

**Rank and Tenure - Interfolio RPT  
Tenure and/or Promotion to Associate - Schedule  
May 3, 2019**

**You will have access to your Interfolio Case  
Friday, May 3, 2019 (8:00 a.m) - Friday, September 6, 2019 (5:00 p.m.)**

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

**Submit the names of your evaluators  
Due May 17, 2019 (5:00 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 receive a link to 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**

You can share documents to any internal evaluators via your Interfolio Dossier, Google Drive or Sakai. We recommend sharing your tenure and promotion documents to your external evaluators via Google Drive

**Your file is due  
Friday, September 6, 2019 (5:00 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.

# Interfolio Technology Requirements

## Internet Browsers

Google Chrome  
Mozilla Firefox  
Safari

Keep your browser up to date.

## File Types

Your documents can be uploaded in the following formats:

DOC  
DOCX  
DOT  
ODT  
WPD  
RTF  
TXT  
HTML  
PDF

Your files can be up to 100MB in size. During the upload process, Interfolio will automatically convert all files to PDF format for consistency.

You can also add links to videos hosted on Vimeo and Youtube and to websites.

If your file is too large, contact Interfolio's Scholar Services at [help@interfolio.com](mailto:help@interfolio.com) or (877)997-8807 for support.