RTP INFORMATION – AY 23/24 REVIEW CYCLE

IMPORTANT DATES:

- [Personnel Action Dates Calendar](#)

INFO FOR FACULTY WHO WILL SUBMIT A FULL WPAF FOR THE <u>FIRST</u> TIME IN INTERFOLIO DURING AY 23/24:

- We recommend using your Dossier to organize documents into "Collections" that are set up like sections of your file[1]. Starting this organization system now will allow you to easily pull documents from your Dossier by Section into your WPAF for the AY 23/24 review cycle, and all following cycles. Recommended Collections are:

  - Sect. 1: Index (Index for Supplemental materials only)
  - Sect. 2: Previous Appointment/Promotion/Leave Documents
  - Sect. 3: Personnel Policies
  - Sect. 4: PDS & PDP
  - Sect. 6A: Letters (Teaching)
  - Sect. 6B: Letters (Scholarship)
  - Sect. 6C: Letters (Service)
  - Sect. 7A: Student Letters
  - Sect. 7B: Course Evaluations
  - Sect. 7C: Other Evidence
  - Sections 8, 9 and Supplemental, set up Collections for relevant sub-sections as needed for your particular file (see Sections 6 and 7 above for example)

- **Note:** Section 5 is intentionally left off this list. Section 5 is not populated by candidates - only reviewers and Academic Personnel Services add material to this section.
- You will be provided with a WPAF case template by Academic Personnel Services.
- For more detailed instructions, see the [Guidelines for Preparation of the Working Personnel Action File](#).

INFO FOR FACULTY WHO HAVE PREVIOUSLY SUBMITTED A FULL WPAF IN INTERFOLIO:

- If submitting a Periodic Evaluation during AY 23/24, you will be provided a Periodic Evaluation case template by Academic Personnel Services.
- If submitting a full WPAF again in Interfolio, you will be assigned a new WPAF case template. We recommend using "Collections" in your Dossier for pre-organizing your documents (as described above). Contact APS if you have questions about how to transfer documents from your existing WPAF case into collections in your Dossier.

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[1] See "Setting up Collections in Dossier" below.

- Candidates and reviewing committees should follow the recommended document naming conventions:

APPOINTMENT, PROMOTION & LEAVE DOCUMENTATION

Date, Candidate Last Name, Document Description

> *Ex) 4-1-2008 Jones Appointment Letter*
> *Ex) 12-4-2015 Smith Sabbatical Leave Approval Letter*
> *Ex) 6-1-2010 Wilson Tenure & Promotion Letter*

EVALUATIVE LETTERS

Date, Last Name of Letter Writer, Document Description, Area(s) of Performance Addressed

> *Ex) 12-1-2015 Jones Letter – Teaching*
> *Ex) 10-4-2014 Smith Letter – Teaching & Scholarship*

COURSE EVALUATIONS

Semester, Year, Course, Course Name

> *Ex) Fall 2015 SOC 104 Introduction to Sociology*

RTP REVIEWER LETTERS (COMMITTEES & ADMINISTRATORS)

Date, Evaluator, Description, Candidate Last Name

> *Ex) 3-24-2016 Dean's Periodic Evaluation Letter – Smith*

> *Ex) 9-14-2015 IUPC Recommendation Letter – Jones*
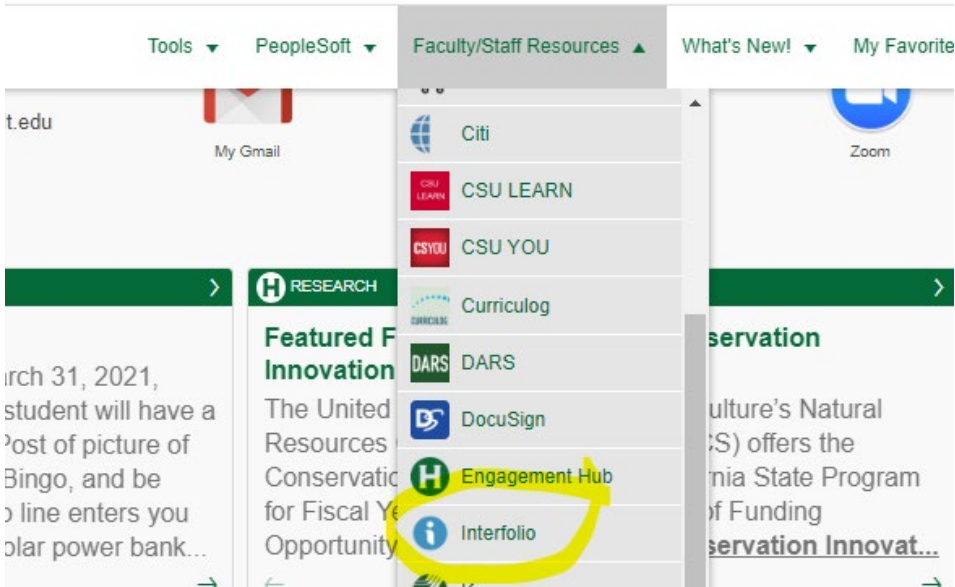
CANDIDATE RESPONSE LETTERS (DESIGNEES)

Date, Response to Evaluator, Description, Candidate Last Name

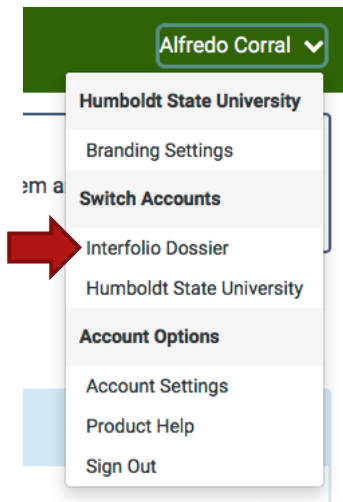> *Ex) 3-26-2016 Response to Dean's Periodic Evaluation Letter – Smith*

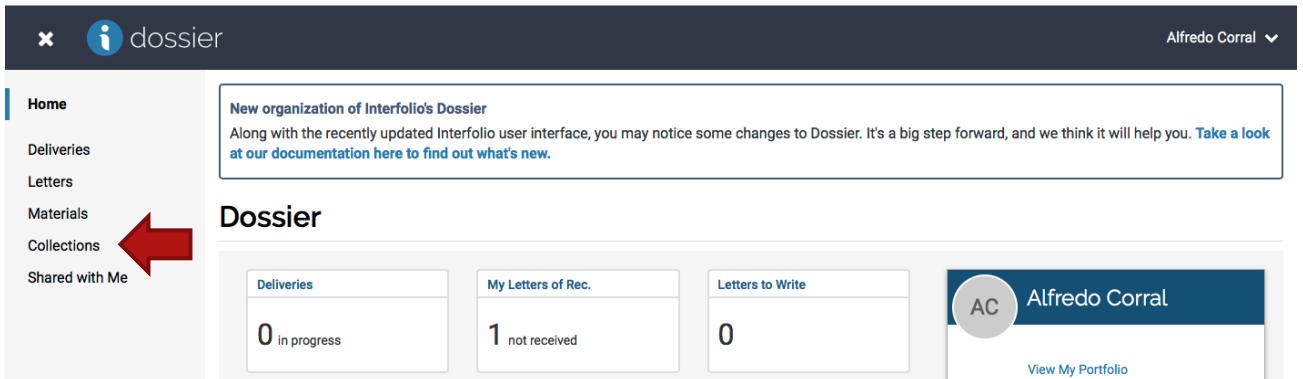> *Ex) 9-18-2015 Response to IUPC Recommendation Letter – Jones*

1. Log in to Interfolio through the link on the myHumboldt Faculty/Staff Resources drop-down menu.

2. Open the User Menu on the top right hand side of the window and select Interfolio Dossier.
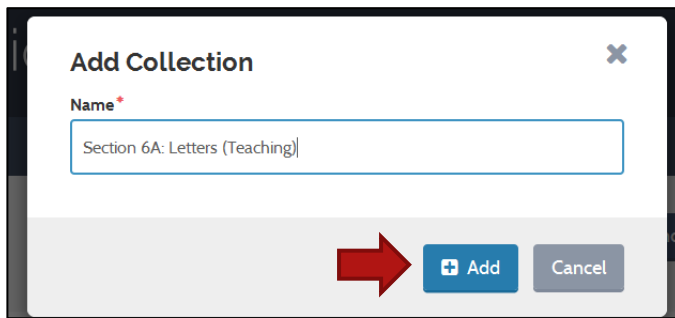
3. Select Collections from the left menu options on the left.

4. Click the "Add Collection" button on the left-hand side.

5. The *Add Collection* pop-up window will open. Name the Collection, and click the "Add" button.

Add Collection   ✕

Name *

Section 6A: Letters (Teaching)|

➡️ ➕ Add   Cancel

6. Click on the new collection name to go into the collection.

Name ▲	Created ⇕	Actions
Sec. 2 Appt/Prom/Lve Docs	May 9, 2017	Select ⌄
Sect. 1: Index	May 5, 2017	Select ⌄
section 3	Aug 7, 2017	Select ⌄
Section 4	Aug 22, 2017	Select ⌄
Section 5	Sep 6, 2017	Select ⌄
Section 6A: Letters (Teaching) ⬅️	Apr 12, 2018	Select ⌄

7. Click the "Add Materials" button.

Materials > Collections >
Section 6A: Letters (Teaching)

Search

🔍 Enter keywords   Filter   S➡️ ➕ Add Materials

You have not added any materials to this collection yet.

Add Materials

You can share this collection with a mentor or another scholar at your institution who can leave comments giving you feedback on your materials. Comments left on materials in the collection are only visible to you and the person with whom you share the collection. Learn more Opens in new window

8. The *Add File* pop-up window will open. You may add existing documents in your Dossier into your Collection, or upload new documents. Multiple documents can be uploaded at one time.

Add File   ✕

Choose Existing   Add New File

Upload   Video   Webpage

📄 ☁️⬆️ 📄

Drag & Drop your files anywhere or

Browse To Upload

➕ Add   Cancel