

## INTERFOLIO RTP STEP-BY-STEP RESOURCE

FOR DRTPC, DEPARTMENT CHAIRS or others who assist with RTP process management

### Sharing the RTP Evaluation with the Candidate and allowing a response/appeal:

Administrators and committee managers can share the recommendation with the candidate including allowing the candidate acknowledgement, response or appeal to the shared material.

Per the CBA, the candidate has 10 calendar days to acknowledge, to respond or to appeal the committee's recommendation. Please refer to the RTP calendar ([https://www.cpp.edu/faculty-affairs/documents/rtp-calendar\\_2021-22.pdf](https://www.cpp.edu/faculty-affairs/documents/rtp-calendar_2021-22.pdf)) for the dates on when the response/appeals are due.

When sharing the recommendation with the candidate, the candidate will get a notification that materials have been shared with them and that a response is allowed. They must log in to their account to view the shared files.

1. Navigate to the case by clicking the **candidate's name** in your list of cases

California State Polytechnic University Pomona >

## Case List


Search cases

Filter Clear Filters

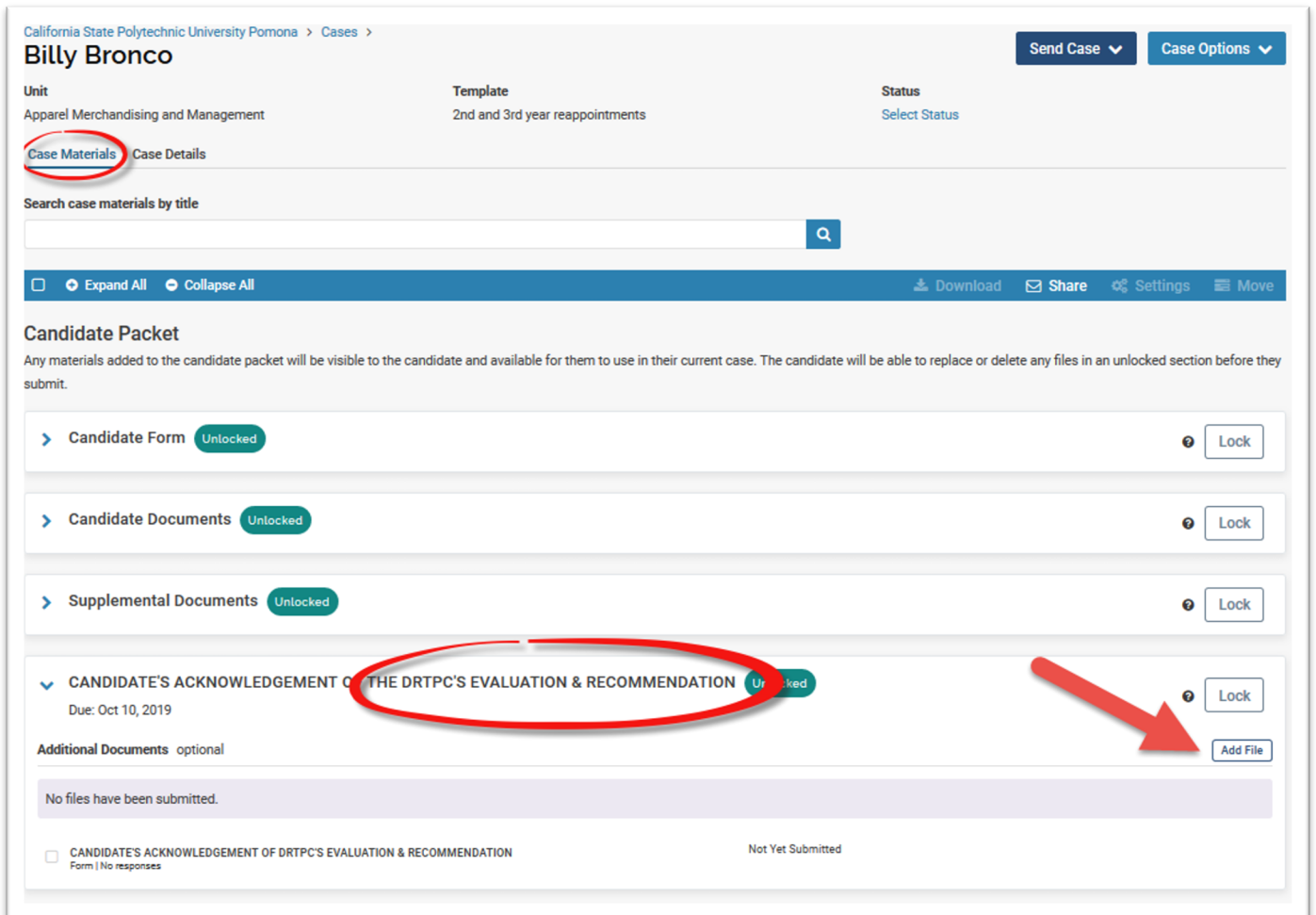
Unit: All Units Type: All Types

2 of 2 cases

<input type="checkbox"/> Name	Type	Template Name
<input checked="" type="checkbox"/> Billy Bronco Apparel Merchandising and Management	Reappointment	2nd and 3rd year reap



- From the case, click on “Case Materials” and scroll down to the correct evaluation section (DRTPC, Dean or URTPC) and then click on “ADD” in order to upload the recommendation



The screenshot shows the 'Case Materials' tab for a case titled 'Billy Bronco'. The interface includes a search bar for case materials, a list of sections, and an 'Add File' button. A red circle highlights the 'Candidate's Acknowledgement of the DRTPC's Evaluation & Recommendation' section, and a red arrow points to the 'Add File' button.

California State Polytechnic University Pomona > Cases > Billy Bronco

Unit: Apparel Merchandising and Management | Template: 2nd and 3rd year reappointments | Status: Select Status

Case Materials (circled) | Case Details

Search case materials by title

Expand All | Collapse All | Download | Share | Settings | Move

**Candidate Packet**

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

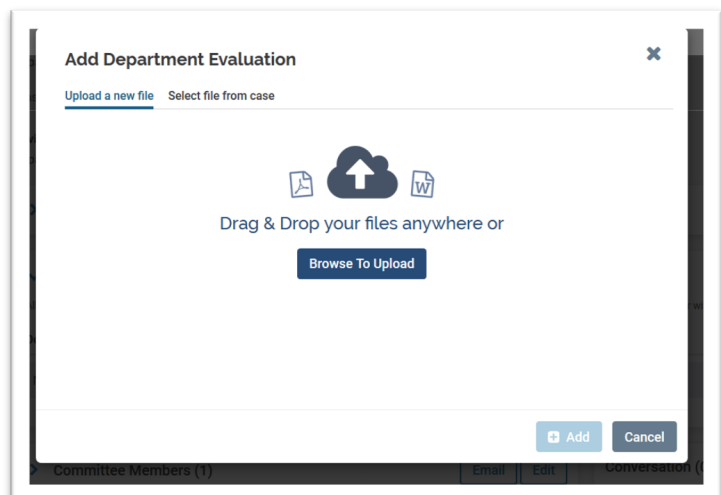
- Candidate Form (Unlocked) [Lock]
- Candidate Documents (Unlocked) [Lock]
- Supplemental Documents (Unlocked) [Lock]
- CANDIDATE'S ACKNOWLEDGEMENT OF THE DRTPC'S EVALUATION & RECOMMENDATION** (Unlocked) [Lock] [Add File]

Additional Documents optional

No files have been submitted.

CANDIDATE'S ACKNOWLEDGEMENT OF DRTPC'S EVALUATION & RECOMMENDATION Form | No responses | Not Yet Submitted

- You can then drag and drop the file or you can browse your computer and upload the file. When selected, click on the “ADD” button.



The dialog box titled 'Add Department Evaluation' provides options to 'Upload a new file' or 'Select file from case'. It features a central area for dragging and dropping files, a 'Browse To Upload' button, and 'Add' and 'Cancel' buttons at the bottom.

Add Department Evaluation

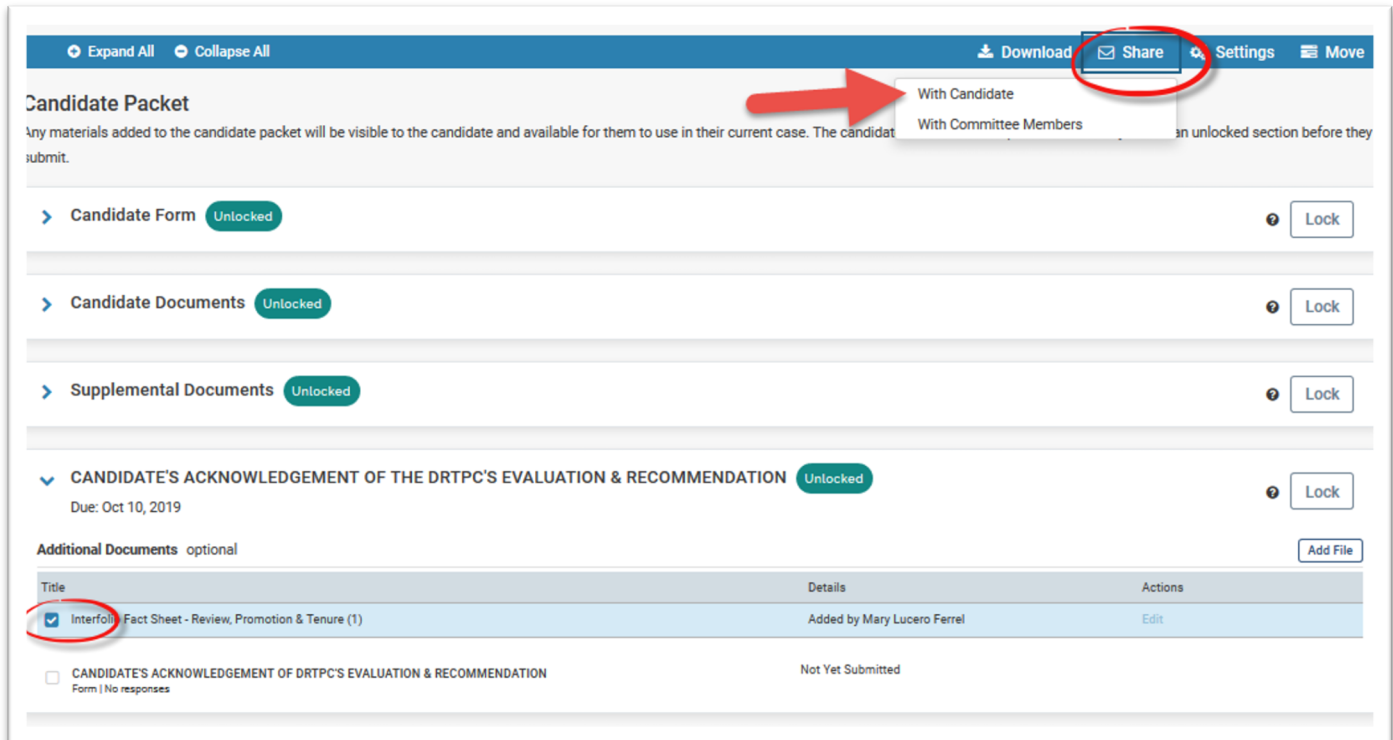
Upload a new file | Select file from case

Drag & Drop your files anywhere or

Browse To Upload

Add | Cancel

- Once the evaluation has uploaded, click on the document, click **Share** and select **With Candidate**



The screenshot shows the 'Candidate Packet' interface. At the top, there are buttons for 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The 'Share' button is circled in red, and a red arrow points to the 'With Candidate' option in the dropdown menu. Below the menu, there is a list of documents, each with a 'Lock' button. The document 'Interfolio Fact Sheet - Review, Promotion & Tenure (1)' is selected, and its checkbox is also circled in red. Below the document list, there is a section for 'Additional Documents' with an 'Add File' button.

Title	Details	Actions
<input checked="" type="checkbox"/> Interfolio Fact Sheet - Review, Promotion & Tenure (1)	Added by Mary Lucero Ferrel	Edit
<input type="checkbox"/> CANDIDATE'S ACKNOWLEDGEMENT OF DRTPC'S EVALUATION & RECOMMENDATION Form   No responses	Not Yet Submitted	

- Type in a subject line and compose your message to the candidate in the message box.
- Click on **Enable** under File Response at the right of the screen in order to allow the candidate to upload their response/appeal if applicable.
- Enter a message and set the deadline (10 calendar days) by referring to the rebuttal dates on the CPP RTP calendar.
- Select the section under which the response/appeal from the candidate will appear once it is received.
  - If DRTPC, then select the "Candidate's Acknowledgement of the DRTPC's Evaluation"
- You can preview your message and click **Send** when ready. Please refer to the RTP calendar to verify by when the recommendation is due to the candidate.

**Message to Candidate** ✕

**To**  
Billy Bronco (billybronco@cpp.edu) 1

**Subject \***  
DRTPC's evaluation 2

**Message \*** 4

3

body p

**Share Files**  
Files shared with this message can be viewed by the candidate after logging into Interfolio.

+ Add

Interfolio Fact Sheet - Review, Promotion & Tenure (1) ✕

**Details**

**Direct email reply:**  
luceroferrel@cpp.edu

**File Response:**  
 Enable  
When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

**Message Reason**  
Response/Appeal to evaluation 5

**Deadline** 6  
Oct 10, 2019 7

**Section for Response \***  
CANDIDATE'S ACKNOWLEDGEMENT OF THE DRTPC'S E 7

8 Preview 9 Send Cancel

10. The candidate will receive an email message prompting them to log into their account and view the file.