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Interfolio Instructions for Committee Chairs, Deans, and the Provost

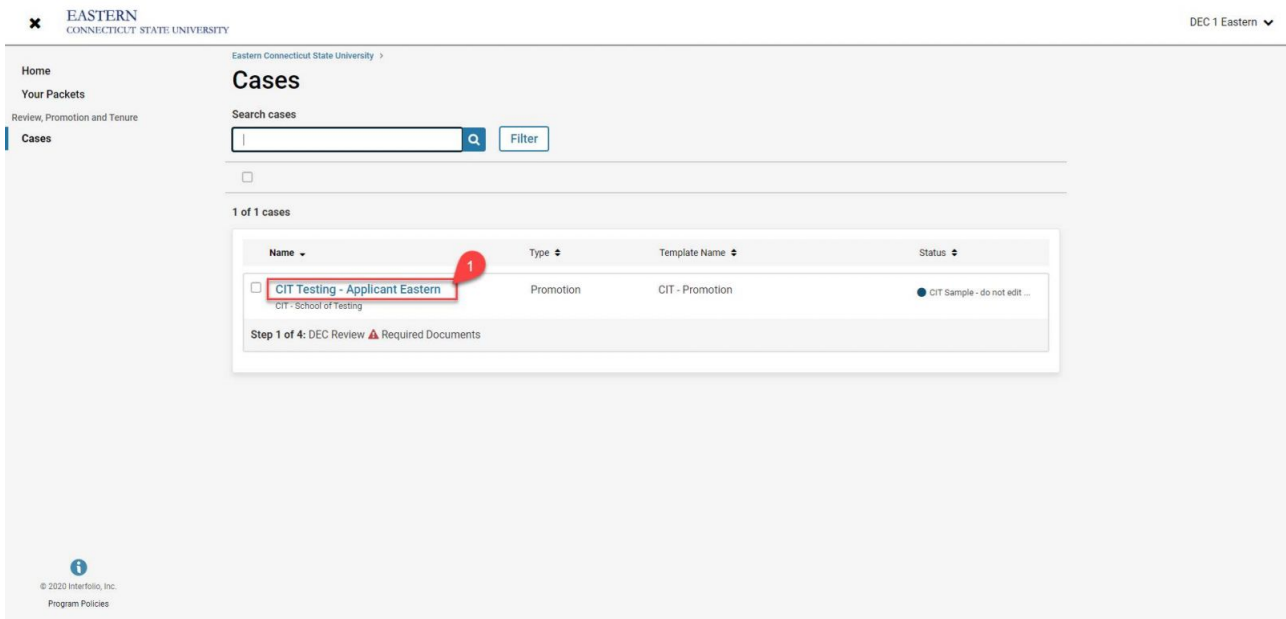
This article covers how to:

- [Upload the required file \(one letter from the DEC, Dean, P&T, or Provost\)](#)
- [How to upload more than the single required letter file](#). Note: If you upload your letter via this function it is necessary to designate which file is the Official Letter in the Required Items area of the Case Details Page.

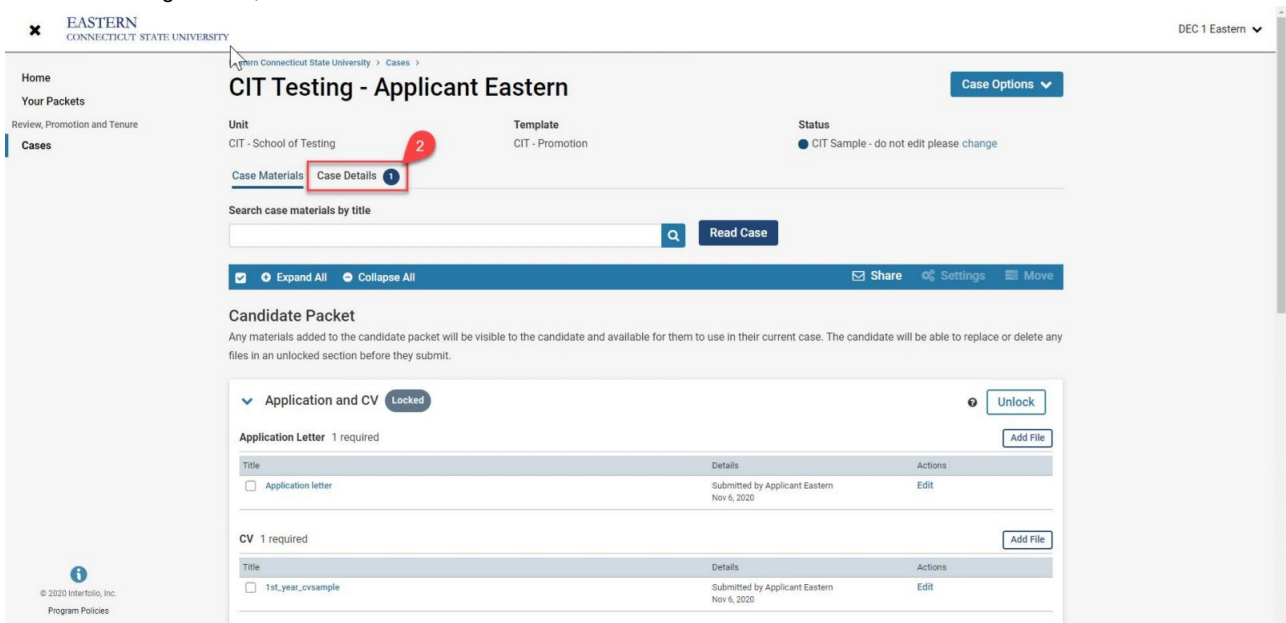
Upload the required file (one letter from the DEC, Dean, P&T, or Provost)

Log in to your Interfolio account. When asked, Where do you want to go? Click Eastern Connecticut State University.

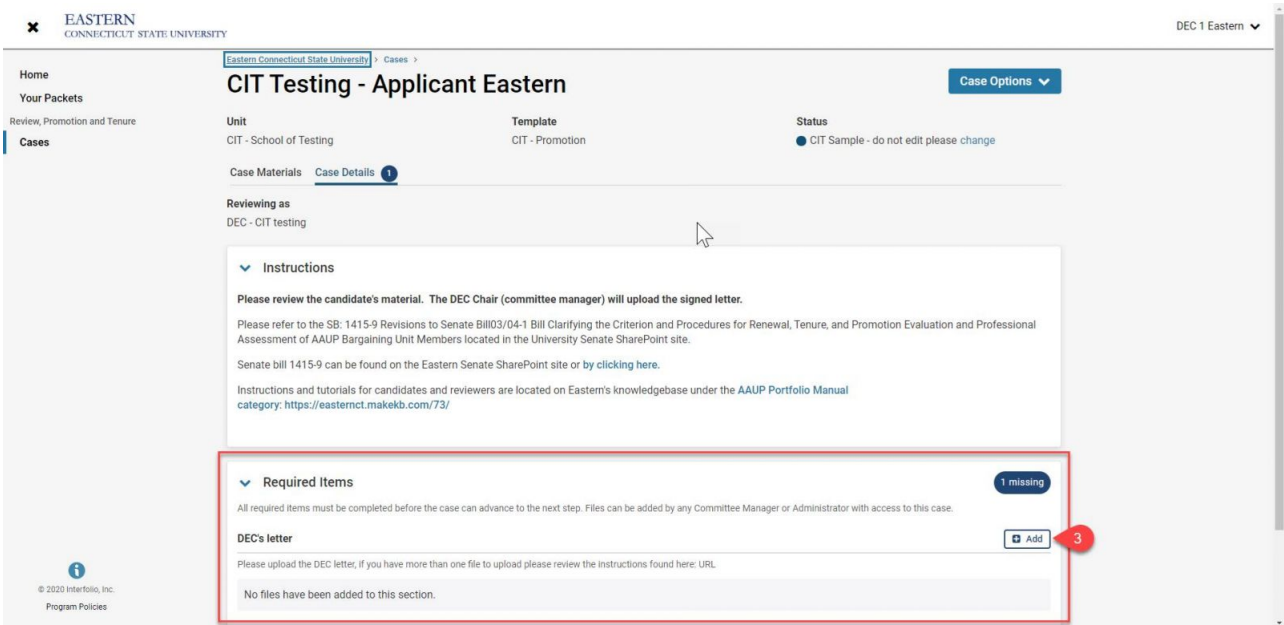
1. From the dashboard click on the case for the individual you are evaluating.



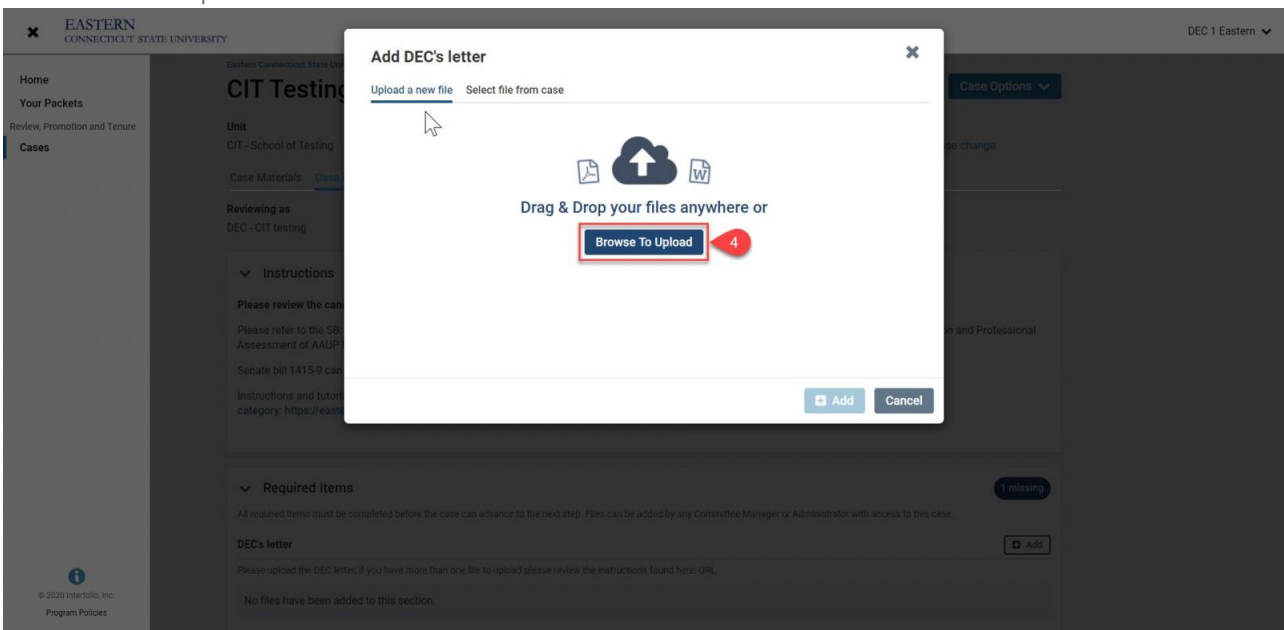
2. On the resulting screen, click on the Case Details tab.



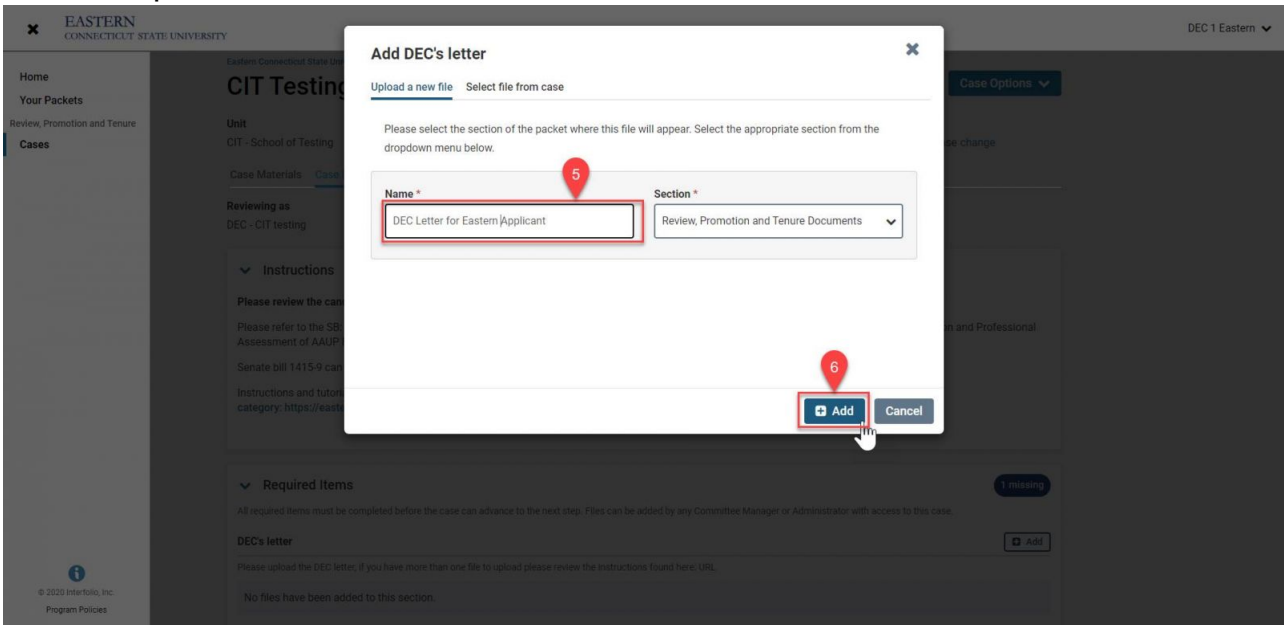
3. On the Case Details page, click on the add button under the Required Items section.



4. Click Browse To Upload.



5. Confirm and edit if necessary the name of the file you are uploading. (5 It should describe what the item is. For example, the DEC letter should have "DEC letter" in its name.
6. Click Add. (6) Note: you have the opportunity to edit the name of the document so that it is descriptive in nature. e.g., **DEC-letter-FirstLastName.pdf**.



- When you've uploaded your letter, you should see a checkmark - complete designation next to the DEC Letter under the Required Item section.

Eastern Connecticut State University > Cases >

CIT Testing - Applicant Eastern Case Options

Unit: CIT - School of Testing | Template: CIT - Promotion | Status: ● CIT Sample - do not edit please change

Case Materials | Case Details

Reviewing as: DEC - CIT testing

Instructions

Please review the candidate's material. The DEC Chair (committee manager) will upload the signed letter.

Please refer to the SB: 1415-9 Revisions to Senate Bill03/04-1 Bill Clarifying the Criterion and Procedures for Renewal, Tenure, and Promotion Evaluation and Professional Assessment of AAUP Bargaining Unit Members located in the University Senate SharePoint site.

Senate bill 1415-9 can be found on the Eastern Senate SharePoint site or by [clicking here](#).

Instructions and tutorials for candidates and reviewers are located on Eastern's knowledgebase under the AAUP Portfolio Manual category: <https://easternct.makekb.com/73/>

Required Items

All required items 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.

DEC's letter

Please upload the DEC letter, if you have more than one file to upload please review the instructions found here: URL

Name	Status
DEC Letter for Eastern Applicant	Complete

How to upload more than the single required letter file

Log in to your Interfolio account. When asked Where do you want to go? Click Eastern Connecticut State University.

- From the dashboard click on the case for the individual you are evaluating.

Eastern Connecticut State University >

Cases

Search cases

1 of 1 cases

Name	Type	Template Name	Status
<input type="checkbox"/> CIT Testing - Applicant Eastern CIT - School of Testing	Promotion	CIT - Promotion	● CIT Sample - do not edit ...

Step 1 of 4: DEC Review Required Documents

- The resulting screen puts you on the Case Materials page, scroll down until you reach the Review, Promotion, and Tenure Documents section

EASTERN CONNECTICUT STATE UNIVERSITY

DEC 1 Eastern

Home
Your Packets
Review, Promotion and Tenure
Cases

CIT Testing - Applicant Eastern

Unit: CIT - School of Te **2** | Template: CIT - Promotion | Status: CIT Sample - do not edit please change

Case Materials | Case Details **1**

Search case materials by title

Expand All | Collapse All | 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.

Application and CV **Locked** | [Unlock](#)

Application Letter 1 required | [Add File](#)

Title	Details	Actions
<input type="checkbox"/> Application letter	Submitted by Applicant Eastern Nov 6, 2020	Edit

CV 1 required | [Add File](#)

Title	Details	Actions
<input type="checkbox"/> 1st_year_cvsample	Submitted by Applicant Eastern Nov 6, 2020	Edit

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3. Under Case Materials, click on the chevron to the left of "Review, Promotion, and Tenure Documents" to expand the section if needed.

Case Materials | Case Details **1**

Search case materials by title

Expand All | Collapse All | 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.

> Application and CV **Locked** | [Unlock](#)

> Teaching and Load Credit Activity **Locked** | [Unlock](#)

> Creative Activity **Locked** | [Unlock](#)

> **Service** **Locked** | [Unlock](#)

> Professional Activity **Locked** | [Unlock](#)

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](#)

✓ **Review, Promotion and Tenure Documents** | [Edit](#) | [Add File](#)

Upload all documents from DEC, Dean, P&T, and Provost into this folder. Name documents appropriately, e.g., DEC-letter-FirstLastName.pdf

Materials

No files have been added to this section.

4. Click on Add File.

Home

Your Packets

Review, Promotion and Tenure

Cases

Internal Sections

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

Review, Promotion and Tenure Documents Edit Add File

Upload all documents from DEC, Dean, P&T, and Provost into this folder. Name documents appropriately, e.g., DEC-letter-FirstLastName.pdf

Materials

No files have been added to this section.

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5. Upload documents into this section and Save.

Add File

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Save Cancel

Designating the Official Letter

If you have uploaded your letter directly to the Review, Promotion, and Tenure Documents under the Internal Section on the Case Material page, it is necessary to designate which file is the Official Letter in the Required Items area of the Case Details Page.

EASTERN CONNECTICUT STATE UNIVERSITY

DEC 1 Eastern

Home

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Review, Promotion and Tenure Documents Edit Add File

Upload all documents from DEC, Dean, P&T, and Provost into this folder. Name documents appropriately, e.g., DEC-letter-FirstLastName.pdf

Materials

No files have been added to this section.

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Further instructions can also be found on Interfolio's support site: <https://product-help.interfolio.com/m/33238>

The following instructions pertain to the Print to PDF feature in Acrobat on both PC and Mac computers.

PDFs Pertaining to Interfolio

An Adobe Sign PDF has a certified signature and that certification conflicts with Interfolio's system. In order to upload an Adobe Sign PDF, you must strip the certification by using Print to PDF, which creates a copy that is compatible with Interfolio. This Print to PDF copy can be uploaded to Interfolio.

Print to PDF

The following link contains information from Adobe about Print to PDF: <https://helpx.adobe.com/acrobat/using/print-to-pdf.html>

