

Rank and Tenure—*Interfolio* RPT
Tenure and Promotion to Associate Professor Schedule
May 6, 2026

Candidates assemble required materials for teaching, scholarship and service and will transfer materials into their case pocket in [Interfolio](#). **You will have access to your Interfolio RPT Case Wednesday, May 6, 2026 – Friday, September 11, 2026 (5:00 pm PST)**

Detailed instructions/documentation on Dossier and RPT can be found in the [Interfolio Log-in Information](#) section of Rank and Tenure webpage.

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

Submit the names of your evaluators

Due Friday, May 22, 2026 (5:00 pm PST, “Initial Submission” via [Interfolio](#) RPT)

- 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 evaluation requests and forms will be sent to all current members of your unit, your academic unit head and college dean, as well as faculty on sabbatical and full-time contingent faculty.
- All evaluators will receive the criteria for tenure and promotion, and the qualifications for rank.
 - 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 unit, academic unit head, college dean, and non-PLU evaluators

You may share your documents via your Dossier in Interfolio (*internal PLU only*) or via Google Drive or Sakai. *Share your materials with your College Dean/Academic Unit Head/Department Colleagues early so they have plenty of time to review it and write their letter for you.*

Your file is due

Friday, September 11, 2026 (5:00 pm PST) via [Interfolio RPT](#).

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 (highly recommended), 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 may convert your files in .pdf format for faster upload.*

If your file is too large, contact Interfolio's Scholar Services at Interfolio-support@elsevier.com or at [+1 \(833\) 844-2118](tel:+18338442118) for support

Helpful Resources

- [Rank and Tenure - Materials – Preparing for Tenure and/or Promotion](#) – tenure and promotion information
- [Interfolio Log-In Information](#) – instructions on how to submit your RPT case.
- [Faculty Governance](#) website has information on PLU's Faculty Governance system.
- [Faculty Handbook](#):
 - Rank and Tenure Manual, Section IV, Part IX, [Rank and Tenure Committee Procedures](#)
 - Review process, SECTION IV, Part IV, Section 2: [Faculty Review Process for tenure-track and tenured faculty](#)