to send for review.

The screenshot shows an email composition window. At the top is a 'Subject' field containing the text 'Message Subject'. Below it is a 'Message' editor with a rich text toolbar (bold, italic, underline, link, unlink, list, indent, outdent, link, unlink, image, link, unlink) and a large text area. Below the message editor is a 'Preview Email' button. At the bottom is a 'Files' section with the text 'Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.' Below this text is a message box that says 'There are no files included in this request.' At the bottom left of the files section is a blue button with a plus sign and the text '+ Add Files', which is highlighted by an orange arrow.

7. To select files individually select the box located to the left of each file (All faculty have been notified that they should clearly label the materials they wish to have sent to external evaluators (e.g. Preliminary Dossier – CV – Thornton). Once you have selected all of the files you wish to send, select “+ Add Files”.

The screenshot shows a dialog box titled 'Add to Evaluation Request' with a close button (X) in the top right corner. Below the title is a 'Search' field with a search icon. Below the search field is a list of files, each with a checkbox to its left. The files listed are: Name, EDB 711 Exam Summer 2020, THUNDER HURA, External Reviewer #1 CV, MY CV, Personal Statement - Thornton, Journal Article 2, Journal Article 1, GRANT AWARD NOTIFICATIONS, 2019 NEW FACULTY HIRES - Credentials, and Adjunct Template. At the bottom of the dialog box is a blue button with a plus sign and the text '+ Add Files', which is highlighted by an orange arrow. To its right is a 'Cancel' button.

8. Once you have selected all of the files you wish to share with the external reviewers and filled out all fields, you are now ready to send the invite to external evaluators. Select “Send Request”.

Files

Files you add here can be downloaded by the recipient when they accept the invitation to provide an evaluation.

| Name | Actions |
|---------------------------|---------|
| GRANT AWARD NOTIFICATIONS | Remove |

[+ Add Files](#)

Response Settings

Deadline
The recipient will not be able to submit an evaluation after the deadline date.
Aug 1, 2021

Can the evaluator submit additional files? *
Indicate whether or not you want to allow the evaluator to submit additional supporting materials, such as a CV, along with the requested file?
 Yes, allow the evaluator to submit additional files.
 No

Access *
Choose who has access to this document.
Administrators & Entire Committee

[Send Request](#) [Cancel](#)

9. The screen will go back to the dossier of the faculty you are reviewing and you will see a confirmation message that you sent the external reviewer email successfully in the bottom left corner of the screen.

Home

Your Packets

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Rachel Thornton [Send Case](#) [Case Options](#)

Unit: Cleveland State University | Template: Tenure & Promotion - TT Faculty (With DPRC) | Status: Select Status

Case Materials | Case Details

Writer email cannot be the same as the candidates email.

Search case materials by title

[Read Case](#)

[Expand All](#) [Collapse All](#) [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.

Internal Review Letters [Edit](#) [Add File](#)

Materials

No files have been added to this section.

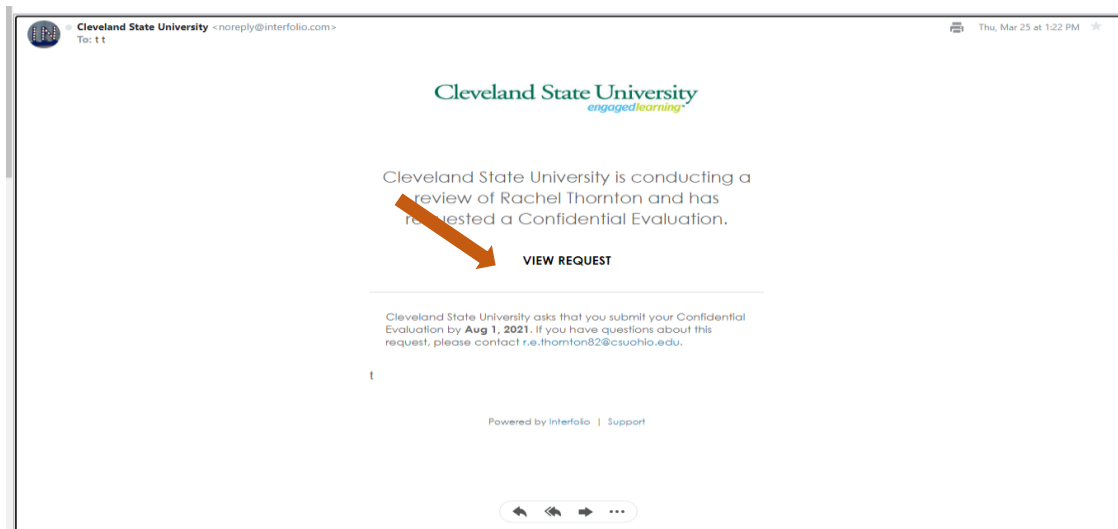
EVALUATION REQUESTED [Request Another](#)

Your request for an evaluation has been successfully sent.

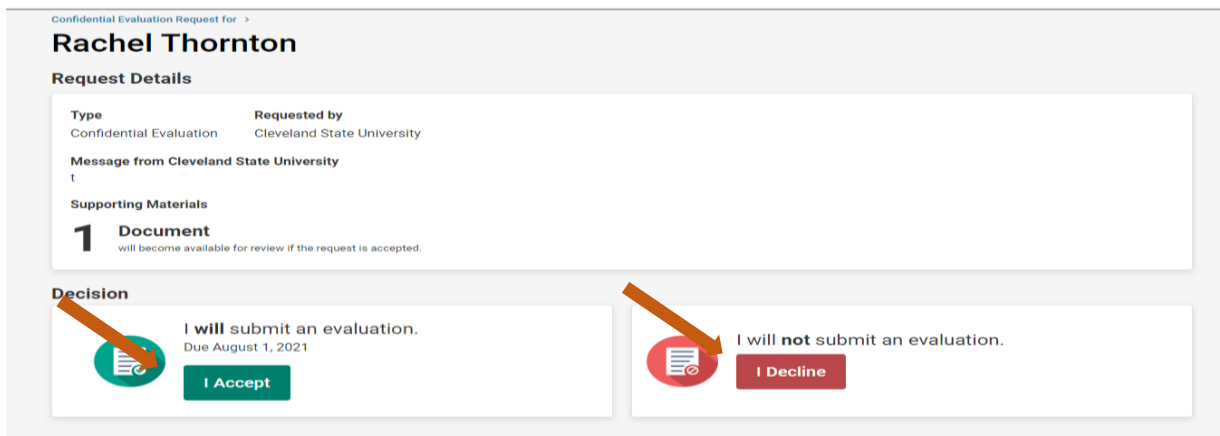
EVALUATION REQUESTED [Request Another](#)

Your request for an evaluation has been successfully sent.

This is what external reviewers will receive in their email



They should select “View Request” and a new tab will open.



If they choose to accept, they will select “I accept” and it will take them to the evaluation. If they decline, you will be notified via email of their decline.

If the external reviewer accepts, they will be redirected to this page and can select “Download” to the right of each file to view each file individually or “Read All Materials” to see all of the documents.

Rachel Thornton

Request Details

| | |
|-------------------------|----------------------------|
| Type | Requested by |
| Confidential Evaluation | Cleveland State University |


Message from Cleveland State University


Supporting Materials

| Name | Action |
|---------------------------|----------|
| GRANT AWARD NOTIFICATIONS | Download |

[Read All Materials](#)

Decision

 **I accept, I will submit an evaluation.**
I've changed my mind and decline to submit an evaluation.

 **Due August 1, 2021**
You can not submit after the due date.

Evaluation
Learn more about our accepted file types.


Confidential Evaluation
1 required [Add File](#)


An evaluation has not yet been added in response to this request.

Additional Files
A maximum of 10 files can be added. [Add Files](#)

Once the external reviewer has viewed the documents/files shared with them, they can submit their evaluation and upload other files (up to 10 max) including their CV. They would then select “Submit”.

Decision

 **I accept, I will submit an evaluation.**
I've changed my mind and decline to submit an evaluation.

 **Due August 1, 2021**
You can not submit after the due date.

Evaluation
Learn more about our accepted file types.

Confidential Evaluation
1 required

| Name | Action |
|---------------------|---------|
| Evaluation from t t | Replace |

Additional Files
A maximum of 10 files can be added. [Add Files](#)

| Name | Action |
|------------------------|--------|
| External Reviewer CV 1 | Remove |

[Submit](#)

Once the external reviewer has uploaded their external review letter and other materials such as a CV, it will automatically upload in the eDossier system in the appropriate section labeled “External Evaluations”.

External Evaluations [Request Evaluation](#) [Add File](#)

Materials

| Title | Details | Actions |
|--|---|----------------------|
| <input type="checkbox"/> Evaluation from Michael Artbauer | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Jason Moore | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Michael Artbauer | Submitted by Michael Artbauer Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Roger Moore | Requested Mar 24, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Jason Moore | Declined Apr 27, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Jason Moore | Accepted Apr 29, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton | Accepted Jun 8, 2020 | Edit |
| <input type="checkbox"/> Evaluation from Kathy McNamara | Accepted Mar 24, 2021 | Edit |
| <input type="checkbox"/> Evaluation from t t | Accepted Mar 25, 2021 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Thornton 1 attachment | Submitted by Rachel Thornton Mar 25, 2021 | Edit |
| <input type="checkbox"/> Evaluation from Rachel Moore 1 attachment | Submitted by Rachel Moore Mar 25, 2021 | Edit |

You will be able to see the external evaluation in the dossier when you read the case.

Packet Annotations

- > INTERNAL REVIEW LETTERS
- > REVIEWER INSERTED MATERIAL, IF APPLICABLE
- > EXTERNAL REVIEWER CV/STATEMENT OF QUALIFICATIONS
- > STATEMENT OF PROCESS USED TO SELECT/RECRUIT EXTERNAL REVIEWERS
- ▼ EXTERNAL EVALUATIONS
 - [Evaluation from Michael Artbauer](#)
 - [Evaluation from Rachel Thornton](#)
 - ▼ Additional Files
 - [External Reviewer CV 1](#)
 - [Evaluation from Rachel Moore](#)
 - > Additional Files
- > PRELIMINARY DOSSIER

Rachel Thornton

Request Details

Type: Requested by Requested by: Request from University

Message from Applicant: External State Documents

Supporting Materials: 1 [View All Materials](#)

Decision:

Accepted I will submit an evaluation. Clear August 1, 2021 You can not accept after the due date.

Evaluation:

Completed Evaluation: 1 [View](#)

Additional File: 1 [Add File](#)

You will receive an email letting you know the external evaluation has been uploaded to the system. You can choose “I accept” which will take you to the eDossier/Faculty180 login page or login to the system the way you normally do.



The evaluation you requested on behalf of Rachel Thornton has been uploaded.

Michael Artbauer uploaded the evaluation you requested on behalf of Rachel Thornton on 2020-03-24 19:14:34 UTC. To view the uploaded document, log in below and navigate to the candidate's case.



I ACCEPT

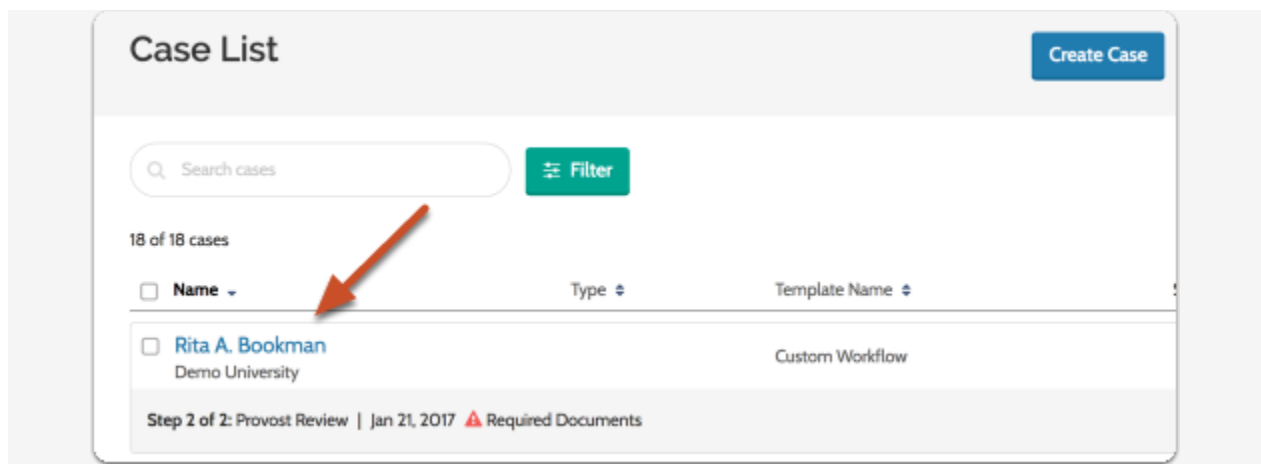
Powered by Interfolio | [Support](#)

As the PRC chair or department chair, you will still be responsible for uploading the Statement of Process used to select/recruit external reviewers after the faculty submission deadline in September. See the next section in the instruction guide titled “Uploading the Statement of Process used to select/recruit external reviewers” on page 40.

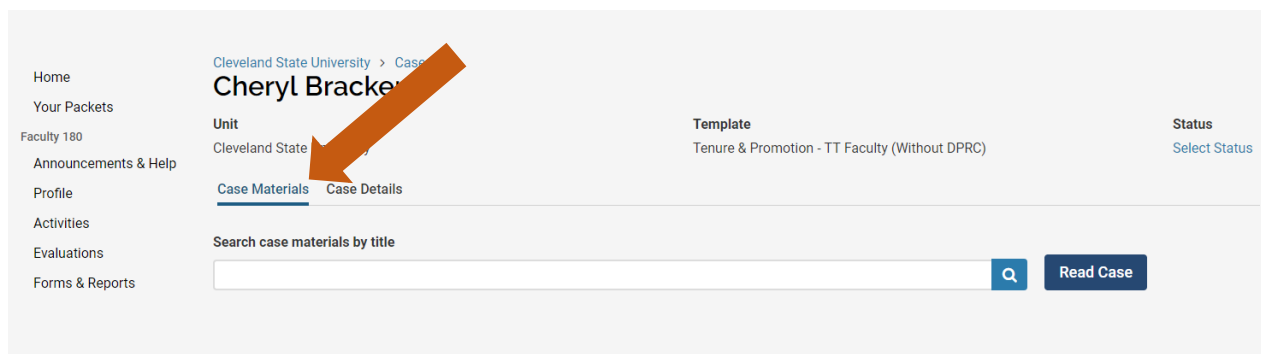
Uploading the Statement of Process used to select/recruit external reviewers

As the PRC Chairperson you will still be responsible for uploading the “Statement of Process used to select/recruit external reviewers” before all other reviewers gain access to the eDossier and after the September 1 deadline.

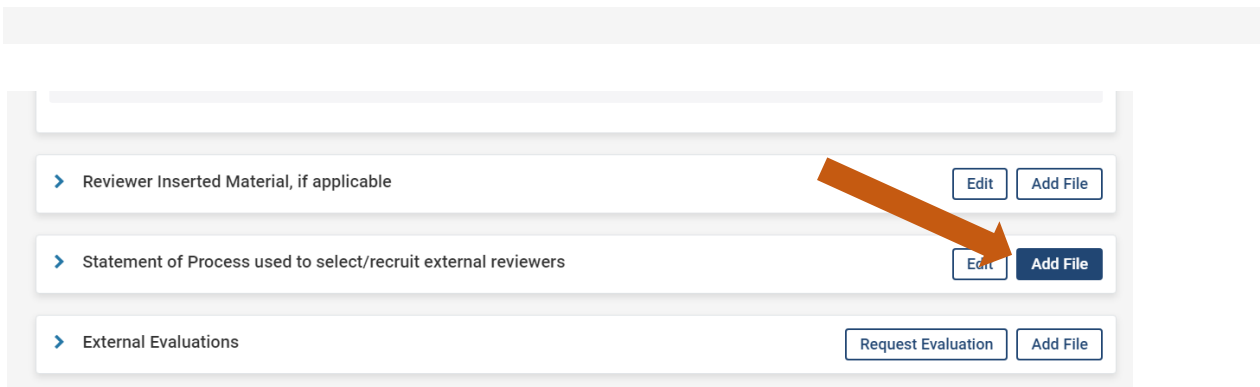
Click the candidate's name to open the case with required documents



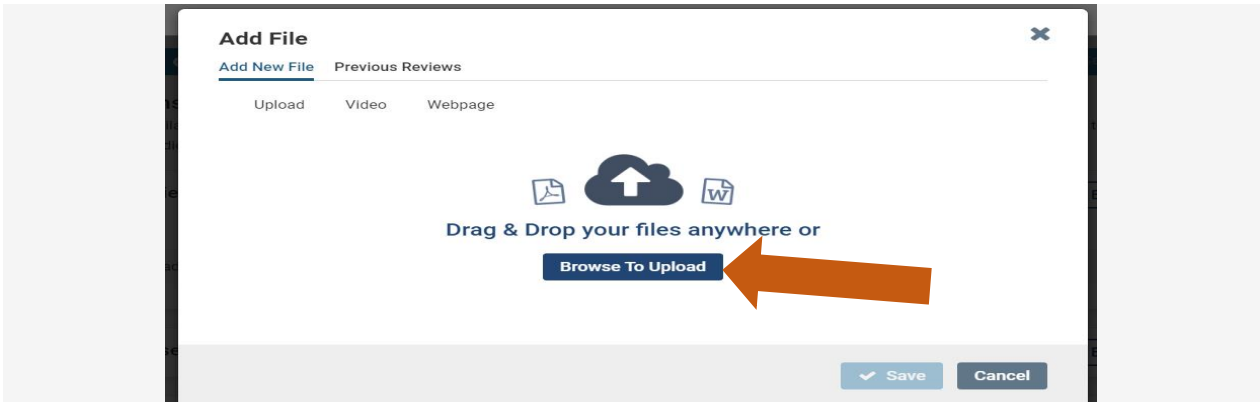
1. Open the "Case Materials" tab



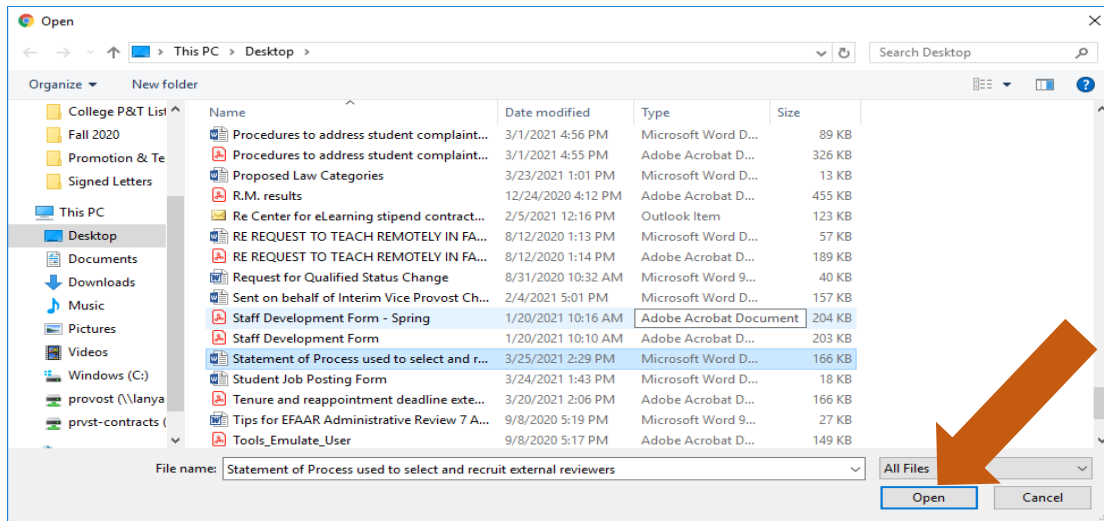
2. Scroll down to the “Statement of Process used to select/recruit external reviewers” section. Select “Add File” to the right.



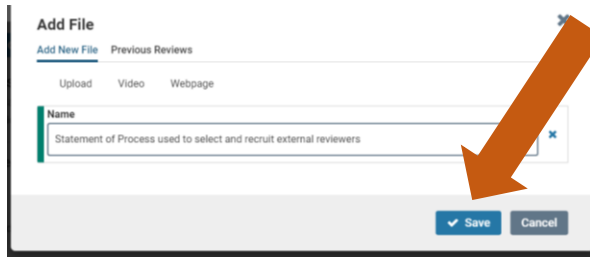
3. Browse to upload a new file



4. Choose the file you wish to upload and select “Open”



5. Select “Save”



Add File

[Add New File](#) [Previous Reviews](#)

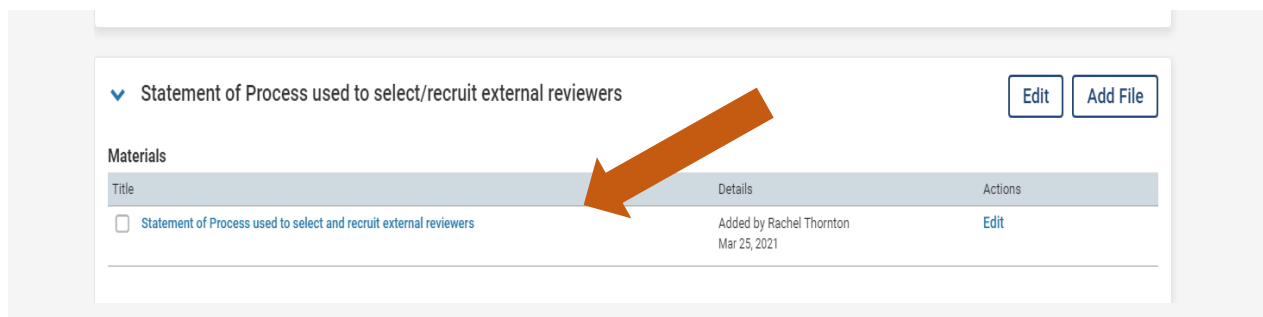
[Upload](#) [Video](#) [Webpage](#)

Name

Statement of Process used to select and recruit external reviewers

[Save](#) [Cancel](#)

Now the document has been added to the selected section



Statement of Process used to select/recruit external reviewers [Edit](#) [Add File](#)

Materials

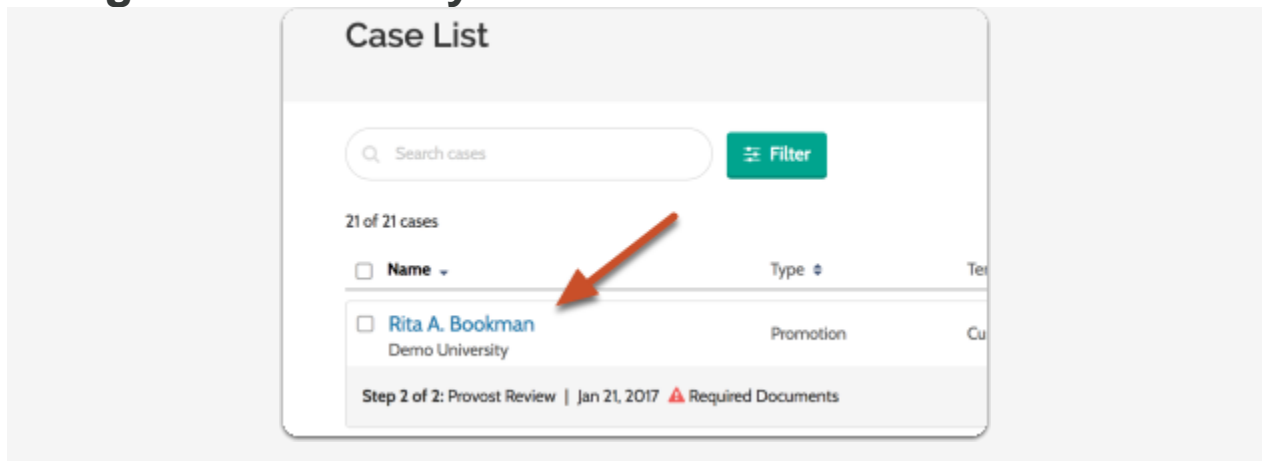
| Title | Details | Actions |
|---|--|----------------------|
| <input type="checkbox"/> Statement of Process used to select and recruit external reviewers | Added by Rachel Thornton Mar 25, 2021 | Edit |

Once you have completed uploading the Statement of Process used to Select/Recruit External Reviewers, you are now ready to forward the case/eDossier to the next review step (note that the candidate will not see these documents; only internal reviewers) (see “Sending a Case/eDossier Forward” page 46).

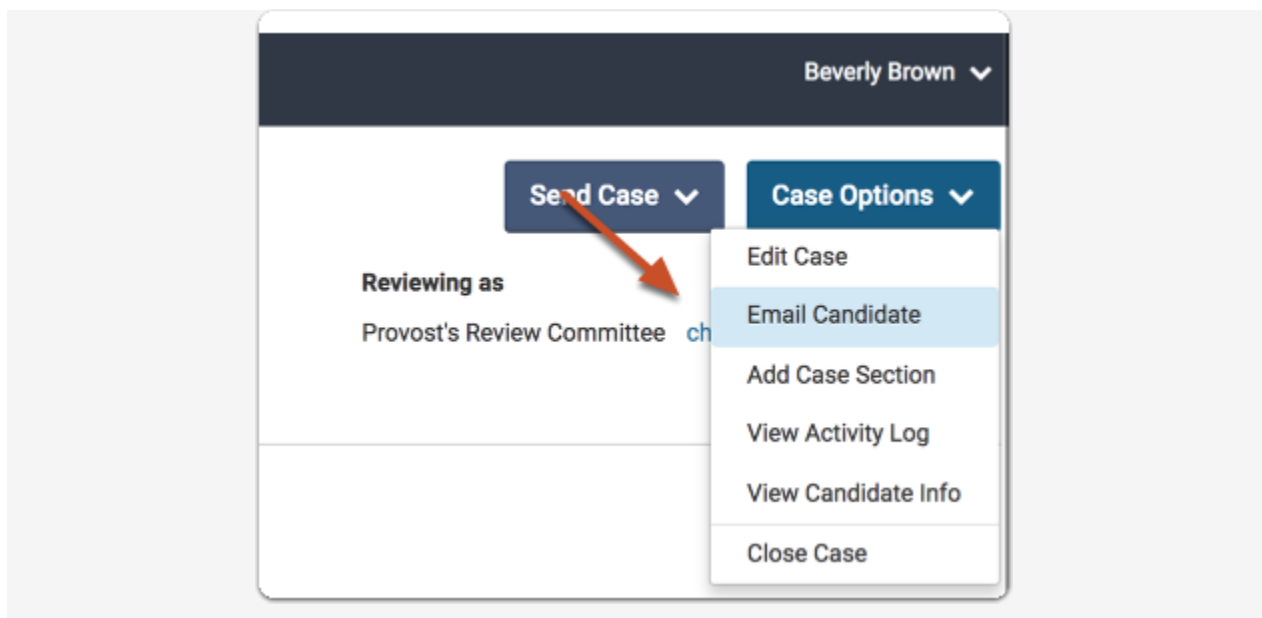
Share the Review Letter with Candidate

As the committee manager (PRC Chairperson or Department Chairperson/School Director, or Dean), you are responsible for sharing the results of your (or your committee's) review by sending the review letter to the candidate by the contractual deadline. Once you have shared your signed review letter with the candidate using these instructions, you will be ready to send the case forward to the next review step (see "Sending a Case/eDossier Forward" on page 46).

Navigate to the case you want to edit



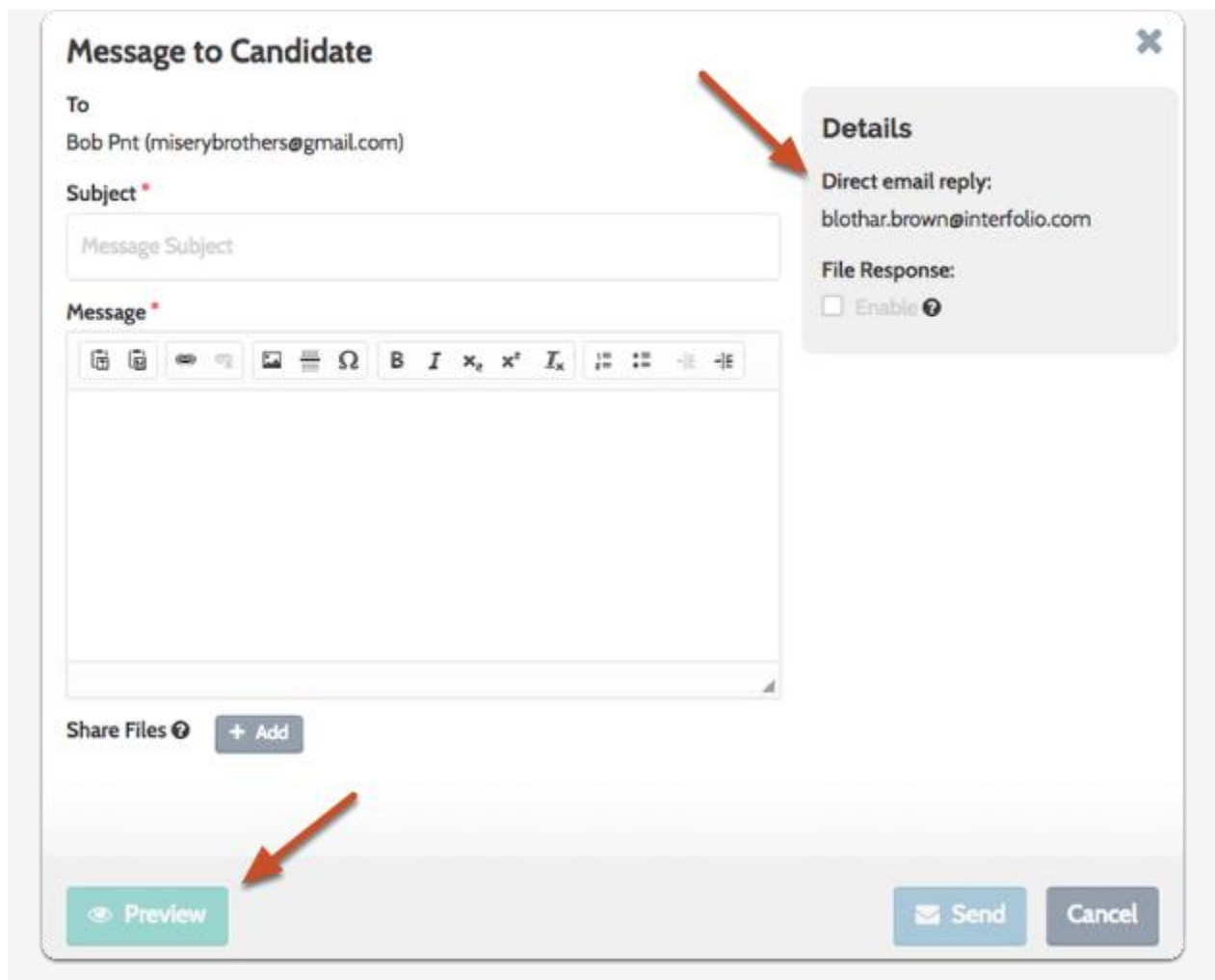
Click the "Case Options" menu at the top right of the page and select "Email Candidate"



Enter subject and message and click "Send"

The current return email address appears to the right of the form.

Click "Preview" to see how the message will look in the candidate's inbox.

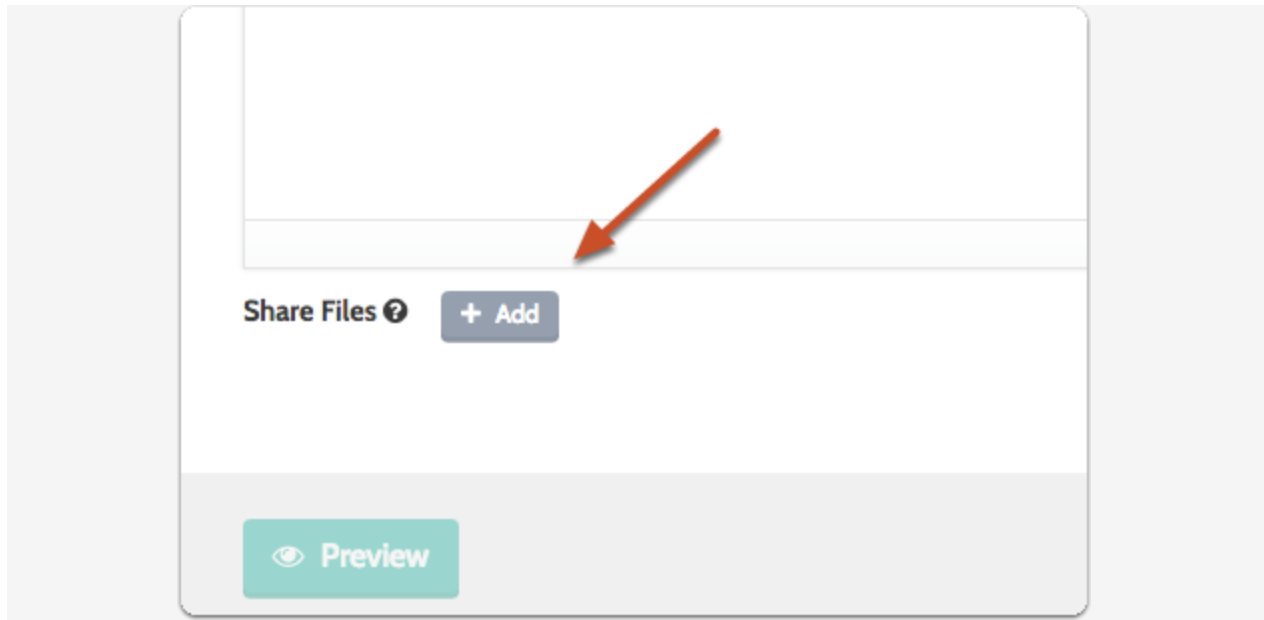


The screenshot shows a web form titled "Message to Candidate" with a close button (X) in the top right corner. The form contains the following fields and elements:

- To:** Bob Pnt (miserybrothers@gmail.com)
- Subject:** A text input field containing "Message Subject".
- Message:** A rich text editor with a toolbar containing icons for undo, redo, link, unlink, image, table, link, bold, italic, strikethrough, underline, bulleted list, numbered list, indent, and outdent.
- Share Files:** A section with a "Share Files" label and a "+ Add" button.
- Details Panel:** A grey box on the right side of the form containing:
 - Direct email reply:** blothar.brown@interfolio.com
 - File Response:** Enable ⓘ
- Buttons:** At the bottom, there are three buttons: "Preview" (highlighted with a red arrow), "Send" (with an envelope icon), and "Cancel".

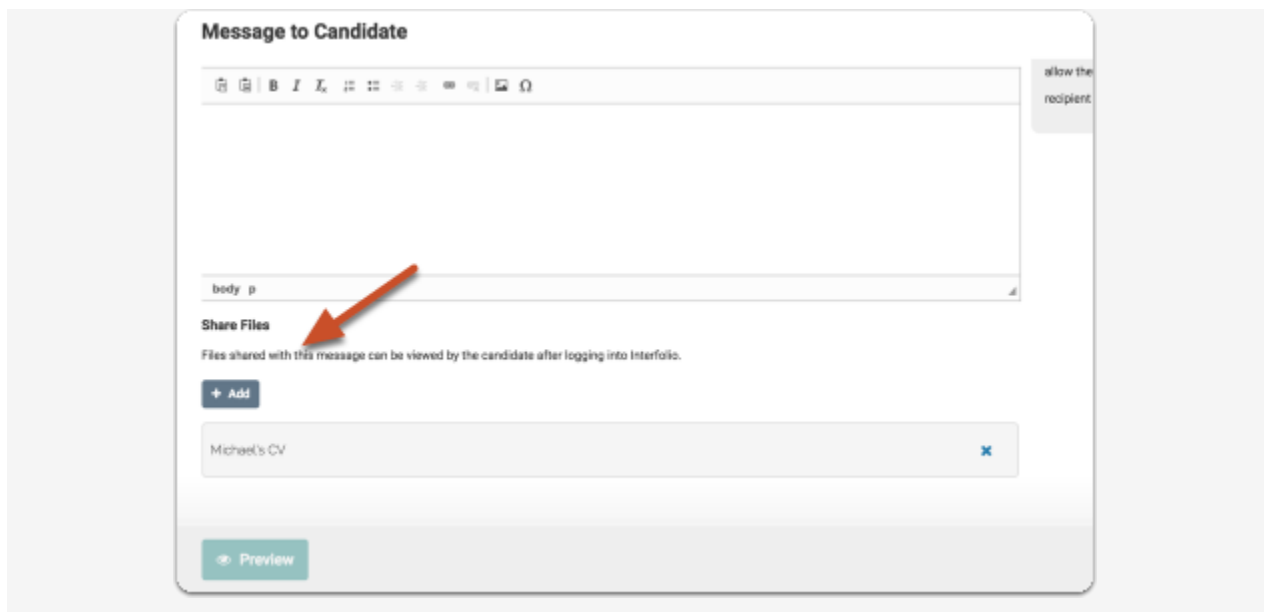
If you need to share files with the candidate:

Click "Add" at the bottom of the form



Select files to share

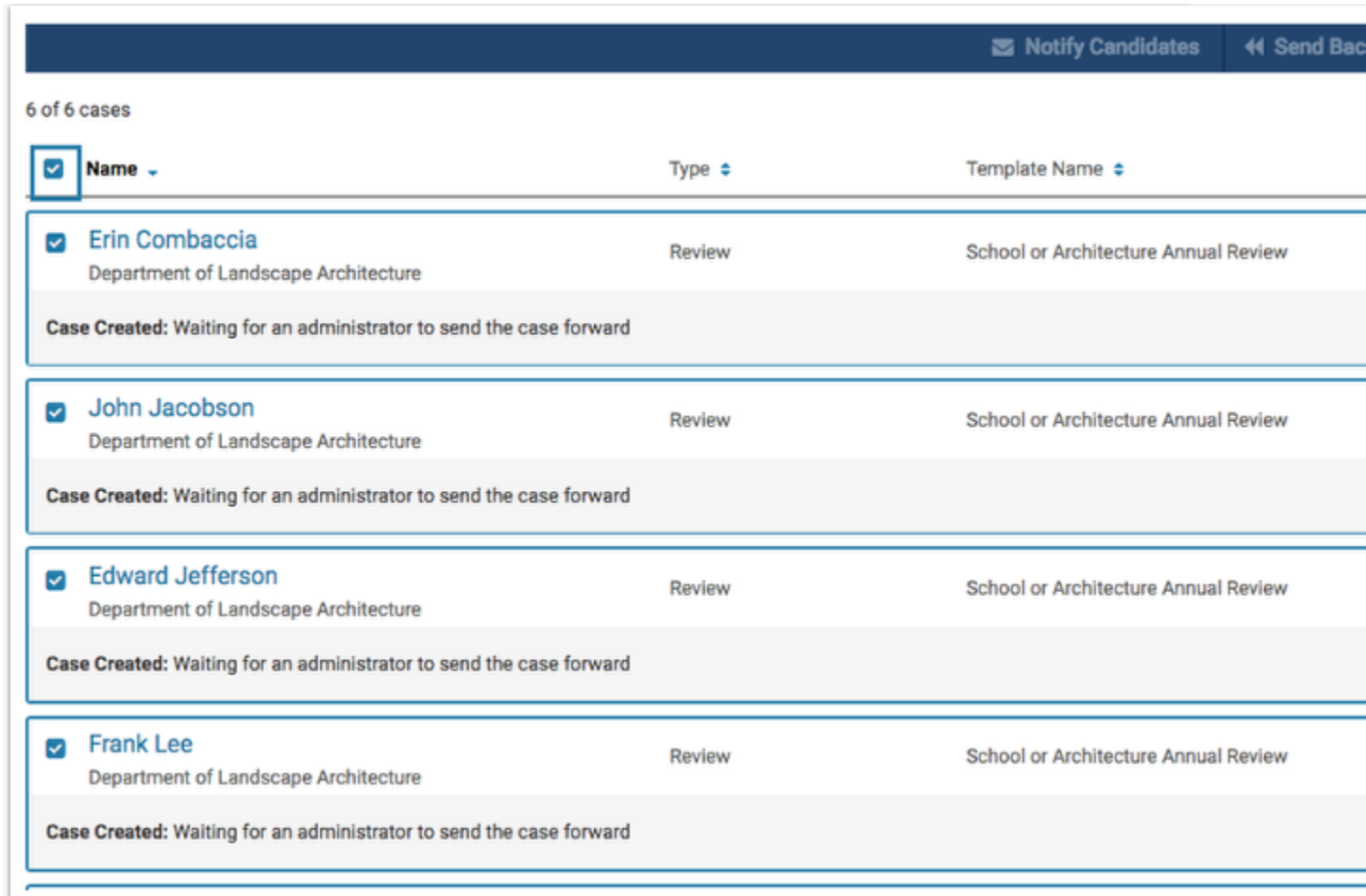
Candidates will receive an email with instructions to sign in and view shared committee files.



Sending a case/eDossier Forward

As a PRC Chairperson or Department Chairperson/School Director, or Dean, you are responsible for sending the case/eDossier forward to the next reviewer level so they can begin their review by the contractual deadline. Once you have uploaded your signed review letter, you are now ready to send the case/eDossier forward.

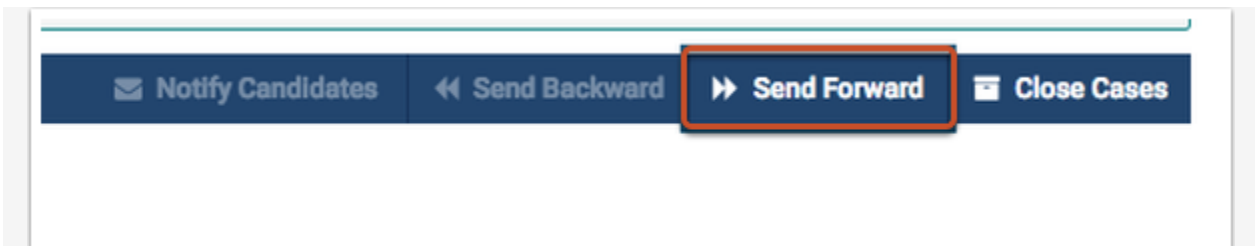
Select the cases/eDossiers you want by putting a check mark next to each one.



The screenshot shows a web interface for managing cases. At the top right, there are two buttons: "Notify Candidates" (with an envelope icon) and "Send Backward" (with a left arrow icon). Below this, it says "6 of 6 cases". The main area is a table with columns for "Name", "Type", and "Template Name". Each row represents a case, with a checkmark in the "Name" column. Below each case name, there is a status message: "Case Created: Waiting for an administrator to send the case forward".

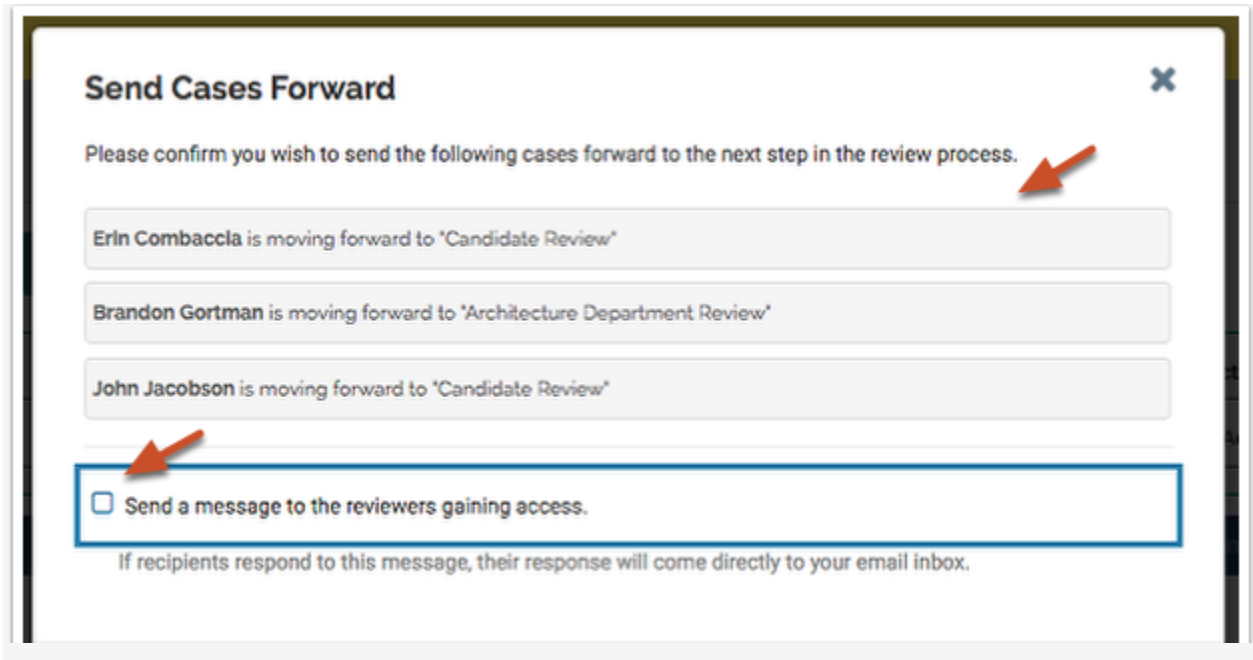
| <input checked="" type="checkbox"/> Name | Type | Template Name |
|--|--------|--------------------------------------|
| <input checked="" type="checkbox"/> Erin Combaccia Department of Landscape Architecture | Review | School or Architecture Annual Review |
| <input checked="" type="checkbox"/> John Jacobson Department of Landscape Architecture | Review | School or Architecture Annual Review |
| <input checked="" type="checkbox"/> Edward Jefferson Department of Landscape Architecture | Review | School or Architecture Annual Review |
| <input checked="" type="checkbox"/> Frank Lee Department of Landscape Architecture | Review | School or Architecture Annual Review |

Click Send Forward in the blue ribbon on top of the Case List.

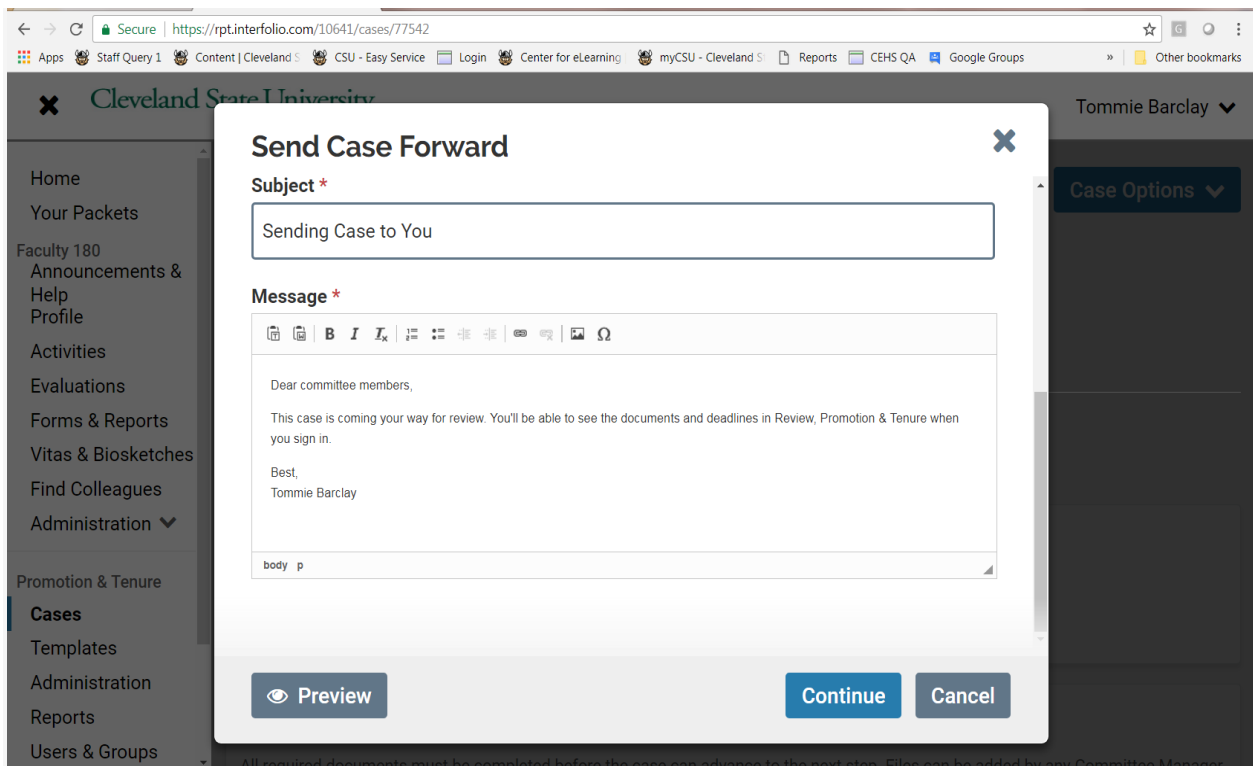


This image shows a close-up of the blue ribbon navigation bar. It contains four buttons: "Notify Candidates" (with an envelope icon), "Send Backward" (with a left arrow icon), "Send Forward" (with a right arrow icon), and "Close Cases" (with a document icon). The "Send Forward" button is highlighted with a red rectangular border.

Confirm your choices by reviewing the list of cases/eDossiers in the dialog box. Select the check box next to “Send a message to the reviewers gaining access.” so that the reviewers gaining access to the cases are notified it is time to begin their review.

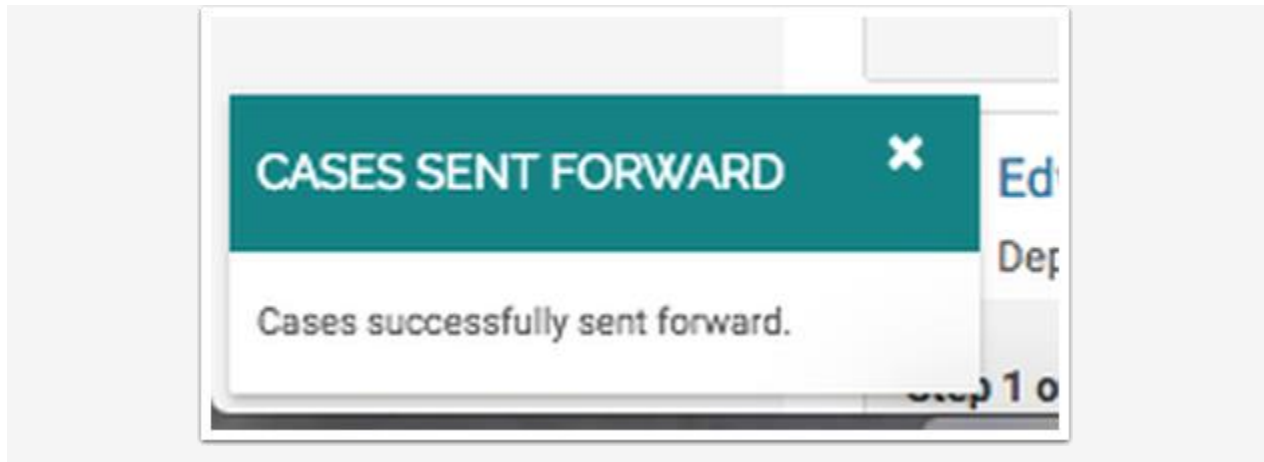


You can either personalize a message sent to the reviewers gaining access or use the default message that appears. When done you can either preview your message and/or send it.



Click **Edit** to go back to the message, or click **Continue** to send message and cases forward.

Sent on-screen confirmation message will appear in lower left-hand corner of your screen.



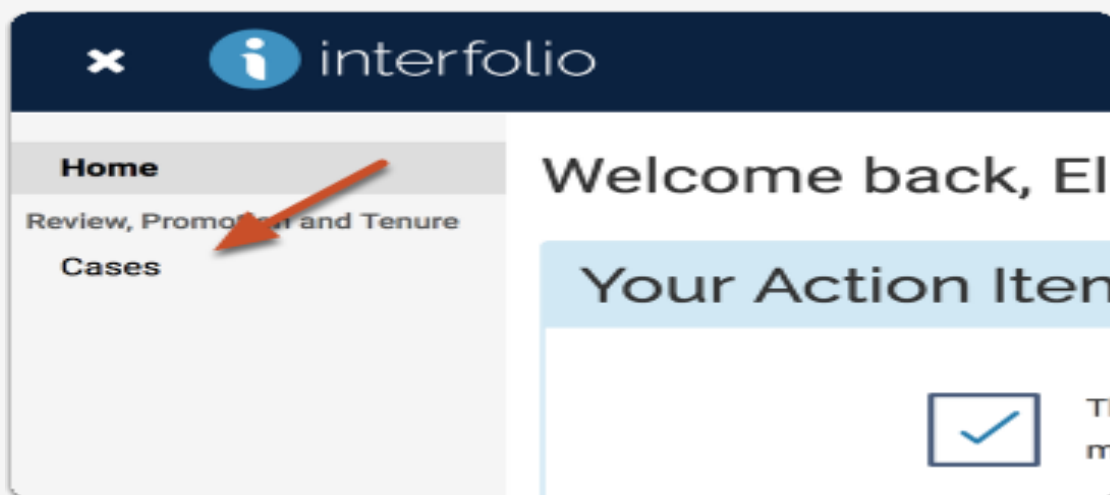
Once the case/eDossier has been sent forward you will lose access to edit the review letter or other uploaded supplementary materials.

Accessing Subsequent Reviewer Letters

All review letters will be shared with each step of the review electronically (without having to send a paper copy outside of the system). Each step of the review process (**PRC Chairperson, Department Chairperson/School Director, and Dean**) will also not lose access to view the faculty candidate's case/eDossier after completing their review/submitting their review letter until the review completes.

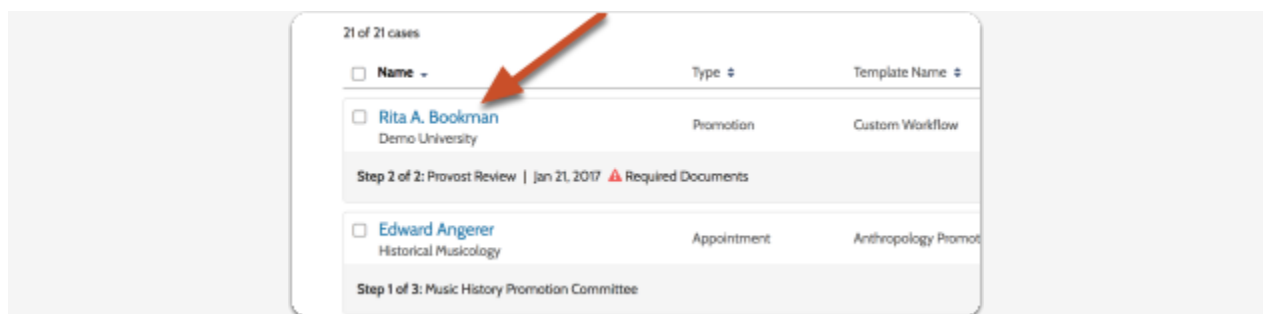
Once logged into your Faculty180 Account,

Select "Cases" under Review, Promotion & Tenure on the left hand navigation bar



You will see a list of cases that are available to you

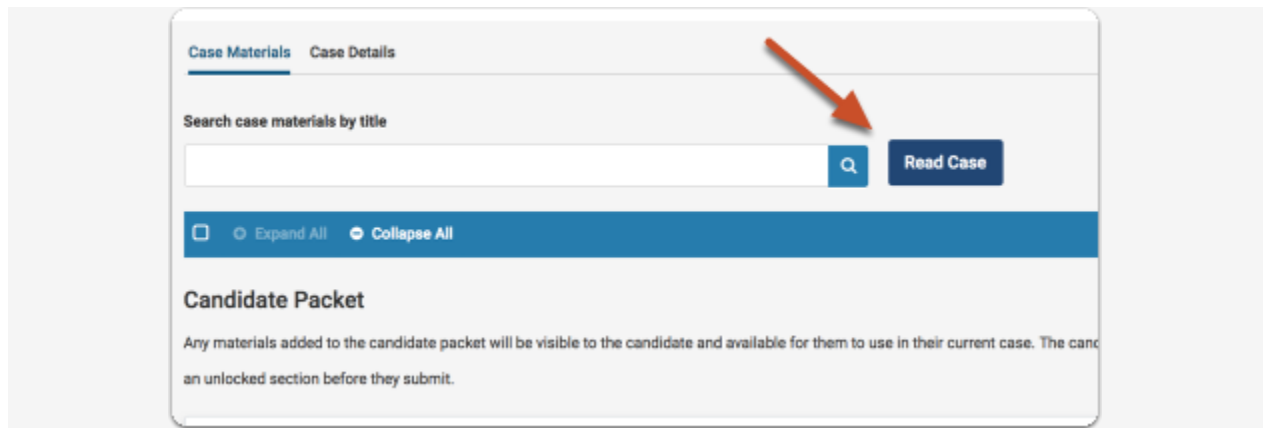
Click the name of the candidate to view case materials



Accessing materials:

On the "Case Materials" tab of the case page, you can read documents that were submitted by the candidate or committee members.

Click "Read Case" to load all accessible case materials into our document viewer where they can be viewed online



Any available internal review letters, external review letters, and/or Reviewer Inserted Material, if applicable will appear at the top of the case materials/eDossier.

Click on the case material that you would like to view, and it will display on your screen.

The screenshot shows a web browser window with the URL <https://rpt.interfolio.com/10641/cases/77698/read>. The page title is "Rachel Thornton". Below the name is a navigation menu with "Packet" and "Annotations" tabs. The "Packet" tab is active, showing a list of materials:

- > EXTERNAL REVIEWS (highlighted with an orange arrow)
- > INTERNAL REVIEW LETTERS
- > 1 INTRODUCTORY MATERIALS - A. CURRENT CV
- > 1 INTRODUCTORY MATERIALS - B. SIGNED COPY OF APPOINTMENT LETTER OF INTENT (LOI) (FOR ALL BUT FULL PROFESSOR CANDIDATES)
- > 1 INTRODUCTORY MATERIALS - C. TENURE/PROMOTION/REAPPOINTMENT GUIDELINES OF DEPARTMENT/SCHOOL OR COLLEGE
- > 1 INTRODUCTORY MATERIALS - D. OTHER
- > 2 PERSONAL SUMMARY STATEMENT
- > 3 TEACHING REPORT - A. TEACHING STATEMENT
- > 3 TEACHING REPORT - B. PEER OBSERVATION REPORTS
- > 3 TEACHING REPORT - C. STUDENT EVALUATIONS (TABLE WITH BLUE/SEIQ SCORES)
- > 3 TEACHING REPORT - D. SYLLABI
- > 4 RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY REPORT - A. RESEARCH/SCHOLARSHIP/CREATIVE ACTIVITY STATEMENT

The main content area displays "External Reviewer Letter #1". At the bottom, there are navigation controls: "Previous Material" with a left arrow, "1 / 5" in the center, and "Next Material" with a right arrow. There are also icons for zooming in and out.

Need Help? - Important Contact Information

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