**Faculty Folio: Resources for Review, Promotion and Tenure for Committee Managers**
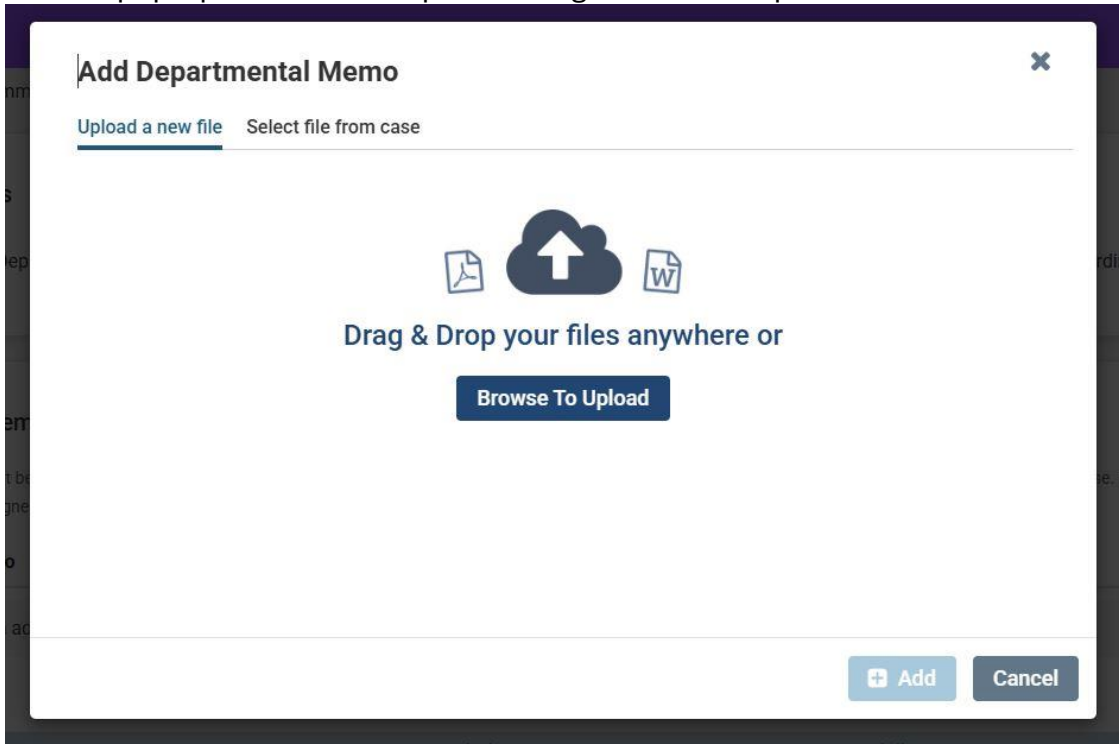
*A **Committee Manager** typically refers to the candidate's department chair, committee chair, or administrator who has permission to view, download and upload documents in a case. In this document we will review **how to upload a document and forward a case on** to the next step. For information on accessing, viewing, downloading, and annotating a case, please see the Faculty Folio: RPT for Committee Members.*

1. In **Cases,** select the name/link of the candidate you would like to review.
   - Note the **Required Documents** icon, this icon indicates there are outstanding documents you need to upload.
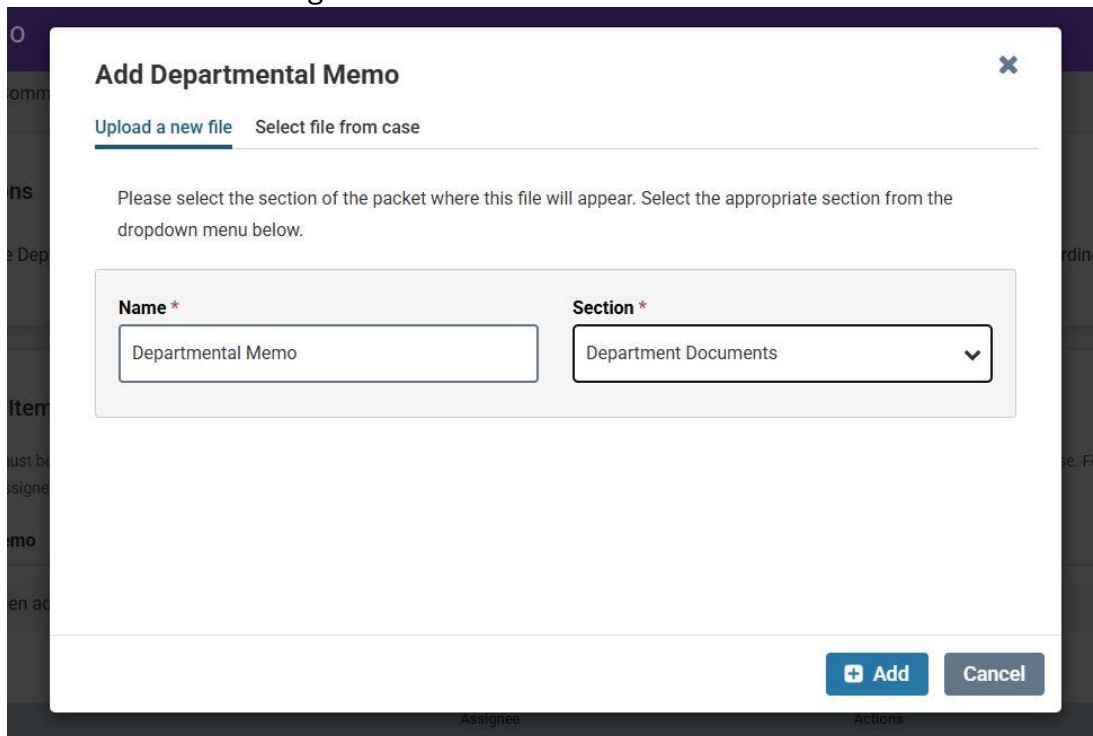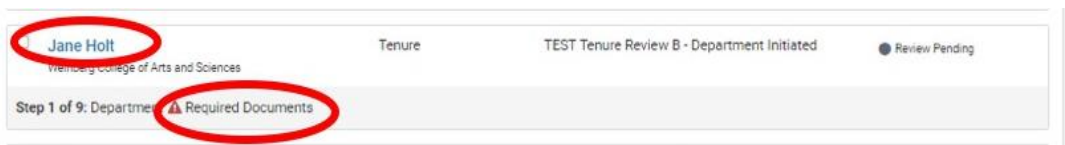

2. The **Case Materials** page is the default landing page where you can view the candidate's packet of submitted materials. The second tab, **Case Details** is where you will view and upload any required documents.
   - Under each expanded section you will see either
     i. A bolded number = number of documents that must be uploaded
     ii. A number range = number of documents expected
     iii. No number = the document may be uploaded, but is not required

3. Click on **Add File** to upload a document or group of documents to a section. Add new files by browsing files on your computer or by dragging and dropping your files into the pop-up box. You can upload a single file or multiple files to a section.

Add Departmental Memo

Upload a new file   Select file from case

Drag & Drop your files anywhere or

Browse To Upload

Add   Cancel

- Name and assign the file to the correct section

Add Departmental Memo

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 *
Departmental Memo

Section *
Department Documents

Add   Cancel

4. After a document has been uploaded, you may still edit the name by selecting the **pencil icon** on the right.
   - When editing, do not change the Access permissions, these have been set at the Administration level.

Department Letter   ✓ Complete

This letter, prepared by the chair and signed by several other members of the department, provides an evaluation of the candidate's teaching (including statistical summaries of CTEC scores and summaries of CTEC student comments), research, and service, and a detailed account of the department vote. For more specifics about the required contents of the Department Letter, please consult the Chairperson's Handbook, chap. IV, section L. For more information on the Department Meeting and Vote, please consult the Chairperson's Handbook, chap. IV, section H: Department Meeting and Vote. Please upload the letter here and the other required materials to the subsections below. (Please use the naming convention for electronic files (using the surname Smith as an example): Smith_department_letter.)

Name

Smith_department_letter   [✏️]

                                                              Edit Details

List of Suggested External Referees for the Dean   Remove from Requirement

Please upload a list of the names of at least eight distinguished scholars (typically at leading universities) along with their contact information (a   Delete Document
address). In determining this list, the department may wish to consult the candidate. For information on who is eligible to be named as a suggest
suggestion process, the specific contact information needed by the Dean's Office, and the role of the confidential Ad Hoc Committee with regard to this list, please see the Chairperson's Handbook,

5. After all required documents have been uploaded to the Candidate Packet, select **Read Case** at the top of the **Case Materials** page to preview how the candidate's packet will appear to reviewers. When the packet is ready to be shared, you can notify members of your committee by using the **Email** button on the **Case Details**.

⌄ Committee Members (2)		Email	Edit
Name	**Email**	**Role**	
Committee Member 1	committeemember1@northwestern.edu	Manager	
Committee Member 2	committeemember2@northwestern.edu	Manager	

6. After the committee has reviewed the case and you are ready to move the packet to the next review step, navigate to the **Case Materials** page and select **Send Case**.
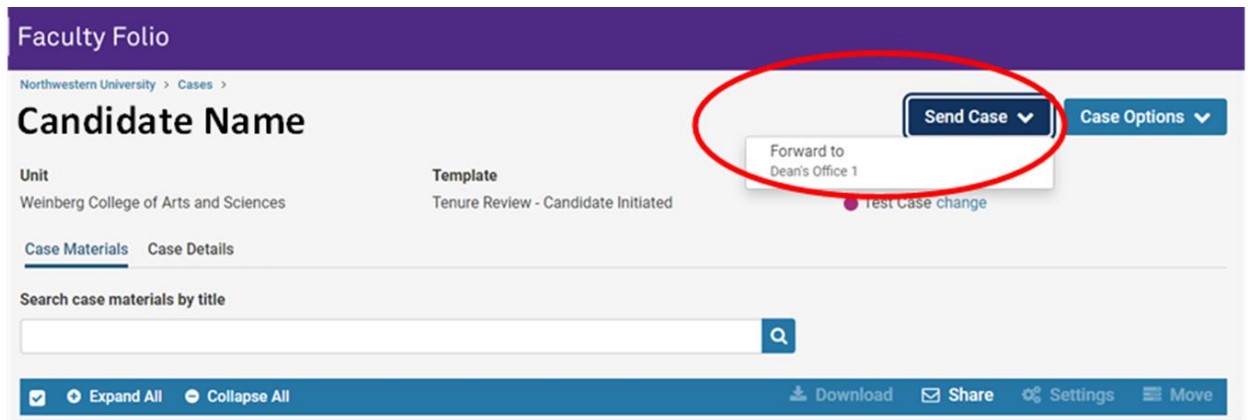
7. **For more information visit Interfolio's** [Overview of a Committee Manager's Guide to Interfolio RPT](#)