

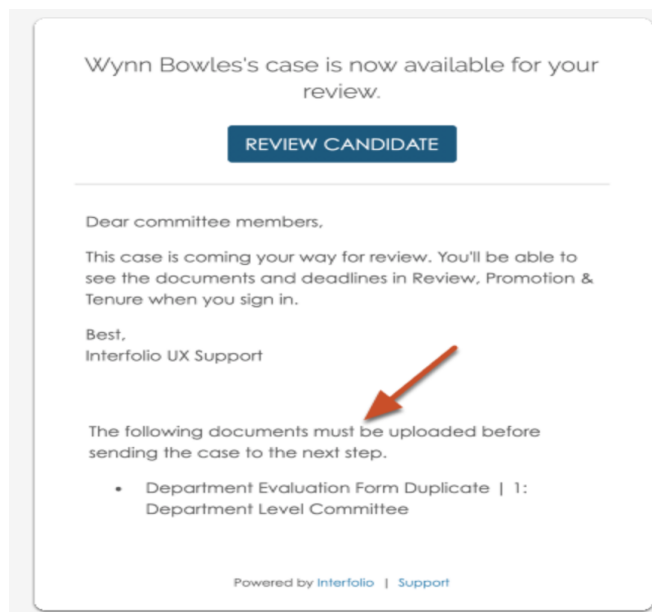
INTERFOLIO RTP RESOURCE

FOR EVALUATORS or others who assist with RTP process management

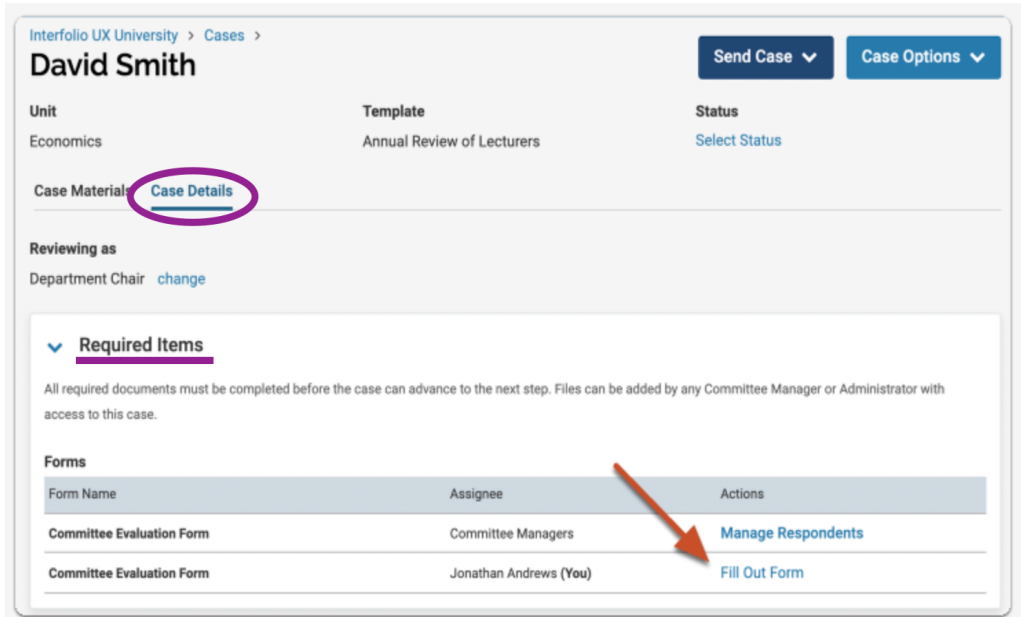
Completing and Submitting Committee Forms

Faculty Affairs has introduced a committee form into RTP cases in order to capture the number of 1-year vs 2-year reappointments in Interfolio. The committee form is a required document only in cases where the candidate is eligible for a 2-year reappointment. Please refer to your department's Faculty RTP roster emailed to the department chair, DRTPC chair and Dean earlier this semester for a list of eligible faculty.

Committee managers and the Dean have been given access to the committee form. You will receive an email with a note about the form you will need to complete as part of the review. It is a required form and the case will not move on to the next level of review until the form is complete.



1. To complete the committee form, access the case to which you are assigned, and click "Fill Out Form" in the Required Items section of the Case Details tab.



Interfolio UX University > Cases >

David Smith

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

Unit
Economics

Template
Annual Review of Lecturers

Status
[Select Status](#)

Case Material [Case Details](#)

Reviewing as
Department Chair [change](#)

Required Items

All required documents must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Form Name	Assignee	Actions
Committee Evaluation Form	Committee Managers	Manage Respondents
Committee Evaluation Form	Jonathan Andrews (You)	Fill Out Form

2. Select whether the candidate is recommended for a 1-year or a 2-year reappointment. Click to submit when you are finished.

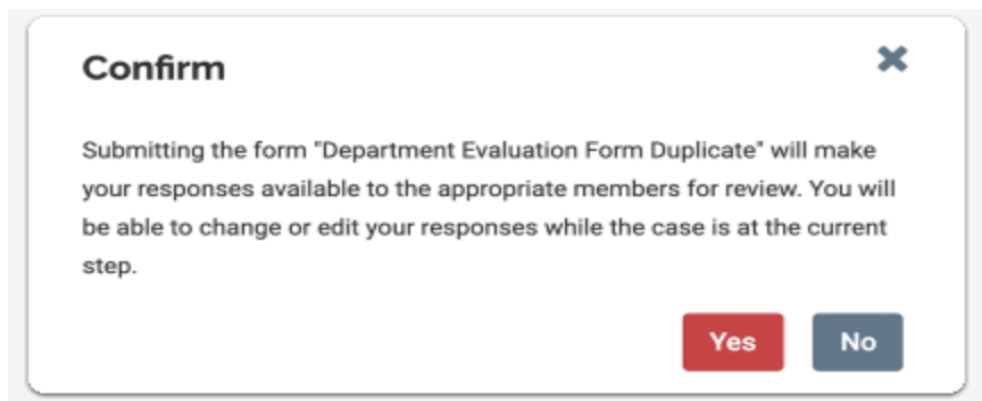
21/22 - DRTPC's Recommendation



Please select the recommended RTP action.

- 2-year reappointment
- 1-year reappointment

3. Click "Yes" to confirm submission of the form.



Confirm ✕

Submitting the form "Department Evaluation Form Duplicate" 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](#)