

# Office of the Dean’s Guidance for Rank Promotion

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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](mailto: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 Microsoft 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](mailto: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](mailto:pauleyk@uncsa.edu)).

## Guidance Documents for Deans

- [Procedures & Deadlines for Rank Promotion](#)
- [Packet Requirements for Rank Promotion](#)
- [External Review Guidelines for Candidates & Deans](#)
- [External Reviews FAQ](#)
- [Guidelines for Reviewers of Rank Promotion Applications](#)
- [Definitions & Sample Criteria for ESP Rank Promotion](#)
- [UNCSA Faculty Manual](#) (Section 8.2 *Instructional Multi-Year Contract Faculty Appointments*)

## Forms for Deans

- [Peer Review Committee Roster](#)
- [Request for External Review for Rank Promotion](#)
- [Instructions for Confirmed External Reviewers for Rank Promotion](#)
- [External Reviewer Evaluation for Rank Promotion](#)
- [Final List of External Reviewers](#)
- [Dean's Evaluation for Rank Promotion](#)

## Interfolio RPT Help Documents

- [Help Documents Library](#)
- [View Case Materials](#)
- [Adding and Managing Case Materials \("Adding Materials"\)](#)
- [Move a Case Forward or Backward](#)
- [Request an External Evaluation by Email or Add an External Evaluation](#)
- [Edit & Resend an External Evaluation Request](#)
- [Compatible and Supported Browsers](#)

## Deadlines

Deadline	Task
Sept 1	<p><b>Rank Promotion Packet Due to Faculty Affairs</b></p> <ul style="list-style-type: none"> <li>❖ The candidate uploads their Rank Promotion Packet materials to Interfolio RPT.               <ul style="list-style-type: none"> <li>○ External Reviewer Nomination Form</li> <li>○ Application for Rank Promotion</li> <li>○ Self Evaluation Narrative and Engaged &amp; Sustained Résumé</li> <li>○ CV</li> <li>○ Student Course Evaluations</li> <li>○ Syllabi</li> <li>○ Annual Evaluations</li> <li>○ Optional Supplemental Support</li> </ul> </li> </ul> <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><b>Peer Review Committee Roster Due to Faculty Affairs</b></p> <ul style="list-style-type: none"> <li>❖ The Office of the Dean uploads the Peer Review Committee Roster for each candidate to Interfolio RPT.</li> <li>❖ Faculty Affairs will send the Interfolio RPT link and instructions to the Peer Review Committee upon receipt of the Peer Review Committee Roster.</li> </ul>
Sept 2 – Nov 22	<p><b>External Reviewers Finalized</b></p> <p><i>This is a suggested date range to complete the external review process. The Office of the Dean is free to set its own deadlines to ensure the external review letters are submitted so that they are available for the dean’s review prior to writing the evaluation and meeting with the candidate.</i></p> <ul style="list-style-type: none"> <li>❖ The dean will work with the candidate to select a minimum of three external reviewers from whom reviews will be solicited.</li> <li>❖ At least one approved reviewer will be from the External Reviewer Nomination Form submitted by the candidate (see packet materials). The second reviewer is selected jointly by the dean and the candidate, and may or may not be drawn from the submitted list. It is the dean’s discretion to select the final reviewer from the submitted list, or an external reviewer of their own choosing.</li> <li>❖ Using the <b>Request for External Review for Rank Promotion</b> email template, the dean emails the approved external reviewers asking if they will participate. These emails should be sent from the dean’s UNCSA email address and should be retained until the evaluation process has concluded.</li> <li>❖ If the external reviewer accepts the request, the dean will send a formal request for external review using <b>Instructions for Confirmed External Reviewers for Rank</b></li> </ul>

	<p>Promotion email template via Interfolio RPT. The instructions include links to the External Reviewer Evaluation for Rank Promotion, Guidelines for Reviewers of Rank Promotion Applications and Definitions &amp; Sample Criteria for ESP Rank Promotion.</p> <ul style="list-style-type: none"> <li>❖ The Office of the Dean will give the external reviewer access in Interfolio RPT to the following materials from the candidate’s packet: <ul style="list-style-type: none"> <li>○ Application for Rank Promotion</li> <li>○ Self-Evaluation Narrative</li> <li>○ Engaged &amp; Sustained Résumé</li> <li>○ CV</li> <li>○ Student Course Evaluations</li> <li>○ Syllabi</li> <li>○ Annual Evaluations</li> <li>○ Supplemental Support</li> </ul> </li> <li>❖ External reviewers upload the External Reviewer Evaluation for Rank Promotion to Interfolio RPT.</li> <li>❖ See the <a href="#">External Review Guidelines for Candidates &amp; Deans for Rank Promotion</a> and <a href="#">External Reviews FAQ</a> for more information on policy and procedure.</li> </ul>
<p><b>Oct 28</b></p>	<p><b>Peer Review Committee Evaluation Due</b></p> <ul style="list-style-type: none"> <li>❖ Peer Review Committee Chair uploads the <b>Peer Review Committee Evaluation for Rank Promotion</b> to Interfolio RPT and moves the case forward to the next review step.</li> </ul>
<p><b>Dec 13</b></p>	<p><b>Dean’s Evaluation &amp; Final List of External Reviewers Due</b></p> <ul style="list-style-type: none"> <li>❖ The dean uploads the following documents to Interfolio RPT and moves the case forward to Faculty Affairs for provost review : <ol style="list-style-type: none"> <li>1) Dean’s Evaluation for Rank Promotion</li> <li>2) Final List of External Reviewers</li> </ol> </li> </ul>

## Procedures

### Viewing Case Materials

1. The candidate must upload the Rank Promotion 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 RPT 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 Rank Promotion".

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](#)

## External Reviews

Faculty applying for rank promotion must undergo evaluation by an external reviewer. By September 1, the candidate will upload the External Reviewer Nomination Form to Interfolio RPT as part of their Rank Promotion Packet. The dean will use this document to aid in the selection of external reviewers. Candidates and deans should reference Rank Promotion External Review Guidelines for Candidates & Deans and FAQs for External Reviews for more information including how to choose an external reviewer, how many reviewers are required, the procedure for soliciting external reviews and how external review letters are processed.

## Initial Request for External Evaluations

Initial emails requesting external evaluation should be sent from your UNCSA email address. You must use the required template language from Request for External Review for Rank Promotion, in your email. Please retain these email requests until the evaluation process has concluded. Once you receive a positive response from an external reviewer, you will send a formal request through Interfolio RPT.

## Requesting External Reviews in Interfolio RPT

After you receive a positive response from an External Reviewer, you will send the formal external evaluation request using the Instructions for Confirmed External Reviewers for Rank Promotion email template via Interfolio. The instructions include links to the External Reviewer Evaluation for Rank Promotion form, Guidelines for Reviewers of Rank Promotion Applications and Definitions & Sample Criteria for ESP Rank Promotion.

To request external reviews through Interfolio, see [Request an External Evaluation by Email or Add an External Evaluation](#).

Some Tips...

- **Deadline for External Evaluations:** Setting a deadline by which the external reviewer must submit the evaluation will create a hard deadline, meaning the external reviewer will not be able to submit an evaluation after the deadline date. You may wish to leave this blank and instead mention the deadline in the Instructions for Confirmed External Reviewers for Rank Promotion email.
- **Access:** Select “Administrators & Committee Managers”
- **Composing Your Message:** Use the required template language, Instructions for Confirmed External Reviewers for Rank Promotion, in the email sent to the external evaluator.
- **Attaching Files to the Request Email:** Click the “Add” button. Then click the “+” button next to the file you want to attach. Per external review policy, attach the following documents from the candidate’s Packet:
  - Application for Rank Promotion
  - Self-Evaluation Narrative
  - Engaged & Sustained Résumé
  - CV
  - Student Course Evaluations
  - Syllabi
  - Annual Evaluations

- Supplemental Support

**Be careful not to attach files other than those listed above** (such as the Peer Review Committee Roster, the External Reviewer Nomination form, or another party's evaluation). Only attach the files listed above.

External Reviewer Evaluations should be uploaded by the external reviewers to Interfolio RPT. Instructions are provided in the Instructions for Confirmed External Reviewers for Rank Promotion email that you sent them via Interfolio RPT. If an external reviewer submits the evaluation directly to the Office of the Dean, see [Request an External Evaluation by Email or Add an External Evaluation](#) for instructions to upload the evaluation to Interfolio RPT.

**The Office of the Dean is responsible for following up on delinquent evaluations.**

### Edit or Resend an External Evaluation Request

If you need to edit or resend an external evaluation request, see [Edit & Resend an External Evaluation Request](#).

### Peer Review Committee Evaluation

As described in the UNCSA Faculty Manual, Section 8.1. Regulations on Faculty Employment, the Peer Review Committee reviews the candidate's performance and makes a recommendation concerning rank promotion. The Peer Review Committee's written assessment and recommendation for rank promotion will be entered into the evaluation file and reviewed by the candidate according to the established schedule and procedures.

The Peer Review Committee will upload the Peer Review Committee Evaluation & Recommendation for Rank Promotion to Interfolio RPT by **October 28** for the dean's review.

The Peer Review Committee will provide a narrative evaluation that reflects the extent to which the candidate is achieving engaged and sustained work. This evaluation should include:

- The three areas of evaluative criteria: creative activity/research, service, and teaching. The committee should indicate its assessment of the faculty member in each area using the Guidelines for Reviewers of Rank Promotion Application and Definitions & Sample Criteria for ESP Rank Promotion for guidance.
- Peer Review Committee members' classroom observations (e.g. classroom, studio, lab)
- Student course evaluations for each year under review.
- Observations derived from syllabi and the teaching comments section of the annual evaluations.

The Committee will consider all materials contained in the candidate's Rank Promotion Packet.

### ***Observations of Work***

The Peer Review Committee must observe the candidate's work (teaching and related activities). 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

## Dean's Evaluation

The dean reviews the candidate's performance and makes a recommendation concerning rank promotion. The dean will document their evaluation using the Dean's Evaluation for Rank Promotion and upload it to Interfolio RPT by published deadlines.

The evaluation should reflect the extent to which the candidate is achieving engaged and sustained work and should include:

- The three areas of evaluative criteria: engaged and sustained creative activity/research, engaged and sustained service, and engaged and sustained teaching. The dean should indicate their assessment of the faculty member in each area using the Guidelines for Reviewers of Rank Promotion Applications and Definitions & Sample Criteria for ESP Rank Promotion for guidance.
- The dean's instructional observations (e.g. classroom, studio, lab)
- Student course evaluations
- Observations derived from syllabi and the teaching comments section of the annual evaluations.

The dean will consider all materials contained in the candidate's Rank Promotion Packet

### ***Observations of Work***

The dean will observe the candidate's instructional work. 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 times.

## Submitting the Final List of External Reviewers and Dean's Evaluation

The Office of the Dean must upload the following documents to Interfolio RPT by **December 13**:

- Dean's Evaluation & Recommendation for Rank Promotion
- Final List of External Reviewers

These are the steps to upload the Dean's Evaluation and Final List of External Reviewers 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 Final List of External Reviewers"
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](#)