

Office of the Dean’s Guidance for Mid 10-Year Review

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Interfolio Rank, Promotion & Tenure (RPT)

UNCSA uses Interfolio Review, Promotion & Tenure (RPT), a shared governance workflow technology, to manage Contract Reappointment Evaluation, Mid 10-Year Review and Rank Promotion cases online. RPT is a secure online faculty-oriented collaboration platform that provides customizable tools to manage all of the documents, workflows, data, committees, communication, and outcomes associated with important academic decisions, like Contract Reappointment Evaluation, Mid 10-Year Review and Rank Promotion.

Signing On

You may access your Interfolio account dashboard using Single Sign On (SSO).

1. Navigate to <https://account.interfolio.com/sso>
2. Click in the “Search for your institution” search box and type “arts”
3. Select “University of North Carolina School of the Arts”
4. Click “Sign In”
5. Sign in using your UNCSA Single Sign-On (SSO) credentials
 - Enter your User ID -- This is your UNCSA email username, for example, “smithb”. Do not include @uncsa.edu.
 - Enter your password – This is your UNCSA email password. If it doesn’t work, contact the UNCSA Help Desk (helpdesk@uncsa.edu or 336.770.3300) to be sure your password hasn’t expired. If it has, they can help you reset it.
6. Click “Sign In”

Recommended Browsers

To make sure you have best experience possible, Interfolio recommends keeping your browser up-to-date. Recommended browsers are Google Chrome, Mozilla Firefox, Safari, and Internet Edge. If you are experiencing blank pages, forms, or buttons that do not work you may need to update your browser or delete old files out of your cookies and/or cache.

For more information, see the Interfolio Help Topic [Compatible and Supported Browsers](#).

Getting Help

Interfolio provides a robust library of [Help Documents](#) on its website. You can access the Help Center by clicking your name at the top of the screen and selecting “Product Help” and then selecting “Help for Interfolio Review, Promotion and Tenure.”

You can also reach out to the Scholar Services Team at help@interfolio.com or 877.997.8807 (9-6 Eastern, M-F). All technical support questions should be directed here.

UNCSA’s requirements, procedures and deadlines for [Contract Reappointment Evaluation](#), [Mid 10-Year Review](#) or [Rank Promotion](#) can be found on the Faculty Affairs web page. Questions about these topics should be directed to Kim Pauley in the Office of Faculty Affairs (336.770.3261 or pauleyk@uncsa.edu).

Guidance Documents for Deans

- [Procedures & Deadlines for Mid 10-Year Review](#)
- [Packet Requirements for Mid 10-Year Review](#)
- [UNCSA Faculty Manual](#) (Section 8.1.11 – Procedures for Mid 10-Year Review)

Forms for Deans

- [Peer Review Committee Roster](#)
- [Dean's Evaluation for Mid 10-Year Review](#)
- [Acknowledgement Statement for Mid 10-Year Review](#)

Interfolio RPT Help Documents

- [Help Documents Library](#)
- [View Case Materials](#)
- [Adding and Managing Case Materials \(“Adding Materials”\)](#)
- [Move a Case Forward or Backward](#)
- [Compatible and Supported Browsers](#)

Deadlines

Deadline	Task
Sept 1	<p>Mid 10-Year Review Packet Due to Faculty Affairs</p> <ul style="list-style-type: none"> ❖ The candidate uploads their Mid 10-Year Review Packet materials to Interfolio RPT. <ul style="list-style-type: none"> ○ Self Evaluation ○ CV ○ Student Course Evaluations ○ Syllabi ○ Annual Evaluations ○ Optional Supplemental Support <p>The Office of the Dean will have access to the packet when the candidate uploads it to Interfolio RPT and will retain access until the case is forwarded to Faculty Affairs for provost review.</p>
Sept 2	<p>Peer Review Committee Roster Due to Faculty Affairs</p> <ul style="list-style-type: none"> ❖ The Office of the Dean uploads the Peer Review Committee Roster for each candidate to Interfolio RPT. ❖ Faculty Affairs will send the Interfolio RPT link and instructions to the Peer Review Committee upon receipt of the Peer Review Committee Roster.
By Feb 22	<p>Peer Review Committee Evaluation Due</p> <ul style="list-style-type: none"> ❖ Peer Review Committee Chair uploads the Peer Review Committee Evaluation for Mid 10-Year Review to Interfolio RPT and moves the case forward to the next review step. ❖ Faculty Affairs will send a copy of the Peer Review Committee’s evaluation to the candidate.
Within 7 Calendar Days of Faculty Affairs Sharing Evaluation	<p>Candidate’s Optional Response to the Dean Regarding the Peer Review Committee Evaluation Due</p> <ul style="list-style-type: none"> ❖ The candidate may elect to submit an optional response to the dean regarding the Peer Review Committee Evaluation. Responses must be uploaded to Interfolio RPT within seven calendar days from the date Faculty Affairs shares the evaluation with the candidate
By Mar 6	<p>Dean Meets with Peer Review Committee</p> <ul style="list-style-type: none"> ❖ The dean meets with the Peer Review Committee to discuss its evaluation of the candidate.

<p>By Mar 28</p>	<p>Dean Meets with Candidate to Discuss Mid 10-Year Review</p> <ul style="list-style-type: none"> ❖ Candidate’s Mid 10-Year Review, including the Peer Review Committee Evaluation and the Dean’s Evaluation, are reviewed and discussed with the candidate. ❖ The Office of the Dean prints copies of the Peer Review Committee Evaluation & Recommendation and the Dean's Evaluation & Recommendation and gives them to the candidate during this meeting. ❖ Candidate signs the Acknowledgement Statement for Mid 10-Year Review acknowledging discussing the review with the dean and receiving the aforementioned documents.
<p>By Apr 1</p>	<p>Dean’s Evaluation and Acknowledgement Statement Due</p> <ul style="list-style-type: none"> ❖ The Office of the Dean uploads the following documents to Interfolio RPT and then sends the case forward to Faculty Affairs for provost review: <ul style="list-style-type: none"> 1) Dean’s Evaluation for Mid 10-Year Review 2) Acknowledgement Statement for Mid 10-Year Review signed by the candidate

Procedures

Viewing Case Materials

1. The candidate must upload the Mid 10-Year Review Packet to Interfolio RPT for dean review by **September 1.**
2. After the candidate uploads packet, the Office of the Dean will receive an email notification from Interfolio that the candidate's case is available for review.
3. Sign in to Interfolio RPT.
4. Click "Cases" on the left navigation pane.
5. Click on the name of the candidate.
6. Click the "Read Case" button to load case materials into the document viewer where they can be viewed online.

See [View Case Materials](#) for more information.

Submitting the Peer Review Committee Roster

Peer Review Committee membership must be set following the rules set forth in "Peer Review Committee" in Section 8.1.8 Procedures for Contract Reappointment Evaluation in the UNCSA Faculty Manual. Questions regarding the rules should be directed to the Chair of Faculty Council.

The Office of the Dean must upload the Peer Review Committee Roster to Interfolio for Faculty Affairs review by **September 2.** Once the roster is uploaded, Faculty Affairs will provide the Peer Review Committee with access to the case along with a link to "Peer Review Committee Guidance for Mid 10-Year Review".

These are the steps to upload the Peer Review Committee Roster to Interfolio RPT:

1. Sign in to Interfolio RPT.
2. Click "Cases" on the left navigation pane.
3. Click on the name of the candidate.
4. Find "Internal Sections" and then find "Peer Review Committee Roster"
5. Click the "Add File" button at the right of the section and follow the directions in the pop-up window to upload the file.
6. Click the "Send Case" button at the top of the page and then select "Forward to".
7. Follow the directions in the pop-up window to send the case to the next step in the evaluation process. Be sure to check the box to send a message to the reviewers gaining access so that they are notified that you have sent the case to them.

See the following Interfolio Help Topics for more information:

- [Adding and Managing Case Materials \("Adding Materials"\)](#)
- [Move a Case Forward or Backward](#)

Peer Review Committee Evaluation

As described in the UNCSA Faculty Manual, Section 8.1.11 Procedures for Mid 10-Year Review, the Peer Review Committee reviews the candidate's performance under current contract and provides an evaluation to the dean and provost. The Peer Review Committee's written evaluation will be entered into the evaluation file, discussed with the dean, and reviewed by the candidate according to the established schedule and procedures.

The Peer Review Committee will upload the Peer Review Committee Evaluation for Mid 10-Year Review to Interfolio RPT by **February 22** for the dean's review.

In formulating its reappointment recommendation, the Peer Review Committee must consider the following factors relevant to the candidate's performance:

- the candidate's demonstrated professional competence
- evidence of career development and the potential for future contributions to one's field/profession
- evidence of contributions to the School community
- School or Division and institutional needs and resources

The Committee will also assess:

- creative activity/research
- service
- teaching (through observation of the candidate's work as set forth herein);
- any other factors relevant to the review.

As evidence of these factors, the committee must consider the performance of the candidate, including the self-evaluation, annual evaluations, student course evaluations, and all other material contained in the candidate's evaluation file, and any other factors relevant to the review.

Observations of Work

The Peer Review Committee will observe the work of a candidate undergoing Mid 10-Year Review. Each committee member should observe the candidate a minimum of two classes. This may include classroom or studio visits, or any other appropriate means of direct observation. The visitor should be as unobtrusive as possible at all time.

Each school or division must establish its own criteria for classroom or studio visits or other observations and submit it in writing to the provost to obtain approval for these criteria. In addition to these criteria, the observers will consider the following:

1. The instructor's preparedness and involvement with the subject matter
2. The instructor's ability to communicate the subject matter.

Candidate Optional Response to the Dean Regarding the Peer Review Committee Evaluation

The candidate may choose to submit an optional response to the dean regarding the Peer Review Committee Evaluation. This optional response must be uploaded to Interfolio RPT within seven calendar days of Faculty Affairs sharing the evaluation with the candidate

Dean's Evaluation

As described in the UNCSA Faculty Manual, Section 8.1.11 Procedures for Mid 10-Year Review, the dean will review the performance of the candidate under their current contract and provide an evaluation to the provost.

Using the Dean's Evaluation & Recommendation for Mid 10-Year Review, the dean will document their evaluation. In formulating the evaluation, the dean must consider the following factors relevant to the candidate's performance and the welfare of the School:

- Creative Activity/Research
- Service
- Teaching (through observation of the candidate's work as set forth herein)
- Any other factors relevant to the review

It will also assess:

- the candidate's demonstrated professional competence
- evidence of career development and the potential for future contributions to one's field/profession
- evidence of contributions to the School community
- institutional and department needs and resources

As evidence of these factors, the dean must consider the performance of the candidate, including the self-evaluation, annual evaluations, student course evaluations and any other factors relevant to the review. The dean will consider all materials contained in the candidate's Mid 10-Year Review Packet.

Observations of Work

The dean will observe the work of a candidate undergoing Mid 10-Year Review. This may include classroom or studio visits, or any other appropriate means of direct observation. The visitor should be as unobtrusive as possible at all time.

Each school or division must establish its own criteria for classroom or studio visits or other observations and submit it in writing to the provost to obtain approval for these criteria. In addition to these criteria, the observers will consider the following:

1. The instructor's preparedness and involvement with the subject matter
2. The instructor's ability to communicate the subject matter.

Dean's Meeting with the Peer Review Committee

The dean will meet with the Peer Review Committee **by March 6** to discuss their findings concerning the elements mentioned above, and to determine the findings and recommendations of that committee.

Dean's Meeting with the Candidate

The dean will meet with the candidate **by March 28** to discuss the committee's written findings and recommendation as well as the dean's evaluation according to the established schedule and procedures. The dean will provide the candidate with the following documents:

- Peer Review Committee Evaluation
- Dean's Evaluation

- Acknowledgement Statement for Mid 10-Year Review (for candidate signature)

Submitting the Dean's Evaluation and Acknowledgement Statement

The Office of the Dean must upload the following documents to Interfolio RPT by **April 1**:

- Dean's Evaluation & Recommendation for Mid 10-Year Review
- The signed Acknowledgement Statement for Mid 10-Year Review

These are the steps to upload the Dean's Evaluation and Acknowledgement Statement to Interfolio RPT:

1. Sign in to Interfolio RPT.
2. Click "Cases" on the left navigation pane.
3. Click on the name of the candidate.
4. Find "Internal Sections" and then find "Dean's Evaluation and Signed Acknowledgement Statement".
5. Click the "Add File" button at the right of the section and follow the directions in the pop-up window to upload the file.
6. Click the "Send Case" button at the top of the page and then select "Forward to"
7. Follow the directions in the pop-up window to send the case to the next step in the evaluation process. Be sure to check the box to send a message to the reviewers gaining access so that they are notified that you have sent the case to them.

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- [Adding and Managing Case Materials \("Adding Materials"\)](#)
- [Move a Case Forward or Backward](#)