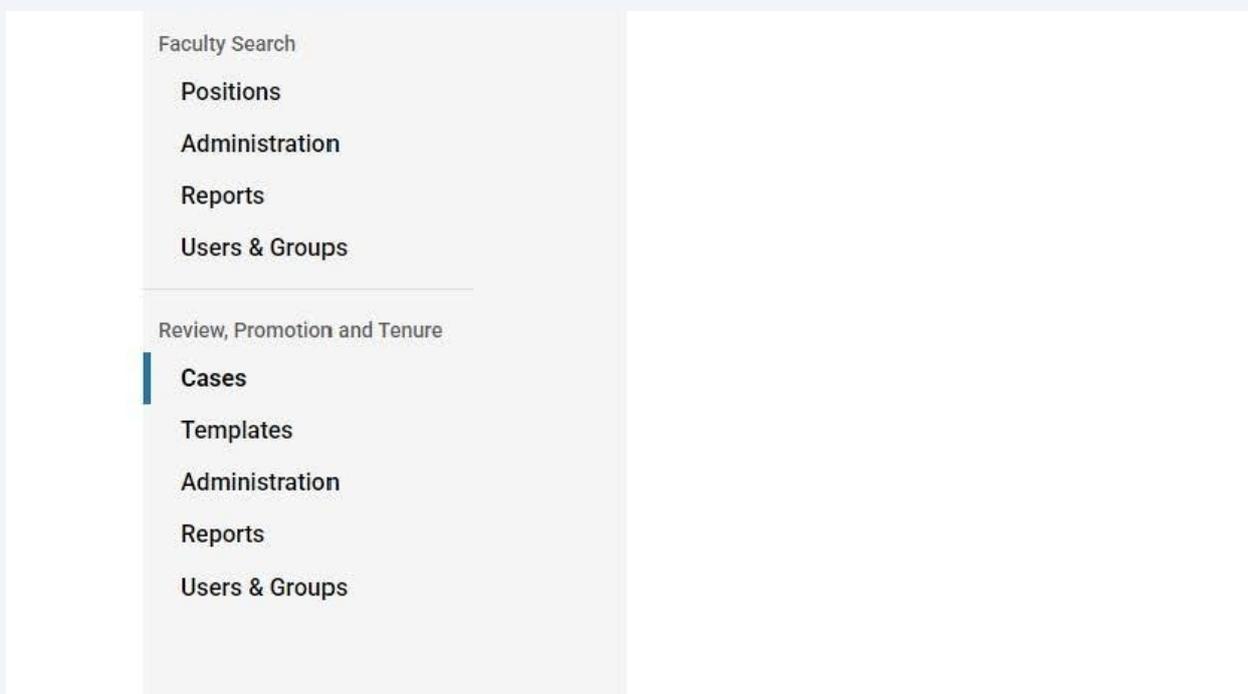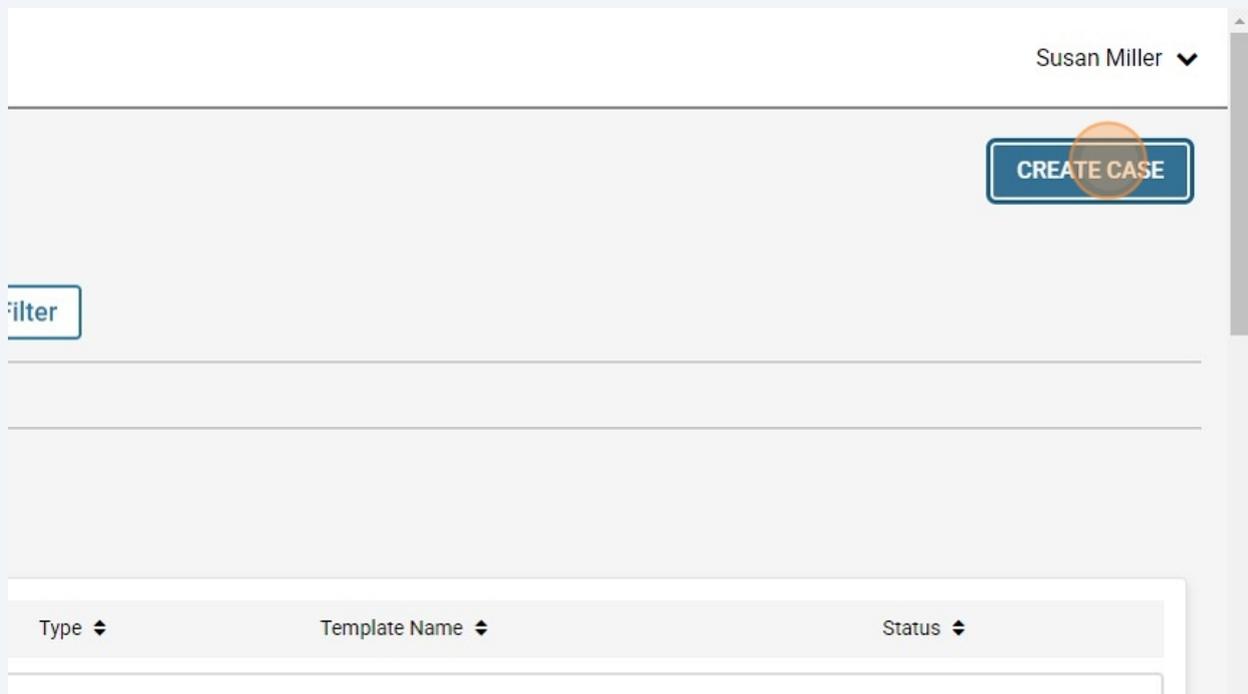# Guide To Creating An Assistant Professor Renewal Case

1   Part 1: Creating the Assistant Professor renewal case
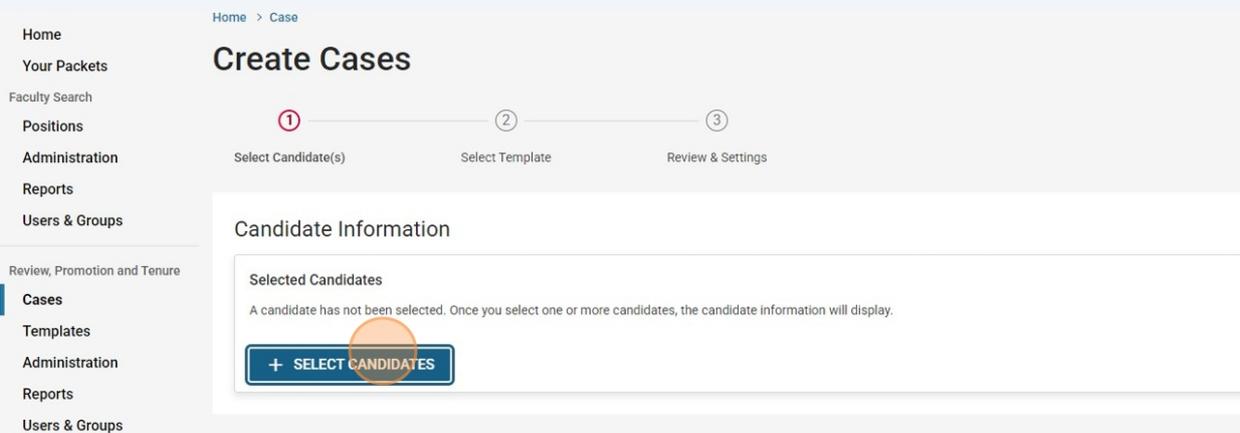
2   Log into Interfolio with your UW netID and password. On the left side menu, click on "cases"
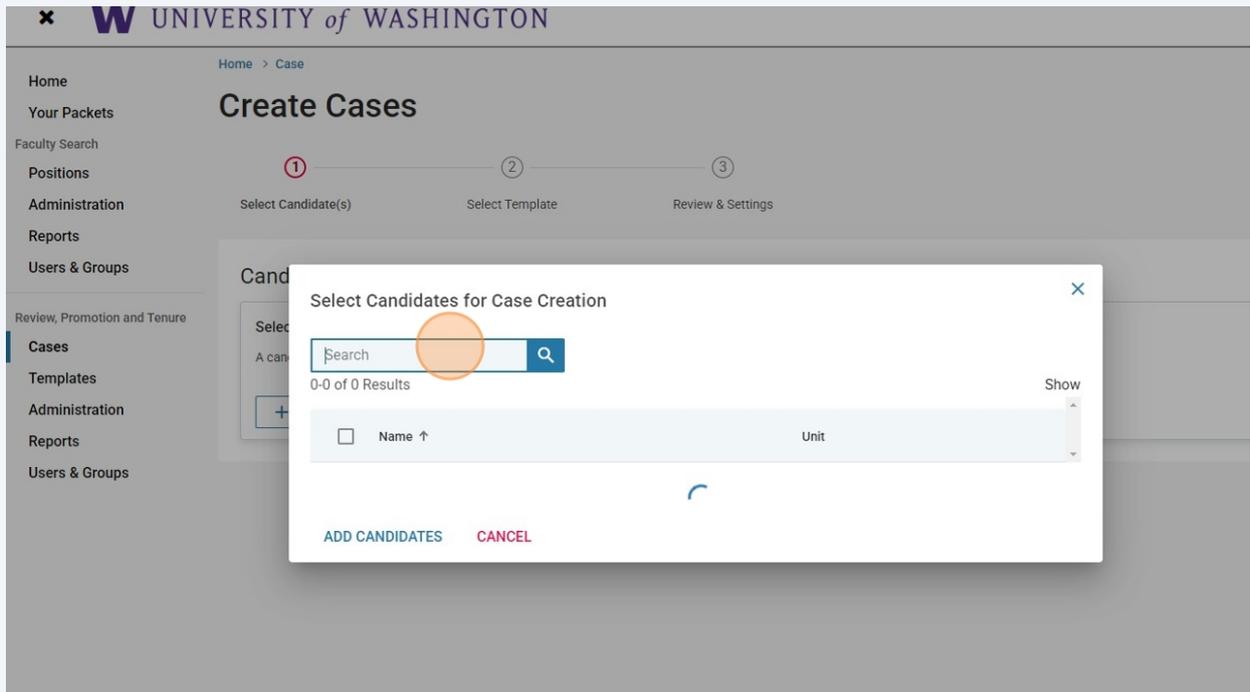
Faculty Search

Positions

Administration

Reports

Users & Groups

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

3 Click "CREATE CASE" in the upper right corner

Susan Miller ⌄

CREATE CASE

Filter

| Type ⇕ | Template Name ⇕ | Status ⇕ |

---

4 Click "SELECT CANDIDATES"

Home
Your Packets
Faculty Search
Positions
Administration
Reports
Users & Groups
Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

Home > Case

Create Cases

① ── ② ── ③
Select Candidate(s)   Select Template   Review & Settings

Candidate Information

Selected Candidates

A candidate has not been selected. Once you select one or more candidates, the candidate information will display.
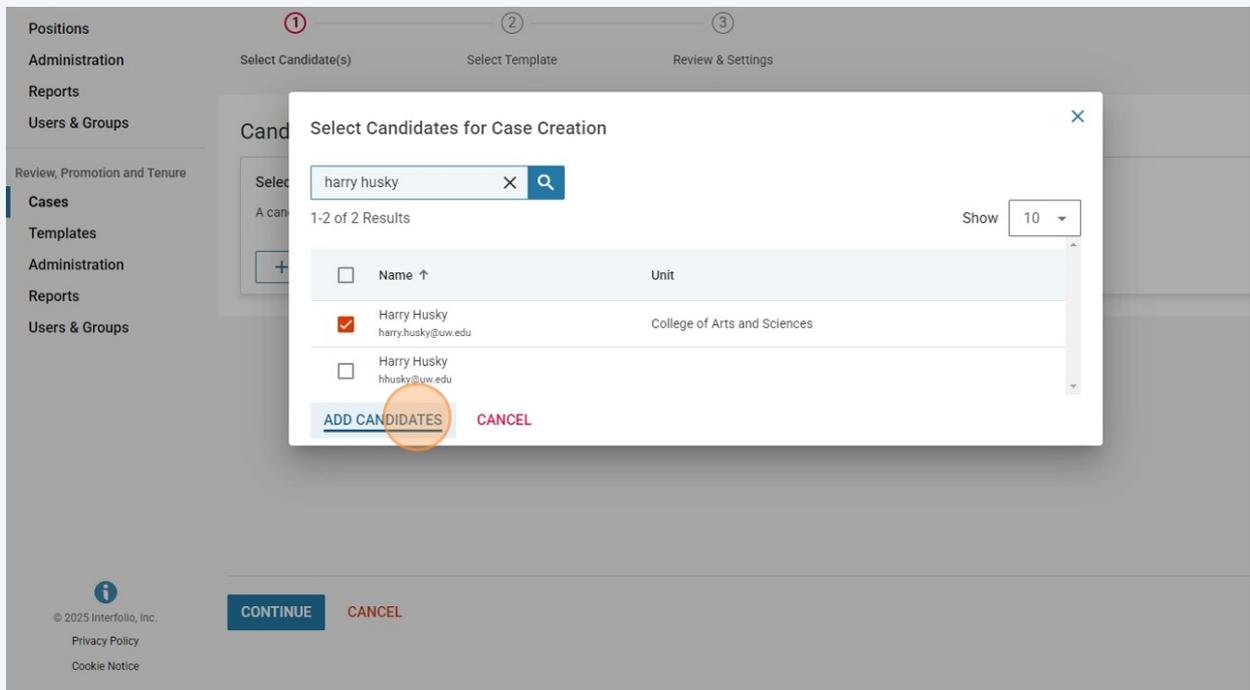
+ SELECT CANDIDATES

ⓘ

5 Click the "Search" field and enter the name of the candidate being reappointed

6 Click the box next to the correct name then clikc on "ADD CANDIDATES"

7   Click "CONTINUE"

Positions	① ─────────── ② ─────────── ③
Administration	Select Candidate(s) Select Template Review & Settings
Reports	
Users & Groups	

Candidate Information

Selected Candidates

1-1 of 1 Results

Show

Candidate	Unit ↑
HH Harry Husky harry.husky@uw.edu	College of Arts and Sciences

+ SELECT CANDIDATES

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

ⓘ
© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

CONTINUE   CANCEL

---

8   Use the drop down menu to choose your department/unit for the case

Create Cases

Your Packets
Faculty Search
Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

✓ ─────────── ② ─────────── ③
Select Candidate(s)   Select Template   Review & Settings

Select Case Settings

Unit for Case(s) *
Cases can only be created in one unit.

-- ▼

| College of Arts and Sciences |
| ARTS DIVISION |
| Art, Art History & Design |
| DXARTS |
| Dance |
| Drama |
| Music |
| PPT: Burke Museum |

Search 🔍
1-22 of 22 Templates

Template Information	Unit ↑	Type
○ Custom Case		

ⓘ
© 2025 Interfolio, Inc.
Privacy Policy

9   In the type field, choose "Reappointment"

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure

Cases
Templates
Administration
Reports
Users & Groups

Select Candidate(s)   ② Select Template   ③ Review & Settings

Select Case Settings

Unit for Case(s) *
Cases can only be created in one unit.

College of Arts and Sciences   ▼

Type

--   ▼

Appointment
Promotion
Reappointment
Review
Sabbatical

Te   n the case settings.

Template Information   Unit ↑   Type

○   Custom Case
Create a unique case by customizing forms and workflow steps rather than using a template.

○   DEP Foundational Template (copy)
To be used for all promotion and tenure actions in departmentalized units (CAS, CBE, COEng, COEnv, SPH, SOB, SOD   Academic Personnel &   Promo

© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

---

10   Choose "Assistant Professor and Tenure-Track renewals" then click "CONTINUE"

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure

Cases
Templates
Administration
Reports
Users & Groups

Type

Reappointment   ✕   ▼

Select Template

Templates are based on the unit and case type chosen in the case settings.

Search   🔍
1-4 of 4 Templates

Template Information   Unit ↑   Type

○   Custom Case
Create a unique case by customizing forms and workflow steps rather than using a template.

○   Autumn quarter reappointments
For a list of titles and instructions, see https://admin.artsci.washington.edu/reappointment-procedures#autumn.   College of Arts and Sciences   Reapp

○   Autumn quarter NON-REAPPOINTMENTS
For a list of titles and instructions, see https://admin.artsci.washington.edu/reappointment-procedures#autumn.   College of Arts and Sciences   Reapp

⦿   Assistant Professor and Tenure-Track renewals
For more specifics on this process, see https://admin.artsci.washington.edu/reappointment-procedures#assistant.   College of Arts and Sciences   Reapp

© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

CONTINUE   PREVIOUS   CANCEL

11 Click the "Yes, the candidate will be involved during the case." field.

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure

Cases
Templates
Administration
Reports
Users & Groups

Candidates

⌄ Candidate List

Candidate	Unit ↑
HH Harry Husky harry.husky@uw.edu	College of Arts and Sciences

Settings

Will the candidate be involved in this evaluation? *

This setting cannot be changed after this step. Learn more about candidate involvement.

◉ Yes, the candidate will be involved during the case.
◯ No

Would you like to notify the candidates now? *

An automatic notification will be sent to the candidate after the case is created with instructions for uploading and submitting materials online.

◯ Yes
◉ No

© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

CREATE 1 CASE   PREVIOUS   CANCEL

---

12 Click "CREATE 1 CASE"

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure

Cases
Templates
Administration
Reports
Users & Groups

Candidates

⌄ Candidate List

Candidate	Unit ↑
HH Harry Husky harry.husky@uw.edu	College of Arts and Sciences

Settings

Will the candidate be involved in this evaluation? *

This setting cannot be changed after this step. Learn more about candidate involvement.

◉ Yes, the candidate will be involved during the case.
◯ No

Would you like to notify the candidates now? *

An automatic notification will be sent to the candidate after the case is created with instructions for uploading and submitting materials online.

◯ Yes
◉ No

© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

CREATE 1 CASE   PREVIOUS   CANCEL

13 Go to "Case options" and click "Edit Case"

UNIVERSITY *of* WASHINGTON   Susan Miller ⌄

University of Washington > Cases >

Harry Husky

		Send Case ⌄ Case Options ⌄
Unit	Template	Status Edit Case
College of Arts and Sciences	Assistant Professor and Tenure-Track renewals	Select Stat Email Candidate
		Add Internal Section
Case Materials Case Details		View Activity Log
		Close Case

Search case materials by title

[   ] [🔍]

d Tenure

☑ ⊕ Expand All   ⊖ Collapse All   ⬇ Download   ✉ Share   ⚙ Settings   ≡ Move

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.

⌄ Letter from the Department Chair   [Edit] [Add File]

Reporting:

- departmental recommendation
- complete faculty vote
- reasons for faculty decision, including assessment of research, teaching, and service
- chair's independent recommendation

---

14 Click "Case Review Steps"

UNIVERSITY *of* WASHINGTON   Susan Miller ⌄

University of Washington > Cases > Harry Husky >

Case Summary   [❮ Return to Case]

Case Information Edit		Creating a Case
Type	Name		① Case Information
Reappointment	Harry Husky		
Unit	Email		② Candidate Requirements
College of Arts and Sciences	harry.husky@uw.edu		
		③ Internal Case Sections

d Tenure

Internal Case Sections Edit		④ Case Review Steps
Letter from the Department Chair		
		⑤ Case Summary
Collegial Evaluations

Report from Secondary Department

Feedback from Department Assessment

| Candidate Requirements   Edit |

Instructions to the Candidate

15 Click "Edit" to add your department level committee member.

UNIVERSITY *of* WASHINGTON   Susan Miller ⌄

University of Washington > Cases > Harry Husky >

Case Review Steps   📍

➕ **Add Step** | Additional Options ⌄ |

┌───┐ ┌──────────────────────────────┐
│ 1   Department Case Completion   **Edit** Delete │ │ Creating a Case   │
│   Academic Level: (University of Washington)   │ │   │
│   (Academic Personnel) (School/College/Campus)   │ │ 1   Case Information   │
│   │ │   │
│   ⏳ Department Level Committee (0)   │ │ 2   Candidate Requirements   │
│   ✔ Includes Instructions 3 Required Documents   │ │   │
│   ⊖ No Required Forms   │ │ 3   Internal Case Sections   │
└───┘ │   │
                                                                  │ ④   Case Review Steps   │
┌───┐ │   │
│ 2   College review   Edit | Delete   │ │ 5   Case Summary   │
│   Academic Level: (University of Washington)   │ └──────────────────────────────┘
│   (Academic Personnel) (School/College/Campus)   │
│   │
│   👤 Susan H. Miller (susanh82@uw.edu)   │
│   ⊖ No Instructions ⊖ No Required Documents   │
│   ⊖ No Required Forms   │
└───┘

  3   Divisional Dean Review   Edit | Delete

---

16 Click "Add Members"

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

Step Details (Step 1 of 4)

┌──────────────────────────────────┐   ┌──┐
│ **Step Name**   │   │ **Academic Level**   │
│ Department Case Completion   │   │ Academic levels manage which administrators   │
│   │   │ and case managers have acc...   │
│ **Due Date**   │   │ (University of Washington) (Academic   │
│ —   │   │ Personnel) (School/College/Ca...   │
│   │   │   │
│ | Edit Step Details | │   │ **MANAGE ACADEMIC LEVELS**   │
└──────────────────────────────────┘   └──┘

Reviewers   ➕ Add

┌───┐
│ ⌄ **Department Level Committee**   │
│   Ad Hoc Committee (0)   │
│   │
│ **Manage Members**   Instructions   Required Documents   Required   │
│ Forms   Settings   │
│   │
│ 👥 No Members   │
│   │
│ | Add Members | │
└───┘

ⓘ
© 2025 Interfolio, Inc. | Return to Case Review Steps |
Privacy Policy
Cookie Notice

17 Search for the name of the individual who will upload the department documents. This could be the department administrator, assistant to the chair, or the Chair themselves (you can add more than one member).

Add Members ✕

🔍 miller

Sort By Name ⌄ 👤 New

First Name	Last Name	Email	
▬▬▬	Miller	▬▬@uw.edu	➕ Add
Susan	Miller	▬▬@uw.edu	➕ Add
▬▬	Miller	▬▬@uw.edu	➕ Add
▬▬	Miller	▬▬@uw.edu	➕ Add
▬▬	Miller	▬▬@uw.edu	➕ Add

Close

18 Return to the case review steps and repeat this process to add the appropriate Divisional Dean as the committee member for Step 3: Divisional Dean review

2   College review   Edit | Delete
Academic Level: (University of Washington) (Academic Personnel) (School/College/Campus)

👤 Susan H. Miller (susanh82@uw.edu)
⊖ No Instructions ⊖ No Required Documents ⊖ No Required Forms

2   Candidate Requirements
3   Internal Case Sections
4   Case Review Steps
5   Case Summary

3   Divisional Dean Review   Edit | Delete
Academic Level: (University of Washington) (Academic Personnel) (School/College/Campus)

⧗ Divisional Dean (0)
⊖ No Instructions ⊖ No Required Documents ⊖ No Required Forms

4   Administrative   Edit | Delete
Academic Level: (University of Washington) (Academic Personnel) (School/College/Campus)

👤 Susan H. Miller (susanh82@uw.edu)
⊖ No Instructions ⊖ No Required Documents ⊖ No Required Forms

19 Click "Return to Case Review Steps"

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure

Cases
Templates
Administration
Reports
Users & Groups

Step Details (Step 3 of 4)

Step Name
Divisional Dean Review

Due Date
—

Edit Step Details

Academic Level

Academic levels manage which administrators and case managers have acc

University of Washington   Academic Personnel   School/College/Ca

MANAGE ACADEMIC LEVELS

Reviewers   Add

∨ **Divisional Dean**
     Ad Hoc Committee (0)

Manage Members   Instructions   Required Documents   Required Forms   Settings

👥 No Members

Add Members

Return to Case Review Steps

© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

---

20 Click "Continue"

Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure

Cases
Templates
Administration
Reports
Users & Groups

Academic Level: University of Washington   Academic Personnel   School/College/Campus

Susan H. Miller (susanh82@uw.edu)
⊖ No Instructions   ⊖ No Required Documents   ⊖ No Required Forms

3 Divisional Dean Review   Edit | Delete
Academic Level: University of Washington   Academic Personnel   School/College/Campus

Divisional Dean (0)
⊖ No Instructions   ⊖ No Required Documents   ⊖ No Required Forms

4 Administrative   Edit | Delete
Academic Level: University of Washington   Academic Personnel   School/College/Campus

Susan H. Miller (susanh82@uw.edu)
⊖ No Instructions   ⊖ No Required Documents   ⊖ No Required Forms

2 Candidate Requirements
3 Internal Case Sections
4 Case Review Steps
5 Case Summary

Continue   Previous   Return to Case Summary

© 2025 Interfolio, Inc.
Privacy Policy
Cookie Notice

21 Review the case to ensure accuracy. Once complete, click "Return to Case" in the top right corner

22 Go to "Send case" and click "Candidate-Notify Candidate"

23 Click the box to include a personal message with the email and fill in the message you would like to send to your candidate. Then click "Send"

Notify Candidate

The candidate will receive an email with instructions for uploading and submitting materials online through Interfolio.

☑ Include a personal message with this email

Subject *

Assistant Professor renewal

Message *

Dear Harry,

It is time for your position to be reviewed for renewal. Please log into Interfolio and submit all required documents:

1. Current curriculum vitae, including bibliography

2. Yearly activity reports (one per year)

3. Student evaluations- if applicable (a minimum of one per year)

Thank you!

body p

Preview   ✉ Send   Cancel

---

24 You can then send the case on to your department committee member to enter departmental documents by clicking "Send case" and "Forward to Department Case Completion"

UNIVERSITY of WASHINGTON   Susan Miller ∨

University of Washington > Cases >

Harry Husky   Send Case ∨   Case Options ∨

                                        Forward to
Unit   **Template**   Department Case Completion
College of Arts and Sciences   Assistant Professor and Tenure-Track renewals   Select Status

Case Materials   Case Details

Search case materials by title

[   ] 🔍

☑ ⊕ Expand All   ⊖ Collapse All   ⬇ Download   ☑ Share   ⚙ Settings   ☰ Move

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.

∨ Letter from the Department Chair   Edit   Add File

Reporting:

- departmental recommendation
- complete faculty vote
- reasons for faculty decision, including assessment of research, teaching, and service
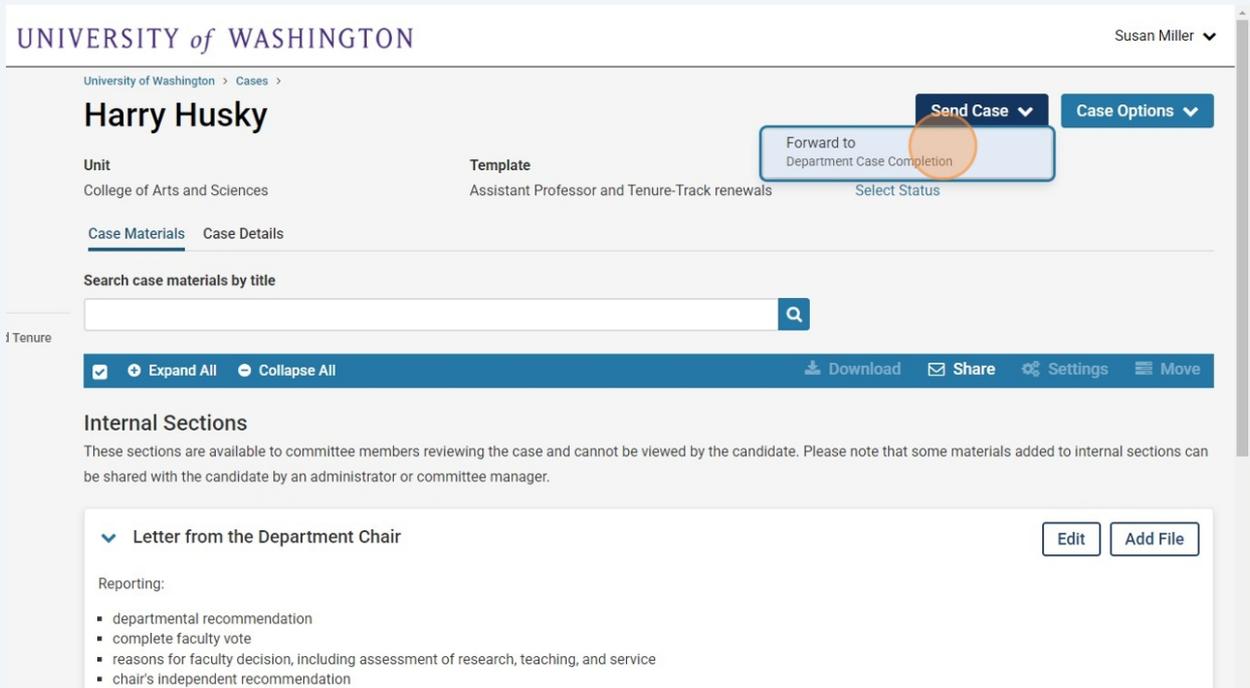- chair's independent recommendation

25 If you are the individual entering the department's documents, then you can choose to not send a message. However, if someone else is uploading the documents, please be sure to send a message- you can edit the content as desired. Once done, click "continue"

26 Part 2: Uploading the departmental documents

27 Open the case for your candidate. You can search for the particular case by name from the case list. In the "case materials" section, you can scroll down to the "internal sections" and start uploading documents by clicking "add file" next to each section.

UNIVERSITY *of* WASHINGTON

Susan Miller ⌄

University of Washington > Cases >

Harry Husky

Send Case ⌄   Case Options ⌄

Unit
College of Arts and Sciences

Template
Assistant Professor and Tenure-Track renewals

Status
Select Status

Case Materials   Case Details ③

Search case materials by title

[   ] 🔍

☑ ⊕ Expand All   ⊖ Collapse All   ⬇ Download   ✉ Share   ⚙ Settings   ☰ Move

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

⌄ Letter from the Department Chair   Edit   Add File

Reporting:

- departmental recommendation

---

28 Click "Browse To Upload"

Add New File   Previous Reviews

Upload   Video   Webpage

Drag & Drop your files anywhere or

Browse To Upload

✔ Save   Canc

29 Choose your document to upload and click "Save"

Add File

Add New File   Previous Reviews

Upload   Video   Webpage

Name

Harry Husky Chair's letter

✔ Save   Can

Letter

porting.

epartmental recommendation
omplete faculty vote

30 Repeat for each requirement. Once all documents are uploaded, click "Case Details"- note the number next to it implies the number of required documents that need to be linked.

W UNIVERSITY *of* WASHINGTON ✕

	Unit	Template	Status
Home	College of Arts and Sciences	Assistant Professor and Tenure-Track renewals	Select
Your Packets			

Faculty Search

Positions   Case Materials   Case Details ❸

Administration   Search case materials by title

Reports

Users & Groups   [🔍]   **Read Case**

Review, Promotion and Tenure   ☐ ⊕ Expand All ⊖ Collapse All   ⬇ Download

Cases   **Internal Sections**

Templates   These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that

Administration   be shared with the candidate by an administrator or committee manager.

Reports

Users & Groups   ⚠   You are asked to submit required items as part of this case. View

     ⌄   Letter from the Department Chair

     Reporting:

31 Scroll down to the "required items" and click "add" for one of the requirements.

2. Collegial assessments (one per year dating back to the year of initial hire)
3. Copy of written feedback related to the department assessment that was shared with the candidate (e.g., committee report, chair's report on the meeting), together with the candidate's acknowledgment/response.
4. Report from secondary department, if applicable.

Required Items   3 missing

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.

Letter from the Chair   ➕ Add

Reporting: departmental recommendation and term of reappointment complete faculty vote reasons for faculty decision chair's independent recommendation assessment of research, teaching, and service

No files have been added to this section.

Collegial Evaluations   ➕ Add

One per year dating back to the year of hire. Ideally, multiple evaluations will be combined into a single PDF.

No files have been added to this section.

Feeback related to department assessment   ➕ Add

Copy of written feedback related to the department assessment that was shared with the candidate (e.g., committee report, chair's report on the meeting), together with the candidate's acknowledgment/response.

No files have been added to this section.

---

32 Click "Select file from case" and choose the document that matches the requirement. Click "add" at the bottom

UNIVERSITY of WASHINGTON

Home
Your Packets
Faculty Search
Positions
Administration
Reports
Users & Groups

Review, Promotion and Tenure
Cases
Templates
Administration
Reports
Users & Groups

Add Letter from the Chair

Upload a new file   **Select file from case**

Search for a file from the case   🔍

○ Harry Husky Chair's letter

➕ Add   Ca

33 Repeat for each requirement until you see a green check and "complete" next to each one

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.

Letter from the Chair ✔ Complete

Reporting: departmental recommendation and term of reappointment complete faculty vote reasons for faculty decision chair's independent recommendation assessment of research, teaching, and service

Name
Harry Husky Chair's letter

Collegial Evaluations   ➕ Add

One per year dating back to the year of hire. Ideally, multiple evaluations will be combined into a single PDF.

No files have been added to this section.

Feeback related to department assessment   ➕ Add

Copy of written feedback related to the department assessment that was shared with the candidate (e.g., committee report, chair's report on the meeting), together with the candidate's acknowledgment/response.

No files have been added to this section.

> **Committee Members (1)**   Email Edit

---

34 Once complete, send the case forward to the College by clicking "Forward to College review"

UNIVERSITY of WASHINGTON   Susan Miller ⌄

University of Washington › Cases ›

Harry Husky

Send Case ⌄   Case Options ⌄

Forward to
College review

Unit   **Template**   Select Status
College of Arts and Sciences   Assistant Professor and Tenure-Track renewals

Case Materials   **Case Details**

Reviewing as
Department Level Committee

⌄ Instructions

Please upload the following documents as individual PDFs:

1. Letter from the chair, reporting:
   - departmental recommendation
   - complete faculty vote
   - reasons for faculty decision, including assessment of research, teaching, and service
   - chair's independent recommendation

2. Collegial assessments (one per year dating back to the year of initial hire)
3. Copy of written feedback related to the department assessment that was shared with the candidate (e.g., committee report, chair's report on the meeting), together with the candidate's acknowledgment/response.
4. Report from secondary department, if applicable.

35 Click "Continue"

The following reviewers will gain access to the case:

Susan H. Miller | 1 members

☑ Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Assistant professor renewal case- Harry Husky

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Susan Miller

👁 Preview   Continue   Cancel