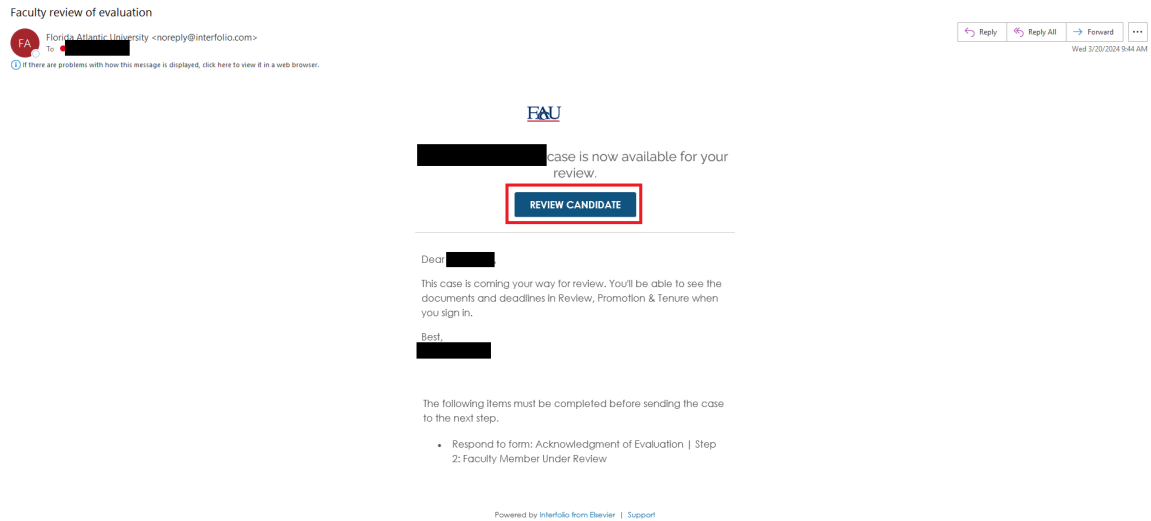
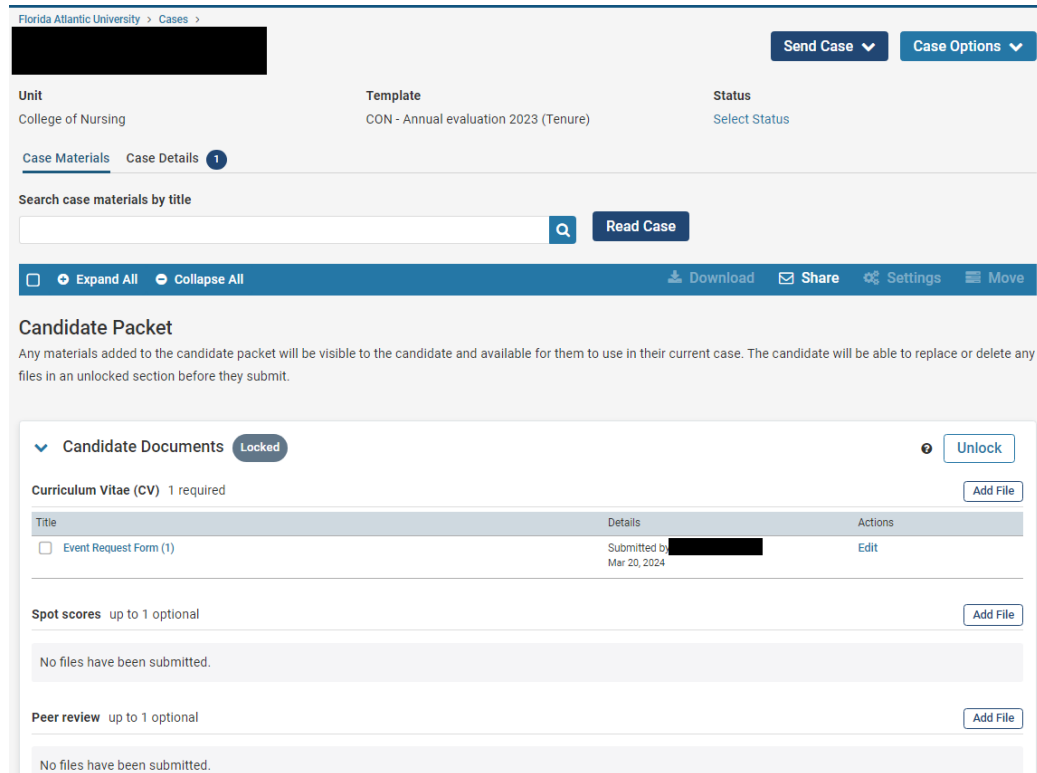


Interfolio Instructions for Faculty

1. You will receive email notification like below that the evaluation is ready for review. Click on 'Review Candidate'.




2. Login to Interfolio which will then take you directly to your evaluation packet.



3. Scroll down to the Internal Section which will show that you need to submit items, click on 'View'.

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

 You are asked to submit required items as part of this case. [View](#)

[> Committee Documents](#) Edit Add File

4. This will then take you to Case Details, click on 'Fill Out Form' to view the form.

Florida Atlantic University > Cases >

Send Case Case Options

Unit
College of Nursing

Template
CON - Annual evaluation 2023 (Tenure)

Status
Select Status

[Case Materials](#) [Case Details](#) 1

Reviewing as
Faculty Member Under Review

Required Items 1 missing

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

Forms

Form Name	Assignee	Actions
Acknowledgment of Evaluation 1 required questions	Committee Members	Manage Respondents
Acknowledgment of Evaluation 1 required questions	██████████ (You)	Fill Out Form

- Click on the I acknowledge radio button and then click on 'Submit Form'.

Florida Atlantic University > Cases > [redacted]

Acknowledgment of Evaluation

Please click 'I acknowledge' below to indicate you have read and discussed the evaluation included in this packet with your supervisor. *

I acknowledge

[Submit Form](#) [Save Responses](#) [Return to Case](#)

- You will get a warning window about submitting the form, click on 'Yes'.

Confirm

Submitting the form "Acknowledgment of Evaluation" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.

[Yes](#) [No](#)

- After that would go back to the Case Details tab. Click on the 'Send Case' dropdown on the top right and then select 'Forward to Assistant/Associate Dean Final Review of Evaluation'.

[Send Case](#) [Case Options](#)

- Forward to Assistant/Associate Dean Final Review of Evaluation
- Backwards to Assistant/Associate Dean Evaluation of Performance

8. A window will pop up to draft the email. Fill out the Subject Line and then click 'Continue' which will forward the case.

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Assistant/Associate Dean Final Review of Evaluation.
The following reviewers will lose access to the case:

Faculty Member Under Review | 1 members

The following reviewers will gain access to the case:


Nursing Annual Evaluation Reviewers | 1 members

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Interfolio evaluation acknowledge


Message *




Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,



 Preview 