

Candidate's Guide to ByCommittee P&T

We have created a secure, user friendly interface that allows candidates to quickly and easily assemble a packet of materials for their review and submit these materials online.

This article explains what to expect as the candidate of a review conducted using Interfolio's ByCommittee service. You can generate a PDF and print this article from the sidebar to the left of this page.

If your institution uses ByCommittee Promotion & Tenure to conduct its review process online, you will be asked to submit a packet of review materials via Interfolio's ByCommittee service.

Before you begin, an administrator will create a case for you that includes instructions for submitting your packet with all the required documents and forms.

You will be notified that your case is ready via email

Select "View Case" in the email

When you select "View Case" in this email you will be prompted to create a password that generates the Interfolio account you will use to collect and submit materials for your packet.

If you already have an Interfolio account, the "View Case" button will take you to your account dashboard.

Demo University has initiated a review on your behalf.

[VIEW CASE](#)

This case link will be valid for 30 days and can only be used once.

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Hi Samantha,

Good luck with your promotion review...

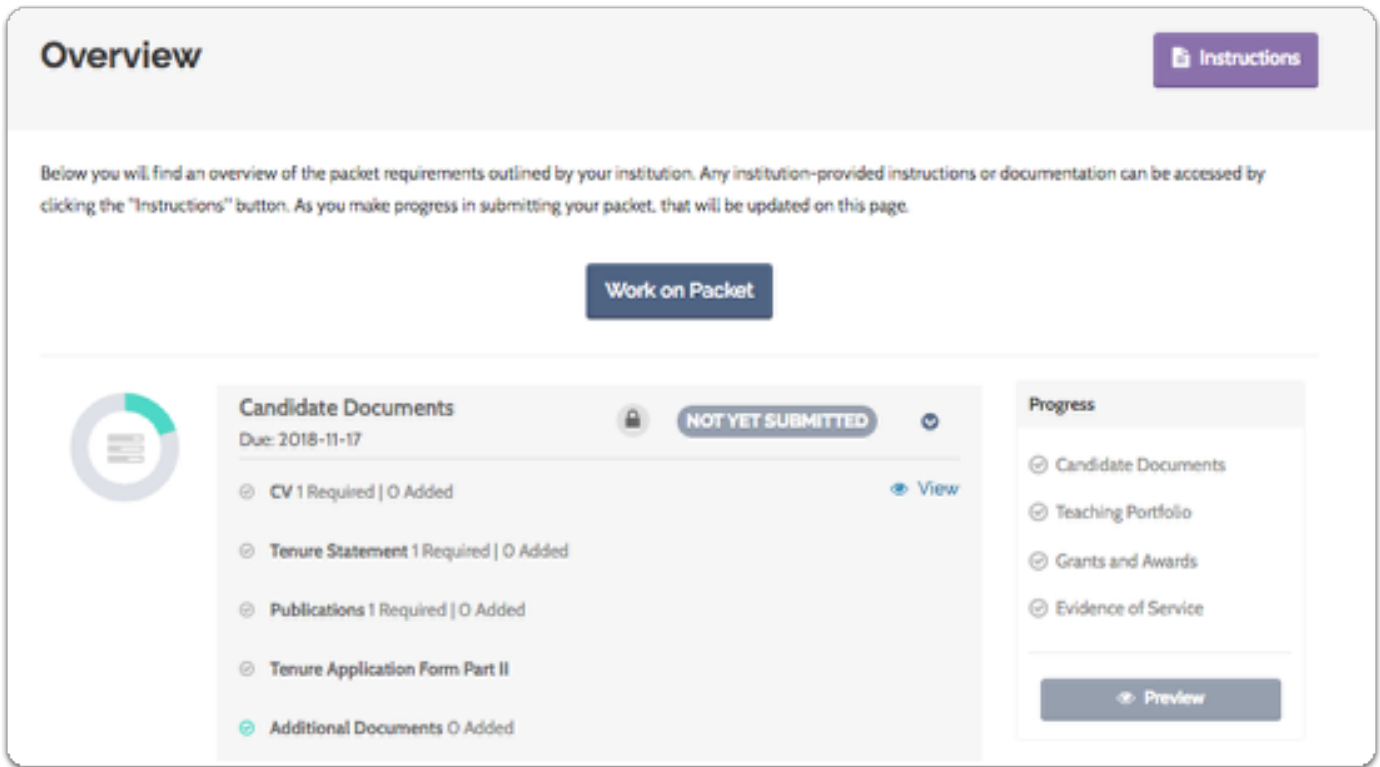
Powered by Interfolio's [ByCommittee](#) | [Interfolio Support](#)

View your packet instructions and requirements:

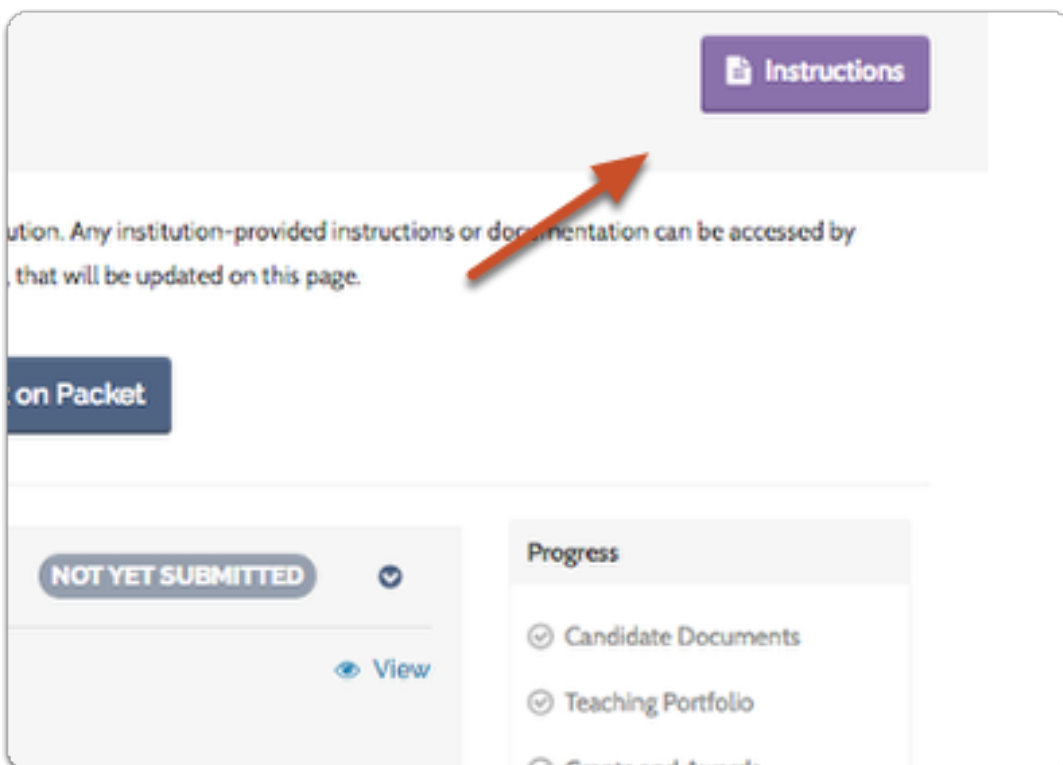
Sign in to your Interfolio account, and click the link to "View" your packet

The screenshot shows the Interfolio dashboard for a user named Emily Bem. The top navigation bar includes the Interfolio logo and the user's name. Below the navigation bar, a 'Welcome, Emily!' message is displayed. The main content area is divided into two columns. The left column, titled 'Demo University', contains a 'My Packets:' section with a search bar. Below the search bar, a table lists a packet for the 'Department of Critical Studies in Music', which is 'Not Yet Submitted' and has a due date of 'Oct 13, 2018'. A red arrow points to the 'View' link in the table. The right column, titled 'Dossier & Portfolio', contains three buttons: 'Manage Dossier', 'Applications', and 'My Portfolio'.

You will see an "Overview" page listing the required materials and forms you will need to add to your packet.



Click "Instructions" in the upper right corner of the page to view any instructions provided by your institution for assembling your packet



Your packet will likely be divided into sections, each with a list of materials you will need to upload in order to complete each section.

If a due date has been set, you will also see the due date for each section. Each section of the packet can be submitted once all requirements for the section have been met.

! Note that individual packet sections can have unique due dates.

The screenshot shows two sections of a candidate's packet. The top section is titled "Candidate Documents" with a due date of 2018-11-17. It lists five items: "CV 1 Required | 0 Added", "Tenure Statement 1 Required | 0 Added", "Publications 1 Required | 0 Added", "Tenure Application Form Part II", and "Additional Documents 0 Added". The bottom section is titled "Teaching Portfolio" with a due date of 2016-05-26. It lists two items: "Teaching Statement 1 Required | 0 Added" and "Peer Observer's Report 1 Required | 0 Added". Both sections have a "NOT YET SUBMITTED" status and a "View" link.

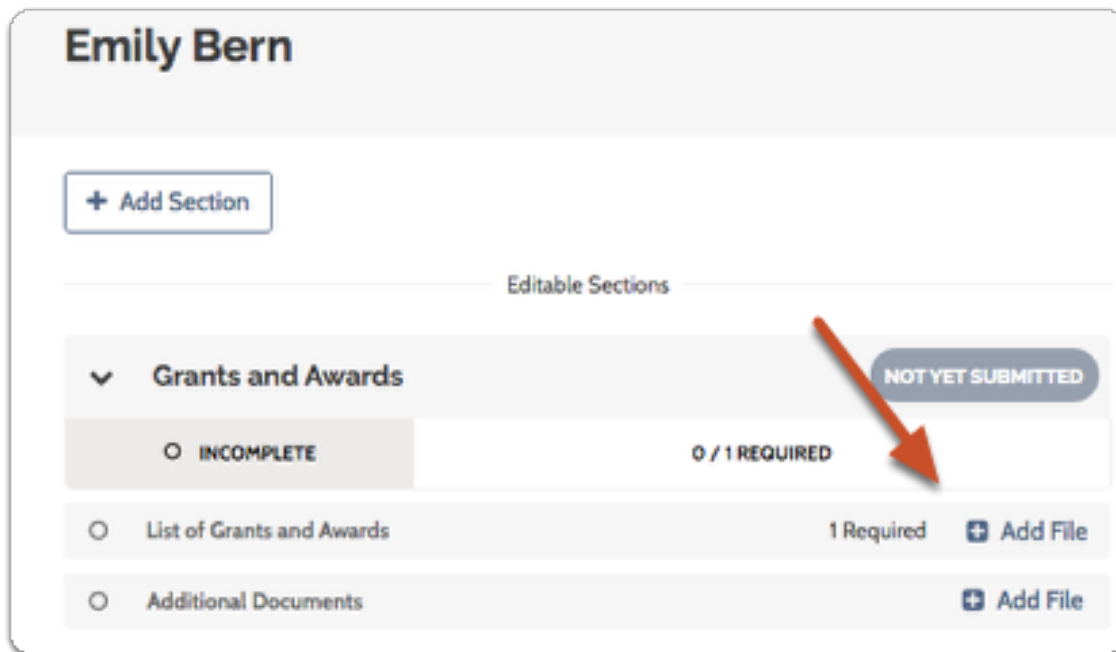
Add files to satisfy packet requirements:

Click "Work on Packet"

This will open a page where you can upload files to satisfy packet requirements.

The screenshot shows the "Overview" page. At the top right is an "Instructions" button. Below the header, there is a paragraph of text: "Below you will find an overview of the packet requirements outlined by your institution. Any institution-provided instructions or documentation can be accessed by clicking the 'Instructions' button. As you make progress in submitting your packet, that will be updated on this page." At the bottom center is a "Work on Packet" button, which is highlighted by a red arrow.

Click "Add File" to upload materials to your packet

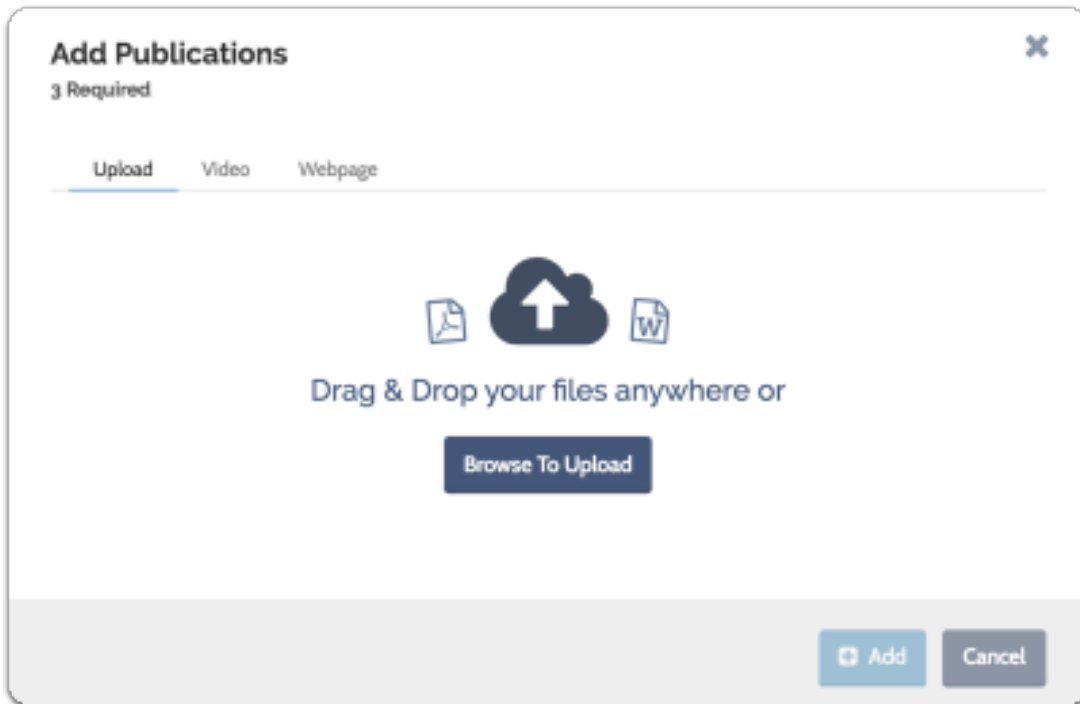


The screenshot shows a user profile for 'Emily Bern'. At the top left is a button labeled '+ Add Section'. Below this is a section titled 'Editable Sections'. The first section is 'Grants and Awards', which is currently 'NOT YET SUBMITTED'. Underneath, it shows '0 / 1 REQUIRED'. There are two items listed: 'List of Grants and Awards' (1 Required) and 'Additional Documents'. Both items have an 'Add File' button next to them. A red arrow points to the 'Add File' button for 'List of Grants and Awards'.

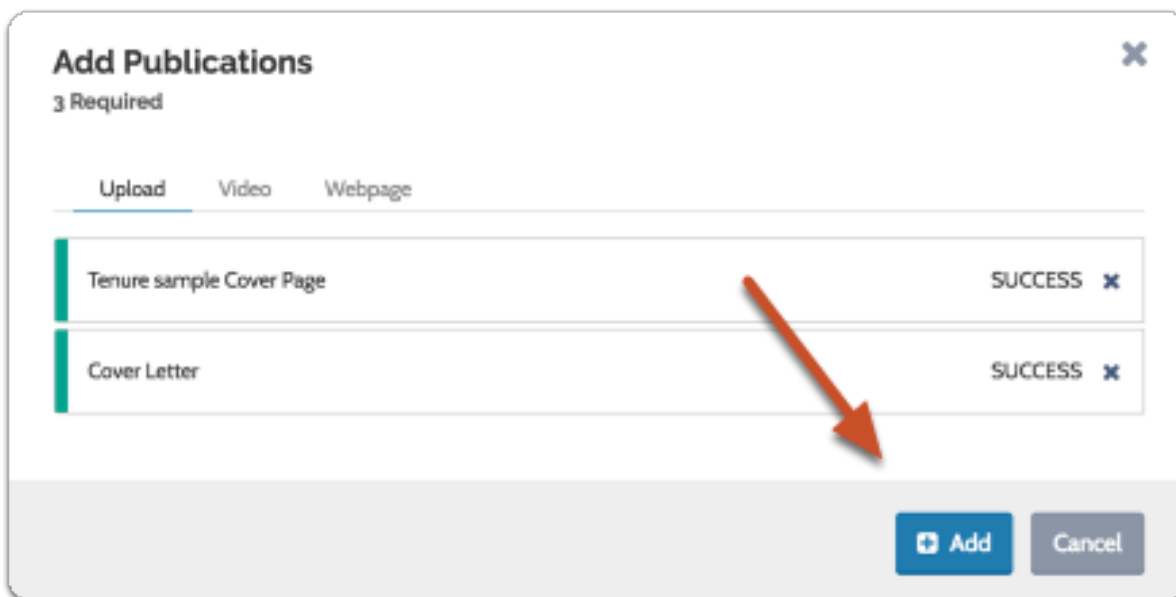
Drag and drop, or browse to upload document or image files

i The title of the file you upload will be the title the committee sees in your packet when reviewing the material, so make sure you give your file a useful title before uploading it.

💡 You can upload multiple files at one time.



Upload your files and click "Add"

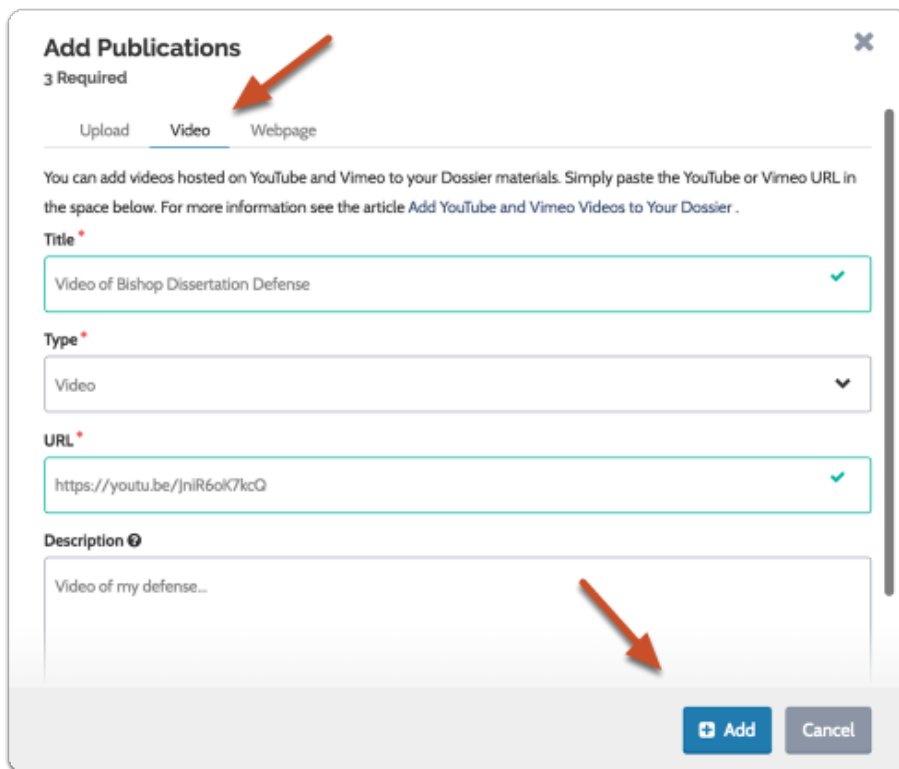


To add video and webpages to your packet:

- i** Note that when you link to a video or webpage, you will be asked to add a title. The title you provide here will be the title the committee sees in your packet when reviewing the material, so make sure you give your file a useful title before linking to it.

Click the "Video" tab to add a link to a YouTube or Vimeo URL to your packet

💡 If you want to make sure that only committee members can see your video, you will need to set up the correct privacy settings on YouTube or Vimeo. See here for instructions on how to [share access to a protected YouTube or Vimeo video](#).



The screenshot shows a dialog box titled "Add Publications" with a close button (X) in the top right corner. Below the title, it says "3 Required". There are three tabs: "Upload", "Video", and "Webpage". The "Video" tab is selected, indicated by a red arrow pointing to it. Below the tabs, there is a text area with the instruction: "You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article Add YouTube and Vimeo Videos to Your Dossier .". The form contains the following fields:

- Title ***: A text input field containing "Video of Bishop Dissertation Defense" with a green checkmark on the right.
- Type ***: A dropdown menu with "Video" selected and a downward arrow.
- URL ***: A text input field containing "https://youtu.be/JniR6oK7kcQ" with a green checkmark on the right.
- Description ⓘ**: A text area containing "Video of my defense..". A red arrow points to the "Add" button.

At the bottom right of the dialog box, there are two buttons: "Add" (blue with a plus icon) and "Cancel" (grey).

Select the "Webpage" tab to include a link to a webpage in your packet

Make sure to add a title and description to provide context for your link.

Add Publications ✕

3 Required

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

My Online Article ✓

Type *

Link ▼

URL *

http://www.interfolio.com ✓

Description ⓘ

A link to my online article..

Add **Cancel**

Look for the green check mark when you have satisfied a requirement

When a requirement is satisfied it appears with a green check mark. Likewise, completed sections are marked "Complete."

Grants and Awards NOT YET SUBMITTED

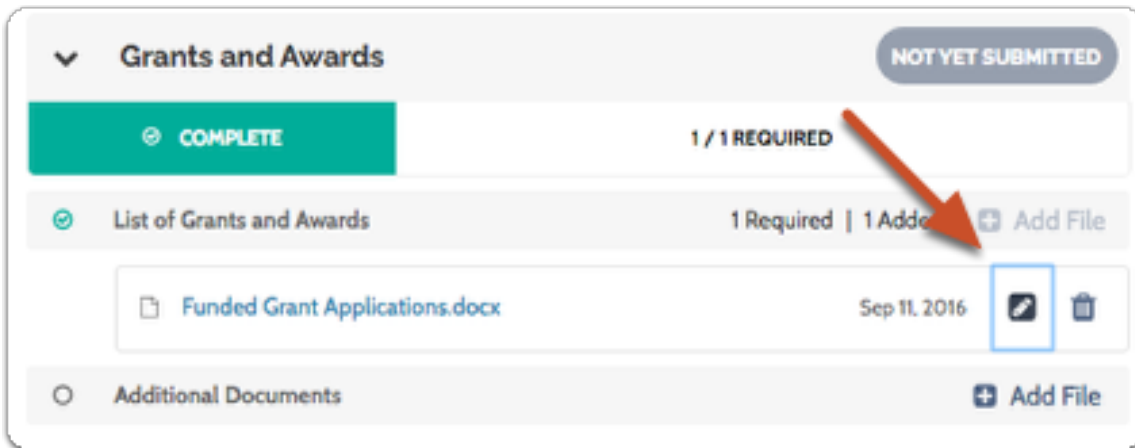
COMPLETE 1 / 1 REQUIRED

✓ List of Grants and Awards 1 Required | 1 Added **Add File**

Funded Grant Applications.docx Sep 11, 2016

○ Additional Documents **Add File**

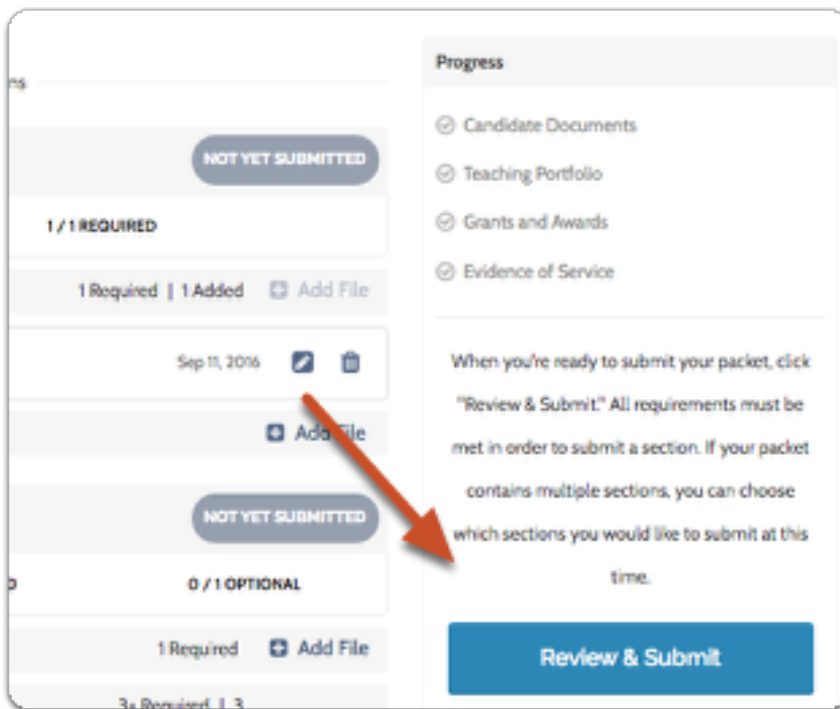
If you need to edit or replace a document, click the edit pencil or trash can



You can edit the title of the file, or click "Replace" to choose a new file to replace it.

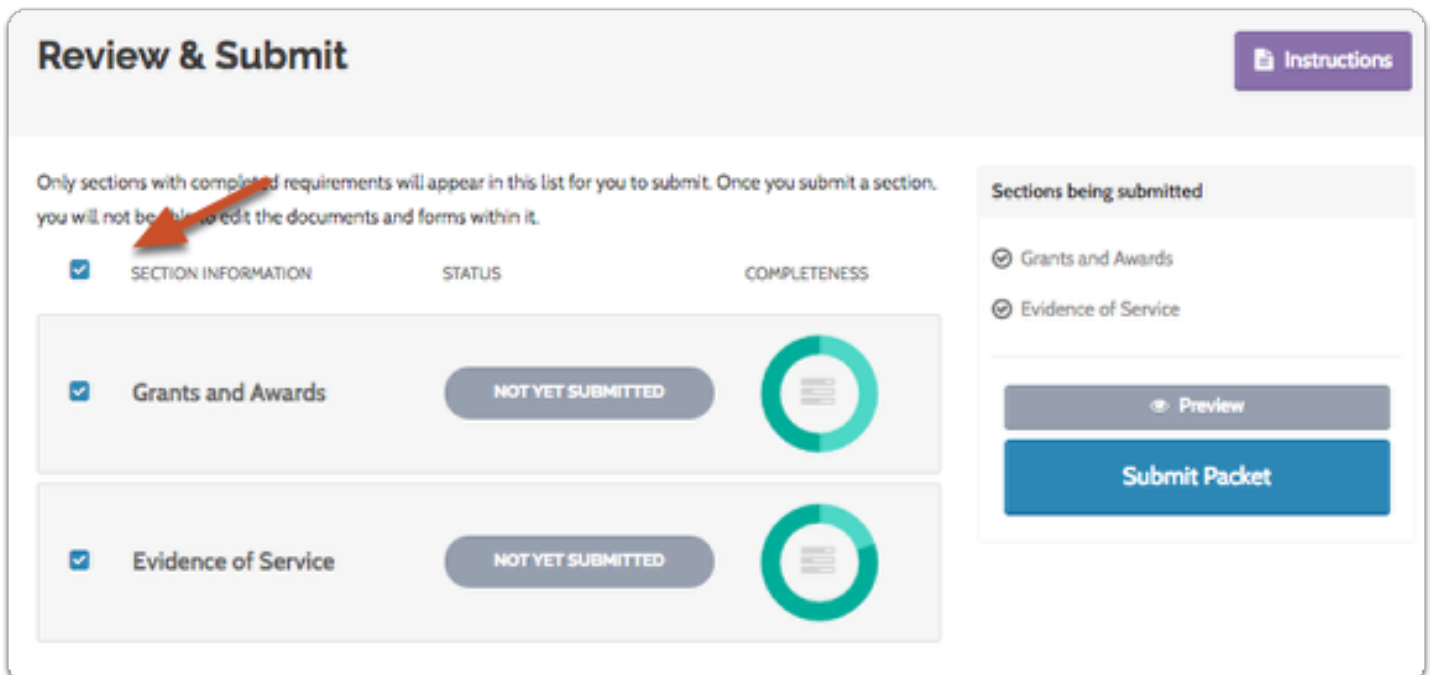


Click "Review and Submit" when you are ready to submit completed sections

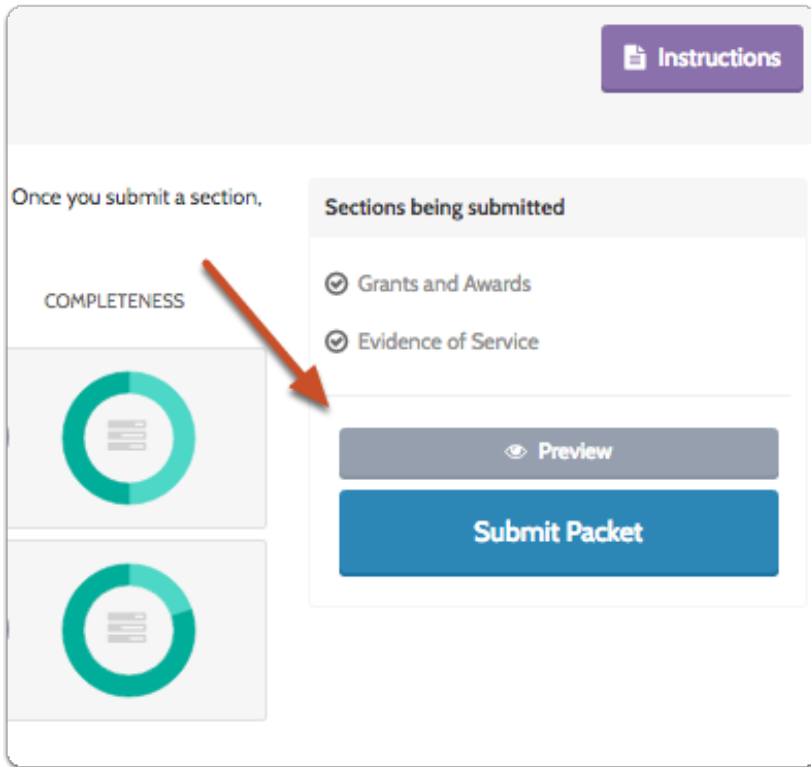


Select which sections of your packet you want to submit

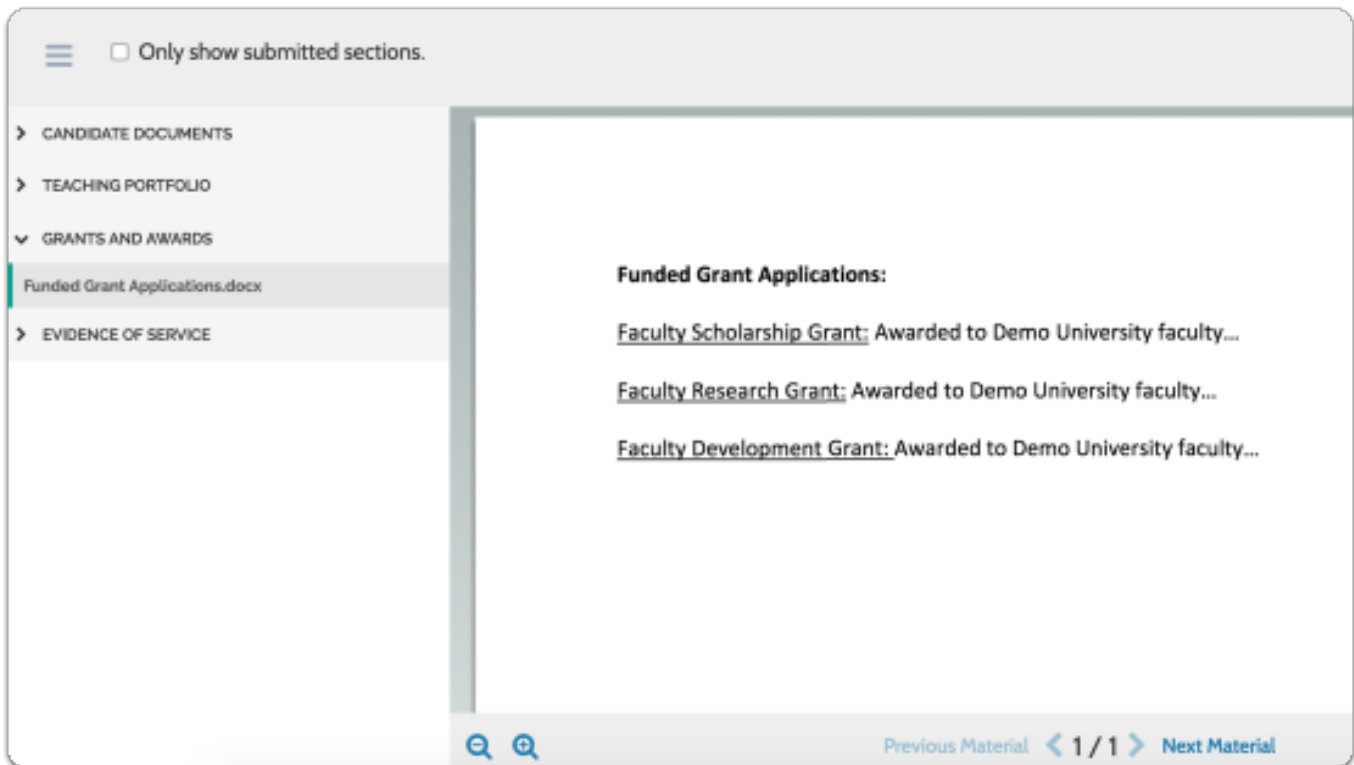
 Only sections with completed requirements will appear in the list.



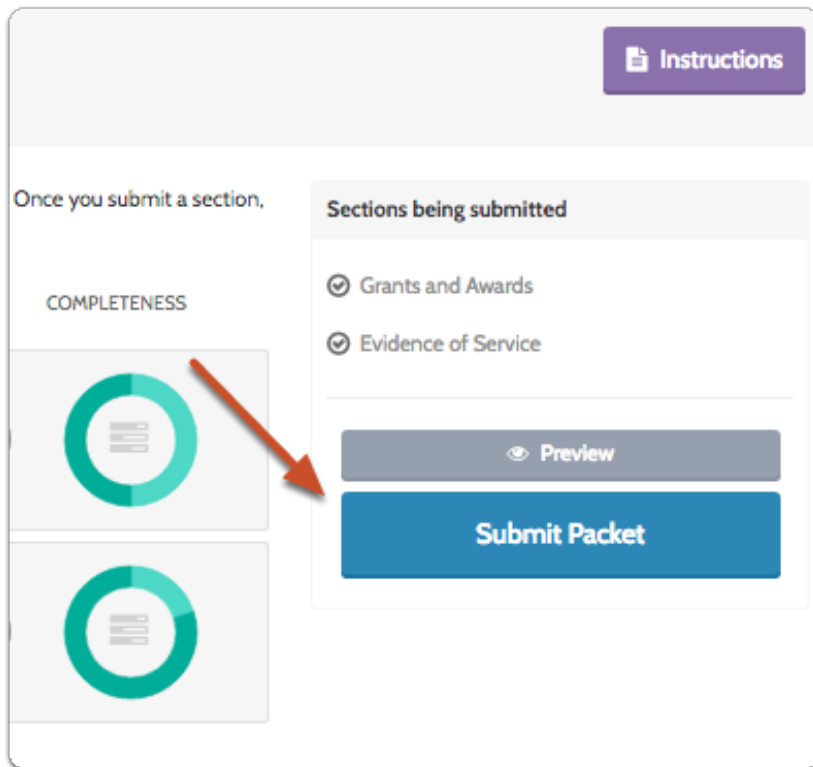
You can preview your packet before submitting:



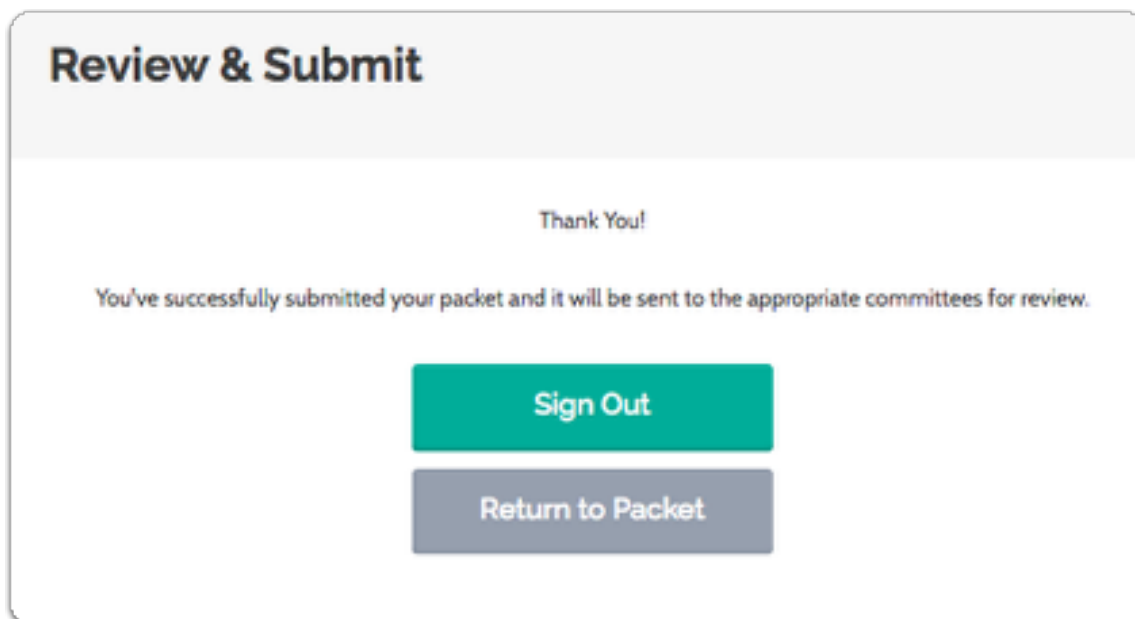
The preview shows exactly how the packet you are submitting will appear to your committee. A sample preview is shown below.



Click "Submit Packet" when you are ready



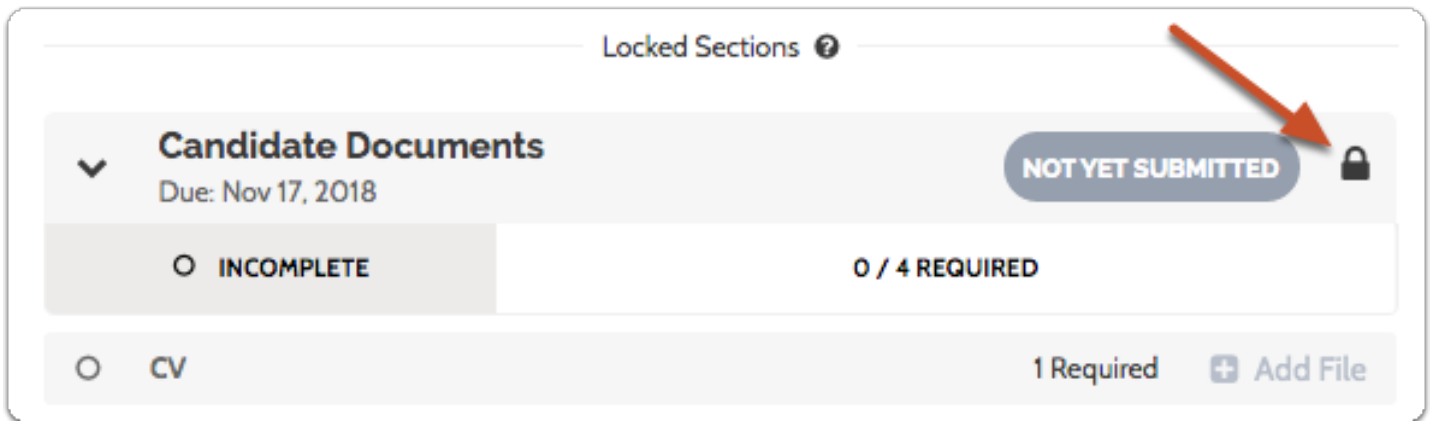
Your packet will be sent to the appropriate committee for review.



Locked Sections

i If a section is labeled as a "Locked Section," this means your institution has opted to

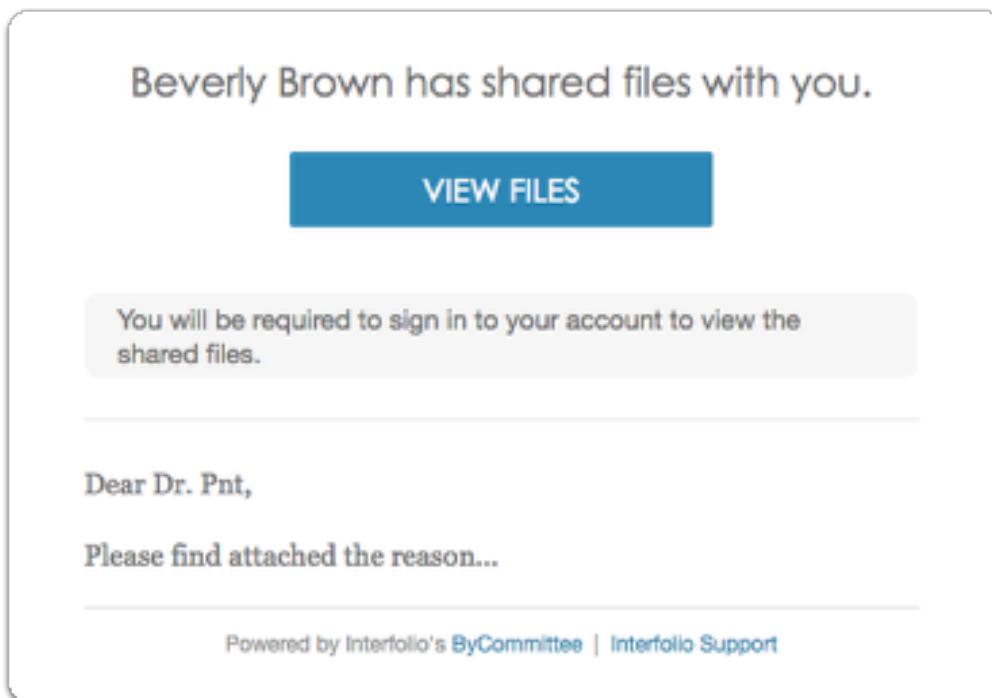
restrict editing after submission. Please contact an administrator at your institution if you have questions about a locked section.

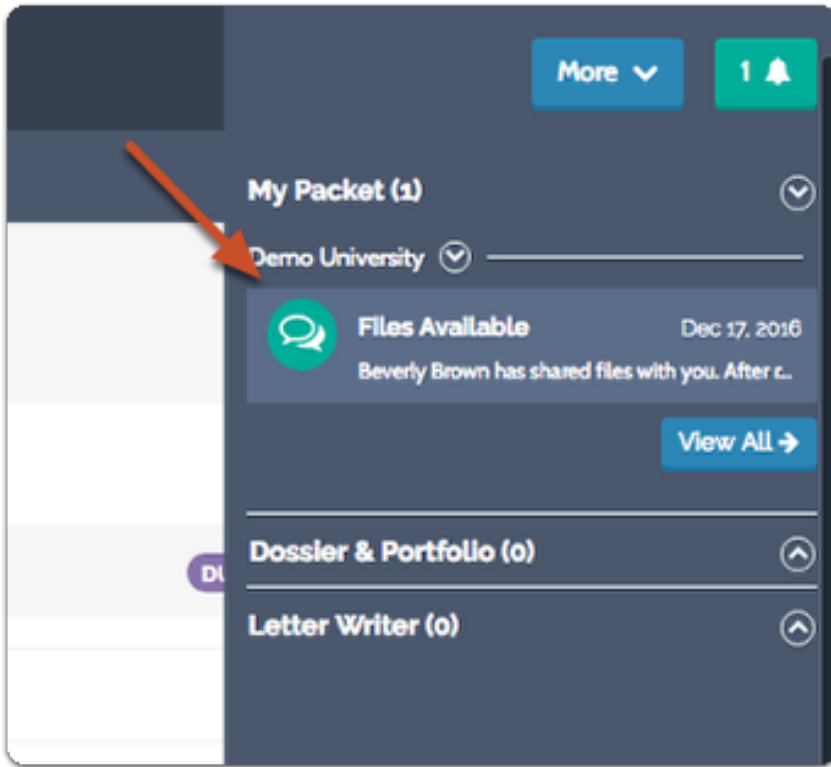


Viewing files shared with you by the committee:

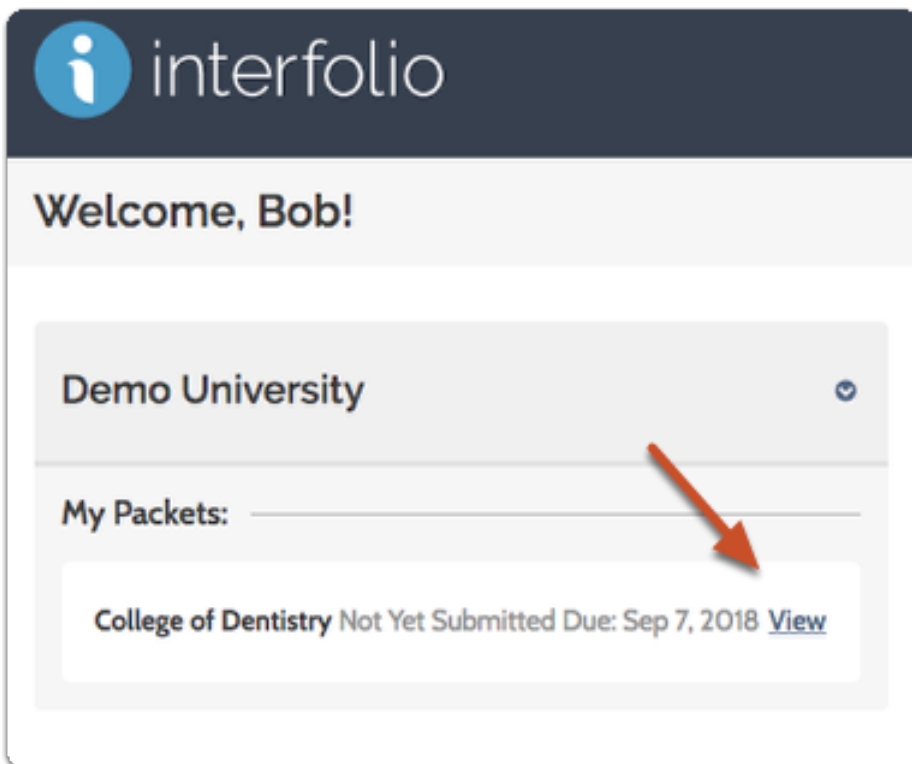
The committee reviewing your case may share files for you to review. The committee may also allow you to respond to the shared files in writing, and may set a date when the response is due.

If the committee shares files with you, you will get an email prompting you to log in and view the shared files. You will also see a notification that files are available for your review.

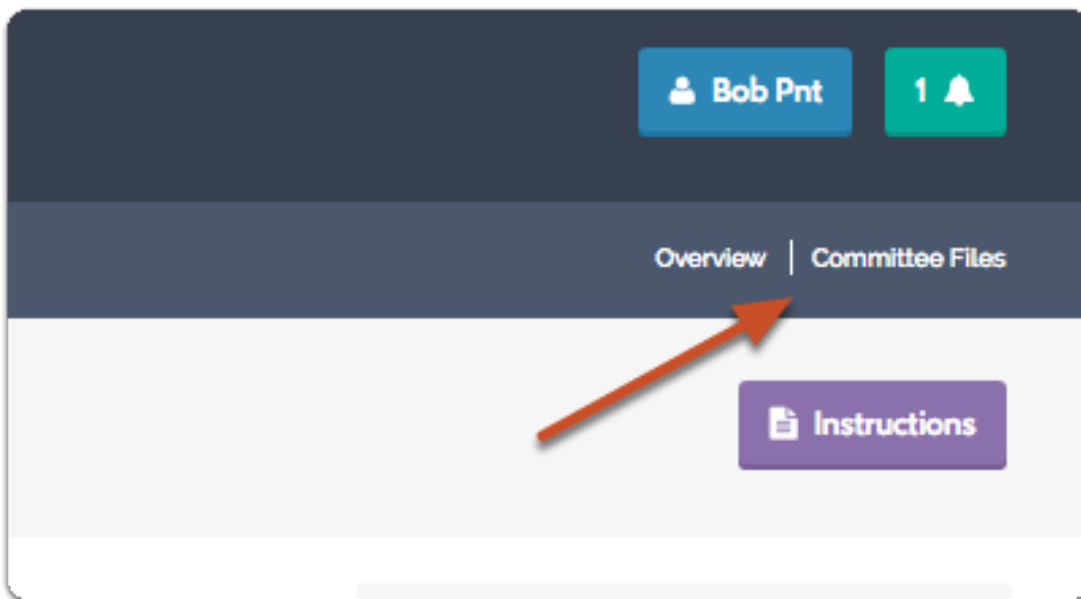




You will need to be logged in to view and/or respond to files shared with you by the committee

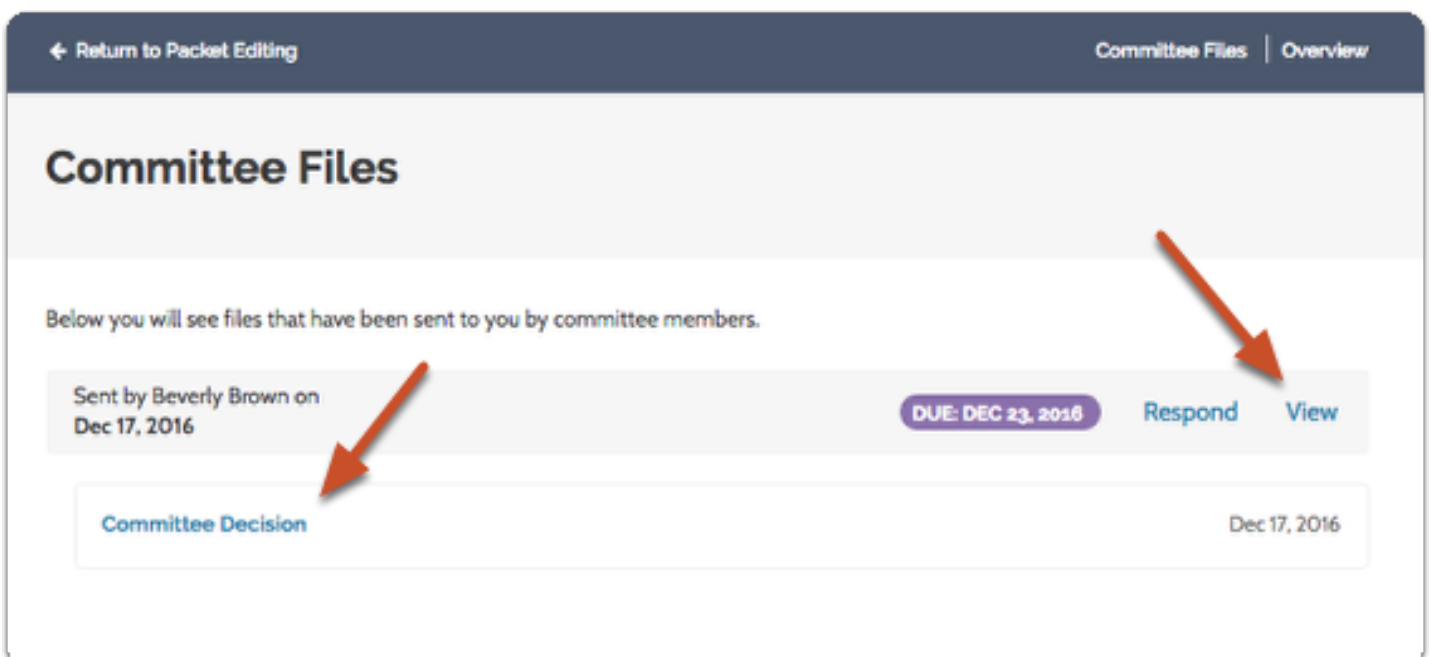


Once logged in, click the "Committee Files" link at the upper right corner of the page



Open the file in our materials reader

You will see a list of files shared with you. Click the title of the file, or "View" to open the file in our materials reader



Responding to shared files:

If you are allowed to respond to the content of the file, you will see a link labeled "Respond," and a due date for when your response is due.

! Please Note: This is a hard deadline, and you cannot respond to the shared files after the due date.

← Return to Packet Editing Committee Files | Overview

Committee Files

Below you will see files that have been sent to you by committee members.

Sent by Beverly Brown on Dec 17, 2016

DUE: DEC 23, 2016 Respond View

Committee Decision Dec 17, 2016

Click "Respond"

← Return to Packet Editing Committee Files | Overview

Committee Files

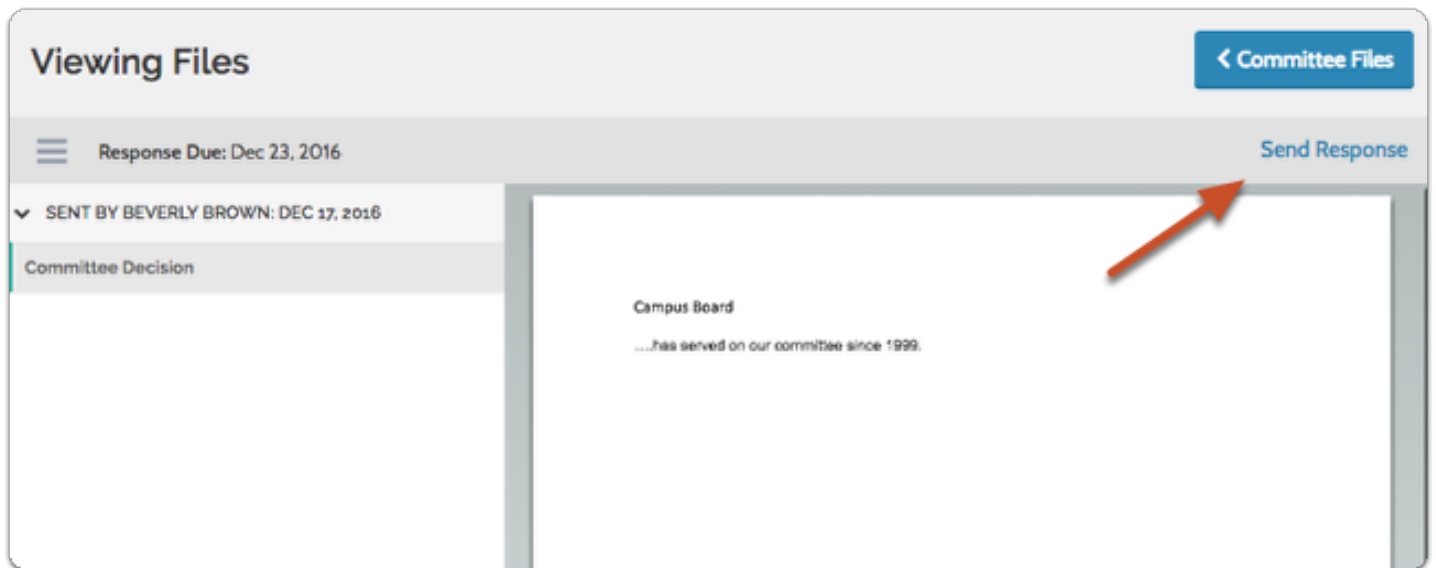
Below you will see files that have been sent to you by committee members.

Sent by Beverly Brown on Dec 17, 2016

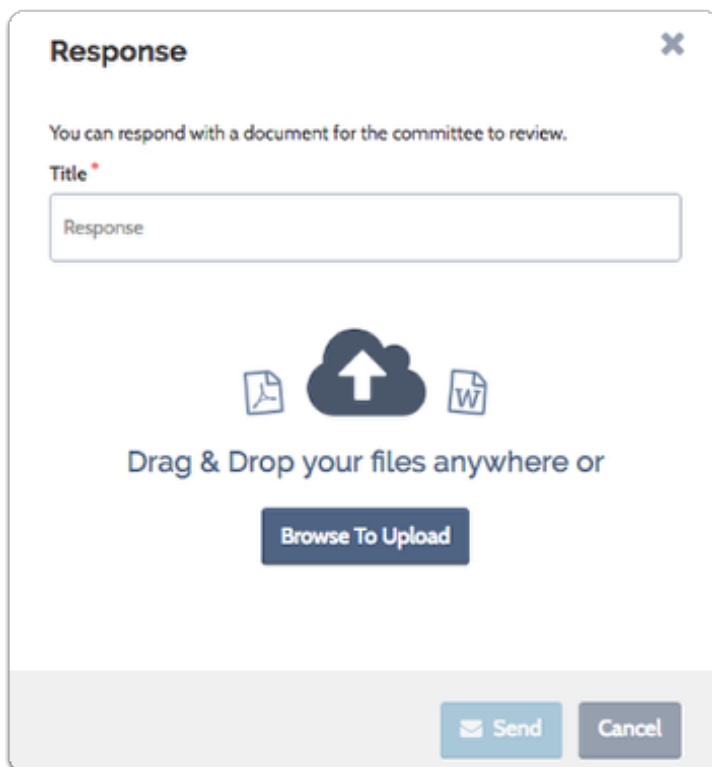
DUE: DEC 23, 2016 Respond View

Committee Decision Dec 17, 2016

-or- open the file in our materials reader and click "Send Response"



Upload a file with your response



Click to "Send"

Response ✕

You can respond with a document for the committee to review.

Title *

Response to file SUCCESS ✕

✉ Send Cancel

Submitted responses will appear along with shared files in the list Committee Files

Committee Files

Below you will see files that have been sent to you by committee members.

Sent by Beverly Brown on Dec 17, 2016 DUE: DEC 23, 2016 [View](#)

[Committee Decision](#) Dec 17, 2016

Response

[Rebuttal to Committee Decision](#) Sent: Dec 17, 2016

Sent by Beverly Brown on Dec 18, 2016 DUE: DEC 23, 2016 [View](#)

[Report One](#) Dec 18, 2016