

**Rank and Tenure - Interfolio RPT
Fall 2018 Schedule
May 4, 2018**

**You will have access to your Interfolio Case
Friday, June 1, 2018 (8 a.m) - Friday, September 7, 2018 (5 p.m.)**

Upload your tenure and promotion evidence as described in the
Tenure and Promotion Case Checklist.

**Submit the names of your evaluators
Due June 8, 2018 (5 p.m.)**

The committee requests the names and contact information for the following evaluators:

- Special Evaluator - Teaching (1)
- Special Evaluator - Scholarship (1)
- PLU Colleagues outside your department/school (3)
- Persons outside PLU (3)
- Former students (3)

You may also identify up to five (5) additional evaluators.

The committee will send evaluation requests and forms to
all current members of your department/school, including faculty on sabbatical
and full-time contingent faculty.

Identify any department/school colleagues on leave, phased retirement, or part-time
that you wish to serve as your evaluators.

All evaluators will receive the criteria for tenure and promotion and
the qualifications for rank.

All on-campus evaluators will also receive copies of the
PLU Tenure and Promotion Evaluation forms.

While you will see the names of evaluators called for by the
Faculty Handbook and/or identified by you, you will not have access to their letters,
nor will you see who has/has not submitted letters.

**Sharing your tenure and promotion documents with your department, chair
and/or dean and non-PLU evaluators**

We recommend sharing your tenure and promotion documents
via Google Drive or Sakai.

Your file is due
Friday, September 7, 2018 (5 p.m.)

You will not have access to your tenure and promotion case after this time
or at any time after you submit your file.