

**Rank and Tenure—*Interfolio RPT* (Review Promotion Tenure)  
Promotion to Professor Schedule**

December 8, 2022

**You will have access to your Interfolio Case**

**Thursday, December 8, 2022 – Friday, February 10, 2023 (5:00 pm PST)**

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

Interfolio training is available. Contact Carol Bautista ([bautisca@plu.edu](mailto:bautisca@plu.edu)), Faculty Governance Manager and Interfolio administrator.

**Submit the names of your evaluators**

**Due Monday, December 12, 2022 (5:00 pm PST via [Interfolio RPT](#))**

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 whom 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 a link to the PLU 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 promotion documents with your department, chair and/or dean, and non-PLU evaluators**

You may share your documents via your Dossier in Interfolio (internal PLU only) or via Google Drive or Sakai.

### **Your file is due**

**Friday, February 10, 2023 (5:00 pm PST via Interfolio)**

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

## **Interfolio Technology Requirements**

### **Internet Browsers**

Google Chrome (preferred), Mozilla Firefox, Safari

Keep your browser up to date (Note: refresh often and clear cache/history)

### **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.