

Guide To Creating An Assistant Professor Renewal Case

1 Part 1: Creating the Assistant Professor renewal case Log into Interfolio with your UW netID and password. On the left side menu, click 2 on "cases" Faculty Search Positions Administration Reports **Users & Groups** Review, Promotion and Tenure Cases Templates Administration Reports Users & Groups

3 Click "C	REATE CASE" in the upper right co	rner
		Susan Miller 🗸
ilter		CREATE CASE
Туре 🗢	Template Name 🗢	Status 🗢

Home Your Packets Faculty Search	Home > Case	8		
Positions Administration Reports	Select Candidate(s)	Select Template	Review & Settings	
Users & Groups	Candidate Inform	ation		
Cases Templates Administration Reports	Selected Candidates A candidate has not been s + SELECT CANDID	elected. Once you select one or mo	re candidates, the candidate information will display.	
Users & Groups				

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

	Home > Case				
Home Your Packets	Create Cases	6			
Faculty Search Positions Administration Reports	() Select Candidate(s)	2 Select Template	Review & Settings		
Users & Groups Review, Promotion and Tenure Cases Templates	Cand Selec A can 0-0 of 0 Result	idates for Case Creation			Show
Reports		e †		Unit	
Users & Groups	ADD CANDIE	ATES CANCEL	C		

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

Positions	1	(2)	3	
Administration	Select Candidate(s)	Select Template	Review & Settings	
Reports Users & Groups	Cand Select Candi	dates for Case Creatio	on	×
Review, Promotion and Tenure Cases Templates	Selec harry husky A can 1-2 of 2 Results	X Q		Show 10 -
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Harry Husky		
harry.husky@uw.edu	College of Arts and Sciences	
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8 Use the drop down menu to choose your department/unit for the case

Your Packets	Create Case	S			
Faculty Search Positions	\bigcirc —	2	3		
Administration	Select Candidate(s)	Select Template	Review & Settings		
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	Review Sabbatical				
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10 Choose "Assistant Professor and Tenure-Track renewals" then click "CONTINUE"

Users & Groups	Select Template Templates are based on the unit and case type chosen in the case settings.		
Cases			
Templates	Search Q		
Administration	1-4 of 4 Templates		
Reports Users & Groups	Template Information	Unit 🛧	Туре
	Custom Case Create a unique case by customizing forms and workflow steps rather than using a template.		
	O Autumn quarter reappointments For a list of titles and instructions, see https://admin.artsci.washington.edu/reappointment-procedures#autumn.	College of Arts and Sciences	Reappo
	O 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	Reappo
	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	Reappo
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11 Click the "Yes, the candidate will be involved during the case." field.

Positions Administration	Canididates	
Reports Users & Groups	Candidate	Unit 1
Review, Promotion and Tenure	HH Harry Husky harry:husky@uw.edu	College of Arts and Sciences
Templates	Settings	
Reports Users & Groups	Will the candidate be involved in this eval This setting cannot be changed after this step. Setting cannot be changed after this step. No Would you like to notify the candidates no An automatic notification will be sent to the can Yes No No	uation? * .earn more about candidate involvement. ; the case. w? * didate after the case is created with instructions for uploading and submitting materials online.
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12 Click "CREATE 1 CASE"

Positions Administration	Cantuluates	
Reports Users & Groups	Candidate	Unit 个
Review, Promotion and Tenure	HHH Harry Husky hørry.husky@uw.edu	College of Arts and Sciences
Templates Administration	Settings	
Reports Users & Groups	Will the candidate be involved in this evaluat This setting cannot be changed after this step. Lea Yes, the candidate will be involved during the No	ion? * m more about candidate involvement. e case.
	Would you like to notify the candidates now? An automatic notification will be sent to the candid Yes No	\star ate after the case is created with instructions for uploading and submitting materials online.
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13 Go to "Case options" and click "Edit Case"

University of Washington > Cases >					
Harry Husky			Send Case	✓ Case	Options
, ,		[Edit Case		
Unit	Template	Status	Email Can	didate	
College of Arts and Sciences	Assistant Professor and Tenure-Track renewals	Select Stat	Add Intern	al Section	
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Search case materials by title			Close Cas	e	
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UNIVERSITY of WASHINGTON

Case Information		Edit	Creating a Case
Type Reappointment Unit College of Arts and Sciences Internal Case Sections Letter from the Department Chair Collegial Evaluations	Name Harry Husky Email harry.husky@uw.edu	Edit	1 Case Information 2 Candidate Requirements 3 Internal Case Sections 4 Case Review Steps 5 Case Summary
Report from Secondary Department			
Feedback from Department Assessment			
Candidate Pequirements		Edit	

Susan Miller 🖌

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

UNIVERSITY of WASHINGTON Susan Miller 🗸 University of Washington > Cases > Harry Husky > 0 **Case Review Steps** Creating a Case 🖶 Add Step Additional Options 🗸 1 Case Information 1 Department Case Completion Edit Delete 2 Candidate Requirements Academic Level: University of Washington Academic Personnel School/College/Campus 3 Internal Case Sections 1 Tenure Department Level Committee (0) X 4 Case Review Steps Includes Instructions 3 Required Documents ON Required Forms 5 Case Summary 2 College review Edit | Delete Academic Level: University of Washington Academic Personnel School/College/Campus Susan H. Miller (susanh82@uw.edu) j ● No Instructions ● No Required Documents ● No Required Forms Edit I Noloto 3 Divisional Doan Doviow

16 Click "Add Members" orch permis (orch i or -) Positions Step Name Academic Level Administration Department Case Completion Academic levels manage which administrators and case managers have acc Reports University of Washington Academic Personnel School/College/Ca Due Date Users & Groups _ MANAGE ACADEMIC LEVELS Review, Promotion and Tenure Edit Step Details Cases Templates 🖬 Add **Reviewers** Administration Reports Users & Groups ✓ Department Level Committee Ad Hoc Committee (0) Manage Members Instructions Required Documents Required Forms Settings So Members Add Members 0 Return to Case Review Steps @ 2025 Int io Inc 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).

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

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

Academic Level: University of Washington Academic Personnel School/College/Campus	2 Candidate Requirements
Susan H. Miller (susanh82@uw.edu) No Instructions On Required Documents On Required Forms	3 Internal Case Sections4 Case Review Steps
3 Divisional Dean Review Academic Level: University of Washington Academic Personnel School/College/Campus Delet	e
 Divisional Dean (0) No Instructions No Required Documents No Required Forms 	
4 Administrative Edit Delet Academic Level: University of Washington Academic Personnel School/College/Campus	e
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Review, Promotion and Tenure Cases	Edit Step Details	MANAGE ACADEMIC LEVELS
Templates Administration Reports	Reviewers	Ad
Users & Groups	✓ Divisional Dean Ad Hoc Committee (0)	[
	Manage Members Instructions Required Documents Required Forms Settings	
	Add Members	
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Privacy Policy		

20 Click "Continue"

	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 O No Required Documents O 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	
Continue Previous Return to 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 ▲ Administrative Edit Delete Academic Level: University of Washington Academic Personnel School/College/Campus ▲ Susan H. Miller (susanh82@uw.edu) • No Required Documents • No Required Forms ▲ No Instructions • No Required Documents • No Required Forms

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

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

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

		Send Case	Case Options
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Unit	Template	Notify Candidate	
College of Arts and Sciences	Assistant Professor and Tenure-Track renewal	Forward to	
Case Materials Case Details		Department Case Completion	
Search case materials by title			
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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"

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	University of	Notify Candidate 🗶	
10	Harr	The candidate will receive an email with instructions for uploading and submitting materials online through interfolio.	Case 🗸 Case Options 🗸
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		It is time for your position to be reviewed for renewal. Please log into Interfolio and submit all required documents:	nare 🕫 Settings 📰 Move
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	 reasons to chair's independent 	r faculty decision, including assessment of research, teaching, and service ependent recommendation	

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 > Cases >	
Harry Husky	Send Case V Case Options
Unit	Template Forward to 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	1
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Made with Scribe - https://scribehow.com

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"

	Unit	Case is With Candidate 0 members	
	College of .	The following reviewers will gain access to the case:	
	Case Mate	Department Level Committee 0 members	
	Search cas	Send a message to the reviewers gaining access.	
d Tenure		If recipients respond to this message, their response will come directly to your email inbox.	
		Subject *	nare 🕫 Settings 📰 Move
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	be shared v	$\fbox{\begin{tabular}{cccccccccccccccccccccccccccccccccccc$	
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	Reportin	This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sion in	
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	 reasor chair's 		
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100		Draviou	
	No files	Conunue Cancer	

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.

Unit Template Status Case Options ∨ Case Options ∨ Case Options ∨ Case Options ∨ Case Options ∨ Status Case Materials Case Details ③ Search case materials by title Powrload Case Patients of Sections 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 case baraed with the candidate by an administrator or committee manager. Internal Sections These sections are available to committee members reviewing the case. View Internal Sections These sections are available to committee manager. Internal Sections Case Materials added to internal sections case baraed with the candidate by an administrator or committee manager. Internal Sections These sections are available to committee members reviewing the case. View Internal Sections Case Patient Chair Edit Add File Edit Add File Edit Add File Reporting:	University of Wash	nington > Cases >			
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28 Click "Browse To Upload"

Add New File	Previous F	Reviews
Upload	Video	Webpage
		Drag & Drop your files anywhere or
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29 Choose your document to upload and click "Save"

Auu File			
Add New File	Previous F	eviews	
Upload	Video	Webpage	
Name			
Harry Hus	ky Chair's let	ter	
			V Save

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.

	Unit	Template	Statu
Home	College of Arts and Sciences	Assistant Professor and Tenure-Track renewals	Selec
Your Packets	Case Materials		
aculty Search			
Positions	Search case materials by title		_
Administration	Q Read Case		
Reports			
Users & Groups	□ O Expand All O Collapse All & Downloa		
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Templates	be shared with the candidate by an administra	tor or committee manager.	
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	 Collegial assessments (one per year daming back to the year of initial fine) 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. Report from secondary department, if applicable.
enure	✓ 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
	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 and
	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
	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.

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

× W UNI	VERSITY
	Add Letter from the Chair
Home	e dep: Upload a new file Select file from case
Your Packets	 reas
Faculty Search	cha Search for a file from the page
Positions	2. Colleg
Administration	3. Copy of the California Husky Chair's letter
Reports	4. Report
Users & Groups	
Review, Promotion and Tenure	
Cases	Re Re
Templates	All require
Administration	Letter fro
Reports	Peoprint
Users & Groups	and servic
	No files

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

	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
	Reporting: departmental recommendation and term of reappointment complete faculty vote reasons for faculty decision chair's independent recommendation assessment of research, teaching, and service
e	Name
	Harry Husky Chair's letter
	Collegial Evaluations
	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
	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 > Cases >		Send Case V Case Options	
	riany riaoky			
	Unit College of Arts and Sciences	Template Assistant Professor and Tenure-Track re	newals Select Status	J
	Case Materials Case Details			
	Reviewing as			
	Department Level Committee			
re	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 the candidate's acknowledgment/response. 4. Report from secondary department, if applicable. 				
			eeting), together with	

35 Click "Continue"

	College of .	The following reviewers will gain access to the case:	
	Case Mate	Susan H. Miller 1 members	
	Reviewing Departmen	Send a message to the reviewers gaining access.	
l Tenure		If recipients respond to this message, their response will come directly to your email inbox.	
	🗸 Ins	Subject *	
	Please u	Assistant professor renewal case- Harry Husky	
	1. Letter depa	Message *	
	comreas	$\fbox{$\widehat{\square}$ $\widehat{\blacksquare}$ $ $B $I I_x := := := := ::= ::= :::::::::::::::::$	
	chai	Dear committee members,	
	3. Copy c	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.	port on the meeting), together with
	4. Report	Best,	
		Susan Miller	
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	V Re		
	All require		ccess to this case.
ne.	Letter fro	Continue	Complete
	Reporting: de	partmental recommendation and term of reappointment complete faculty vote reasons for faculty decision chair's independent recommen	idation assessment of research, teaching,