THE UNIVERSITY OF CHICAGO | Academic Recruitment and Careers System

Review, Promotion, and Tenure

Administrator's Guide

updated 3.31.23

Table of Contents

Introduction

Welcome to the University of Chicago's online Review, Promotion and Tenure (RPT) module. The Provost's Office has implemented this new system to support unit and University workflows for appointment, review, and promotion processes for all faculty and other academic appointees. This module is Software as a Service (SaaS) provided by Interfolio, which means it does not require a software download. Interfolio maintains and updates the system.

You will use the system to:

- Create workflows that match your unit's processes
- Create, manage, and track appointment, review, and promotion cases
- Manage other processes according to your unit's unique needs

RPT is not used for review or promotion processes for staff or student workers—if you are looking to accomplish one of these for a non-academic employee, please contact Human Resources or go to https://workday.uchicago.edu/.

Transitioning from paper processes to RPT does not imply that your cases will be reviewed and approved during off hours, vacations, etc. Though the goal of the system is to streamline processes, it should be understood that approvers have the same commitments as before the system's implementation and cannot be expected to approve cases immediately upon receipt of a notification.

Please note: the RPT module will occasionally allow you to perform actions that are against University policy, due to its nature as SaaS with limited configuration capabilities. Those actions are noted in this guide when relevant. Users who are unsure whether a certain action is appropriate or who may have inadvertently taken an action in the module that is against policy should reach out to Assistant Provost Phil Venticinque, pventicinque@uchicago.edu.

Access to and use of the information housed in RPT is covered by the University's Treatment of Confidential Information policy (U601), and all employees are expected to act in accordance with that policy.

Support

Interfolio's Scholar Services support line is available Monday through Friday, 9:00am-6:00pm Eastern at (877) 997-8807 or via email at help@interfolio.com.

You can also access a full set of user help guides provided by Interfolio at Help for Interfolio Review, Promotion & Tenure or by clicking your name in the top right corner of the RPT module and selecting "Product Help." Be aware, however, that Interfolio's guides will not have UChicago-specific recruitment information and will not reflect our institutional settings or policies.

The Provost's Office has also provided this guide to walk you through some of the most common processes. If you do not find the answer you need through Interfolio or the FAQs, please contact your unit's academic affairs leadership or academicrecruitment@uchicago.edu.

Accessing the System

To go directly to the guide for creating a new template, skip to page 13. To go directly to the guide for initiating a new case, skip to page 48.

Logging In

To log in, click this link and use your CNet ID and password on the Shibboleth login page that appears: https://iam-api.interfolio.com/users/sso_redirect?tenant_id=15989.

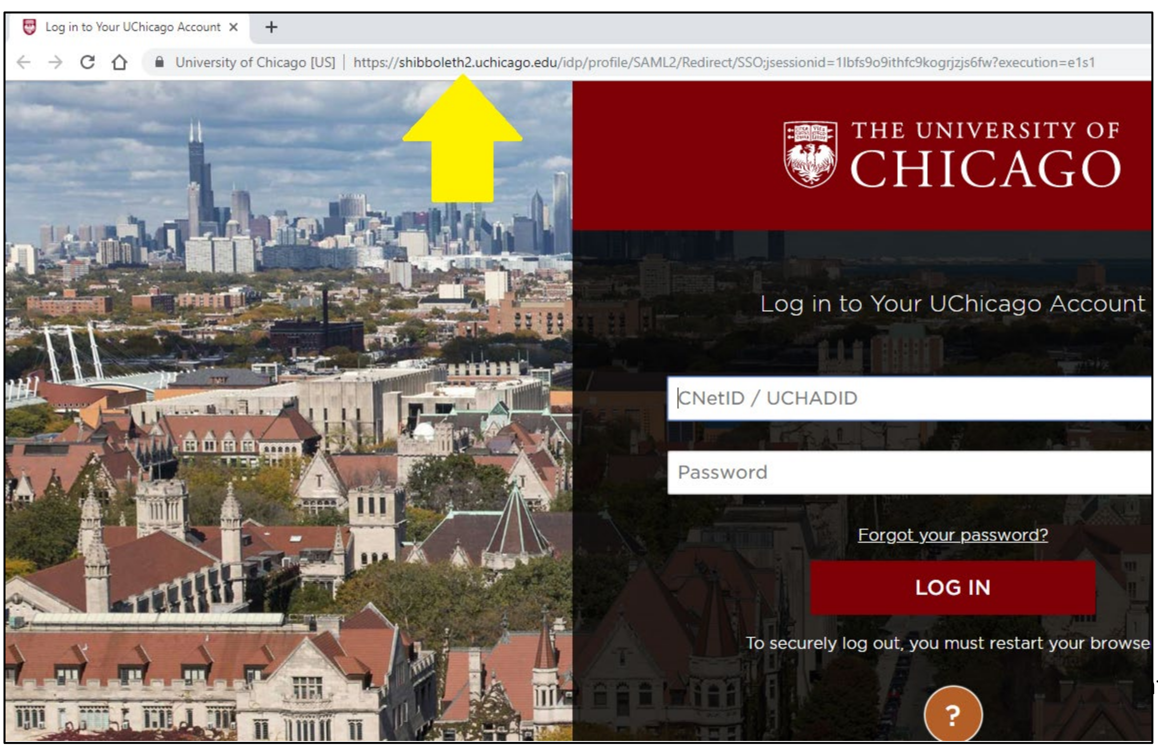
For the most part, administrative staff in the academic units and all faculty/OAAs are automatically added to the system. The user list for RPT is separate from the user list for the Academic Recruitment module, so you must have a user record in both modules for access. If you are unable to log in, please contact your divisional/school/institute academic affairs personnel and ask them to verify you have been added. Your CNet-associated email address must be the one on your RPT user account, as you will log in through the normal Shibboleth process. **If you are logged out of the system due to inactivity, you must use the institution sign-in link provided to return to your administrative dashboard.**

Bookmarking the Login Page

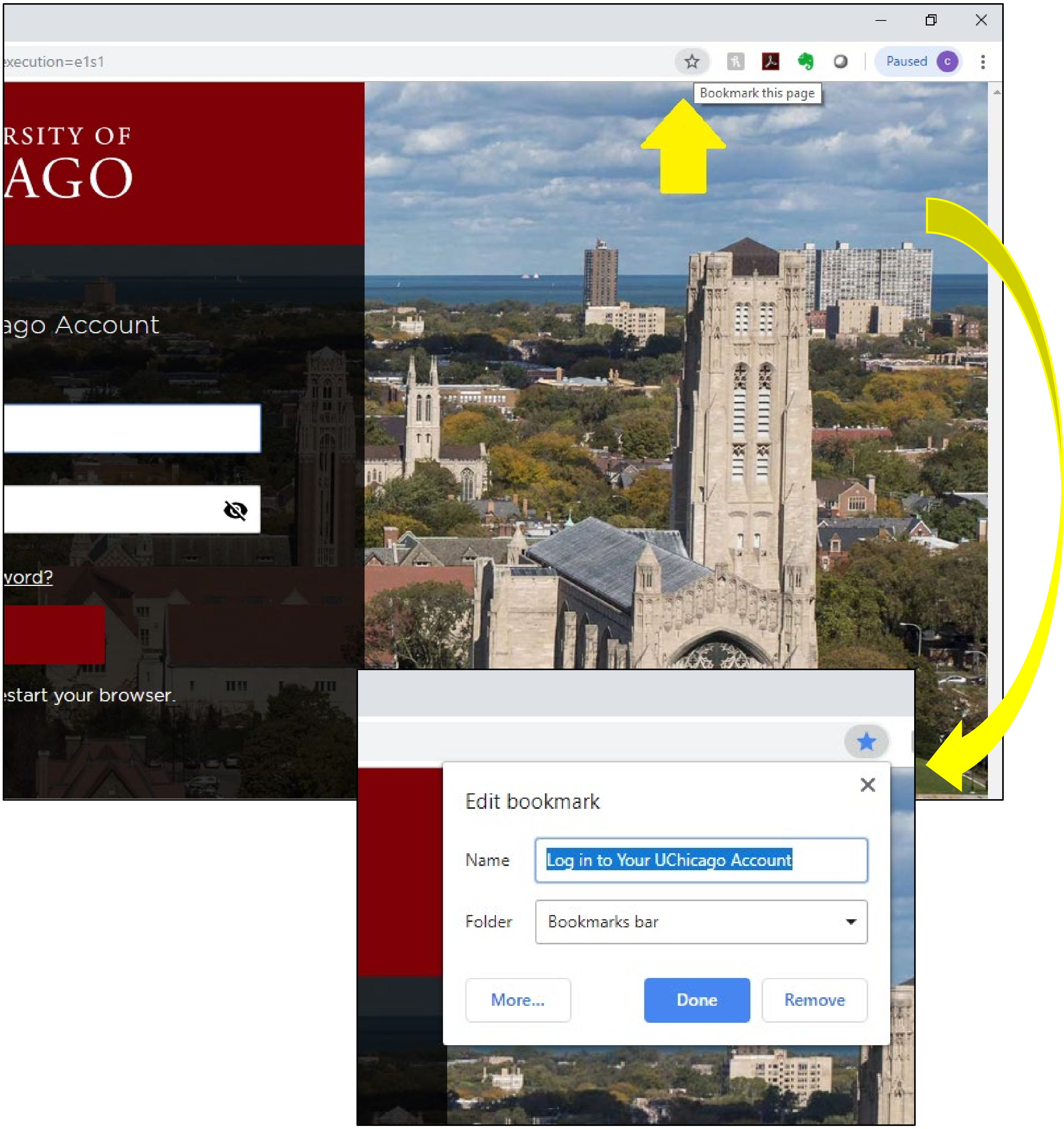
The direct link to the administrative dashboard cannot be bookmarked for repeat use due to the Shibboleth authentication feature. Follow the steps below to create a permanent bookmark. **If you have already followed this or another process to bookmark a direct link for the Academic Recruitment module, you can use the same link to log in to RPT. You do not need to follow this process again.**

TIP: This process is for Google Chrome. The location or naming of certain features may vary in other browsers.

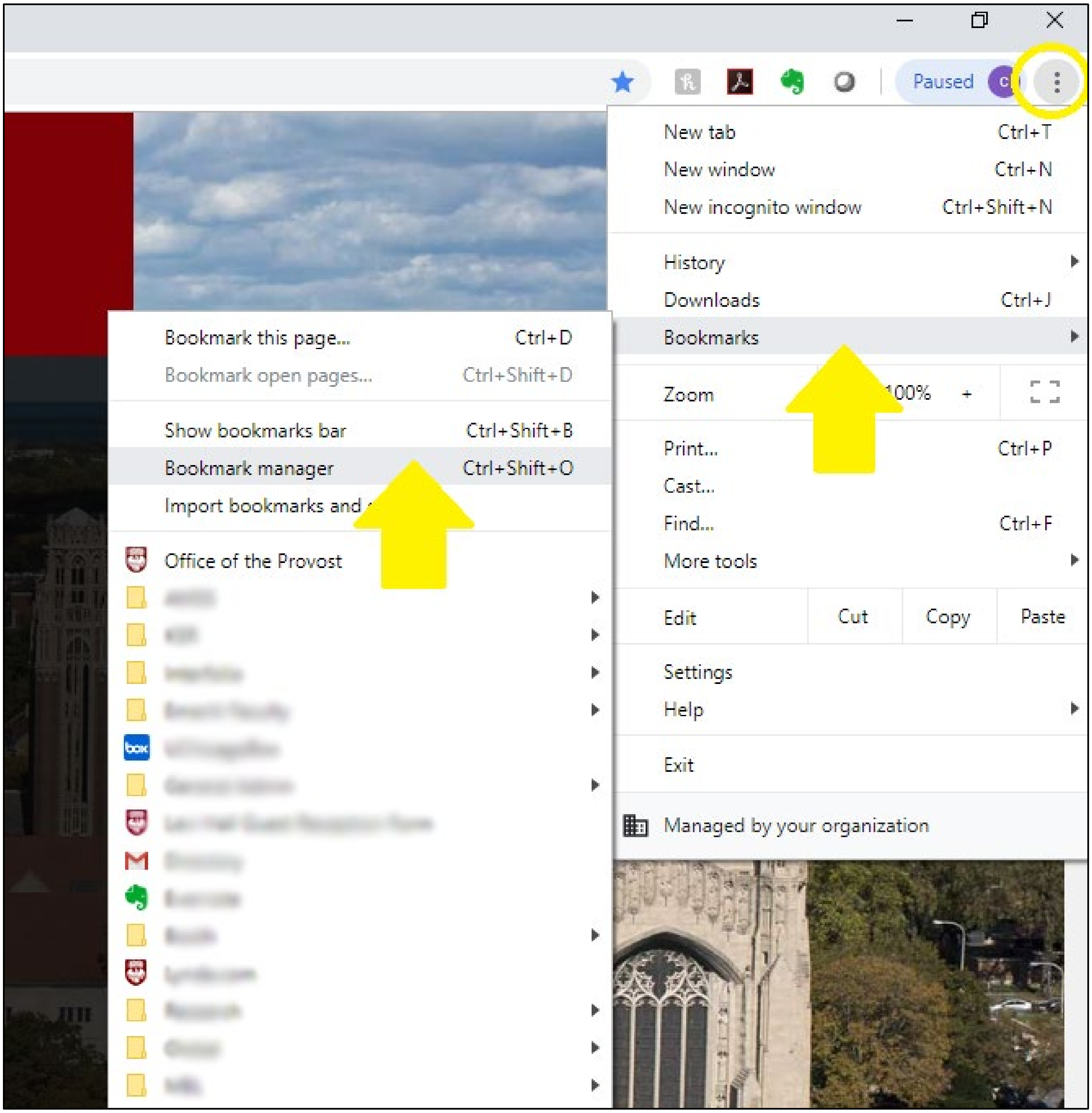
The administrative dashboard is the same link and login process for each type of user (Administrator, Committee Manager, Committee Member). What will differ is the content you see when you log in. Click the link to the dashboard to open it in your default browser. The URL will automatically redirect to a different address that reflects the Shibboleth login process.



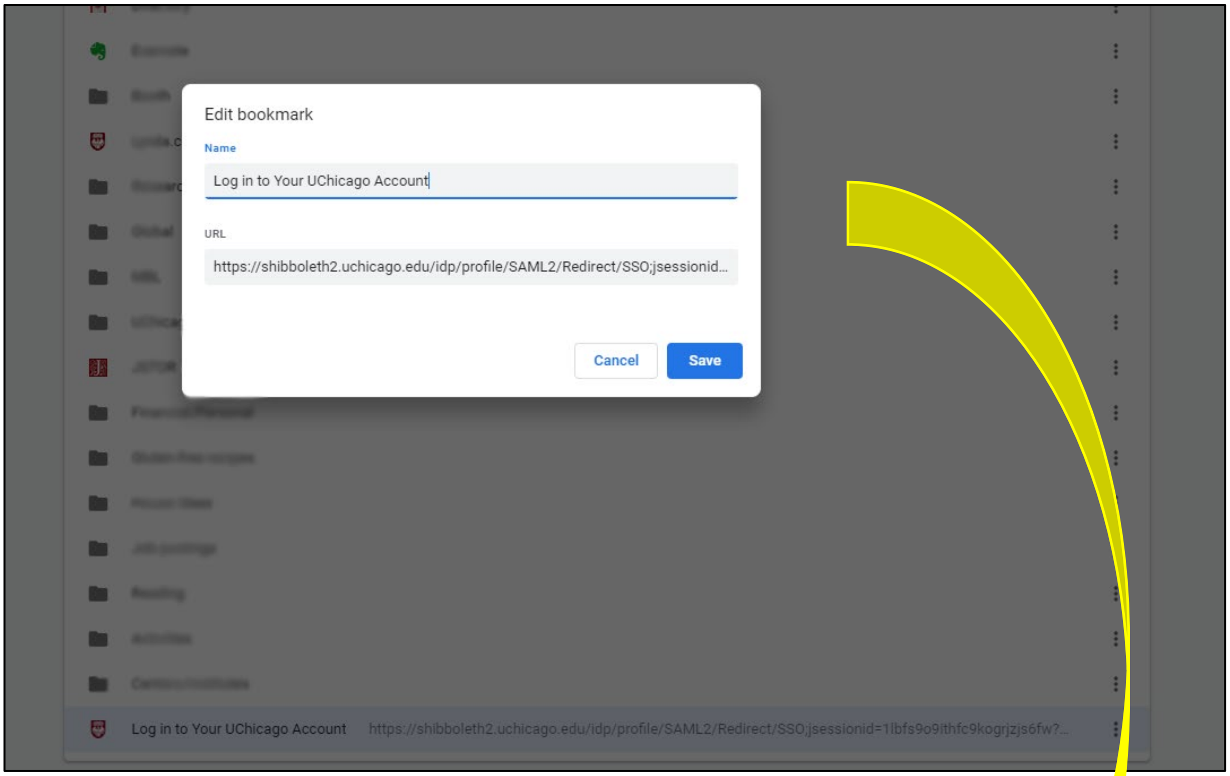
Bookmark that page using your preferred method (e.g. clicking the star icon at the right edge of the search bar). Be sure to add it in an easily-located place within your bookmarks! It will bookmark as "Login to Your UChicago Account" if you do not rename it while creating the bookmark.

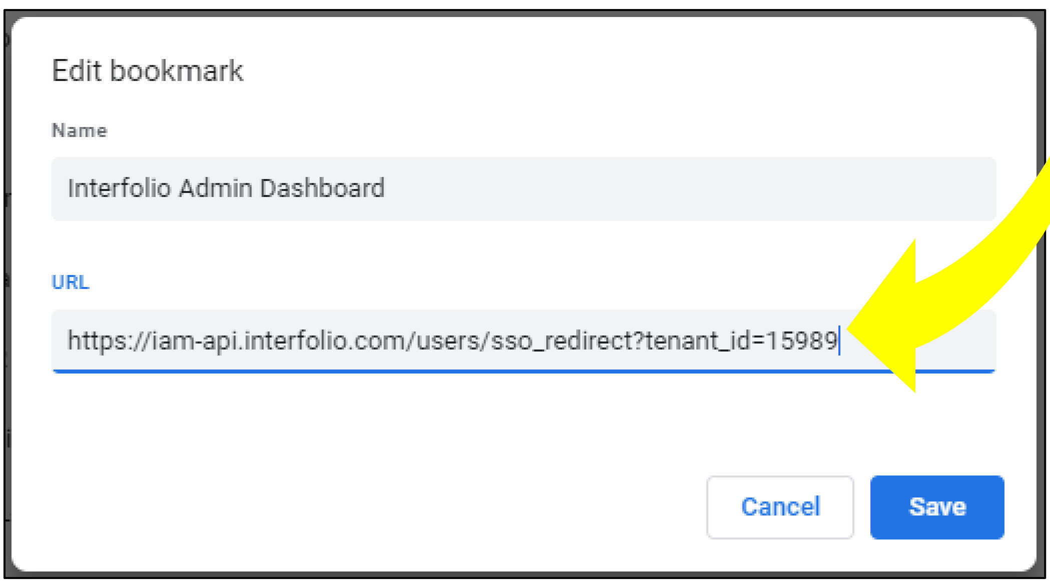


Access your Bookmark Manager in your browser. This is typically under a button for more options at the top right.

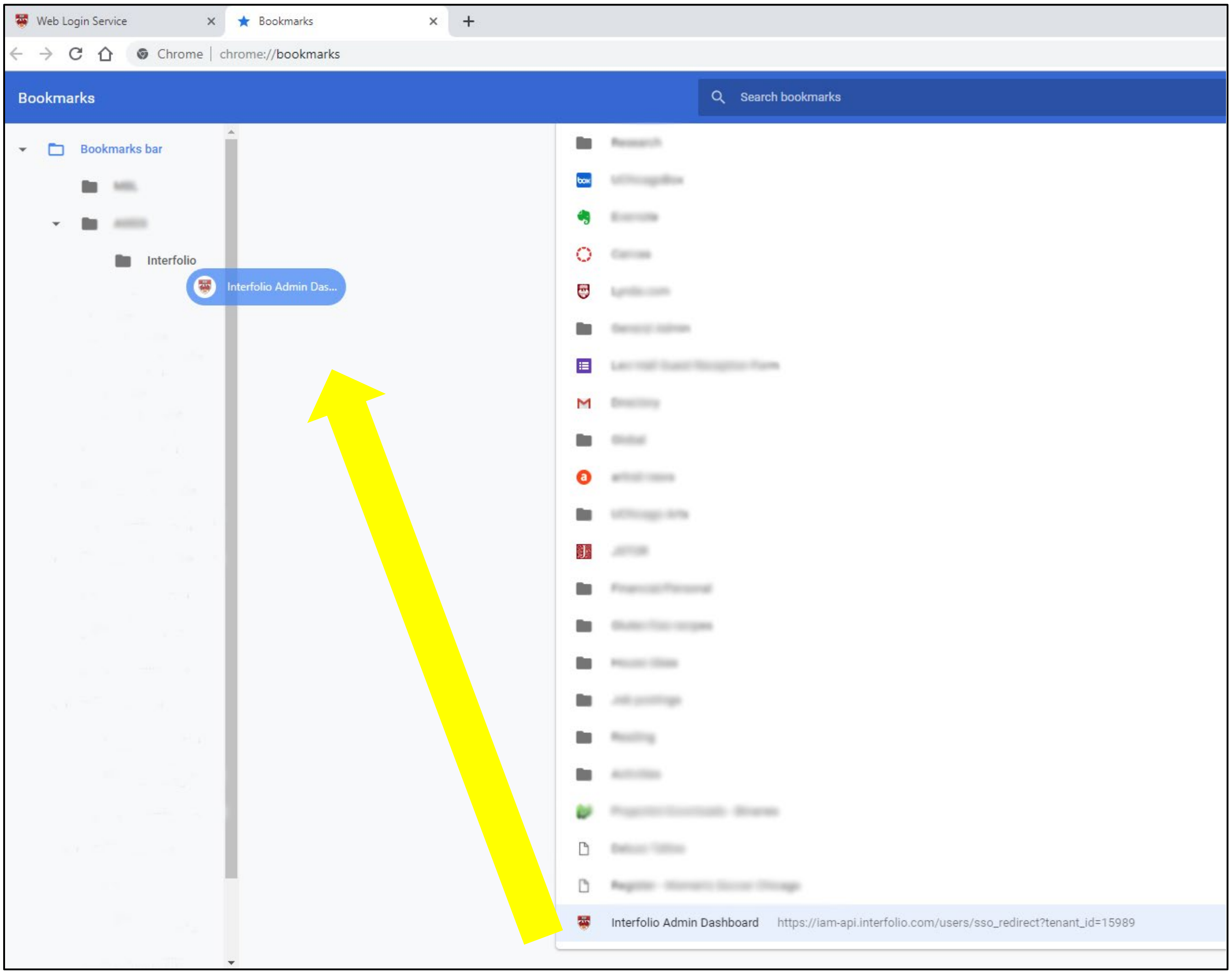


Locate the bookmark you have created and right click or select the settings for that bookmark to edit it. Replace the URL shown on the bookmark by copying and pasting the link included at the top of these instructions. If you have not renamed it yet, do so now and save the edited bookmark.



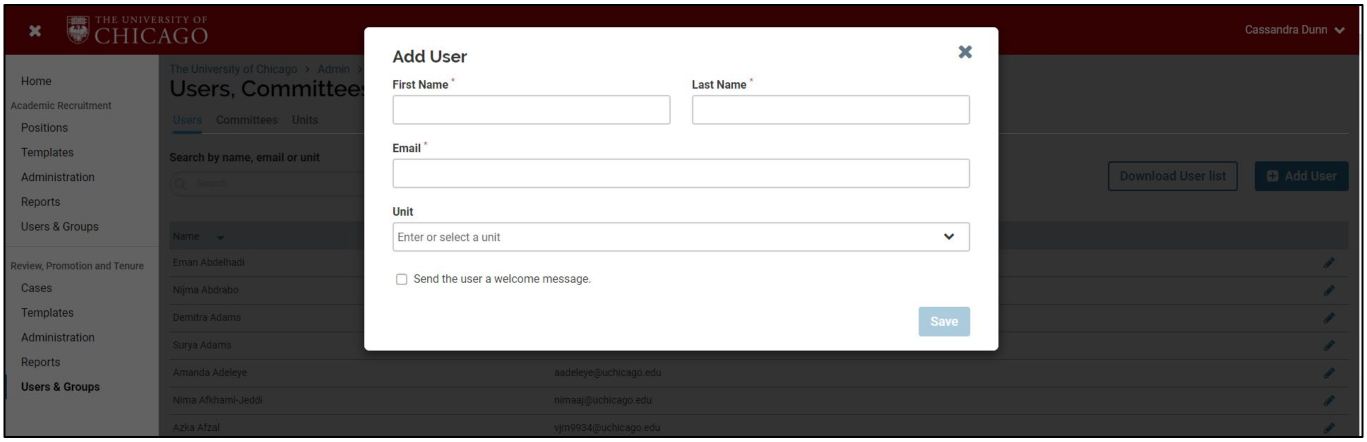


If you did not already organize the bookmark, drag and drop it somewhere in your toolbar or bookmarks list that will help you find it again quickly. If you have followed the steps above, it should now work permanently as a direct link to the login page, *if you use that bookmark to access the login page each time.*

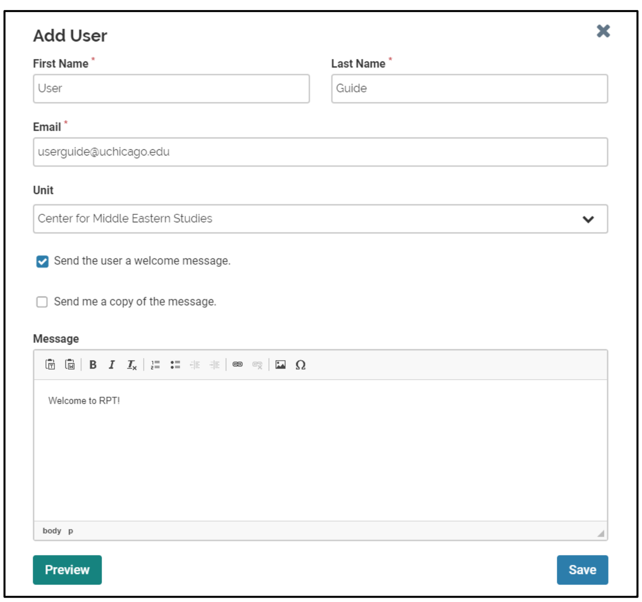


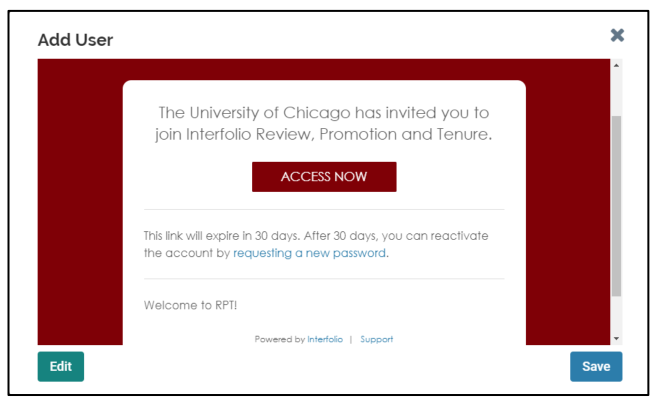
Adding New Users

Though most users will be added to RPT automatically through our Workday integration, you can also add new users manually if you are an Administrator in the module. Log in to the RPT module and select **Users & Groups** from the menu on the left side of the screen. When the screen labeled **Users, Committees & Units** appears, select the "+ Add User" button in the top right. The following popup will appear:



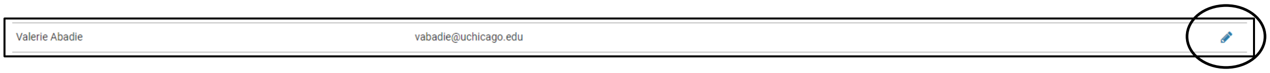
Type in the first name, last name, and CNet-associated email address for the new user. Select the user's unit from the dropdown menu. You can choose to have the system send the user a welcome message, and can add text to personalize it. You can also choose to have the system send you a copy of the message. Select "Preview" to see the message, which will look similar to the one below:

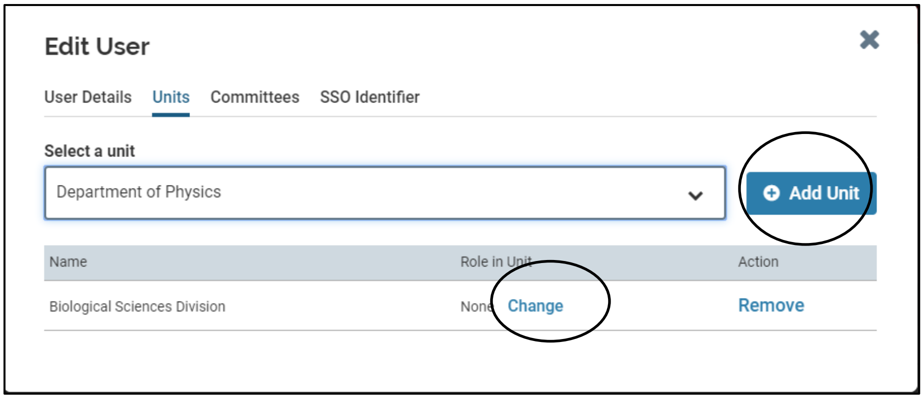




If no unit is selected when a new user is added manually, or if the user has been added automatically through the Workday integration, they will be in the system but have no special permissions. To assign a user role (see below), access the **Users & Groups** tab from the left navigation menu and type the first or last name of the user in the search bar.

Once you have located them, click the pencil icon on the user's record and select the "Units" tab on the popup screen. Choose the unit from the dropdown menu and click "+Add Unit." The role will default to "None." If the user needs Administrator-level access to a unit, click "Change" under "Role in Unit" and select "Administrator."





The units available to you in the dropdown menu will be based on your own role in the unit hierarchy (e.g. if you are a divisional administrator, you can assign people to your division or the departments/programs within your division).

More information on the user roles is below and on [Interfolio's Product Help site](#).

Administrators – create, manage, and monitor cases at their assigned unit level, or at units in the hierarchy below the unit they administer. They can also create and edit templates for unit-specific workflows. These are typically UChicago staff who are responsible for the academic searching and screening process. This role is assigned via the **Users** page as outlined above. **Administrators can view all parts of a case that has been initiated within their unit, regardless of who initiates it or where the case is in the workflow. This role should be assigned carefully to preserve confidentiality.**

Case Managers – can create cases, edit the workflow, requirements, and instructions, manage case settings and committees, and manage standing committees within their unit. Case Managers can view all case details and packet materials within their unit in the hierarchy, including closed cases; and though they are able to add a case data form to a case, they are not able to create and manage candidate, case data, or committee forms. Case managers are also not able to view or edit templates, change account settings, or perform reporting functions or access case activity logs.

Template Administrators – are able to create and edit templates at their unit. They are not able to create or manage cases, forms, manage account settings, or view reports. The template administrator role is designed primarily for creation and editing templates.

Committee Managers – manage specific committees on a step-by-step basis. Committee Managers can edit committee membership at their step in the workflow, view candidate documents, and upload required materials. They can also move a case forward or backward. This role may be assigned to a department chair, or will be used in place of the Administrator role when cases are initiated at the Provost's Office. This role is assigned via the **Committees** page or when editing a template or case.

Committee Members – are assigned to Standing Committees or Ad Hoc Committees in RPT. Members can view, annotate, and download candidate documents, and make comments on a case. This role is assigned via the **Committees** page or when editing a template or case.

UChicago also has a small number of institutional administrators who can make large-scale changes to the system and provide a point of contact for feature requests. Please reach out to Assistant Provost Phil Venticinque at pventicinque@uchicago.edu with questions like these.

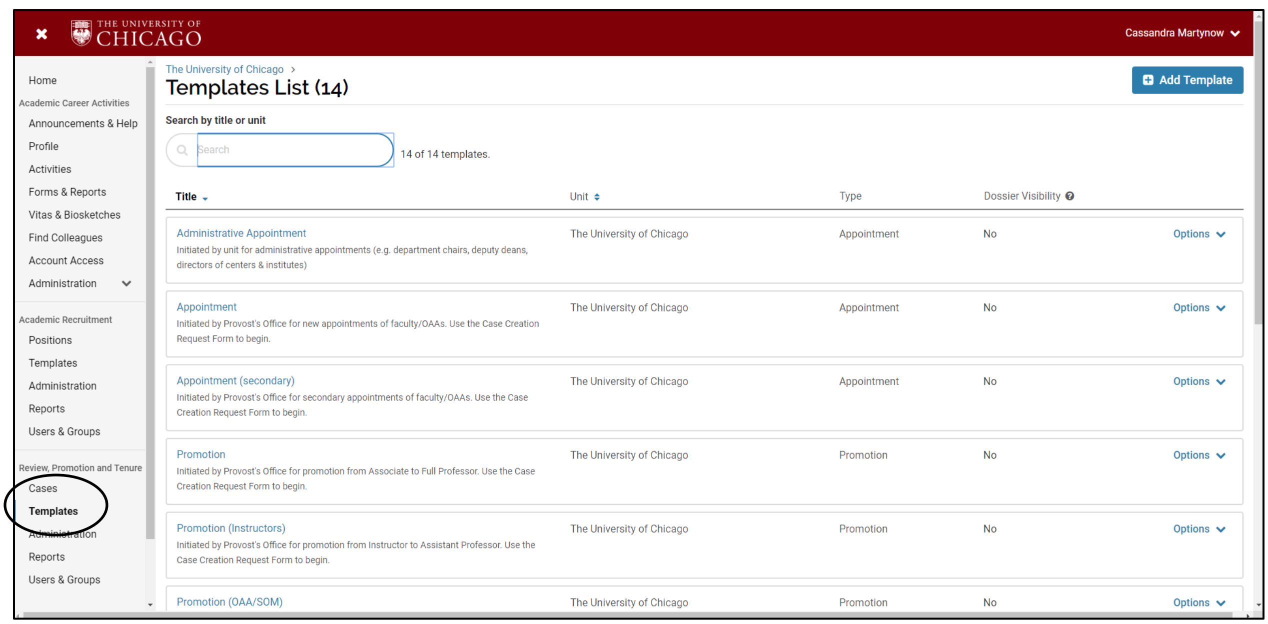
Creating a New Template

The Review, Promotion and Tenure (RPT) module has two primary structural pieces: *templates* and *cases*. A *template* is a step-by-step workflow that is followed for all processes of a certain type (e.g. all faculty promotions with tenure). A *case* is initiated to push an individual faculty member's or OAA's materials through the predetermined template.

RPT is open for department, divisions, and schools to use in support of their own processes, as well as for the standard appointment, review, and promotion processes that are approved in the Provost's Office.

> **TIP:** due to the high level of access an Administrator has for cases initiated within their unit, it is strongly recommended that divisions in particular assess their internal workflows and determine which templates should be housed at the division level. **If an Administrator initiates a case using a department-level template, they will continue to have access to all documents and other parts of the case as it moves forward in the workflow.** If an Administrator in a division initiates a case using a division-level template and then sends the case forward to the department to complete, confidentiality of division-level documents can be maintained. **The latter process must be used for all cases that are sent to the Provost's Office with divisional documentation.**

To create a new template, log in to the RPT module and select **Templates** from the menu on the left. The **Templates List** page will open.

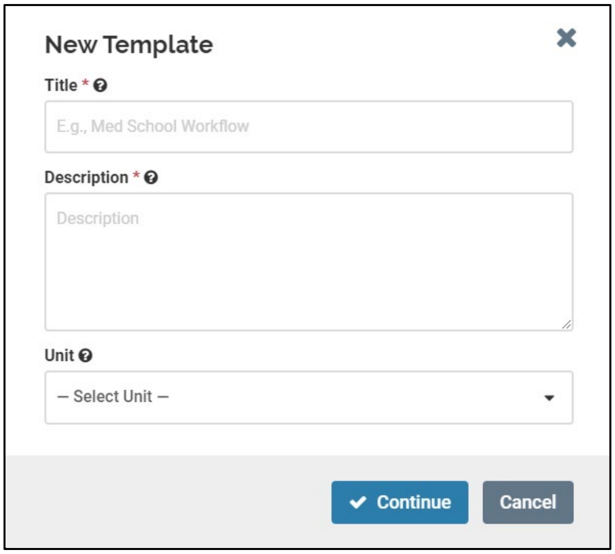


The number at the top of the page (next to "Templates List") will show you the number of templates to which you currently have access. You will see any templates created at your unit or units above yours in the system hierarchy. This includes University-level templates.

There are two ways to create a new template from the Templates List page: creating from scratch, or duplicating an existing template. In many instances, you may wish to duplicate one of the University-level templates and edit it to reduce the amount of effort involved (see section on Creating a New Template from an Existing Template).

Creating a New Template from Scratch

To create a new template from scratch, click the “+Add Template” button at the top right. The **New Template** popup will open:



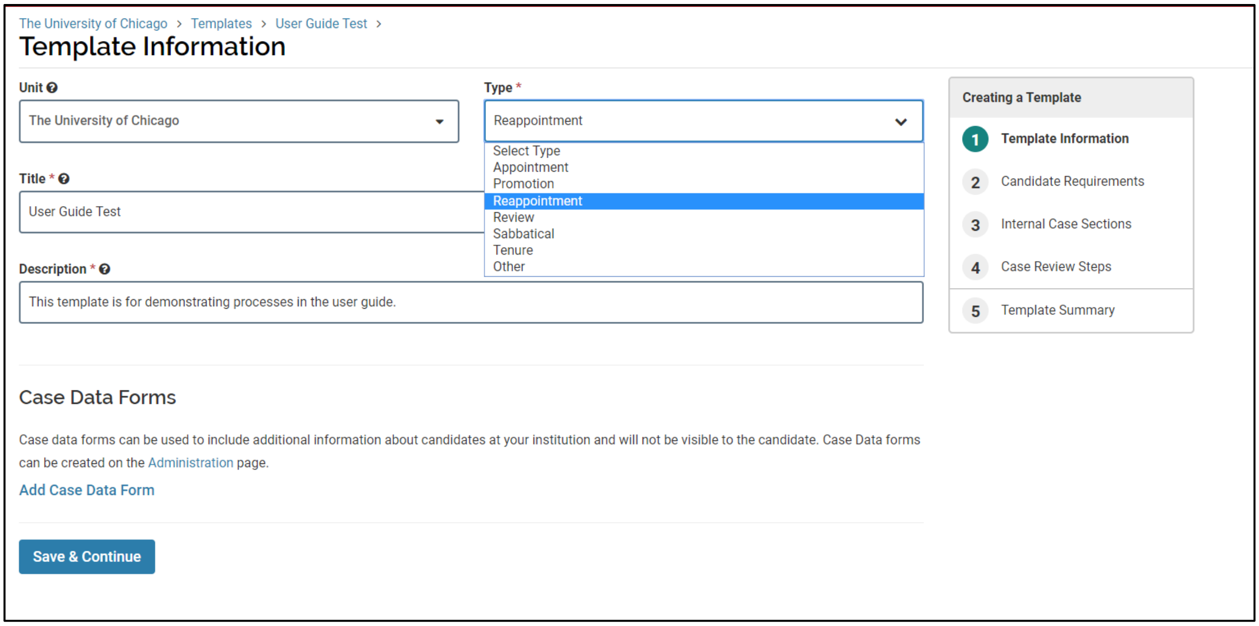
Type in a **Title** for the template, and add a **Description** indicating what types of processes the template will be used to manage (the description is limited to 150 characters). Select the **Unit** where the template should “live” from the dropdown menu and click “Continue” to move forward.

> **TIP:** it is strongly recommended that you and your unit determine a concrete set of naming conventions for templates upfront that will allow you to use the search feature quickly. Due to the unique nature of unit processes, you may eventually have a large number of templates in your Template List, which could become difficult to manage if not named clearly. That being said, keep in mind that candidates will eventually see the title of your template when you use it to initiate a case—it should contain enough meaningful information to be useful in both instances.

Template Information

After you add a new template, the RPT module will lead you through a series of pages that will ask for additional details and configuration.

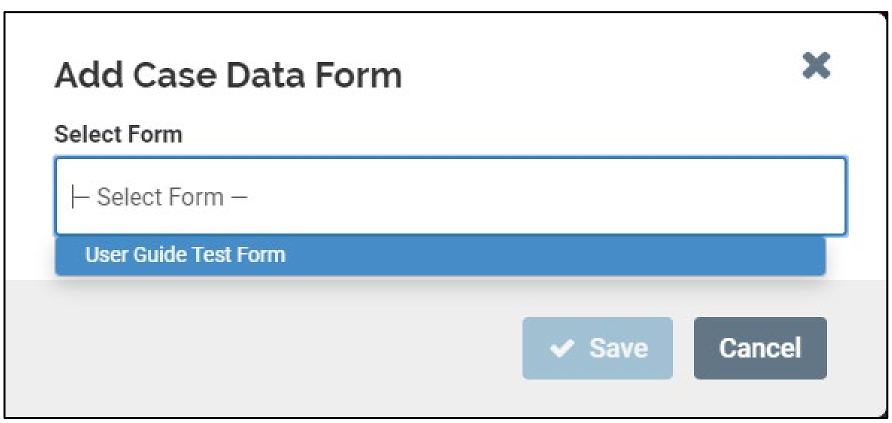
On the **Template Information** page you will select the **Type** of process and add any **Case Data Forms** your unit may require. The Type will be important for locating your template later in the case creation process. Select the Type of process from the dropdown menu.



Case Data Forms

RPT can use forms to collect additional information about a candidate that is not already submitted with the candidate's materials. **Case Data Forms are not visible to the candidate and must be filled out by Administrators.**

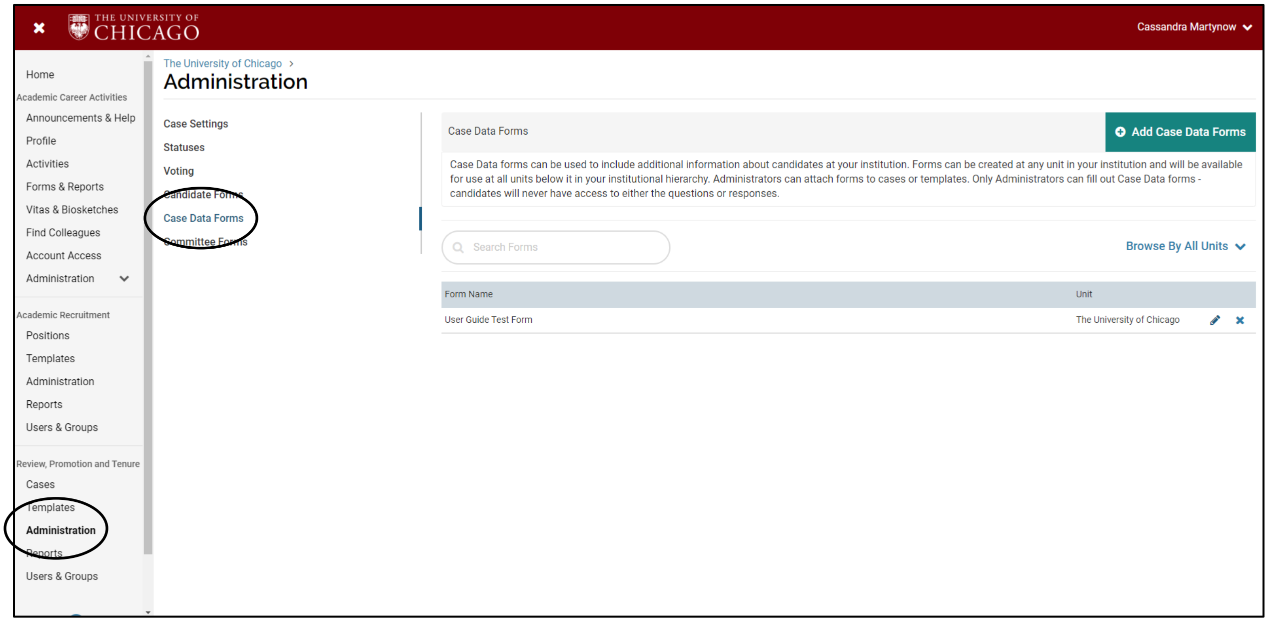
If you have already added any Case Data Forms to the system via the Administration menu, click the blue "Add Case Data Form" link and select your form from the dropdown menu. The Case Data Form you select will be added to every case initiated using this template. You can only select forms that have been created at your unit and units above yours in the system hierarchy.



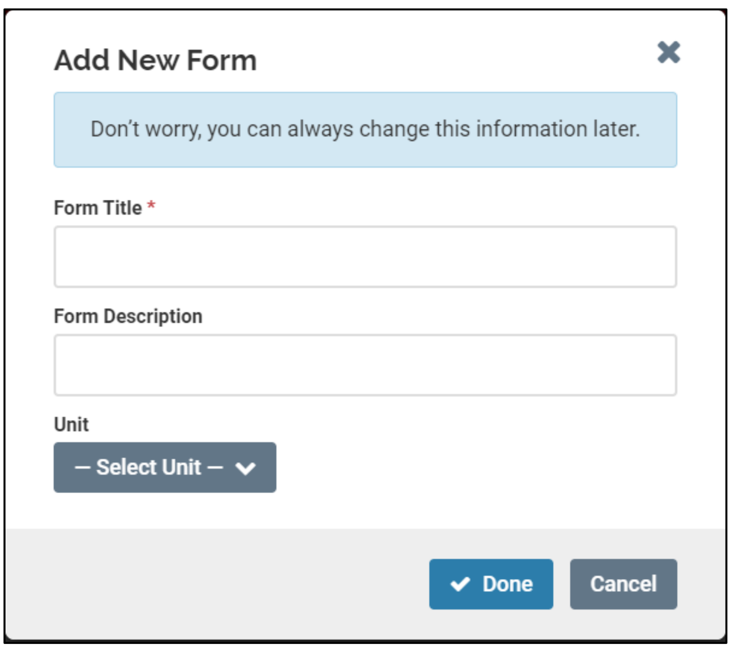
Creating a New Case Data Form

If you have not already created a Case Data Form in the system, you will not be able to add it from the Template Information page. To create a new form, click on the **Administration** link in the left navigation menu. (Your initial template selections for Title/Description/Unit will be saved if you navigate away from the Template Information page).

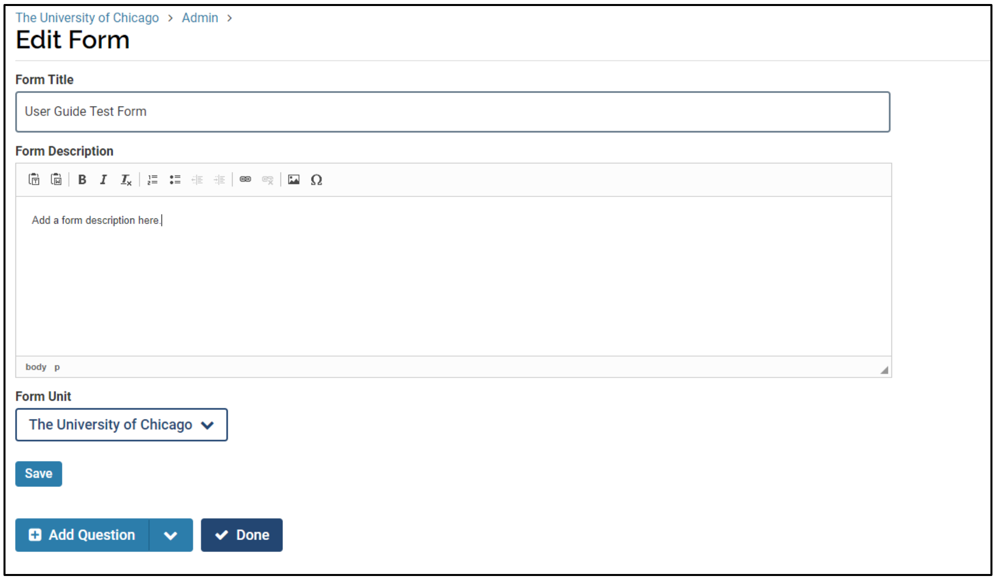
When the **Administration** page opens, select **Case Data Forms** from the second menu.



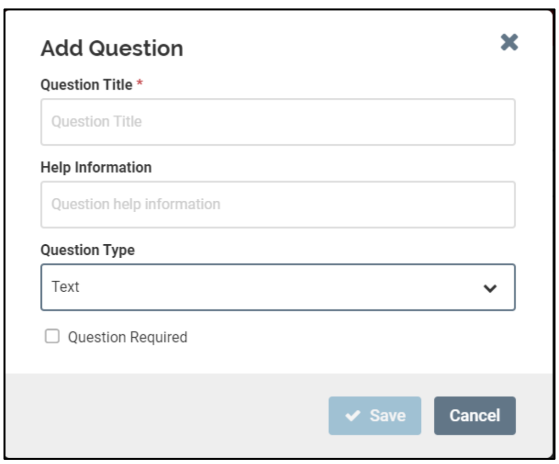
To add a new form, click on the "+Add Case Data Forms" button at the top right. The **Add New Form** popup will open. Input a **Form Title** and **Form Description**, and select the **Unit** where the form will live.



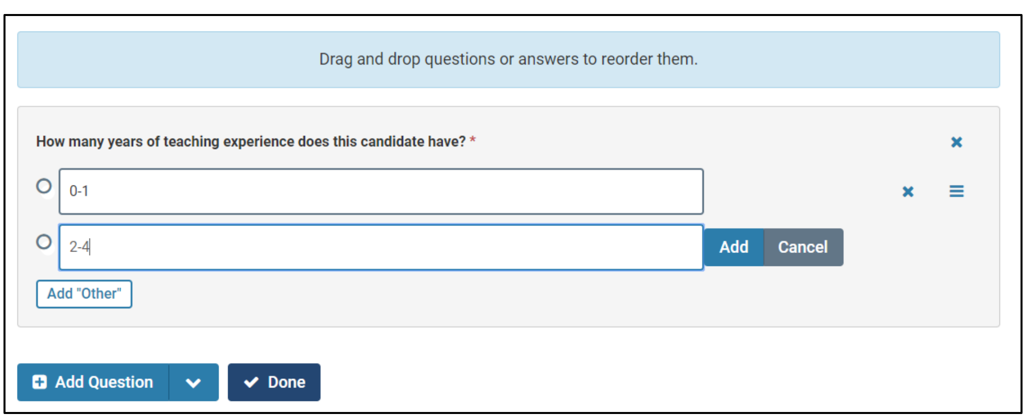
When you are finished, click "Done" to continue. The **Edit Form** page will open and show the **Form Title** and **Form Unit** selections you made on the previous screen. Add a **Form Description** to explain the use of the form, and click the "Save" button that appears below the description box. Click "+Add Question" to begin building your form.



Users of the Academic Recruitment module will recognize the form builder, which is also similar to the way Google Forms works. When the **Add Question** popup opens, type in the **Question Title**, add any **Help Information** needed, and choose the **Question Type**. If the question must be answered to make the form valid for your purposes, check the box next to “Question Required.” Click “Save” to continue.

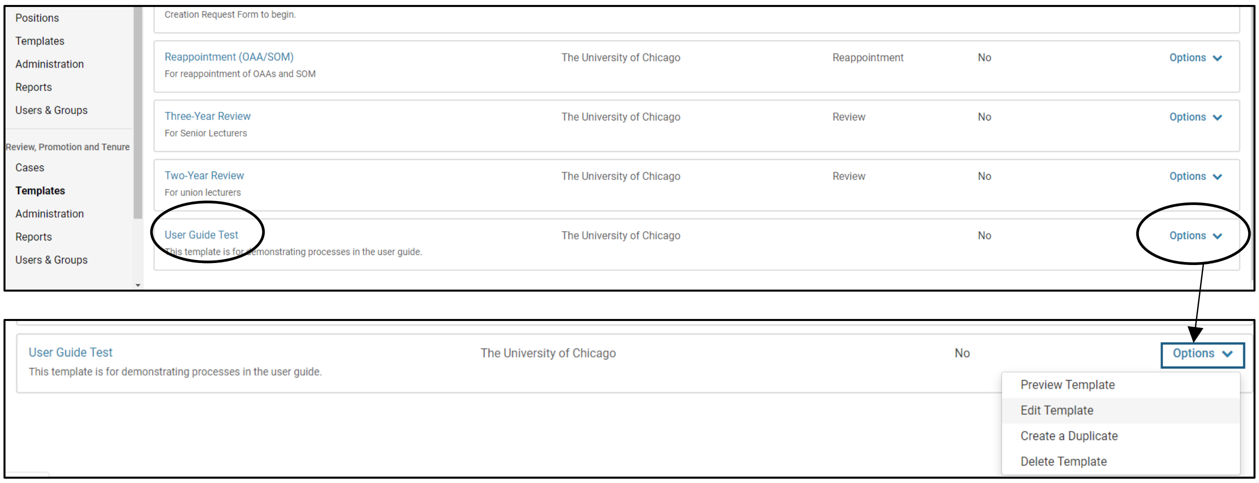


The question will appear at the bottom of the previous **Edit Form** page. Depending on the type chosen, you may need to enter additional information – for example, if you selected “multiple choice,” you can then type in the answer choices and click “Add.” If you would like a fill-in option, click “Add ‘Other’.”

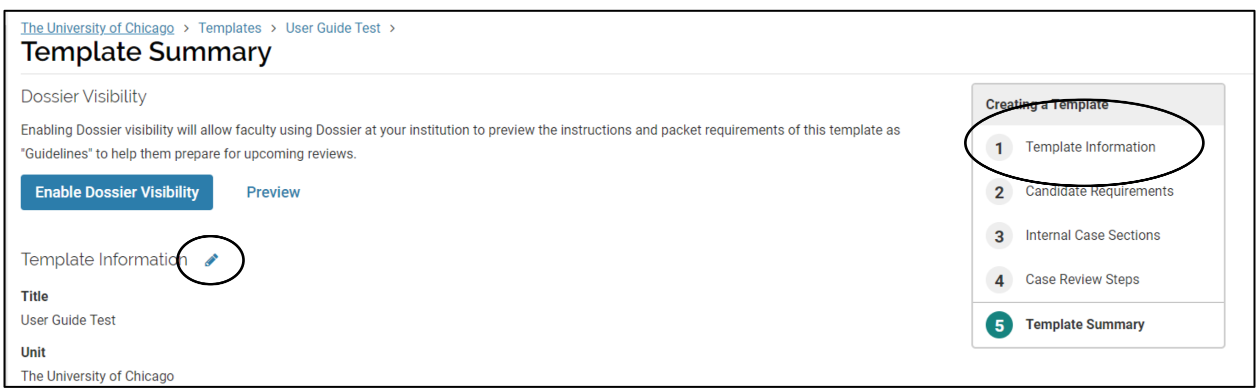


Continue adding questions until your form is complete, and click “Done” at the bottom of the form. *Note that if you need to edit the Form Description, you will have to save it separately from the whole form by clicking the “Save” button that appears after editing.*

To return to the template creation process, click the **Templates** option in the left navigation menu and locate your in-progress template in the **Templates List**. If you have a large number of templates, use the search bar to locate the correct one. Click on the blue template name OR use the “Options” button to select “Edit Template.”



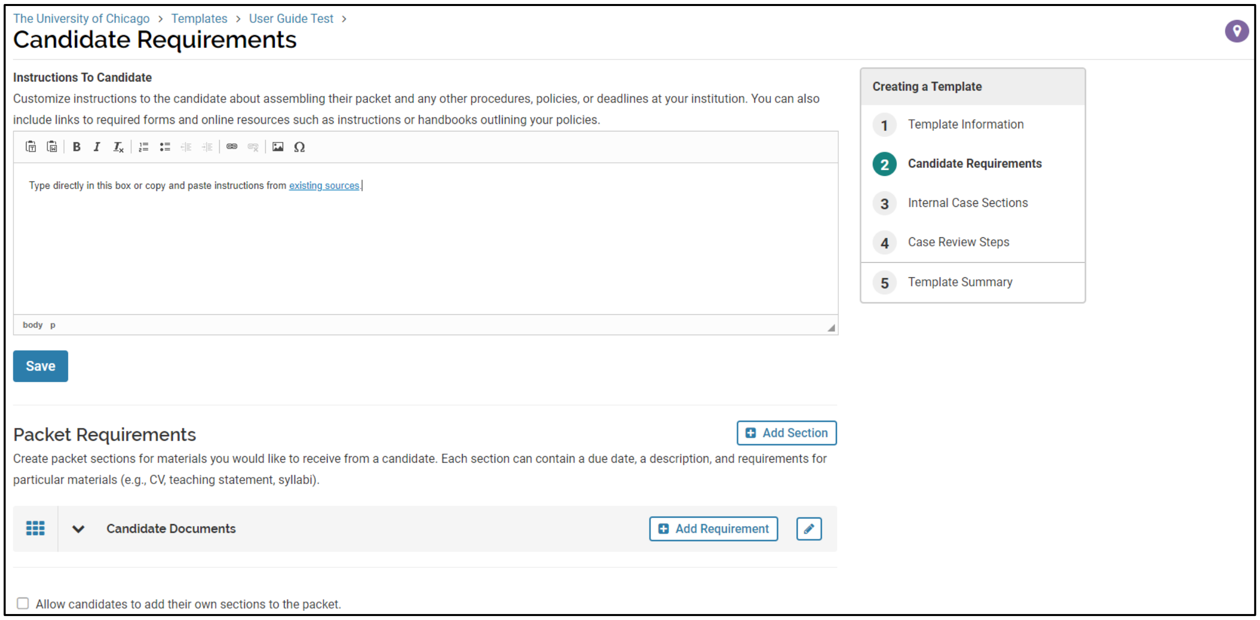
Either option will take you to the **Template Summary** page, where you can select the “Template Information” bookmark on the right or the blue pencil icon next to the “Template Information” header to return to your starting point.



Once you have returned to the **Template Information** page, you can add your Case Data Form as shown on page 15. When you are finished, click “Save & Continue” to move forward.

Candidate Requirements

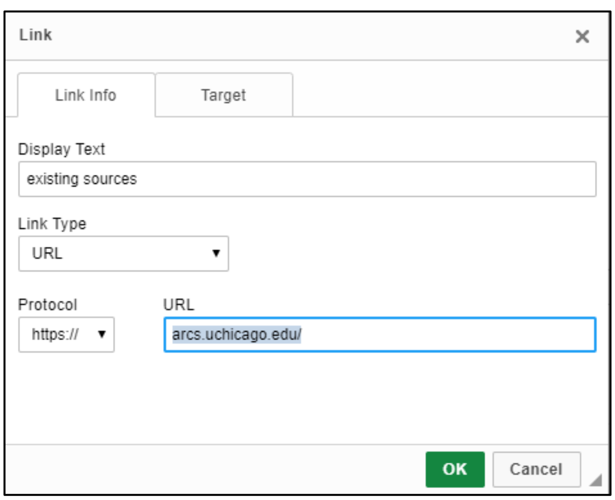
The **Candidate Requirements** page will contain all of the information the candidate will receive about their case (if they are involved in the creation of their packet of materials).

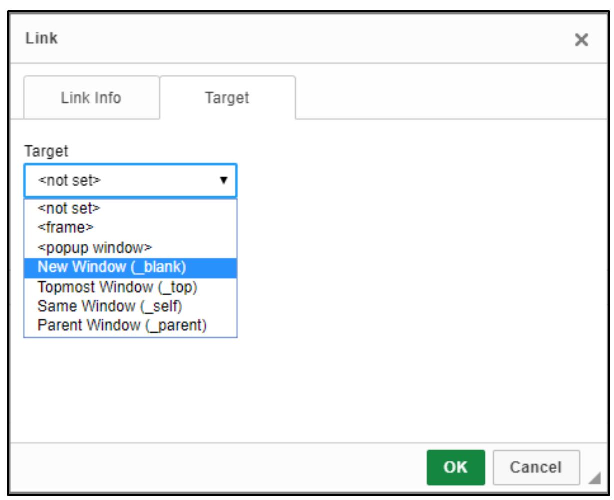


Instructions To Candidate

The **Instructions To Candidate** box is a critical tool for helping your candidates understand what is expected of them in their review or promotion process. The field can accommodate rich text, hyperlinks, and images, so you should feel free to include more dynamic content. You can also copy and paste from a Word document if your instructions exist elsewhere.

If you choose to use hyperlinks, you can do so by highlighting the text you want to link and clicking on the chain link symbol in the toolbar. When the **Link** box opens, copy the address into the **URL** field. If you want to ensure your candidate does not need to navigate back and forth between the RPT module and your instructions, be sure to click on the **Target** tab and select “New Window (_blank)” from the dropdown menu. Click “OK” to save your changes. Your link will now open in a new browser window if the candidate clicks on it.





When you have finished adding instructions, click the “Save” button that appears at the bottom of the instructions field. You should see a brief notification pop up in the bottom left indicating your instructions were saved.

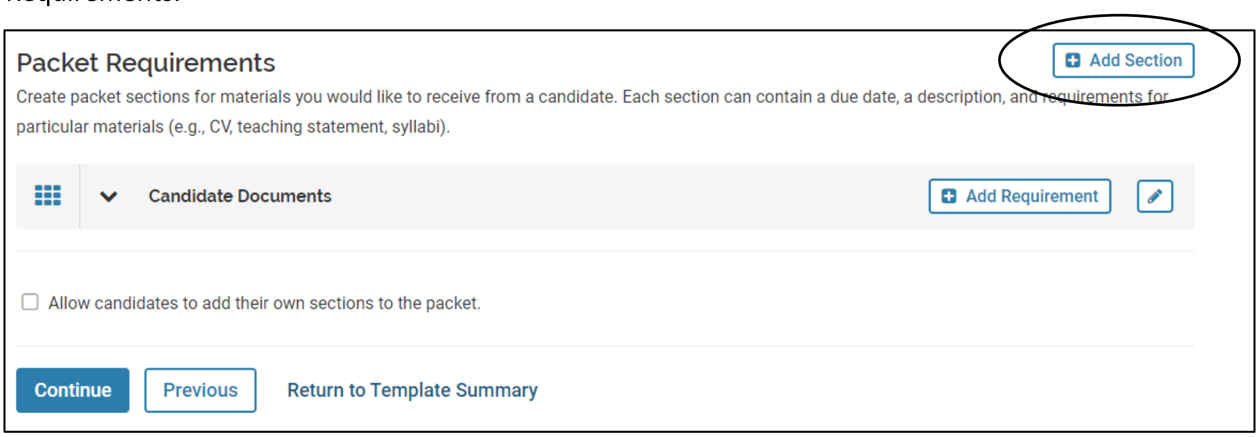
Packet Requirements

All of the materials the candidate will provide (or that will be provided on behalf of the candidate) can be given a discrete place in the **Packet Requirements.** The requirements can be broken down document-by-document and section-by-section.

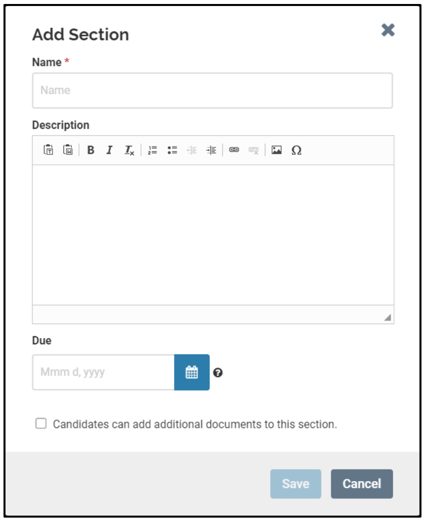
> **TIP:** the default section provided is a general space for “Candidate Documents,” which will be less useful to your committee members than specific packet sections. Candidates can upload documents with whatever file names they choose, and those file names are shown to the committee members in the document reader when they review the materials. Because it’s unlikely that units will have control over universal naming conventions for candidate files, it is strongly recommended that you use **packet sections** to help differentiate the materials for a reader. Sections you add will display in the reader view.

Adding a New Packet Section

To add a new packet section, click the “+Add Section” button at the top right of the Packet Requirements.

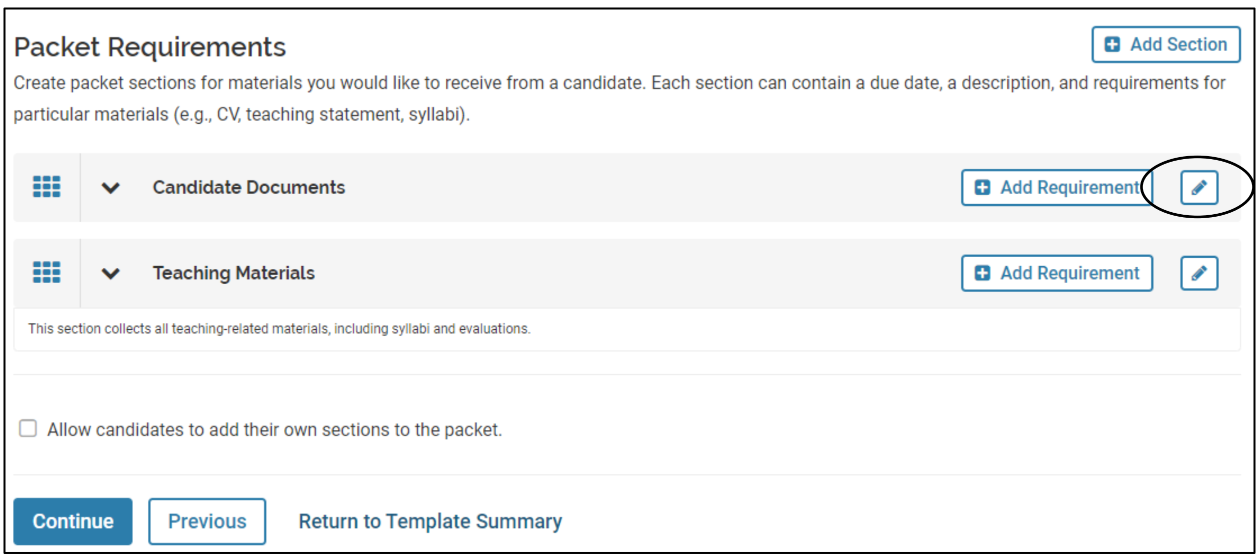


The **Add Section** popup will open. Type in a **Name** and **Description** for your section, and select a **Due** date, if applicable. Note that if candidates are uploading their own materials to a case, they will see all three of these fields. If you would like to allow uncategorized documents in this section, check the box (this option is not typically necessary for candidate materials). Click “Save” to continue.

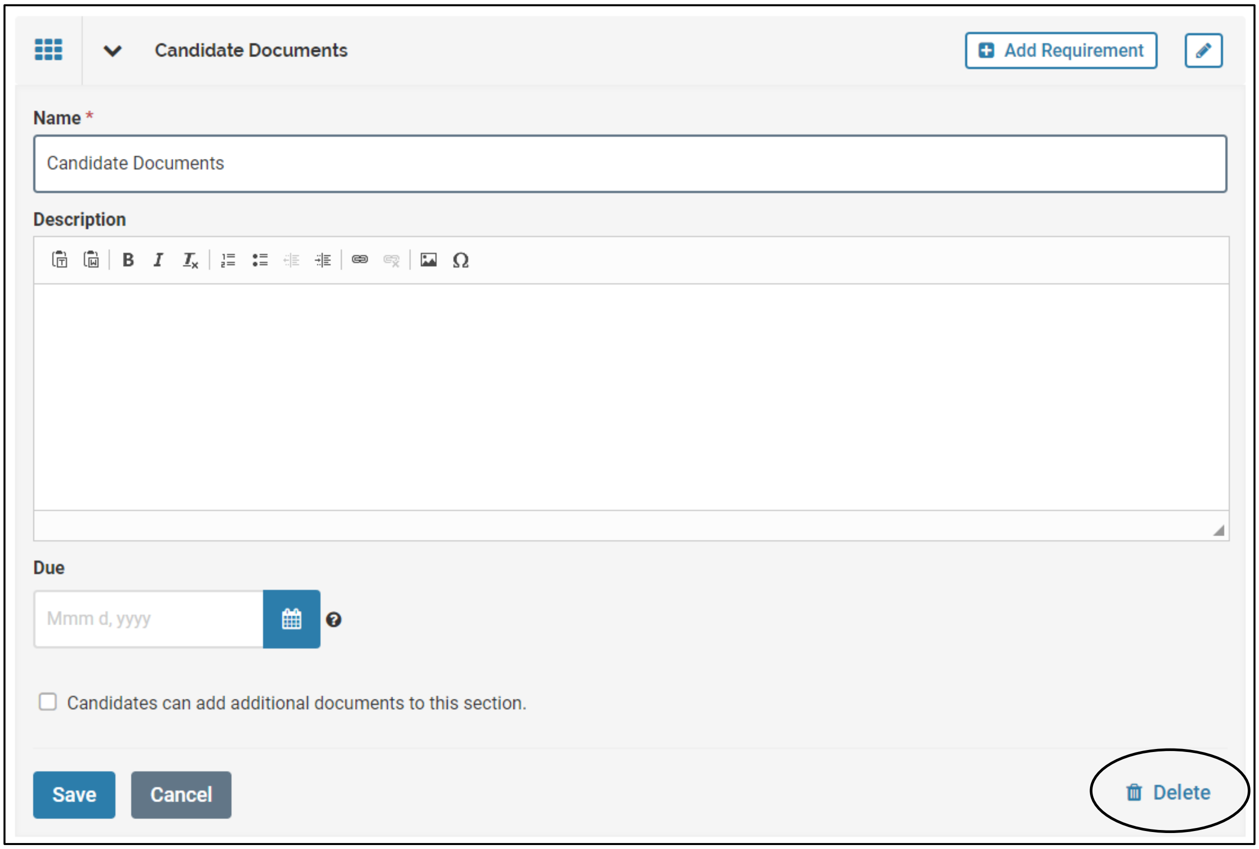


Editing or Deleting a Packet Section

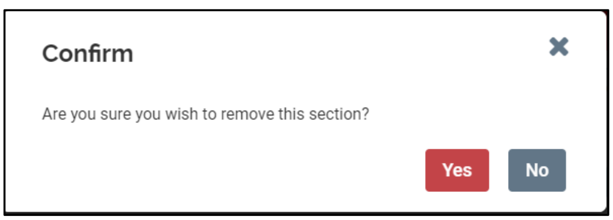
If you need to edit the name or description of a packet section, or if you wish to delete a section entirely (e.g. the default “Candidate Documents” section), click the pencil icon on the right of the grey bar.



A grey editing box will expand on the same screen. In this box, you can edit the **Name**, **Description**, and **Due** date and click “Save.” If you wish to delete the section, click the blue “Delete” link at the bottom right. *Please note: if your section includes any document requirements you’ve added, they will be deleted along with the section*.

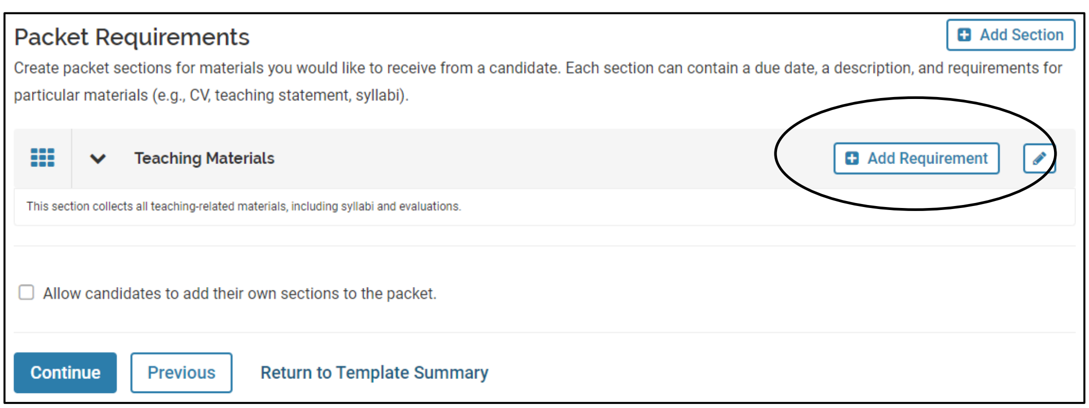


The system will ask you for confirmation prior to deleting a section, so if you have accidentally selected that option, you will have an opportunity to correct it.

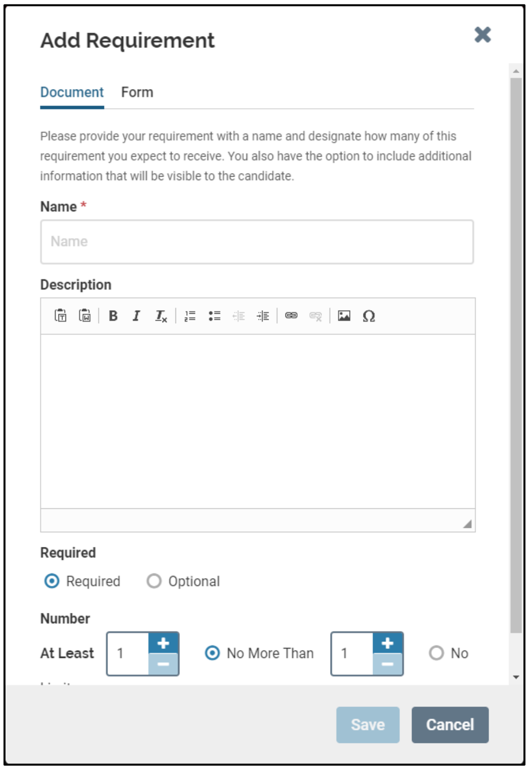


Adding a New Document Requirement

When you have created all of the packet sections you want your Committee Members to see when reading, you can begin adding the relevant document requirements to each one. In the grey box with the appropriate section header, click the "+Add Requirement" button.

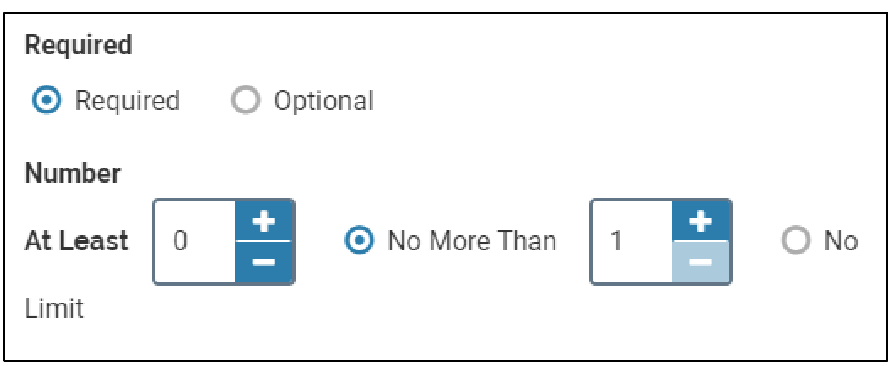


The **Add Requirement** popup will appear. This contains a number of options for customizing the requirement. To add a document requirement, ensure you are on the **Document** tab at the top. Type in a **Name** and **Description**, then use the radio buttons to select whether this document is **Required** or **Optional**.

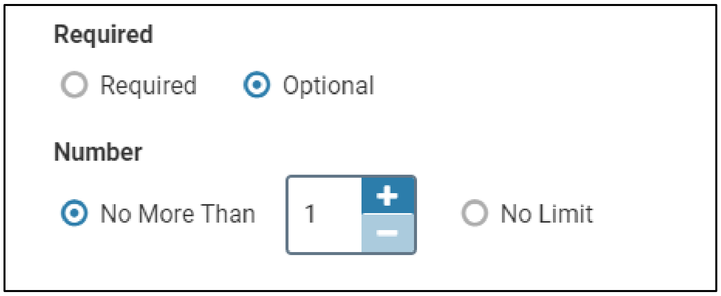


If you have selected "Required," there are several options to customize the number of documents accepted:

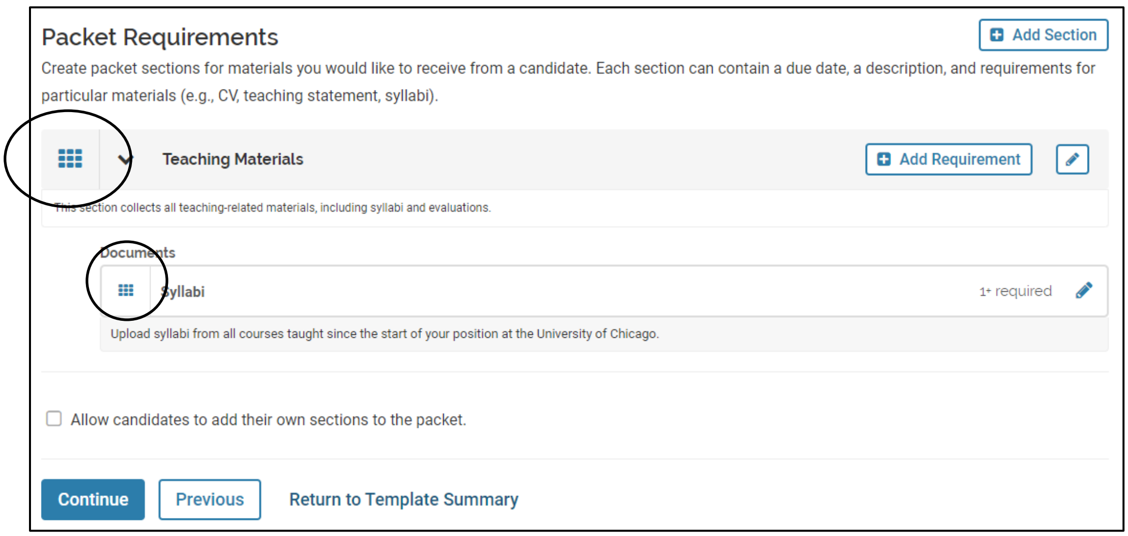
1. To accept only an exact number of documents, click the radio button for "No More Than" and choose a number (e.g. 1).
2. To accept a numerical range of documents, click the radio button for "No More Than" and choose a maximum number. Add a minimum number to "At Least."
3. To accept any number of this document type, click the radio button next to "No Limit."



If you have selected "Optional," the options are similar but do not have the "At Least" category. You can choose an upper limit by selecting "No More Than," or choose "No Limit."



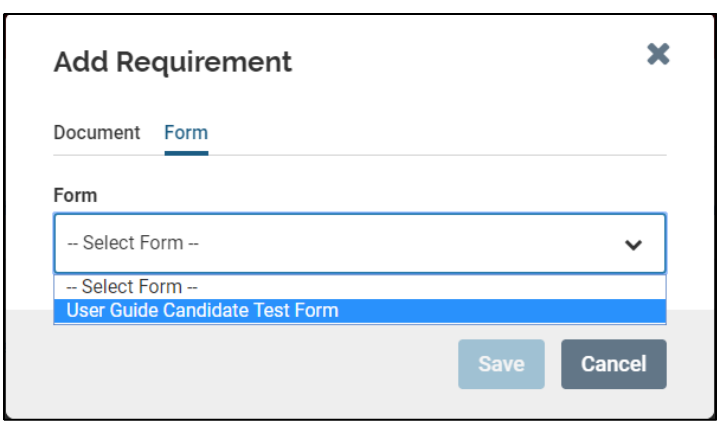
When you have set the parameters for your document, click “Save” to add the requirement to your packet section. Continue to add new document requirements to each packet section as above. They will appear in the relevant section – if the list becomes too long for easy visibility, use the arrow to collapse a section. To move sections or documents around, use the blue grid to drag and drop. Though you can check the box to allow candidates to add their own sections, it is not recommended.



Adding a New Form Requirement

In addition to adding required and optional candidate documents, you can add **Candidate Forms** to collect reportable information from candidates. **Candidate Forms are visible to and must be filled out by the candidate when submitting their materials.**

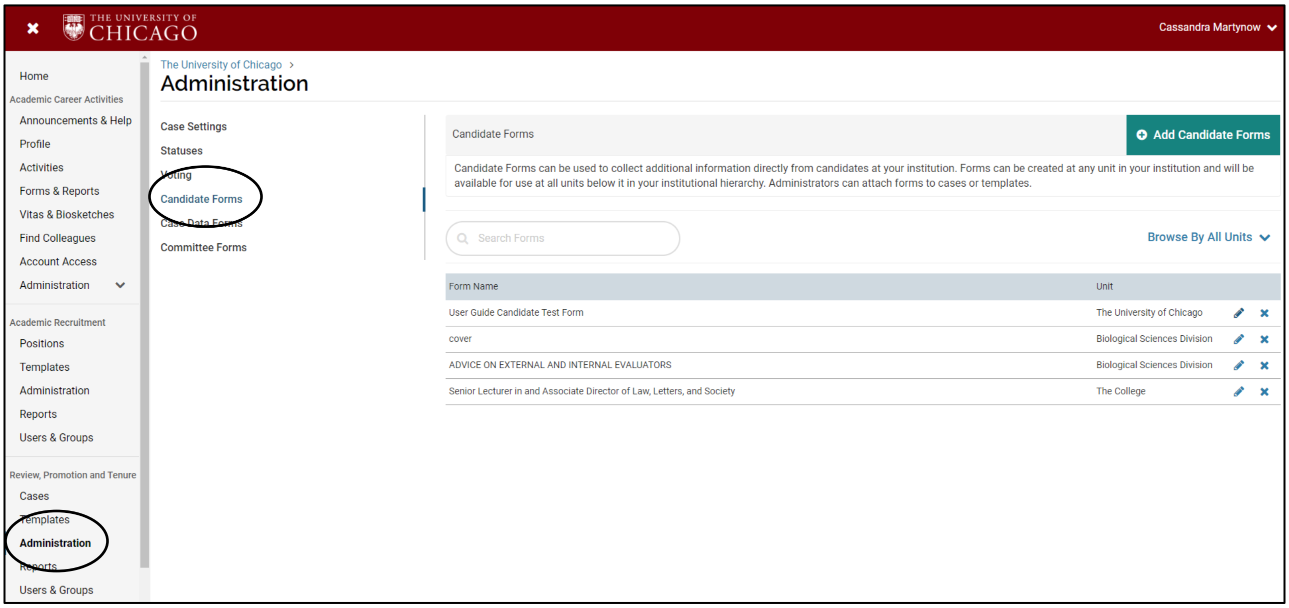
If you have added any Candidate Forms to the system via the Administration menu, click the “+Add Requirement” button and select the **Form** tab. Choose your form from the dropdown menu and click “Save.” The Candidate Form you select will be added to every case initiated using this template. You can only add forms that have been created at your unit and units above yours in the system’s hierarchy.



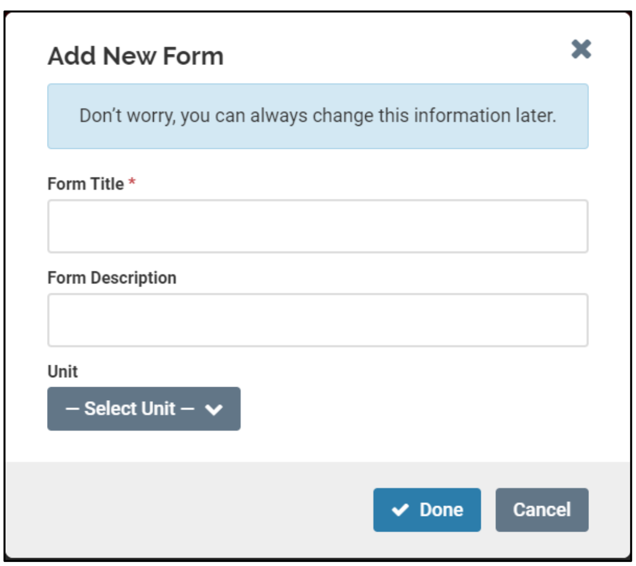
Creating a New Candidate Form

If you have not already created a Candidate Form in the system, you will not be able to add it from the Candidate Requirements page. To create a new form, click on the **Administration** link in the left navigation menu. (Packet Requirements are saved as they are added and will be retained if you navigate away from the Candidate Requirements page).

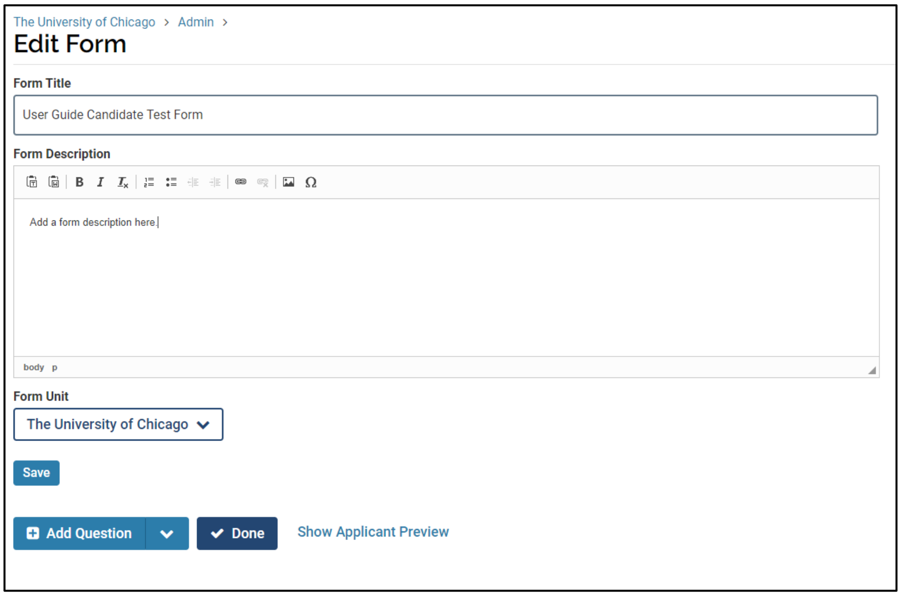
When the **Administration** page opens, select **Candidate Forms** from the second menu.



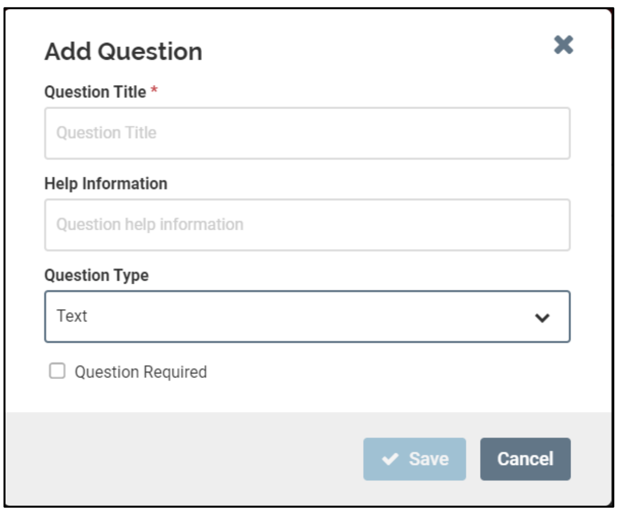
To add a new form, click on the "+Add Candidate Forms" button at the top right. The **Add New Form** popup will open. Input a **Form Title** and **Form Description** and select the **Unit** where the form will live.



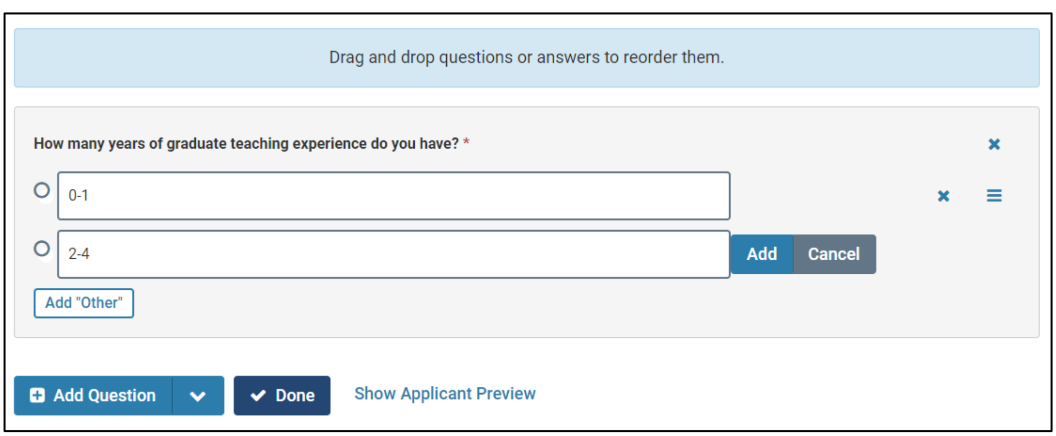
When you are finished, click "Done" to continue. The **Edit Form** page will open and show the **Form Title** and **Form Unit** selections you made on the previous screen. Add a **Form Description** to explain the use of the form and click the "Save" button that appears below the description box. Click "+Add Question" to begin building your form.



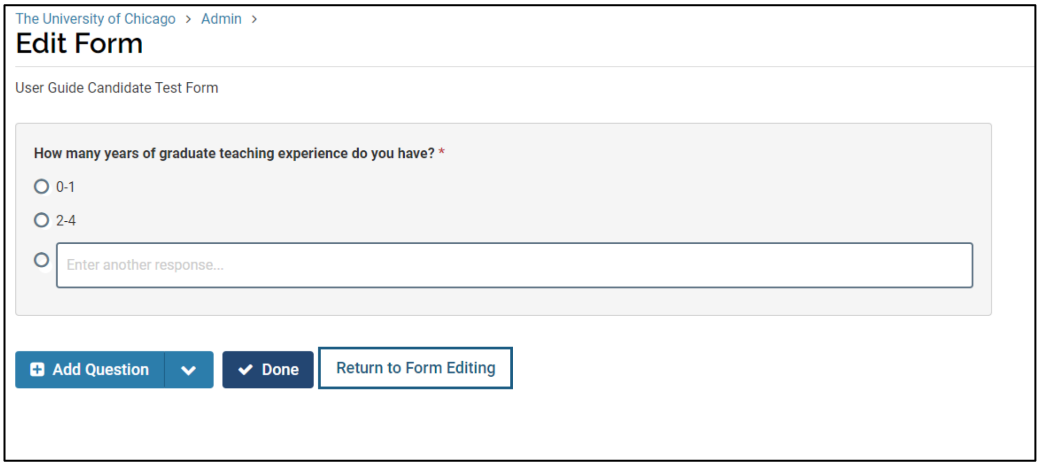
When the **Add Question** popup opens, type in the **Question Title**, add any **Help Information** needed, and choose the **Question Type**. If the question must be answered to make the form valid for your purposes, check the box next to “Question Required.” Click “Save” to continue.



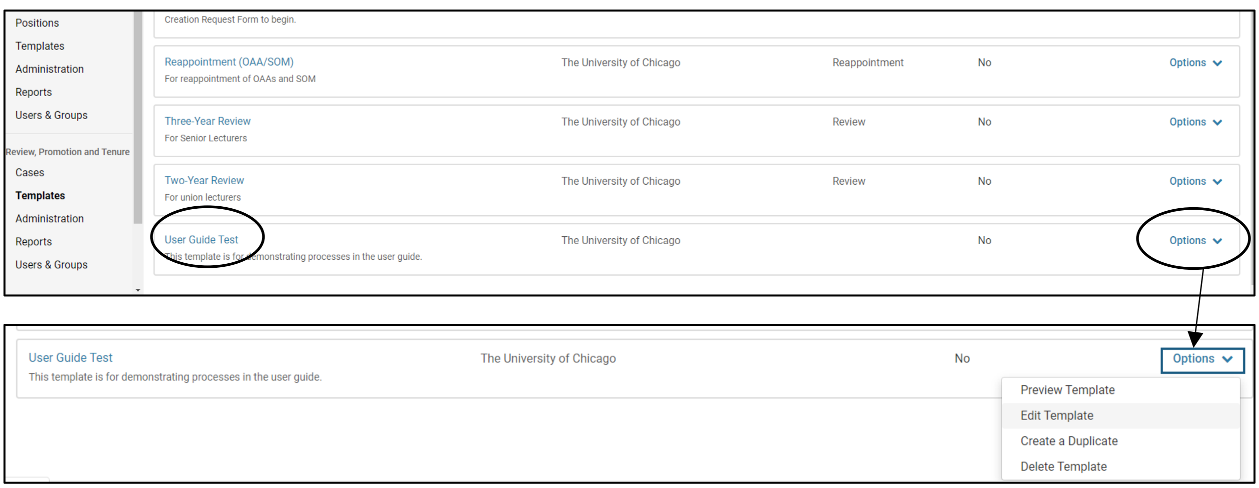
The question will appear at the bottom of the **Edit Form** page. Depending on the type chosen, you may need to enter additional information – for example, if you selected “multiple choice,” you can then type in the answer choices and click “Add.” If you would like a fill-in option, click “Add ‘Other’.”



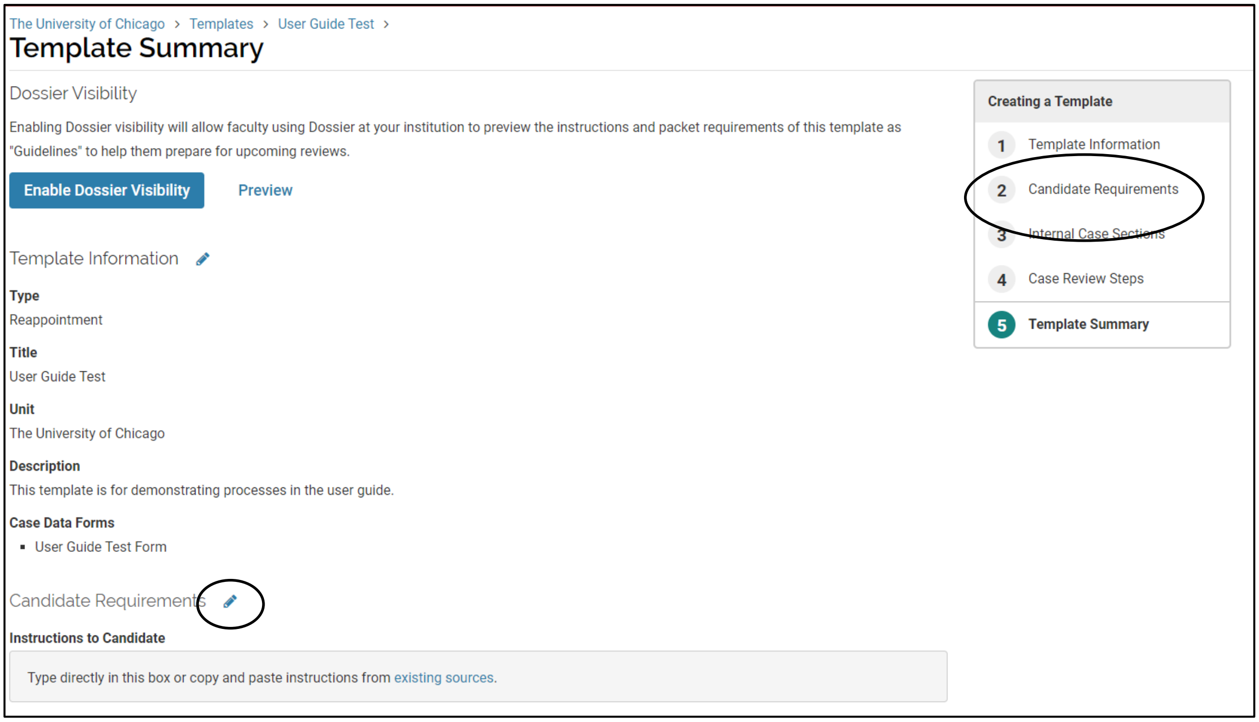
Continue adding questions until your form is complete and click “Done” at the bottom of the form. *Note that if you need to edit the Form Description, you will have to save it separately from the whole form by clicking the “Save” button that appears after editing.* You can also click “Show Applicant Preview” to see how the form will appear to applicants. If you are satisfied with the preview, click “Done.” Otherwise, click “Return to Form Editing.”



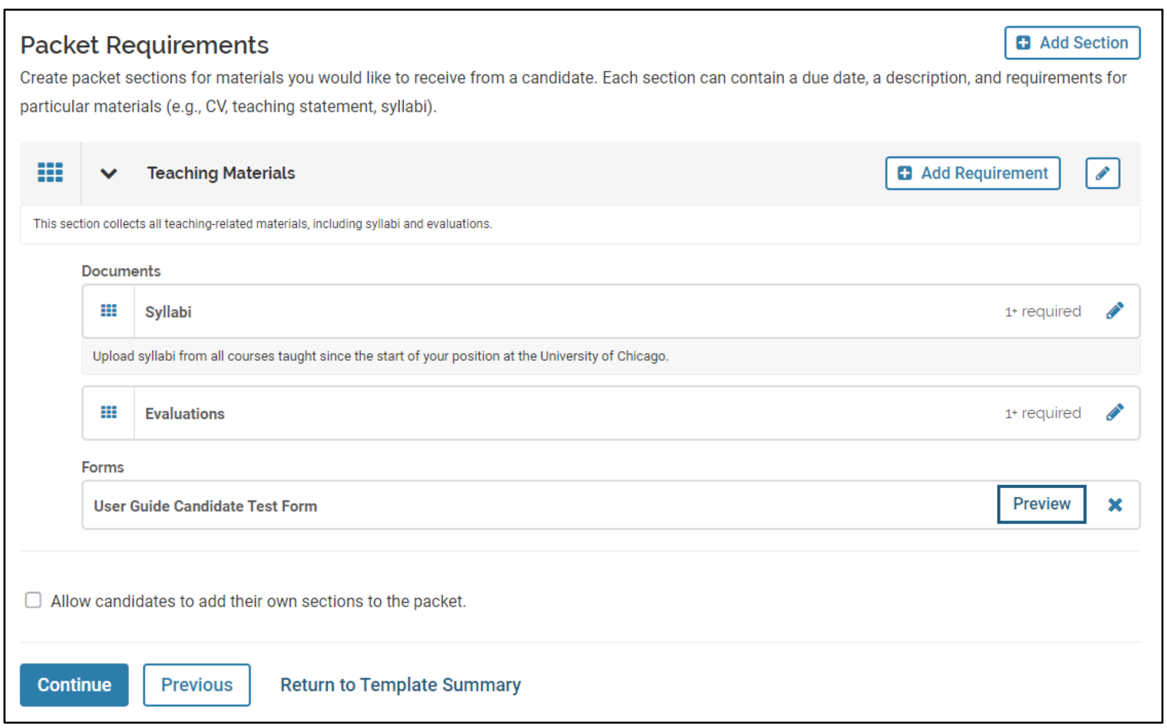
After completing your form, you can return to the template creation process to add it. Click the **Templates** option in the left navigation menu and locate your in-progress template in the **Templates List**. If you have a large number of templates, use the search bar to locate the correct one. Click on the blue template name OR use the “Options” button to select “Edit Template.”



Either option will take you to the **Template Summary** page, where you can select the “Candidate Requirements” bookmark on the right or the blue pencil icon next to the “Candidate Requirements” header to return to editing.



Once you have returned to the Candidate Requirements page, you can add your Candidate Form as shown on page 23. The system will again give you the option to see the form by clicking "Preview." When you are finished adding packet sections and requirements, click "Continue" to move forward.

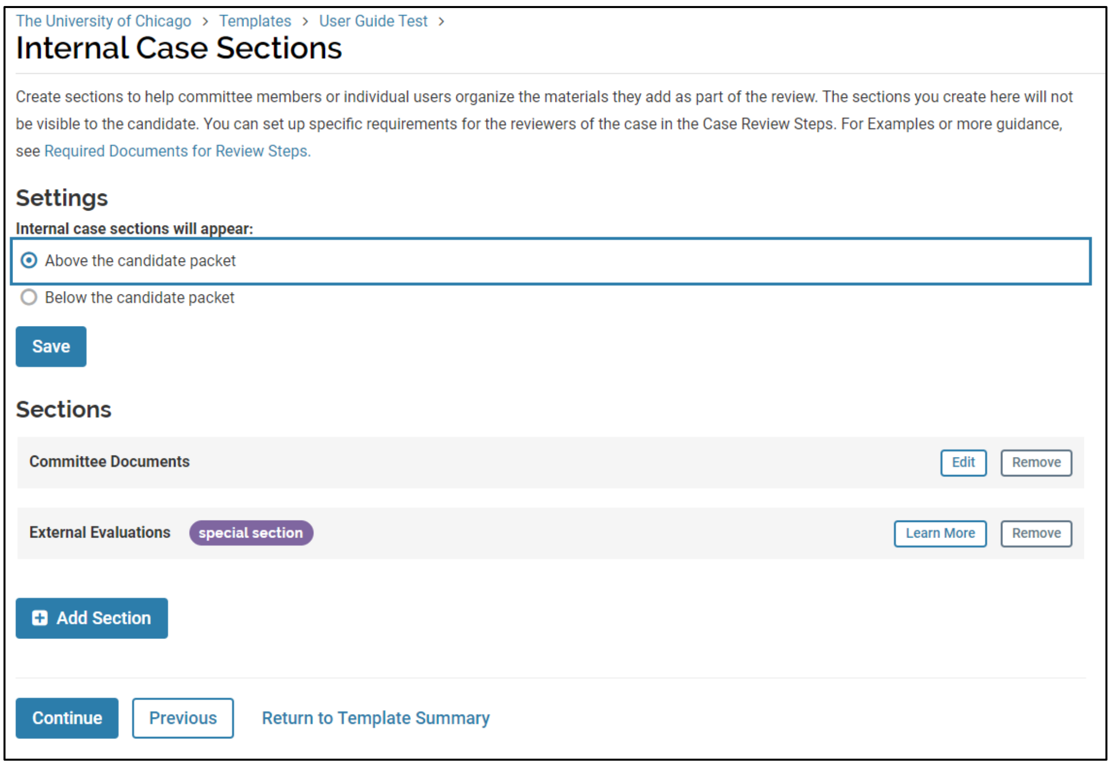


Internal Case Sections

The **Internal Case Sections** page will contain all of the internal information the Administrators and Committee Managers will add to the case at each step of the workflow. **Internal Case Sections and the related documents are not shown to candidates but are visible to Committee Members (depending on the step).**

Settings

The internal documents added to a case can be placed above or below the candidate materials, depending on how your Committee Members will want to review the documents. By default, this is set to “Below the candidate packet.” To change that, click the radio button next to “Above the candidate packet” in the **Settings** area and click the “Save” button that appears.



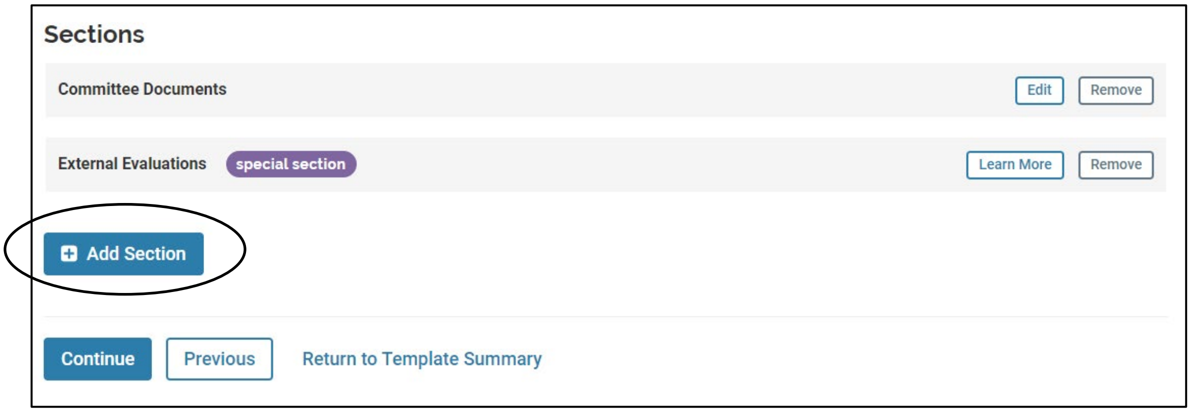
Sections

All of the materials provided by Administrators or Committee Managers during the case workflow can be given a discrete place in the internal **Sections.** These sections can be used a number of ways to organize documents and enhance visibility.

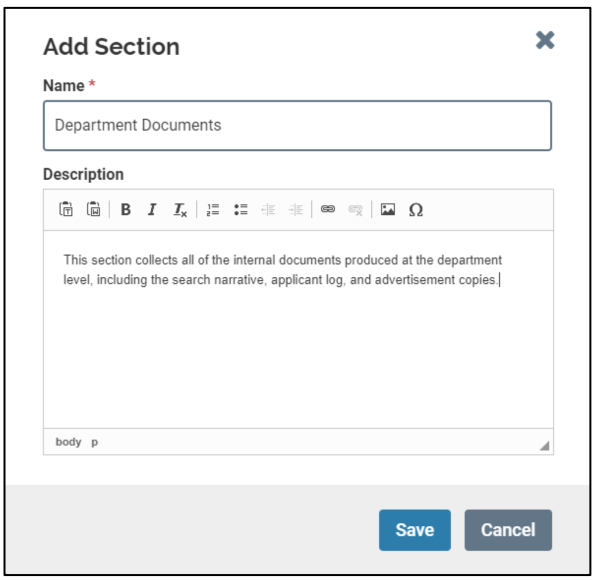
TIP: as with the candidate packets, the default section provided here is a general space for “Committee Documents.” While you are less likely to have the issue of confusing file names with materials uploaded by Administrators or Committee Managers, these sections can still be useful for separating levels of documentation, for example. Internal Case Sections will not be shown to candidates but will display in the document reader view for committees.

Adding a New Internal Case Section

To add a new Internal Case Section, click the "+Add Section" button at the bottom of **Sections**.



The **Add Section** popup will open. Type in a **Name** for your section. It is strongly recommended that you also add a **Description** explaining what kinds of documents should be added here. Click "Save" to continue.

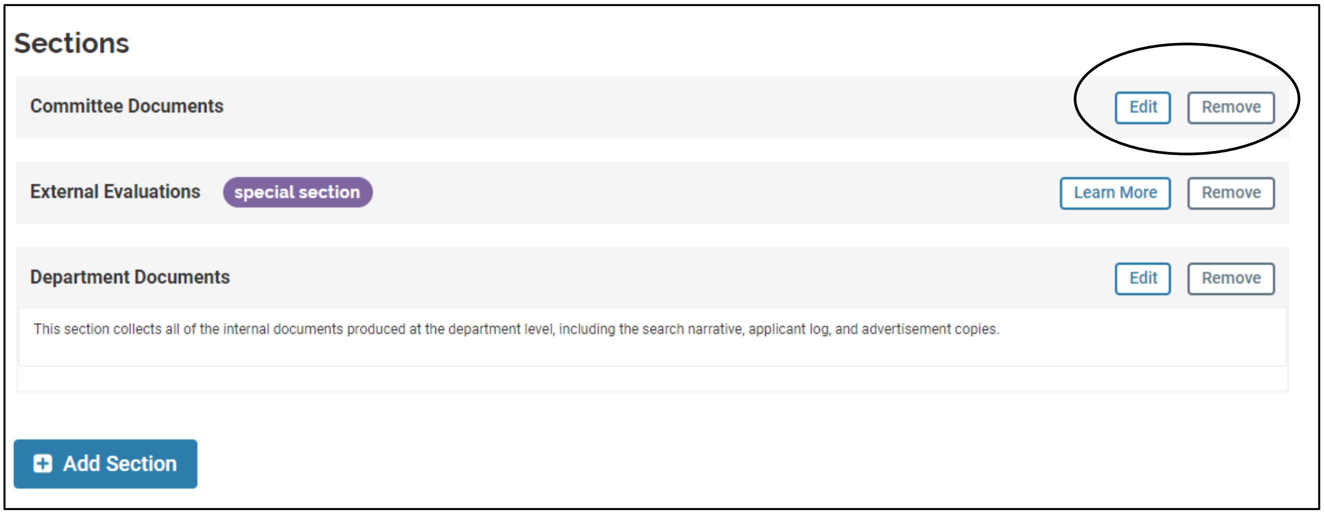


Your new section will be added to the bottom of your Sections list. To change the visual order of the sections, click and drag on the grey bar.

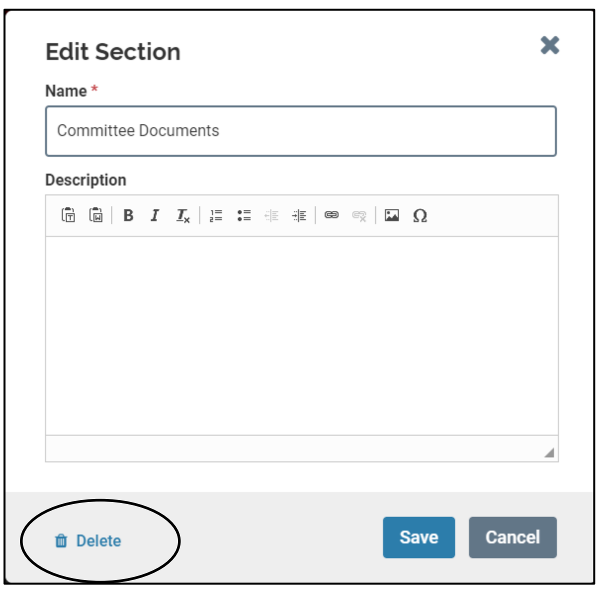
TIP: Internal Case Sections can also be added with Administrator access while a case is moving through the workflow. Some UChicago units have chosen to limit the internal sections available when the template is created so that Committee Managers and Committee Members at early steps in the workflow do not have to see empty document sections. For instructions on adding an Internal Case Section during the workflow, see page 72. **Sections established by the Provost's Office should not be changed and are labeled as such.**

Editing or Deleting an Internal Case Section

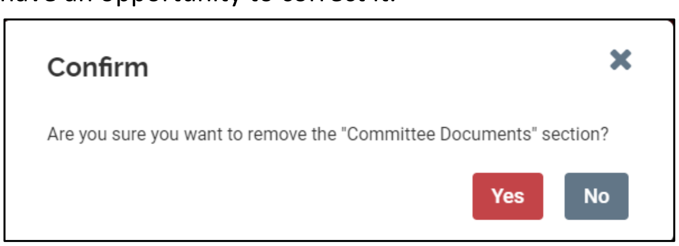
If you need to edit the name or description of a packet section, or if you wish to delete a section entirely (e.g. the default "Committee Documents" section), click either "Edit" or "Remove" on the right of the grey bar.



If you selected "Edit," the **Edit Section** popup will open. Edit the **Name** and/or **Description** and click "Save." If you wish to delete the section, click the blue "Delete" link at the bottom left.



If you selected "Remove" on the previous screen, or if you selected "Delete" from the **Edit Section** popup, the system will ask you for confirmation. If you have accidentally selected that option, you will have an opportunity to correct it.



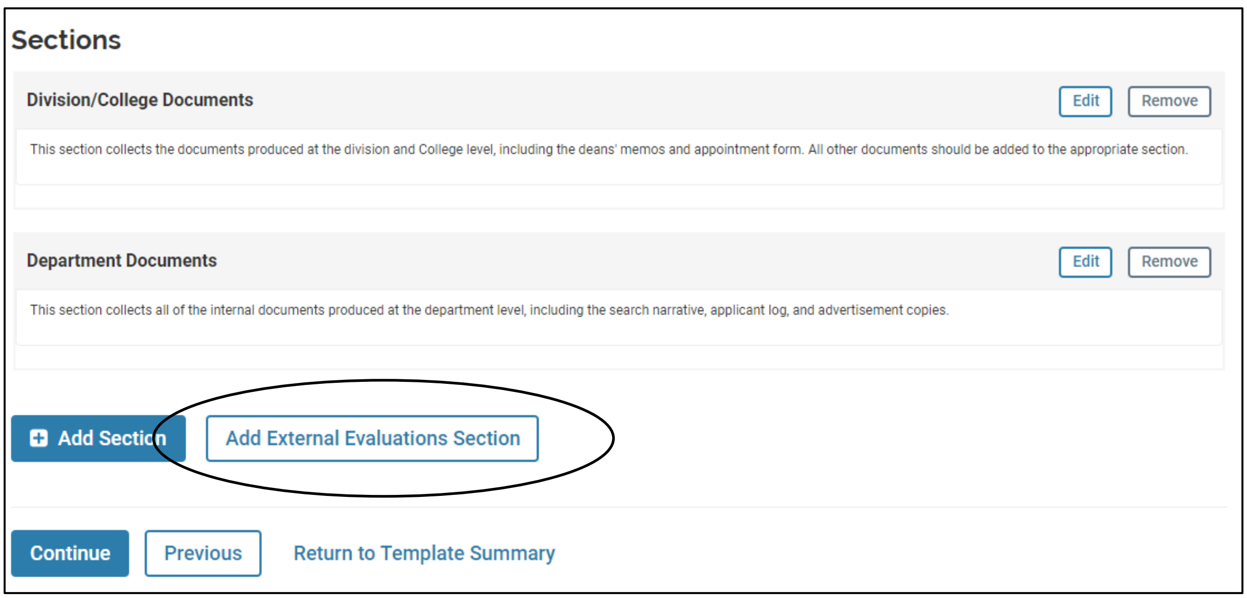
Special Section: External Evaluations

By default, your Sections list will always show a special section for External Evaluations when creating a new template from scratch. Unlike the default Committee Documents section or any other custom sections you add, the External Evaluations section uses Interfolio's letter requesting functionality. **It is the only section that can work this way – you cannot set up this feature for any other kind of letters, and you cannot edit the name of the section.**

If the cases you plan to initiate using this template require going out for external letters (i.e. from non-UChicago colleagues), keeping the External Evaluations section will help reduce the manual uploads needed. If your process will not need external letters, you can click "Remove" to delete the section.

> **TIP:** other universities that use Interfolio have found that external letters are less likely to be completed if the External Evaluations feature is used despite the ability to add a sender's name, due to the branded design of the email that the external evaluator receives. Many choose not to use this feature and instead have the chair email evaluators or choose to use the feature and have the chair follow up personally once the system request has been sent. **Regardless of whether you use the automatic letter requesting feature, you can still manually upload documents to the External Evaluations section.**

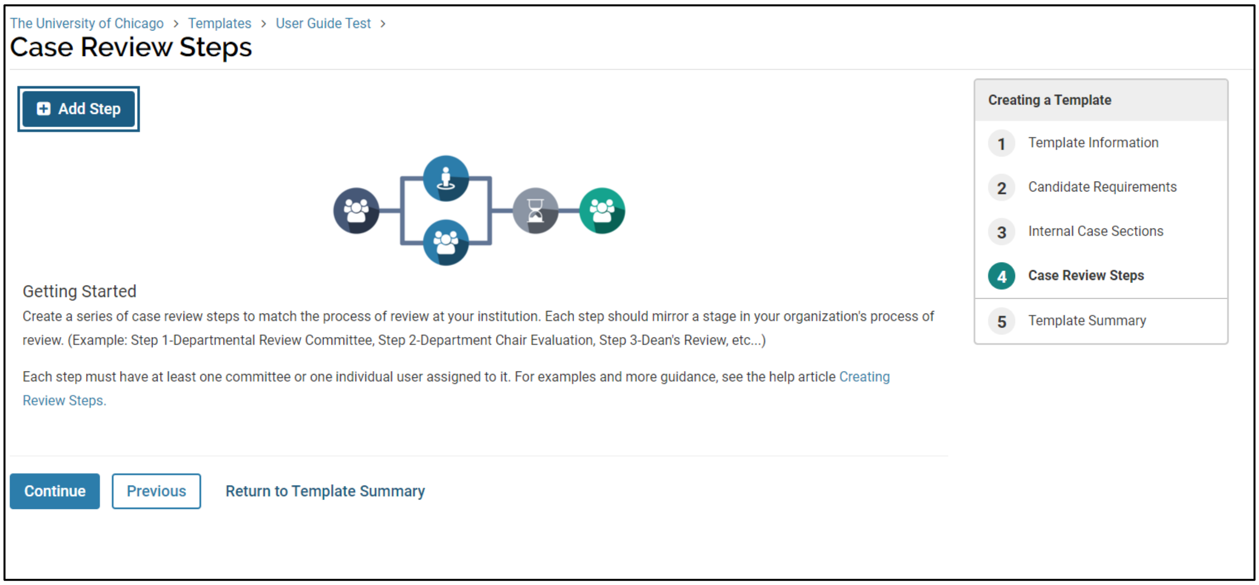
If you have deleted the External Evaluations section and find that you need to re-add it, simply click on the "Add External Evaluations Section" button the system provides for you when you delete the section.



Once you have finished adding, editing, and reordering your Internal Case Sections, click "Continue" to move forward.

Case Review Steps

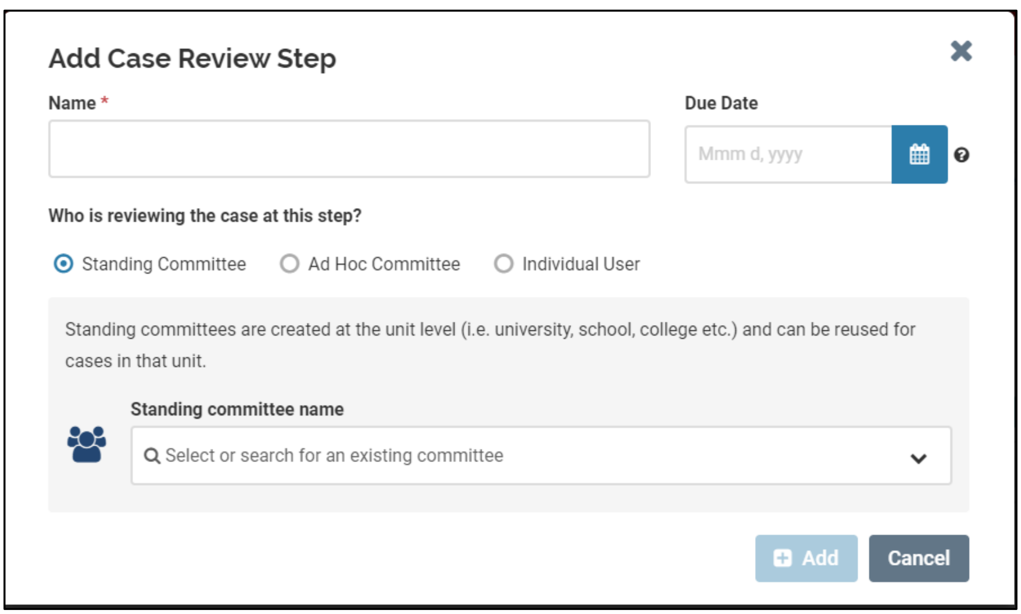
Before you add any steps to your workflow, the **Case Review Steps** page will show a basic overview of how Case Review Steps function. The most important piece of information to note from this page is that **each step must have at least one committee or one individual user assigned to it in order to save it.**



Adding Case Review Steps

To develop your workflow, begin by clicking "+Add Step" at the top left. The **Add Case Review Step** popup will open. Type in a **Name** for the step (e.g. "Department Faculty Review"). You can use the calendar field to add a **Due Date**, but unless all of your cases created using this template will have the same due date for information added at this step, this field should be left blank. *While it is simplest to add your steps in sequence, you are able to edit and reorder them after the fact as needed.*

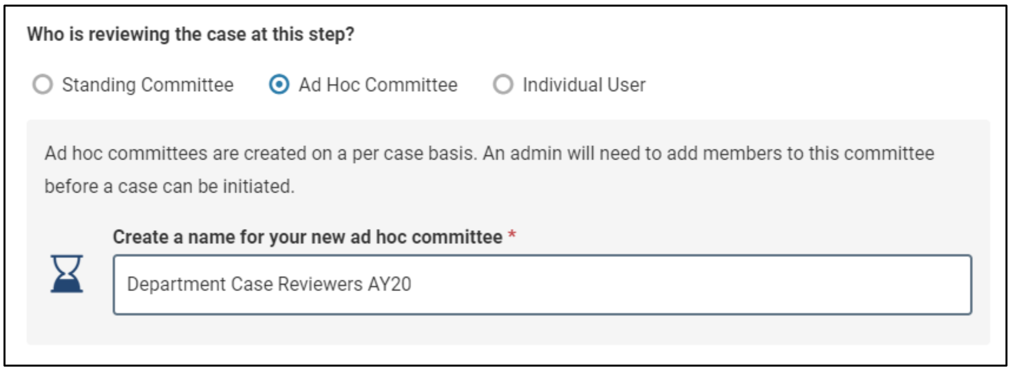
Note that you do not need to include a candidate step, since that is built into the system and will precede whatever steps you add here if you choose to involve the candidate in the process. If you do not involve the candidate in the process, the case will begin after it is created and sent to the first step in your workflow.



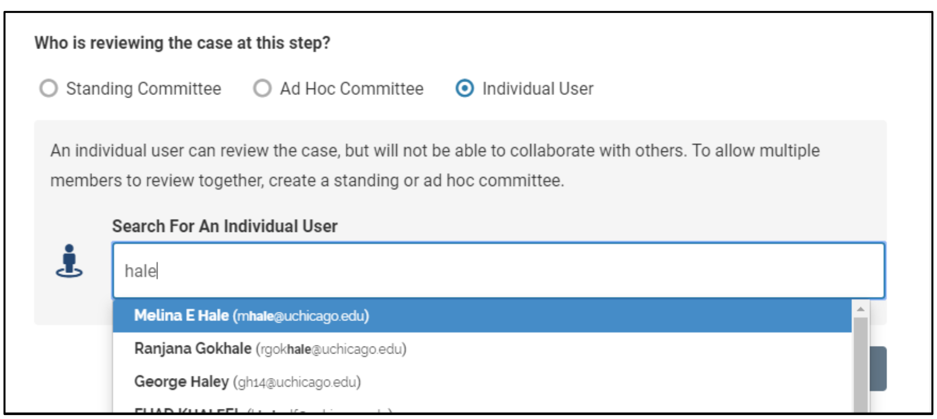
The key feature of the Case Review Step is the committee selection. There are three types of committees in RPT that can be used in a template: **Standing Committees**, **Ad Hoc Committees**, and **Individual Users**. Each has its own characteristics and limitations:

- **Standing Committees**: created at your unit level and can be reused for any template or case in your unit or units below yours. To add a Standing Committee you have already created in the system, click the appropriate radio button and use the dropdown menu to select it. To create a new Standing Committee, see the next section.

- **Ad Hoc Committees**: created on a case-by-case basis and aren't tied to a specific unit level. Ad Hoc Committees are most useful if the case is being initiated at the department/division/school level and a different, temporary group reviews the materials at this step for each case. To create a new Ad Hoc Committee, click the appropriate radio button and type in the name of the committee. *Note that you cannot add members to an Ad Hoc Committee within a template, or when a case progresses to a specific step. This can <u>only</u> be done during the case initiation process.*



- **Individual Users**: function as a "committee of one" in the system. This option is useful if you have an individual who needs to review materials separately at the same time that another committee is reviewing, for example. It can also be used to notify someone of a case without giving them the option to move the case forward. To add an Individual User, click the appropriate radio button and type in the user's first or last name. Select them from the list that appears. *Note that Individual Users cannot expand their "committee" and cannot interact with the members or requirements set up for other committees at their step. If these functions are needed, another committee type should be used.*

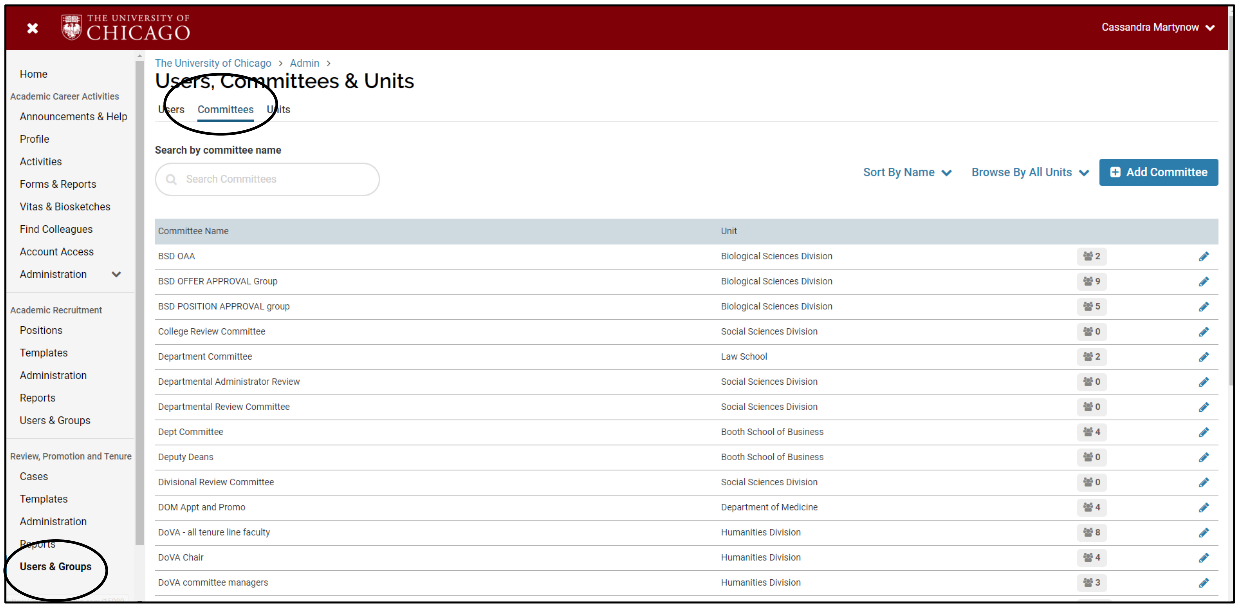


When you have made your selections, click “+Add” to finalize the step. *Note that the +Add button does not appear until you have entered a step Name and a Committee*.

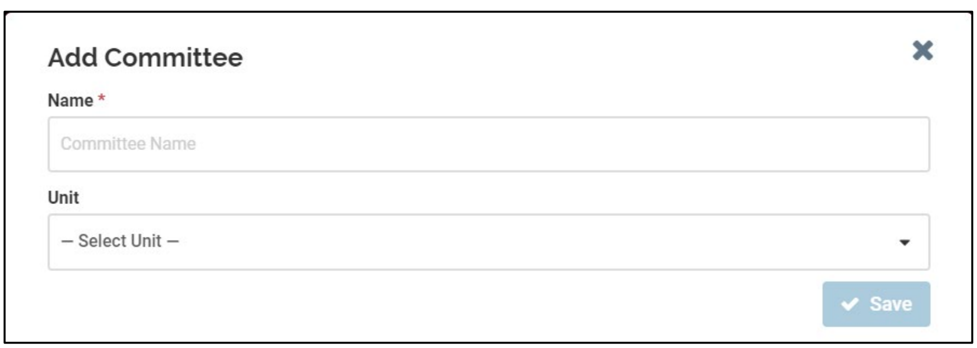
Creating a New Standing Committee

If you have not already created any Standing Committees in the system, you will not be able to add them to your Case Review Steps. To create a new Standing Committee, click on the **Users & Groups** link in the left navigation menu. (Anything prior to the Case Review Step page, as well as any steps with Ad Hoc Committees that you’ve already added, will be saved).

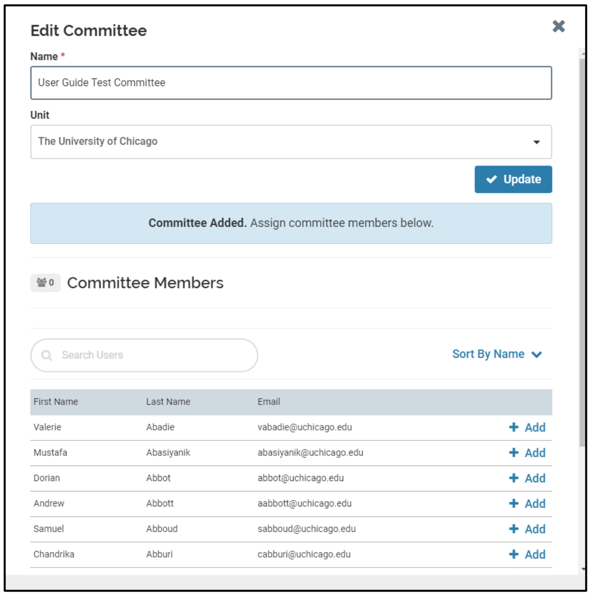
When the **Users, Committees & Units** page opens, select the **Committees** tab at the top.



To add a new Standing Committee, click on the “+Add Committee” button at the top right. The **Add Committee** popup will open. Input a **Name** and select the **Unit** where the committee will live. *The committee must live at the same unit as your template or a higher unit in the hierarchy in order to use it.*

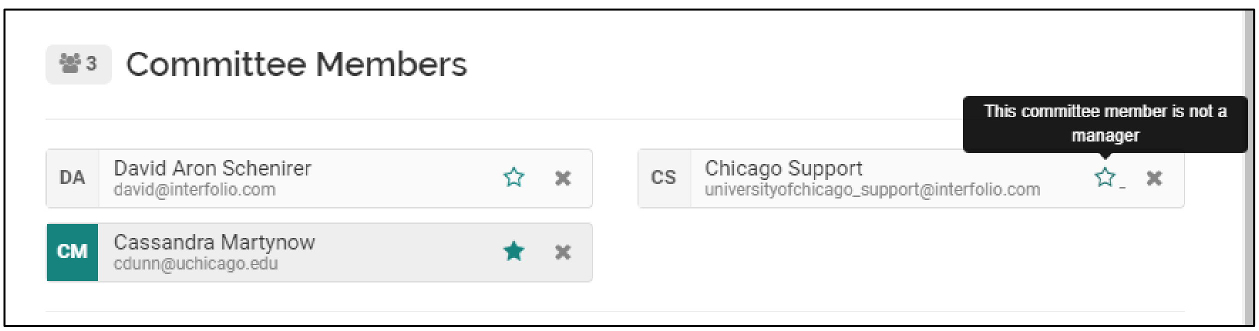


When you are finished, click “Save” to continue. The **Edit Committee** page will open with a list of potential Committee Members.



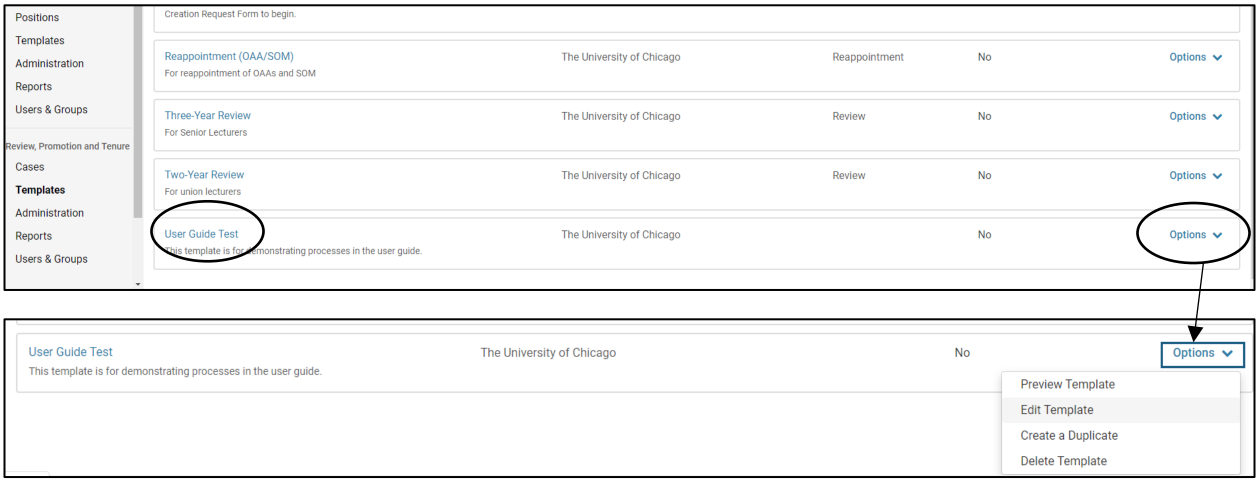
To add members, type the last name into the search bar and the results will update in real time. When you have located the person or people, click "+Add" on the right side of their record. The person's record will appear under the Committee Members header, which will also update its count. Continue this process until you have added all of your committee members. *Note that if the person moving the case forward chooses to send a notification, all committee members on the next step will receive it.*

To identify one or more Committee Manager(s) who can perform certain administrative functions for that committee at its given step, click the star next to their name(s) in the Committee Member list. The star will turn green. The empty outline of a star means the person is not a Committee Manager.

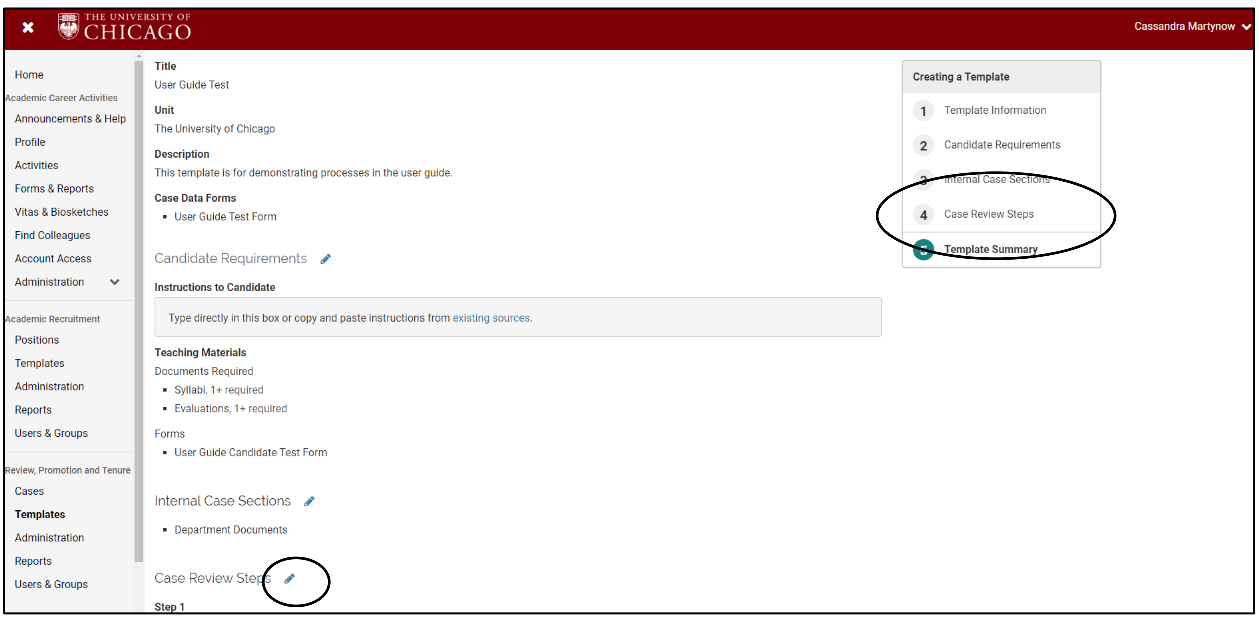


When you are finished adding Committee Members and identifying Committee Managers, click the "X" at the top right of the box to close it. Your committee will now appear in the Committees list.

After completing your Standing Committee, you can return to the template creation process to add it. Click the **Templates** option in the left navigation menu and locate your in-progress template in the **Templates List**. If you have a large number of templates, use the search bar to locate the correct one. Click on the blue template name OR use the "Options" button to select "Edit Template."



Either option will take you to the **Template Summary** page, where you can select the “Case Review Steps” bookmark on the right or the blue pencil icon next to the “Case Review Steps” header to return to editing.

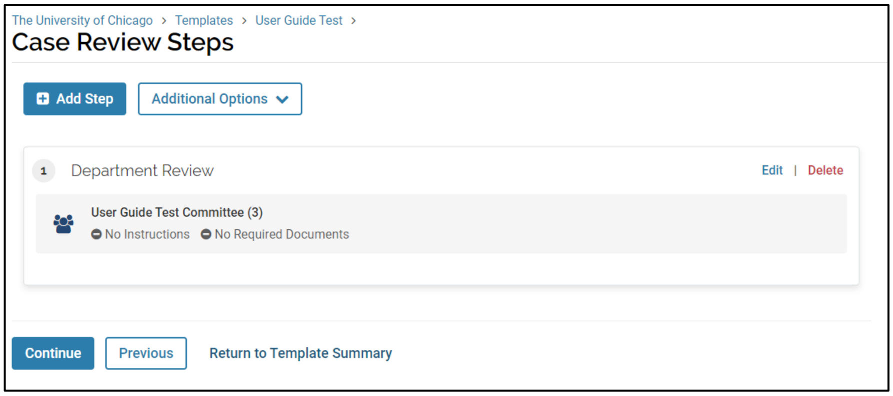


Once you have returned to the Case Review Steps page, you can add your Standing Committee and related Case Review Step as shown on page 32.

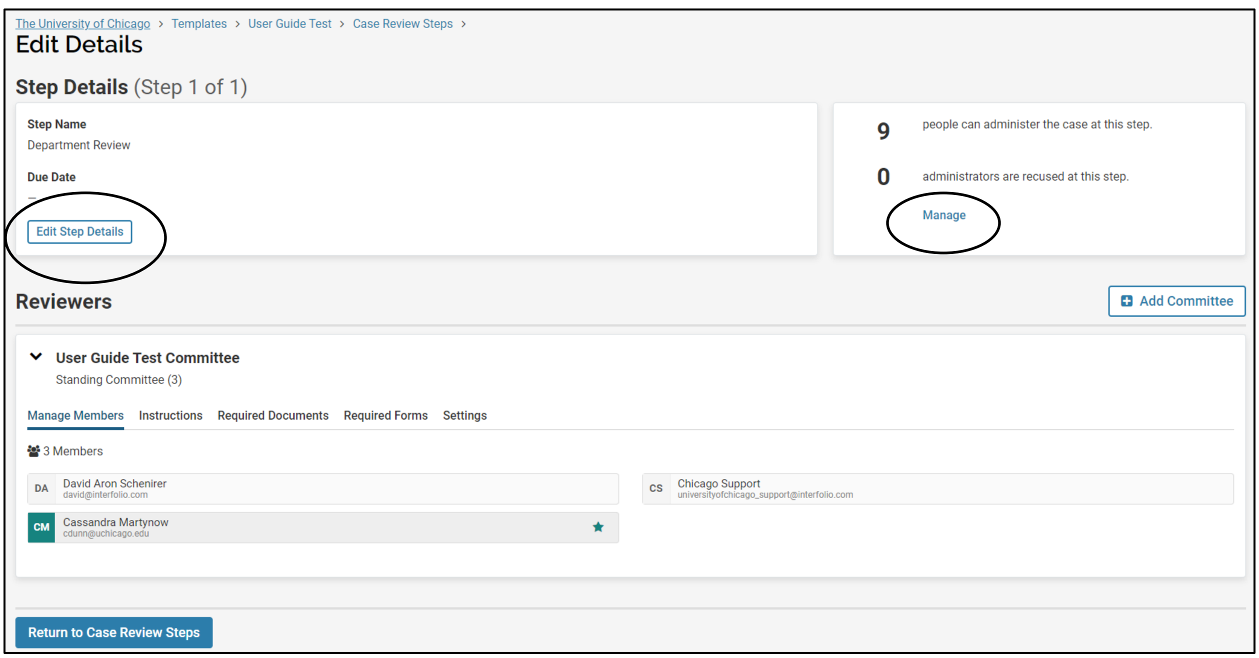
TIP: because all Committee Members receive a notification from the system when a case is moved forward to their step unless the sender chooses not to send one, some units are using the Committee Manager as a buffer. If, for example, you create a Standing Committee with the department administrator as the only member/Committee Manager, the department admin will be able to add other temporary members to the Standing Committee on a case-by-case basis when the case reaches their step. Those new, temporary members will not receive a system notification, but can be emailed separately (or via the system after adding them).

Adding Case Review Step Instructions & Required Documents

Once you add a Case Review Step, it will appear on the **Case Review Steps** page and will show additional options for configuration: **Instructions** and **Required Documents**. These are both applicable at the step to which they are assigned, but **documents added to fulfill requirements are visible to any step afterward <u>as well as to any Administrators who have access to the unit where the case was created.</u>** Please be mindful of this as you configure. To begin, click the blue "Edit" link at the top right of the step.



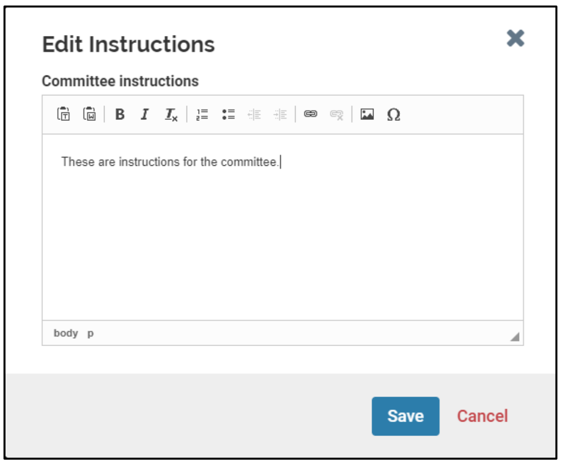
A new **Edit Details** page will open and show an overview of all of the information related to that step in the workflow. To change the Name or Due Date on the step, click the "Edit Step Details" button in the top left section. To view and/or recuse the people who have access to this step for every case created on this template, click "Manage" in the top right section (see more on recusals on page 85).



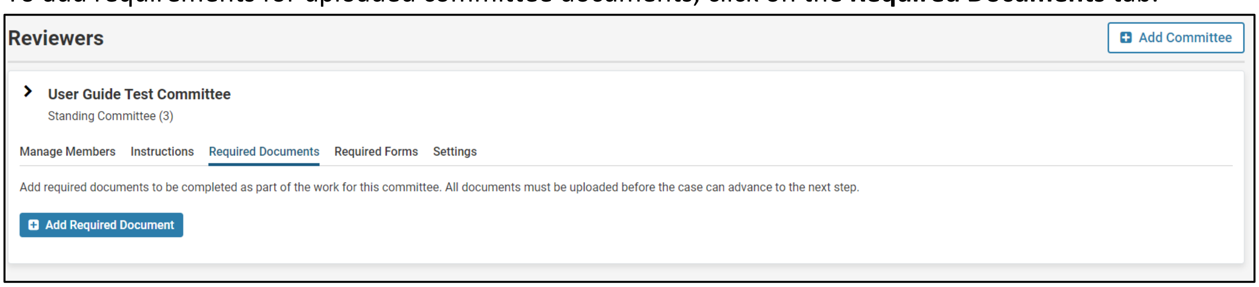
The main focus of this page is the **Reviewers** section, which allows you to add several types of configurations specific to this step in the workflow. To add a second (or third, etc.) committee, click "+Add Committee" and follow the same process as before. If you have multiple committees on a single step, they will both receive the case at the same time and be able to access it and submit separate documentation. The committees will see each other's documents but will not be able to share comments. If one committee attempts to send the case forward before another has submitted required documents, the case will not progress.

To add instructions for your committee, click on the **Instructions** tab.

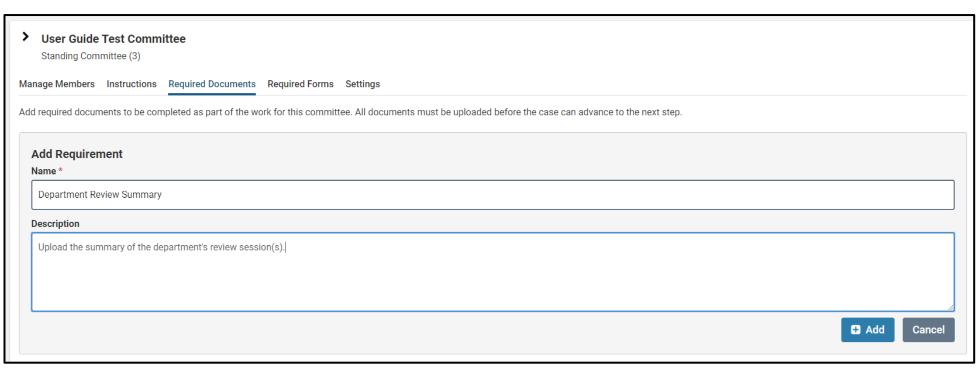
Click the "Edit Instructions" button, which will open up the **Edit Instructions** box. Type or copy/paste instructions for your committee into the box and click "Save."



To add requirements for uploaded committee documents, click on the **Required Documents** tab.

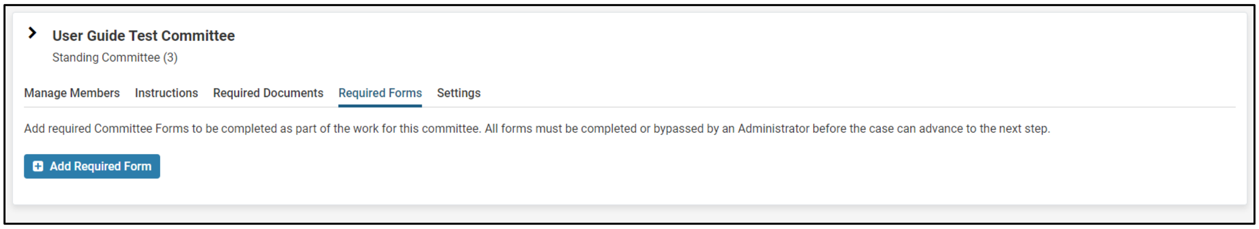


Click "+Add Required Document," which will expand a grey box in the same section. Type in a **Name** and **Description** for your required document and click "+Add." Repeat this process until you have all required documents listed.



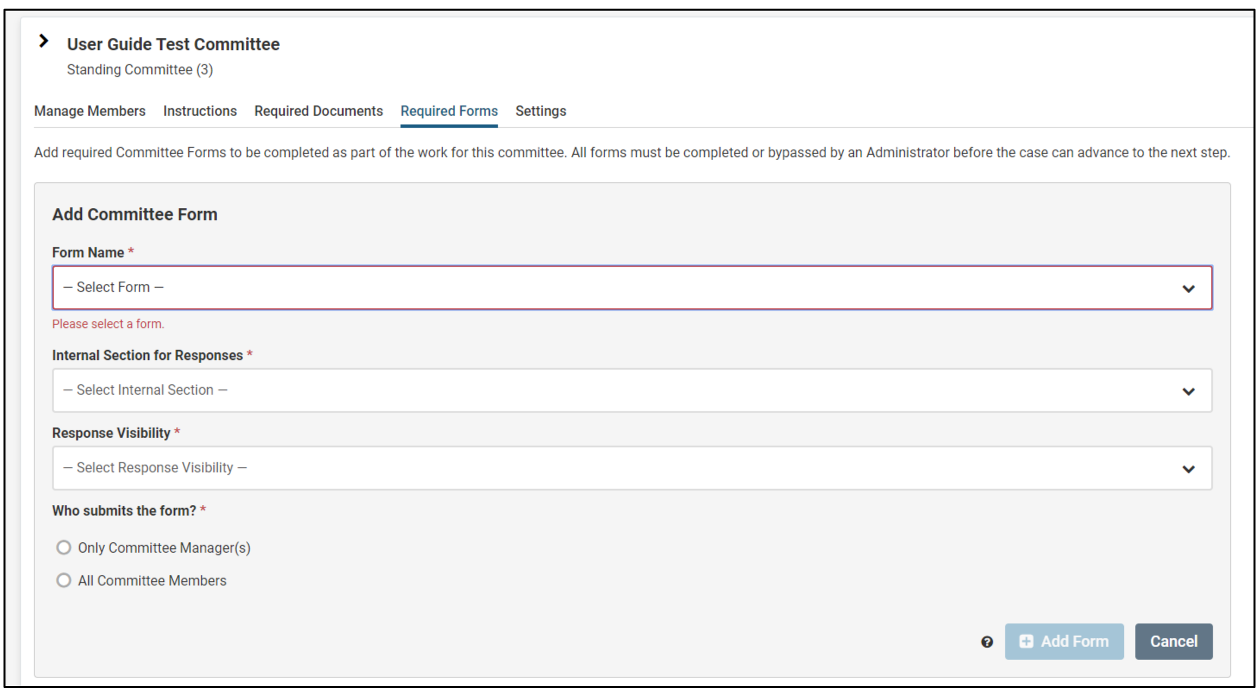
In addition to requiring documents, you can require **Committee Forms** to be filled out by Committee Members, Committee Managers, and/or Administrators. This may be a useful option if you need to collect easily reportable information about a specific step or a specific committee's work.

If you have already added any Committee Forms to the system via the **Administration** menu, click the **Required Forms** tab.



Click "+Add Required Form," which will expand a grey box in the same section. Select the form from the **Form Name** dropdown menu. Choose the **Internal Section for Responses**, i.e. the Internal Case Section where the form responses will be filed. Choose the **Response Visibility:** "Administrators Only," "Administrators & Committee Managers," or "Administrators & Entire Committee." **Note that this applies to all subsequent steps. If you choose the third option, for example, every subsequent committee in the workflow will see all of the responses submitted at this step.** Select who should submit the form: "Only Committee Manager(s)" (i.e. 1 response) or "All Committee Members" (i.e. multiple responses).

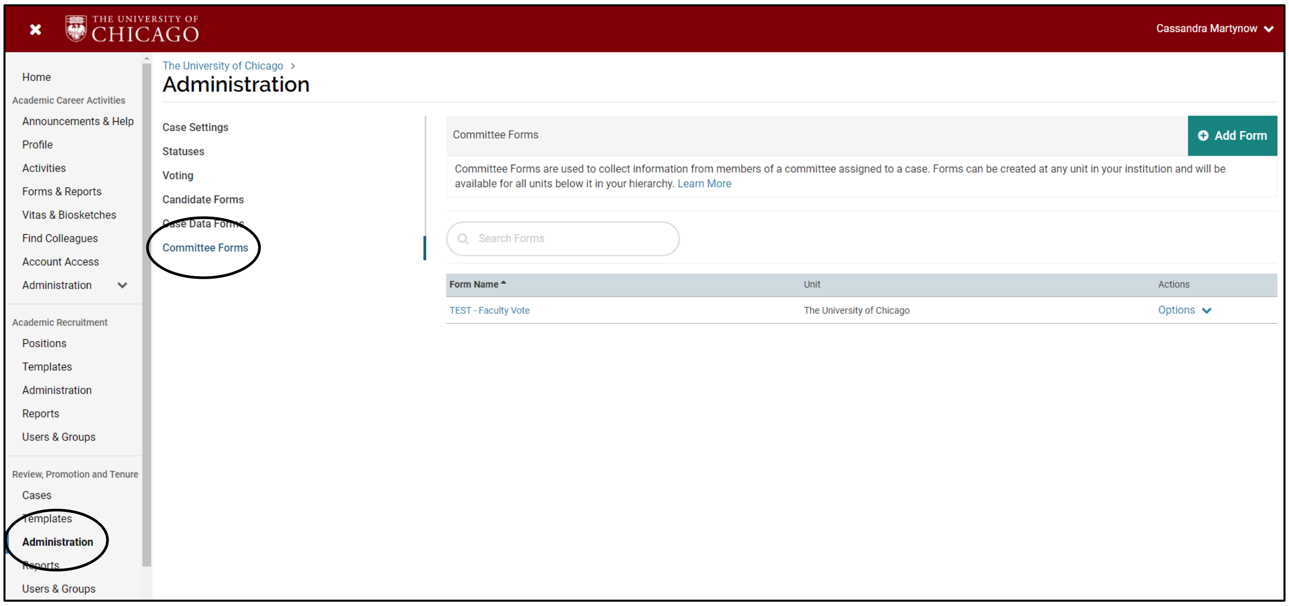
When you have completed your configuration of the form, click "+Add Form" to finish.



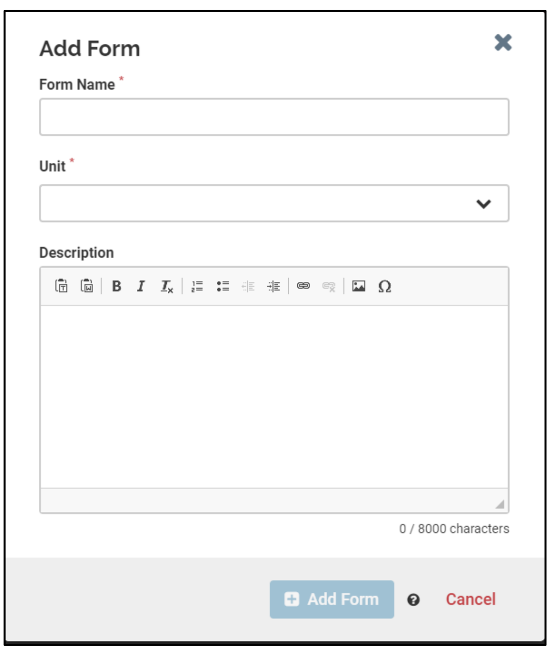
Creating a New Committee Form

If you have not already created a Committee Form in the system, you will not be able to add it from the Edit Details page. To create a new form, click on the **Administration** link in the left navigation menu (committee configurations are saved as they are added and will be retained if you navigate away from the Case Review Steps page).

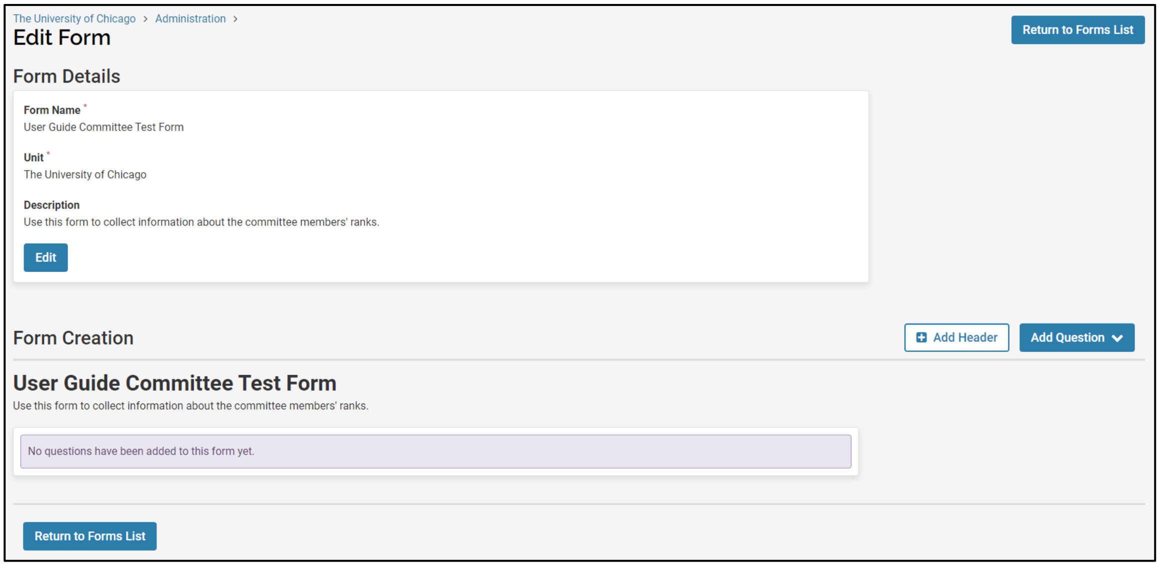
When the **Administration** page opens, select **Committee Forms** from the second menu.



To add a new form, click on the "+Add Form" button at the top right. The **Add Form** popup will open. Input a **Form Name** and **Form Description** and select the **Unit** where the form will live. *You can only use Committee Forms that are at or above the unit level of your template.*

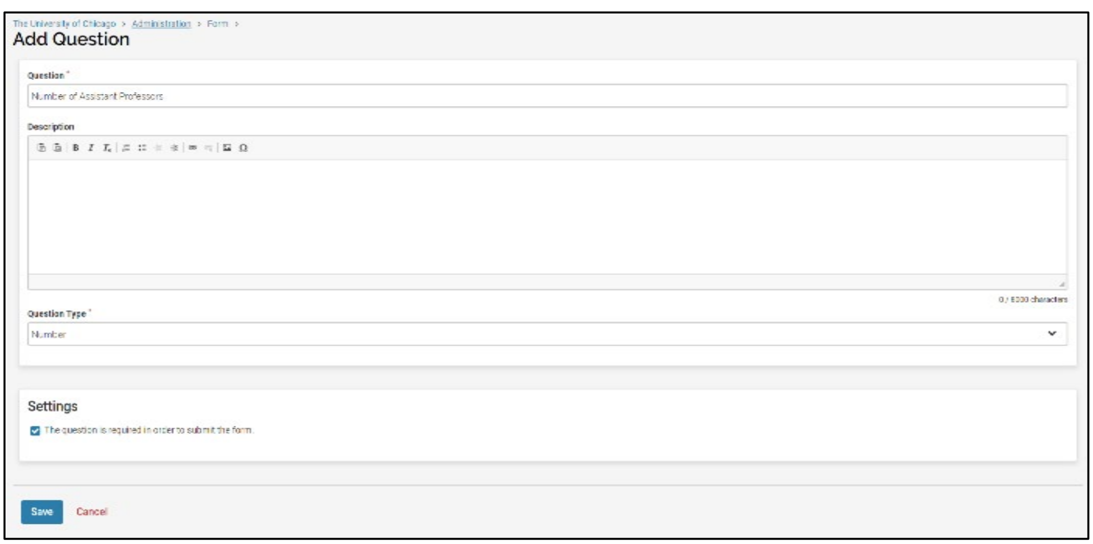


When you are finished, click "+Add Form" to continue. The **Edit Form** page will open and show the selections you made on the previous screen. From here, you have two options: add a question or add a header. Headers work similarly to the packet sections mentioned previously and can be useful if you have sets of questions that relate to each other.



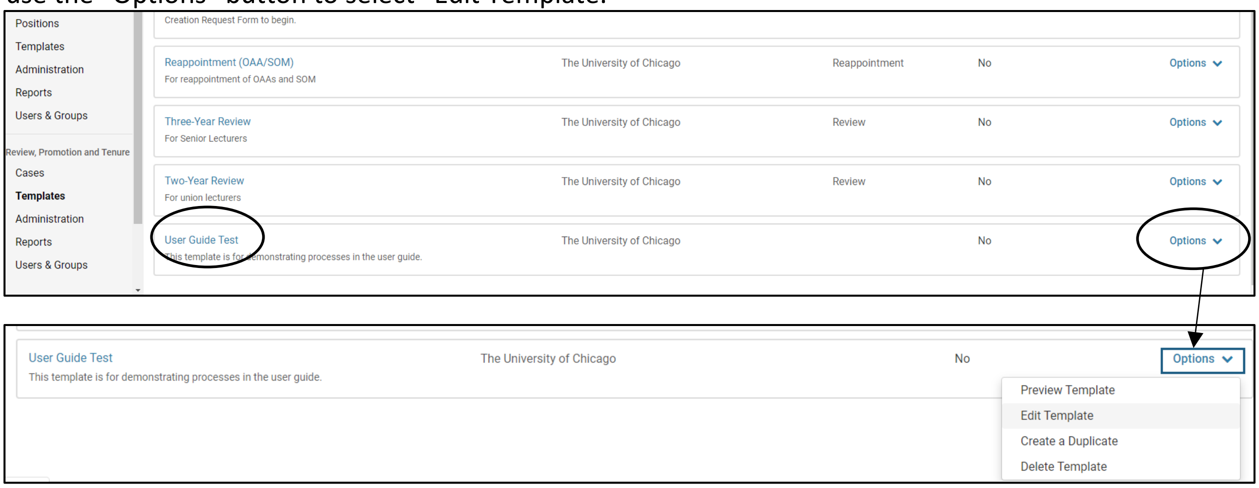
To add a section to your form, click "+Add Header." When the **Add Header** screen opens, enter a **Name** and **Description**, if applicable, and click "Save."

To begin building your form questions, click the "Add Question" dropdown menu and select a question type. When the **Add Question** page opens, type in the **Question**, add a **Description** if needed, and choose whether the question is required under the **Settings** field. You can also edit the **Question Type** from here. Click "Save" to continue.

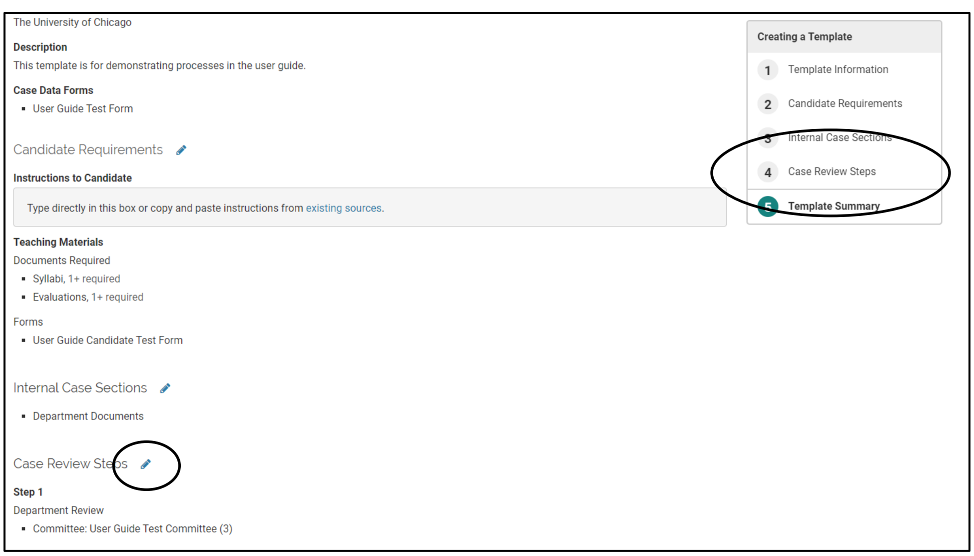


The question will appear on the **Edit Form** page under the **Form Creation** area. If you need additional questions of the same type, select the “Options” dropdown menu and click “Duplicate.” You can also use this menu to Edit or Delete your question and header.

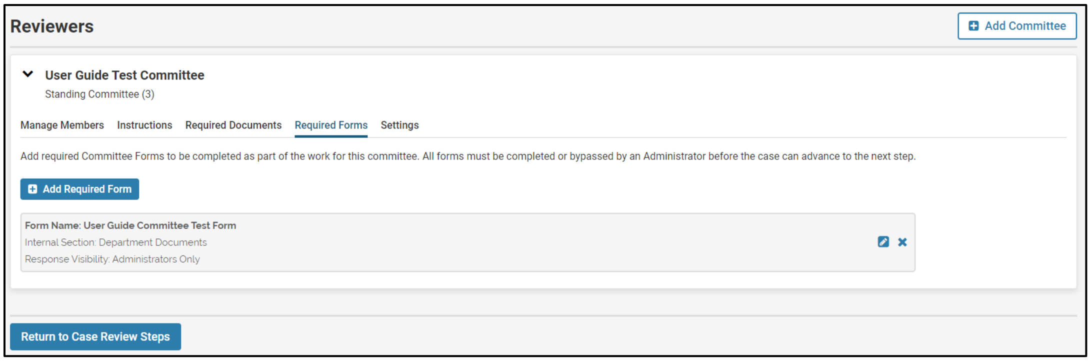
Continue adding questions and headers until your form is complete. Each question/header is saved as it is added, so when you are finished you can either click the “Return to Forms List” button at the top right or return to the template creation process to add it to a review step. Click the **Templates** option in the left navigation menu and locate your in-progress template in the **Templates List**. If you have a large number of templates, use the search bar to locate the correct one. Click on the blue template name OR use the “Options” button to select “Edit Template.”



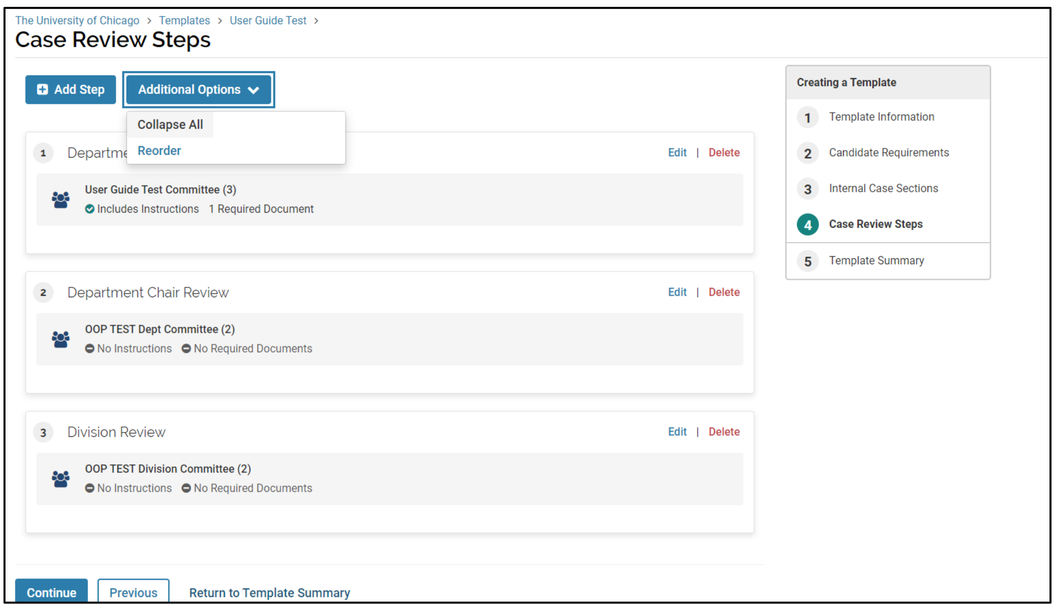
Either option will take you to the **Template Summary** page, where you can select the “Case Review Steps” bookmark on the right or the blue pencil icon next to the “Case Review Steps” header to return to editing.

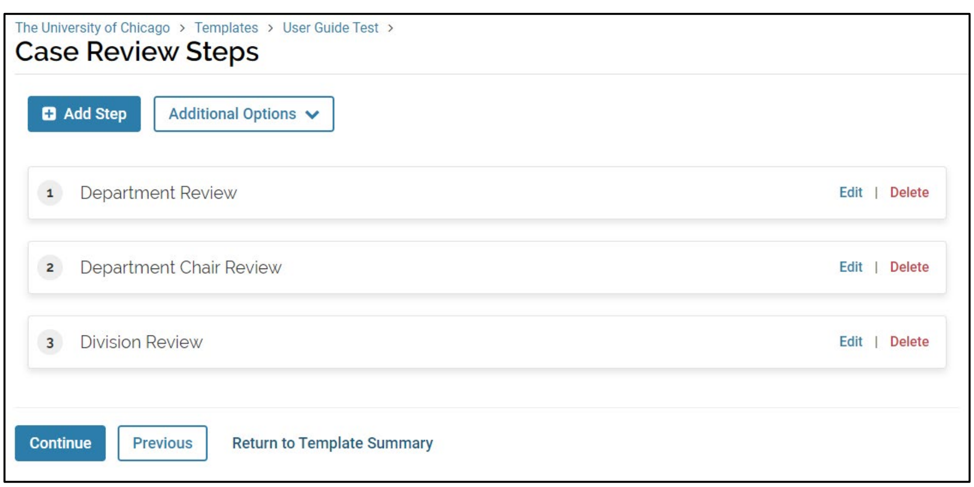


Once you have returned to the **Case Review Steps** page, you can add your Committee Form as shown on page 41. Pay special attention to the response and visibility settings for the form. When you are finished, click "Return to Case Review Steps" and continue adding/editing steps as shown starting on page 34 until your workflow is complete.

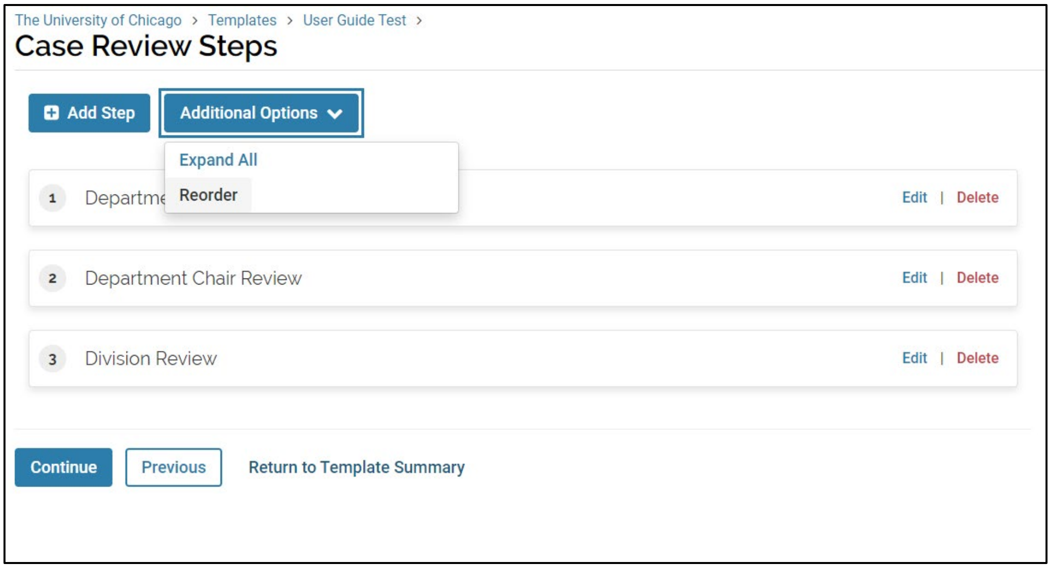


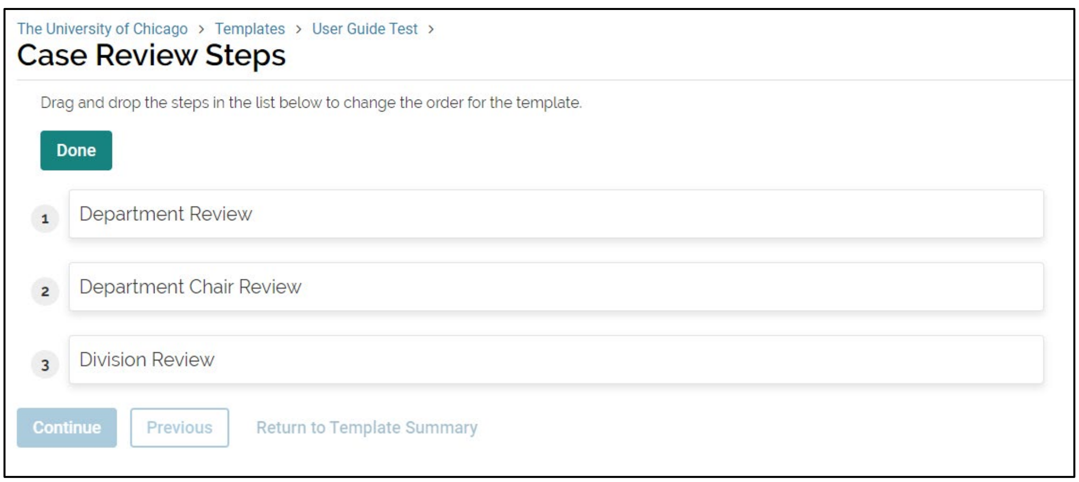
When you have finished building out your workflow, you can easily review it as needed by clicking on the "Additional Options" dropdown menu and choose "Collapse All" (which collapses the step details to show only the step name and number).





You can also choose “Reorder” from the menu, which provides a drag-and-drop option to change the order of the steps easily.

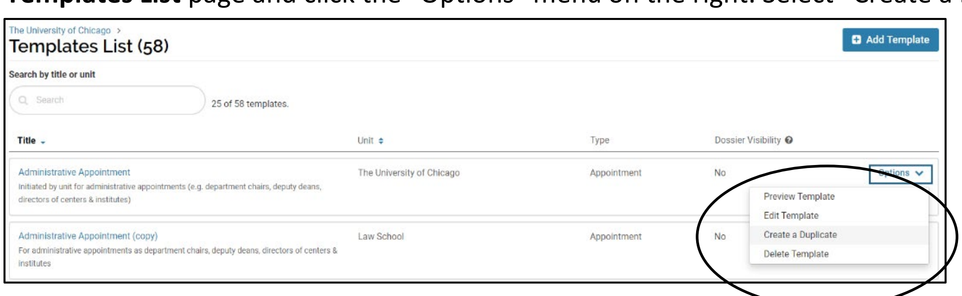




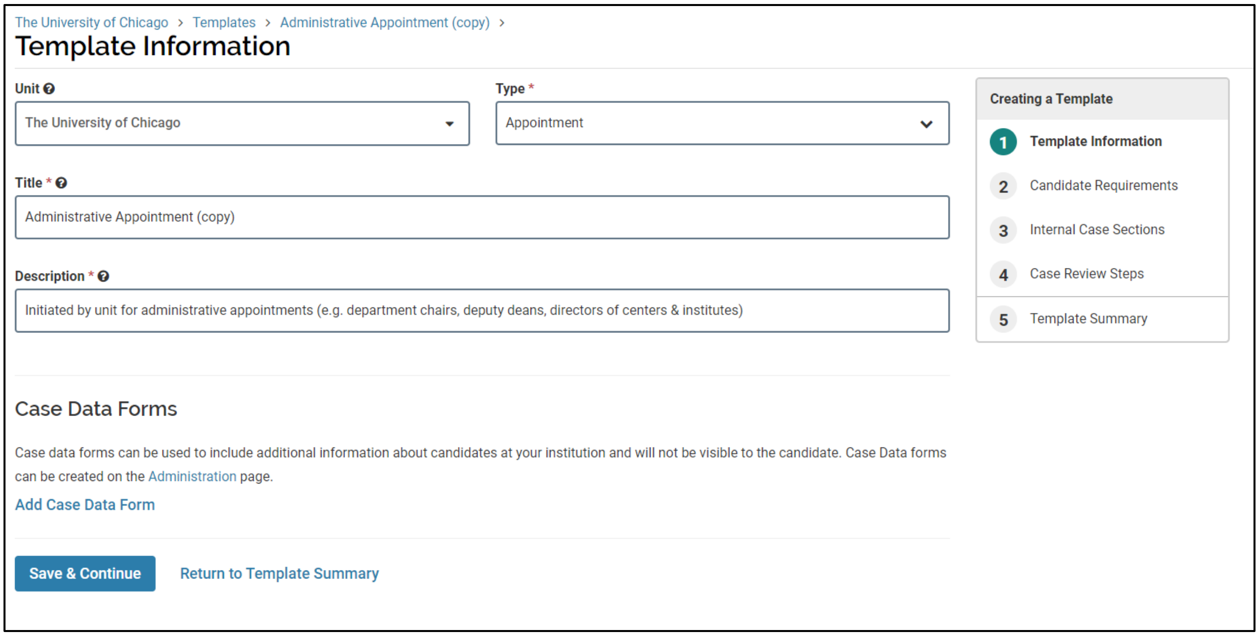
When you have finished all adjustments to your workflow, click “Continue.” This will take you back to the **Template Summary** page where you can do a final review.

Creating a New Template from an Existing Template

If you have already created one template, it may be easier to create a copy and edit it instead of building another new template entirely from scratch. To copy an existing template, locate the template on your **Templates List** page and click the “Options” menu on the right. Select “Create a Duplicate.”



The **Template Information** screen will open. The process for creating a template from an existing one is essentially the same as creating a template from scratch, except that you will be editing the requirements, committees, instructions, etc. instead of generating them. Pay particular attention to the **Unit** and **Title** on this page.



Follow the processes outlined in the section on Creating a Template from Scratch to complete your copied template.

When editing your unit's copy of a University-level template, recall that clear naming conventions will provide the best support for your unit's processes. **Please do not simply use the existing Provost's Office-created template titles.** At minimum, you should add the division and department or the school to the title, e.g. "PSD - Promotion (Instructors)." It may be helpful to establish a set of template name prefixes for your unit(s) if you intend to have a lot of templates.

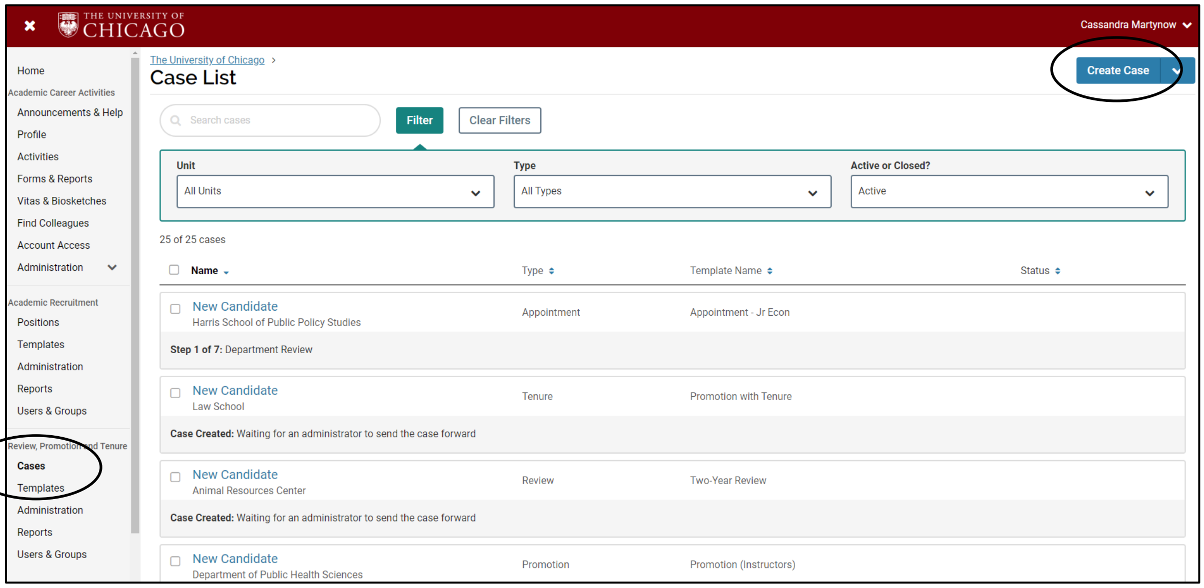
> **TIP: if you are creating a template for an approval workflow that ends in the Provost's Office, your template must include the relevant Provost's Office-level steps.** At minimum, this will always include at least one review step, a final case decision step, and a notification step where the case is returned to you. You must edit the committee on the Notification step to ensure the correct people receive the final case outcome.

Initiating a New Case

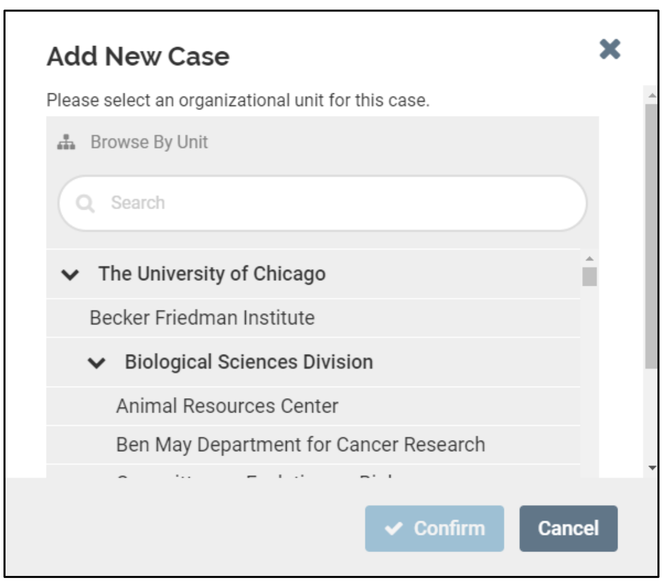
After you have completed configuration on your template and received any necessary approvals, you can initiate a case. Cases initiated in the unit can be done one at a time or in bulk (if internal candidates). *If the case is divisional and must be sent to the Provost's Office with confidential documentation, you must initiate the case within the division, NOT the department.*

Initiating a Single Case

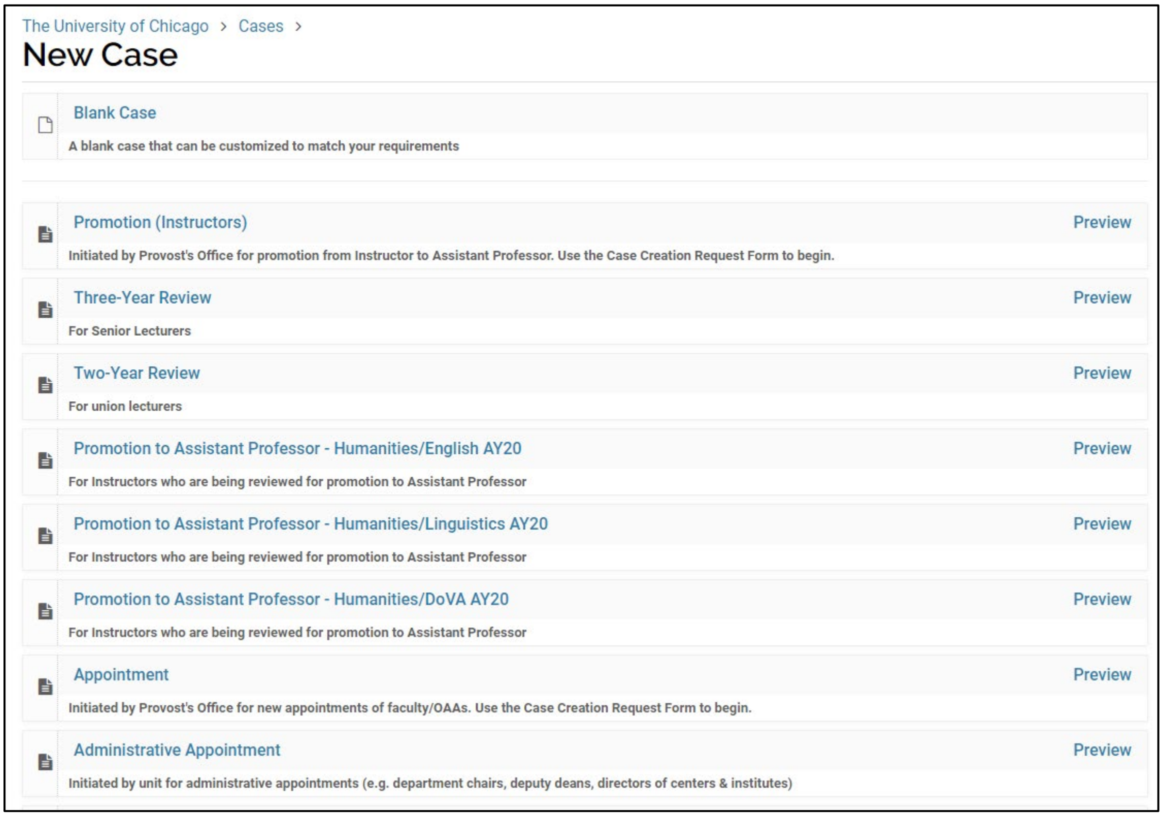
To initiate a single non-tenure/tenure track-related case, click on **Cases** in the left navigation menu in RPT. This will open up the **Case List** page. Click the “Create Case” button at the top right.



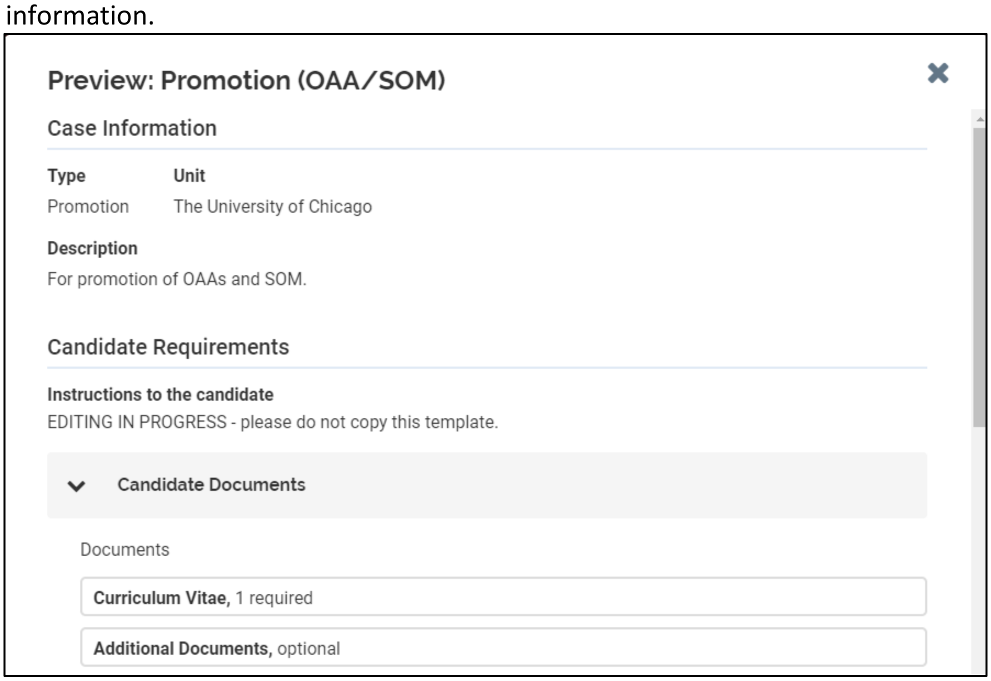
The **Add New Case** popup will open. Select the unit at which the case will live and click “Confirm.” You will only be able to create cases at your unit level and in units nested below yours in the system hierarchy. **Note that Administrators in the unit you select will have full visibility into anything added to the case, regardless of the step structure.**



When the **New Case** page opens, select the template you want to use for the case by clicking on the blue linked template name. You will only see templates created at your unit and above.

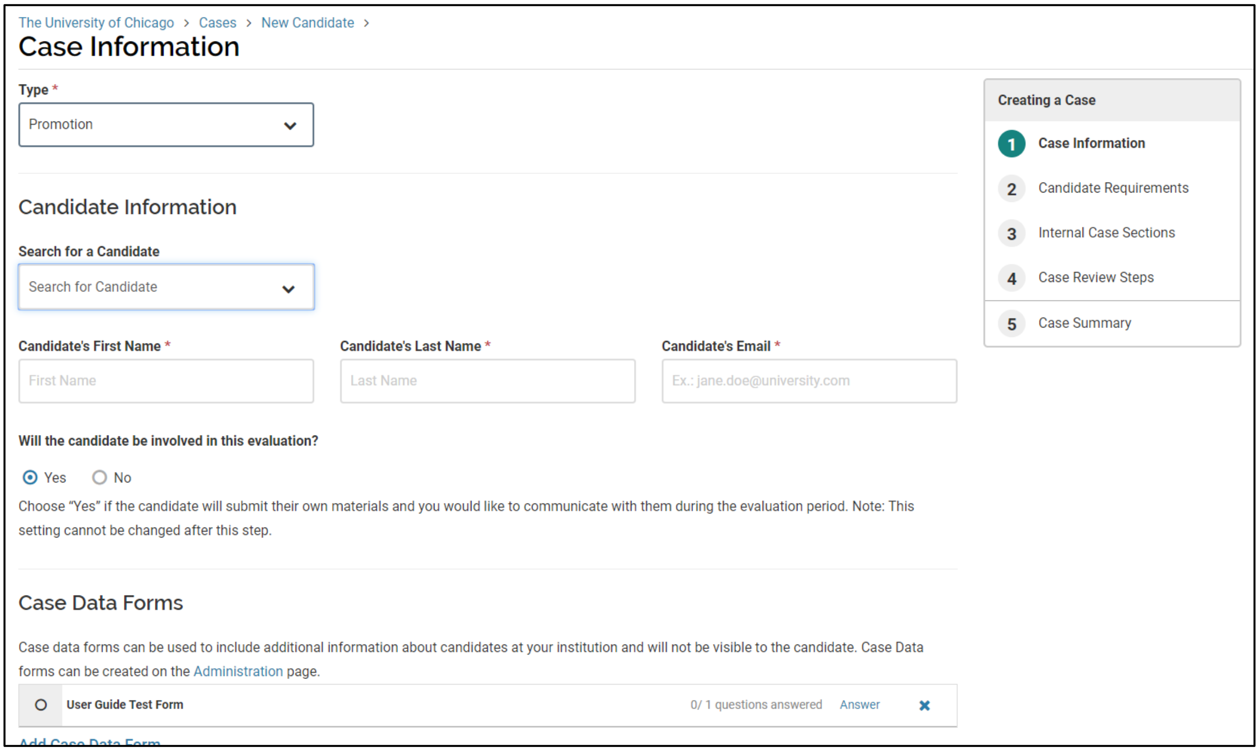


If you are unsure if the template is the correct one, you can also review it before selecting it by clicking the "Preview" link on the right. It will open a popup window with a quick overview of the template information.



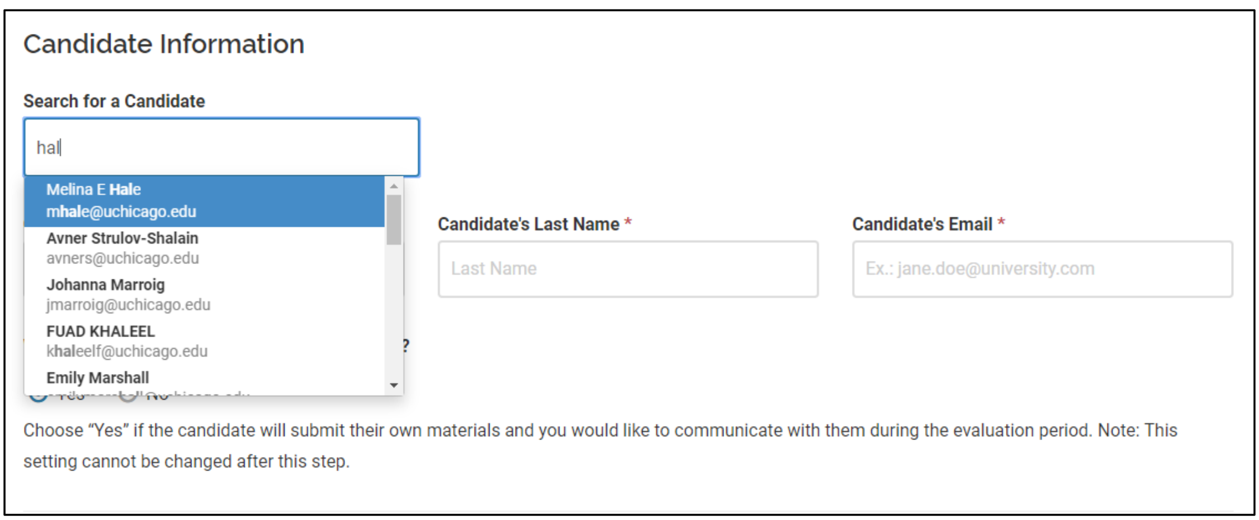
Adding a Single Candidate

When you have selected the template you wish to use, the system will open the **Case Information** page. This page is the case-specific version of the Template Information page seen previously. The **Type** of case will be prefilled based on the template but can be changed using the dropdown menu.

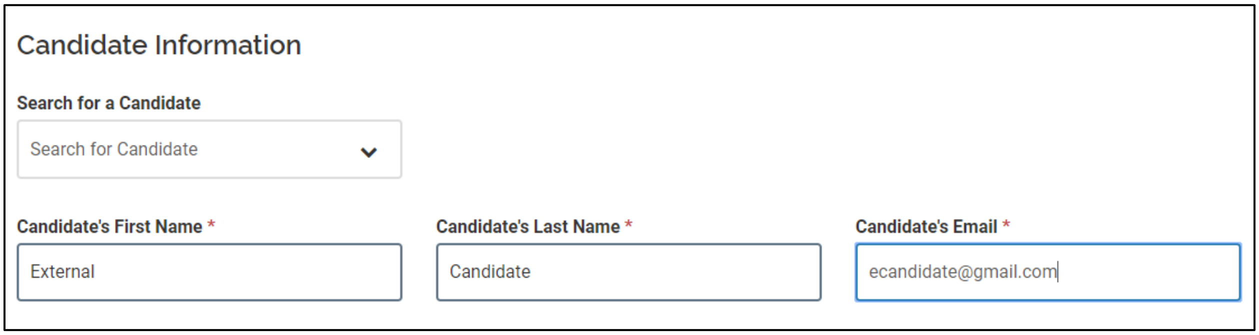


There are two ways to add **Candidate Information:**

1. To add an internal UChicago candidate, use the "Search for Candidate" box to type in their last name. The system's user records will filter in real time. Select the candidate you want when their record appears. Their name and email address will fill in automatically. **Only CNet-associated emails can be used to access the system.**

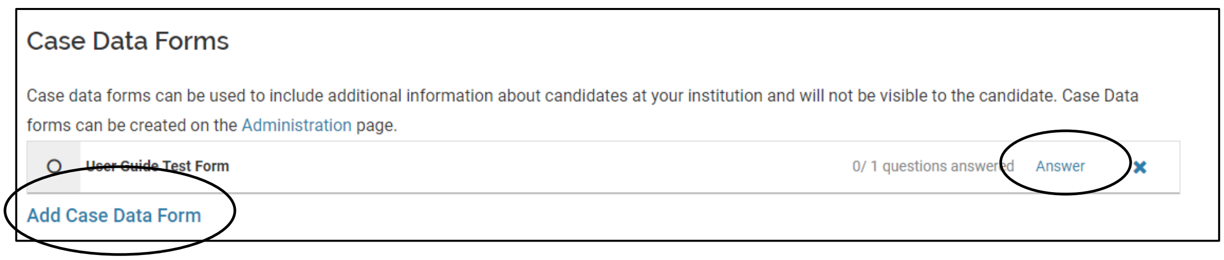


2. To add an external candidate (e.g. for an appointment case), type the person's first name, last name, and email into the relevant boxes. **While the system will allow you to type in a fake email address, it is the Provost's Office's policy that the candidate's actual email address must be used.**

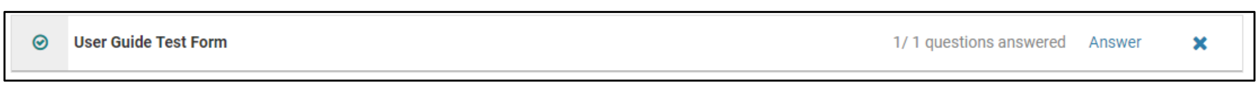


After you have added the candidate through one of these methods, you will need to choose whether the candidate will be involved in the evaluation. **This selection cannot be changed once it is made, so if you make an incorrect choice you will have to delete the case and start over.** If you select “Yes,” the candidate will receive a notification after you initiate the case and will be responsible for uploading their own materials. If you select “No,” the candidate will not be notified (even if you have input their email address) and will not have access to the system, so materials will have to be uploaded by an Administrator or Committee Manager.

If your template already includes a Case Data Form, it will be shown in the section at the bottom of the Case Information page. If you have created a form that applies only to this case, you can add it by clicking “Add Case Data Form” (see page 16 on Creating a New Case Data Form). Case Data Forms can also be completed from this page by clicking “Answer” on the form.



Case Data Forms that have been completed will be shown with a checkmark.

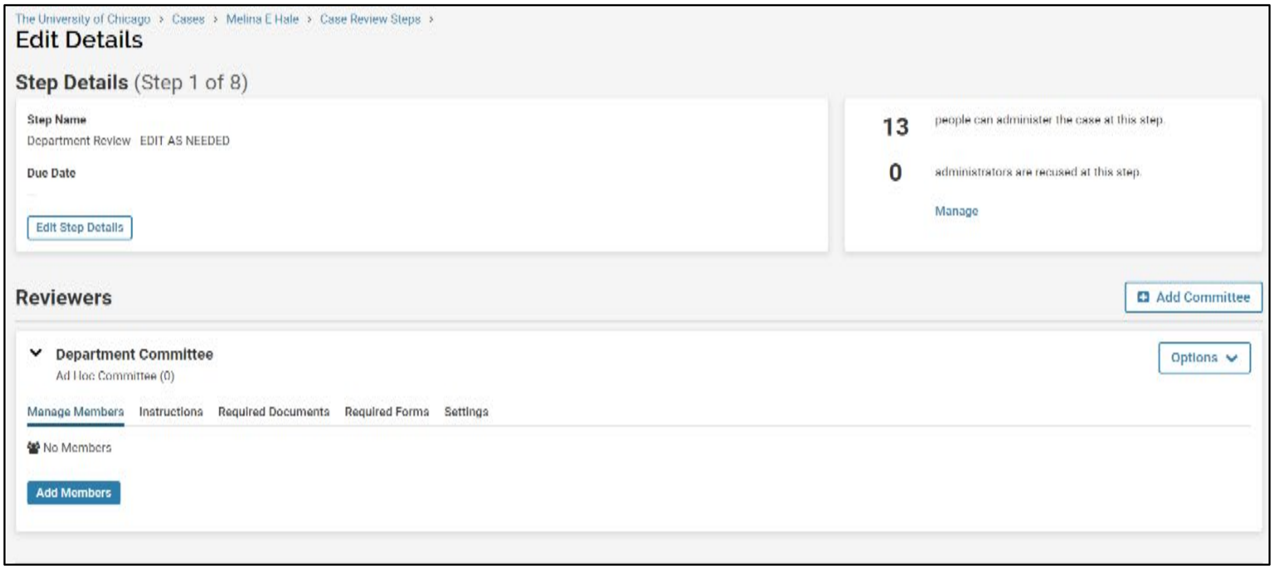


Click “Save & Continue” when you have finished with the Case Information page.

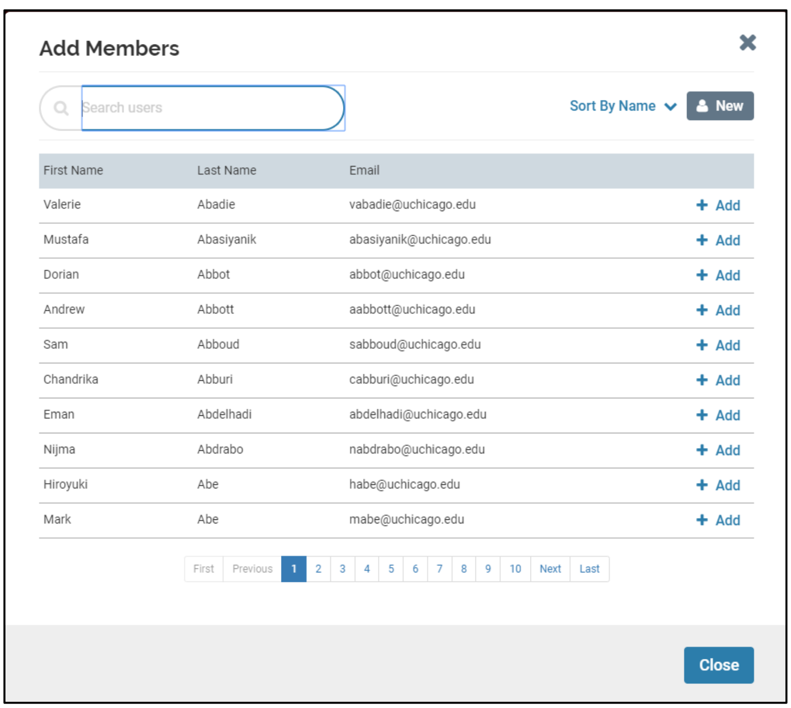
Verifying Requirements, Sections, and Steps

After you have finished adding a candidate to the case, the system will open the **Candidate Requirements, Internal Case Sections,** and **Case Review Steps** pages in sequence, which should look familiar if you have created a template previously. Though you will ideally not need to put special instructions, requirements, or steps into a case that are not already in the template itself, you can do so by working through these three pages.

One key place to verify the information you have in your template is on the **Case Review Steps** page. If you have added any Ad Hoc Committees to your review steps, you will be able to add members to those at this time (you can also add temporary members to Standing Committees). Locate the appropriate step and click the "Edit" link on the right side. When the **Edit Details** page opens, click the new "Add Members" button that appears at the bottom of your committee.

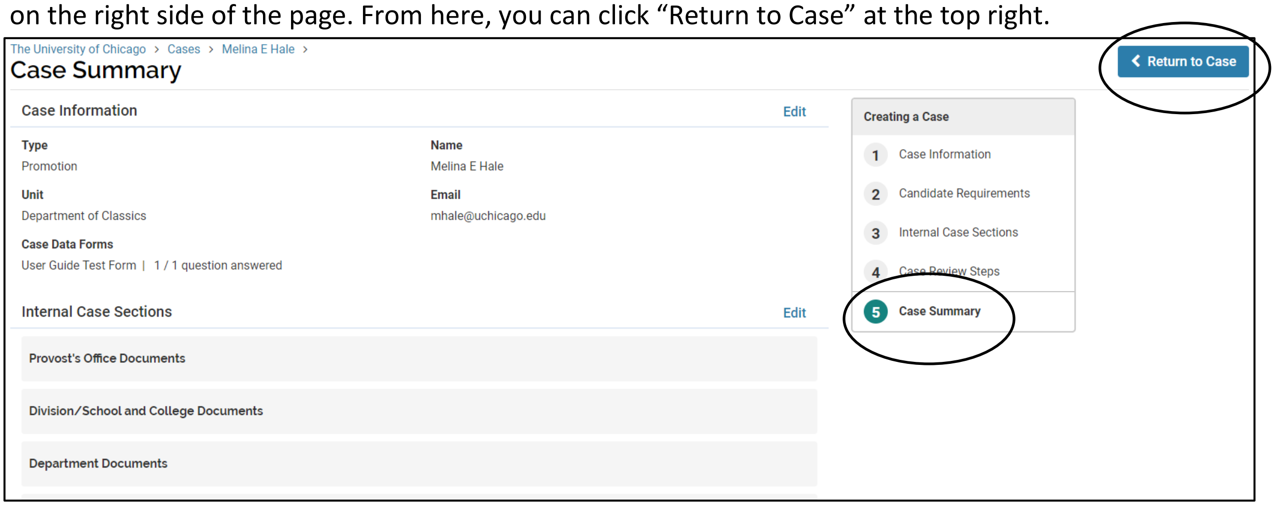


The **Add Members** popup will open. Search the first or last name of the users you want and click "+Add" until the Ad Hoc Committee is complete. Click "Close."



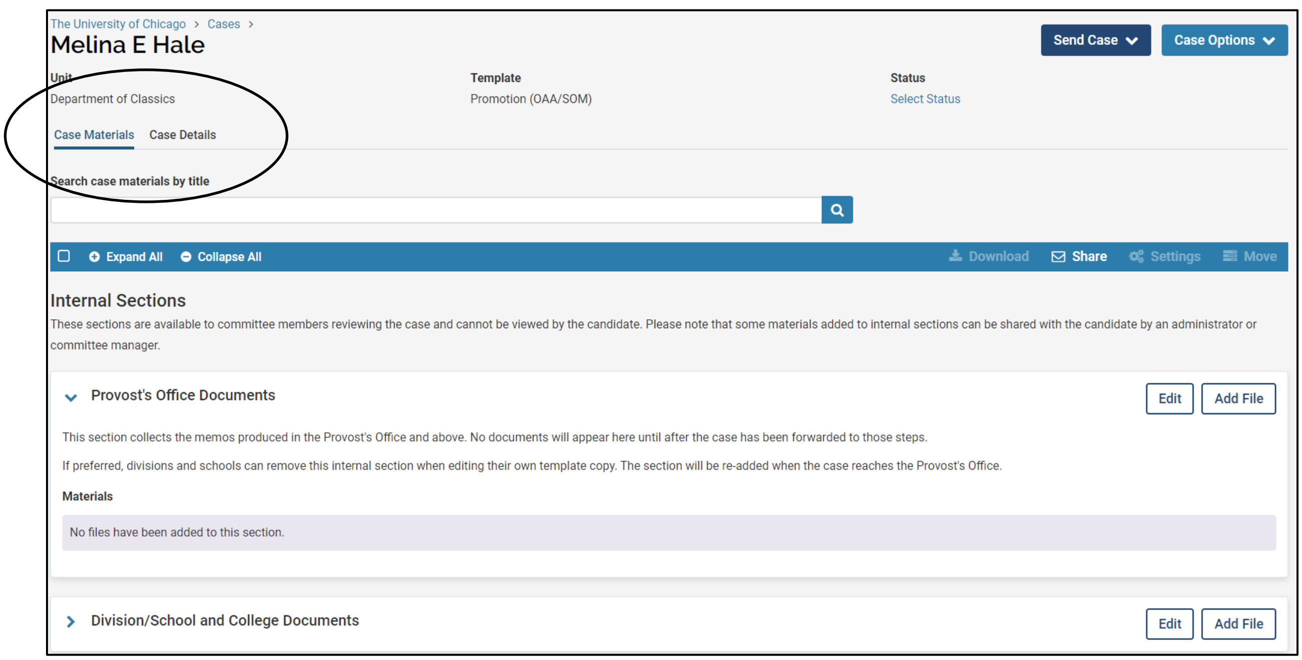
To swap out a committee, you will need to add the replacement committee first by clicking "+Add Committee" on the **Edit Details** page. Once you have added a second committee, click the "Options" dropdown menu on the committee you want to remove, and choose "Remove."

When you have finished vetting the setup for your case, click on the **Case Summary** bookmark in the box on the right side of the page. From here, you can click “Return to Case” at the top right.



Sending a Single Case Forward

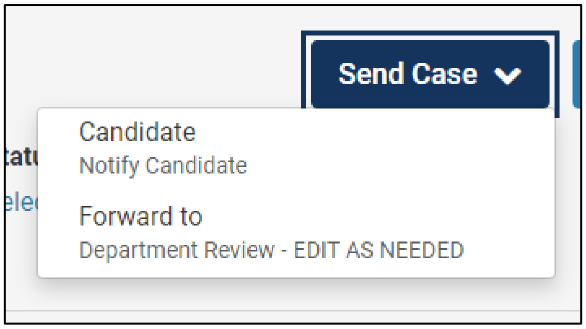
The case page is a new screen that is not shown elsewhere in the template or case creation process. It will be the screen Committee Members and Committee Managers see when they access the case to read files or manage steps. It will show the candidate’s name at the top left and two main tabs: **Case Materials** and **Case Details**.



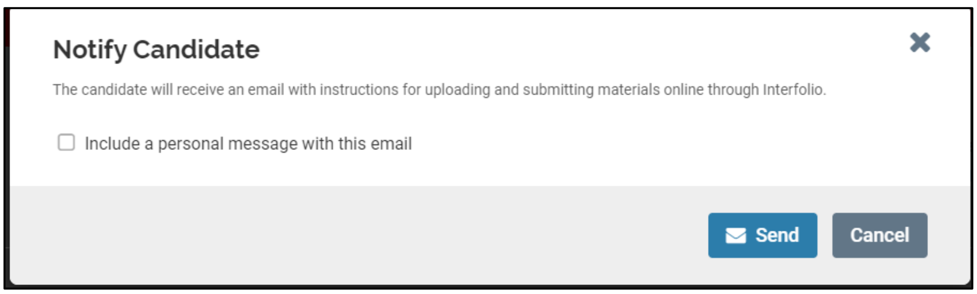
Information on the various functions of this page are included in the section on Managing a Case. At this stage in the case creation, you will most likely be focused on sending the case to the candidate and/or the first step in the workflow.

If the Candidate is Involved

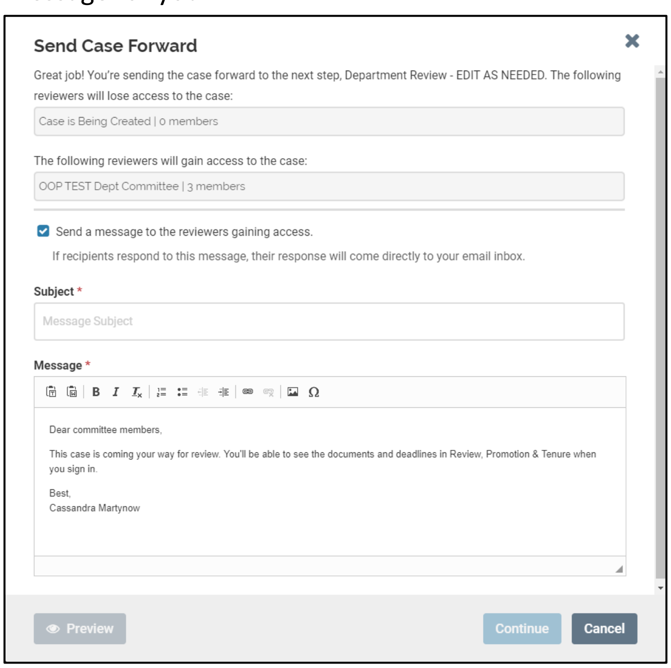
To send the case forward, click on the "Send Case" menu at the top right. If you have chosen to involve the candidate in the process, it will show you two options for a next step: "Notify Candidate" and "Forward to [NAME OF STEP 1]."



If you choose to notify the candidate, the **Notify Candidate** popup will open, and you can check the box to personalize the subject line and message.

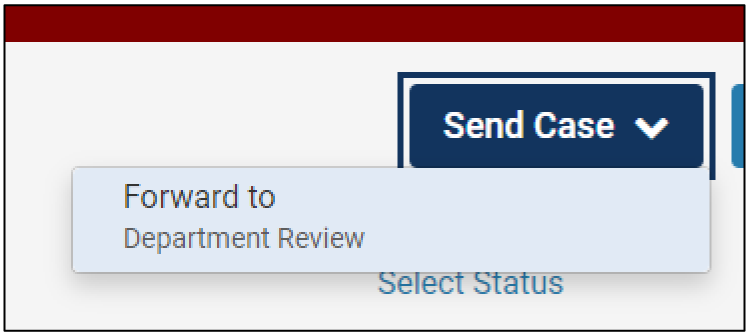


If you choose to skip notifying the candidate separately and instead choose "Forward to" the first step, the candidate will be automatically notified without the opportunity to customize the message. You will see the **Send Case Forward** popup with information on who is losing access to the case and who is gaining access. You can personalize this message as well, though the system prepopulates a generic message for you.



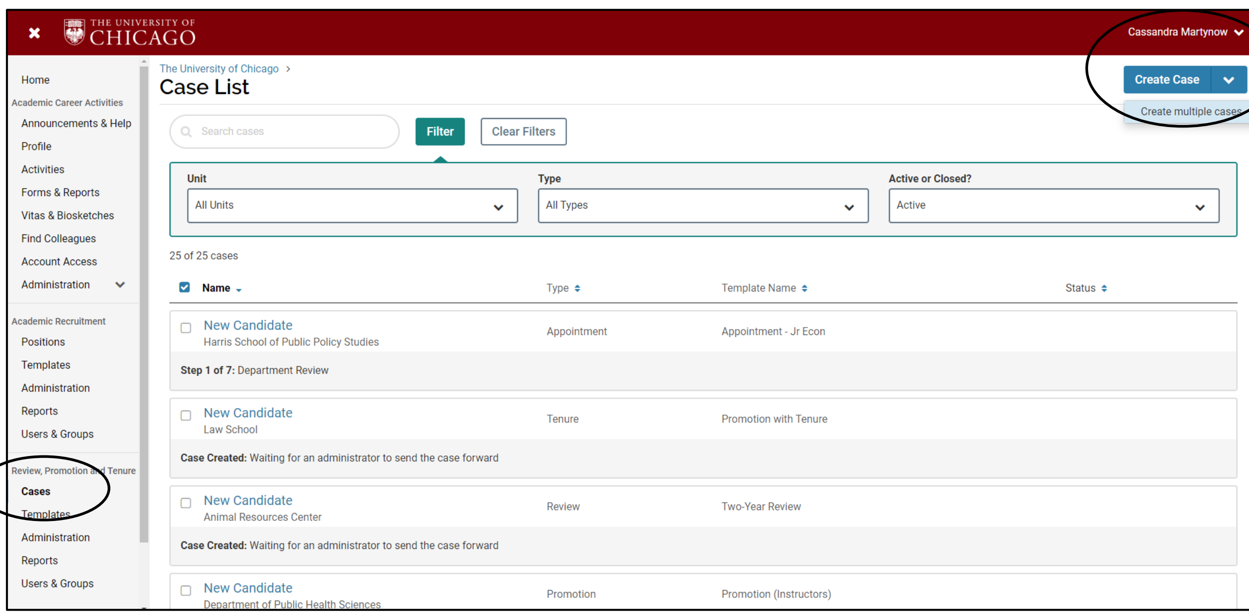
If the Candidate is Not Involved

If you have chosen not to involve the candidate in the process, you will only see the option to "Forward to" the first step, and the candidate will <u>not</u> be notified. You will still see the same **Send Case Forward** popup with the options of personalizing a message to the committee at the first step.

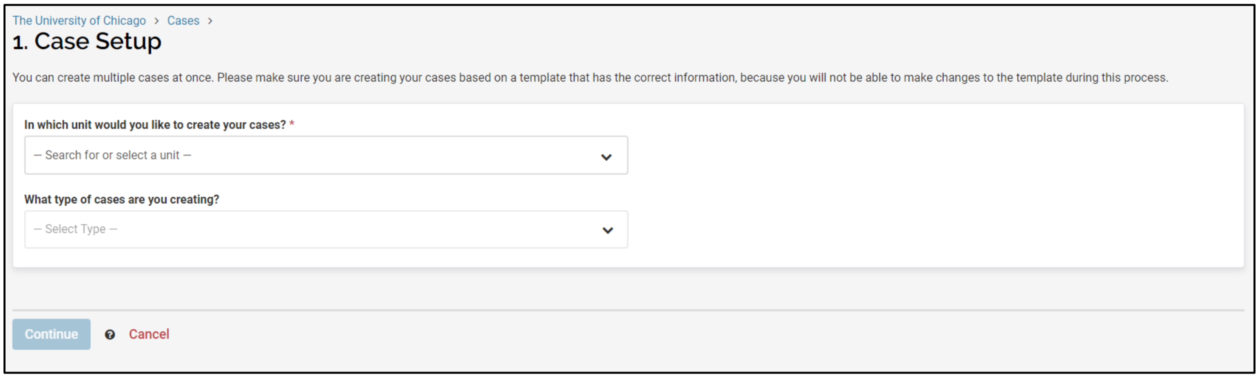


Initiating Multiple Cases at Once

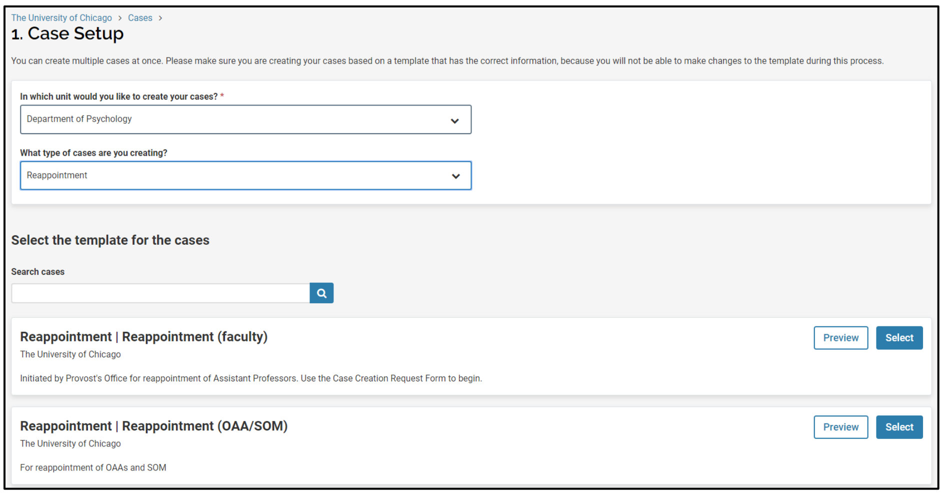
RPT allows you to initiate multiple cases at once <u>as long as they are all internal UChicago academics, all in the same unit, all using the same template, and all have the same requirements</u>. **You cannot use this method for external candidates.** To initiate multiple non-tenure/tenure track-related cases, click on **Cases** in the left navigation menu in RPT. This will open up the **Case List** page. Click the dropdown menu next to the "Create Case" button at the top right and select "Create multiple cases."



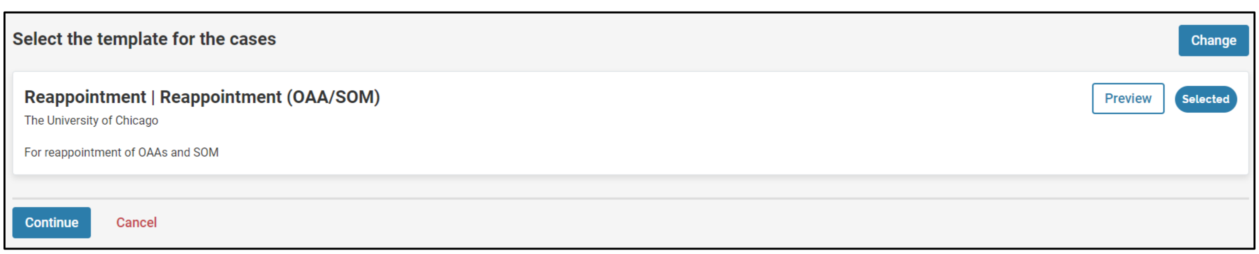
The **Case Setup** page will open. Select the unit at which all of the cases will live and select the type of case (e.g. Appointment, Reappointment, Promotion). **As with single cases, Administrators in the unit you select will have full visibility into <u>anything</u> added to the case, regardless of the step structure. You will also be limited to templates created at or above your selected unit's level.**



The unit and type of case chosen will affect the templates that are shown. If you are unsure of the case type associated with the template you want to use, simply select the unit and then search in the list that appears. Once you have made selections for the unit and/or type of case, you can select the correct template by clicking "Select" or can verify the template by clicking "Preview" first.

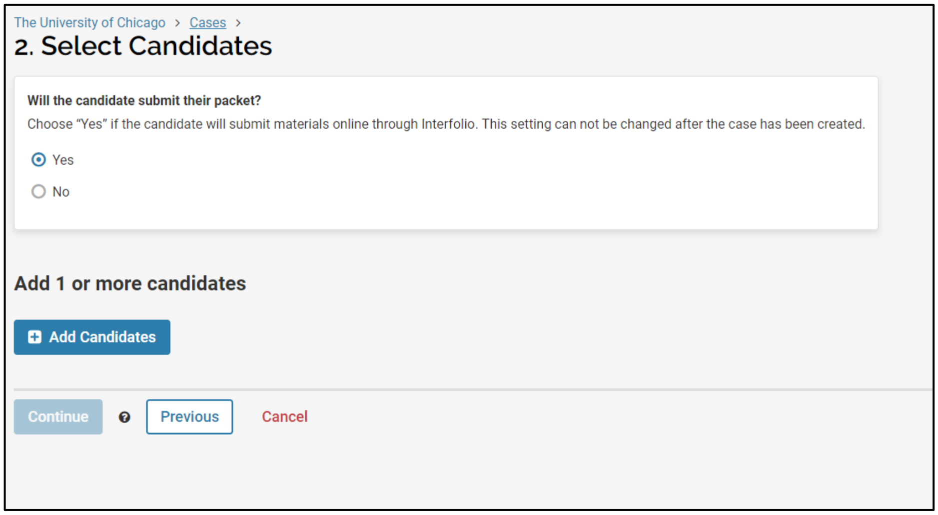


If you accidentally select the wrong template, simply click "Change" and select a new one. When you are ready to proceed, click "Continue."

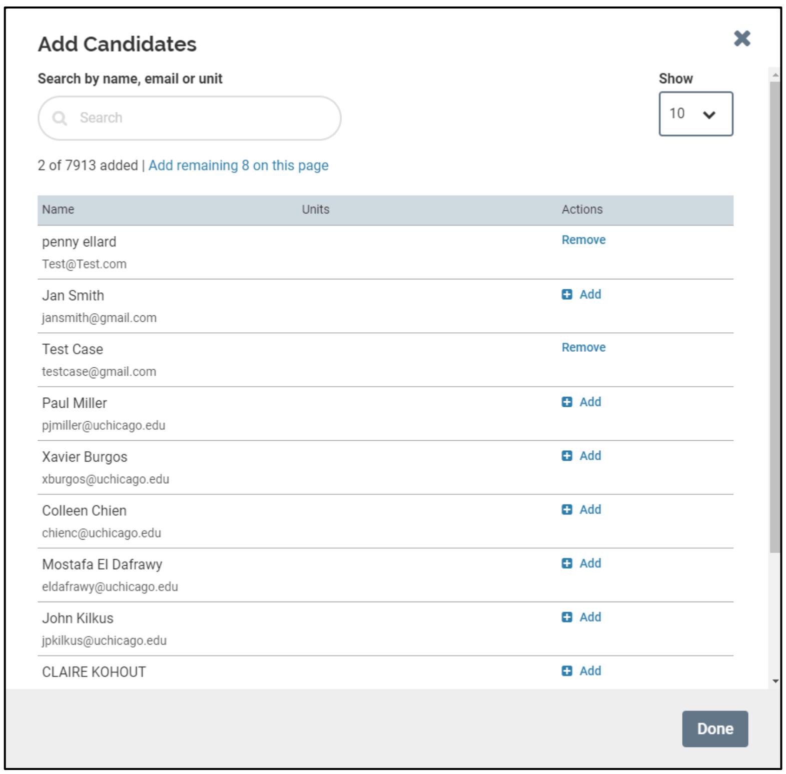


Adding Multiple Candidates

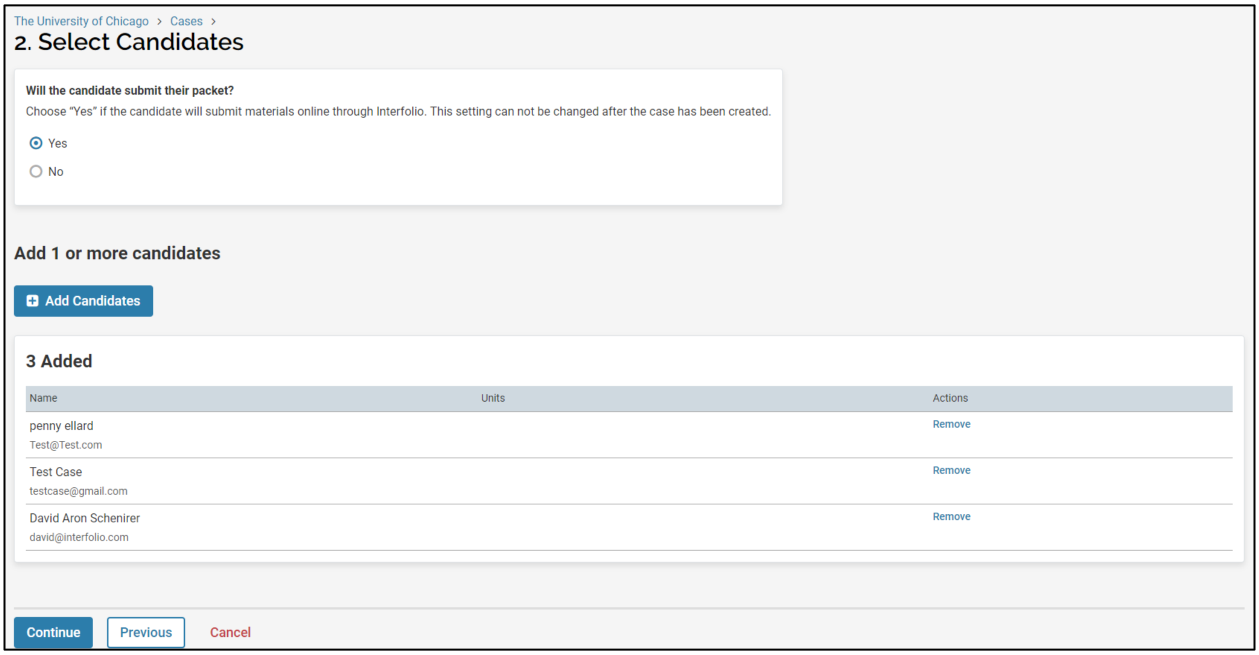
When you have selected the template you wish to use, the system will open the **Select Candidates** page. Choose whether candidates will be involved in the case – whatever you select will apply to all of the cases initiated at this time.



Click on “+Add Candidates” to open the **Add Candidates** popup. Use the search bar to locate your candidates and click the “+Add” button to the right of their user record. The number you have added will show under the search bar. When you are finished, click “Done.”

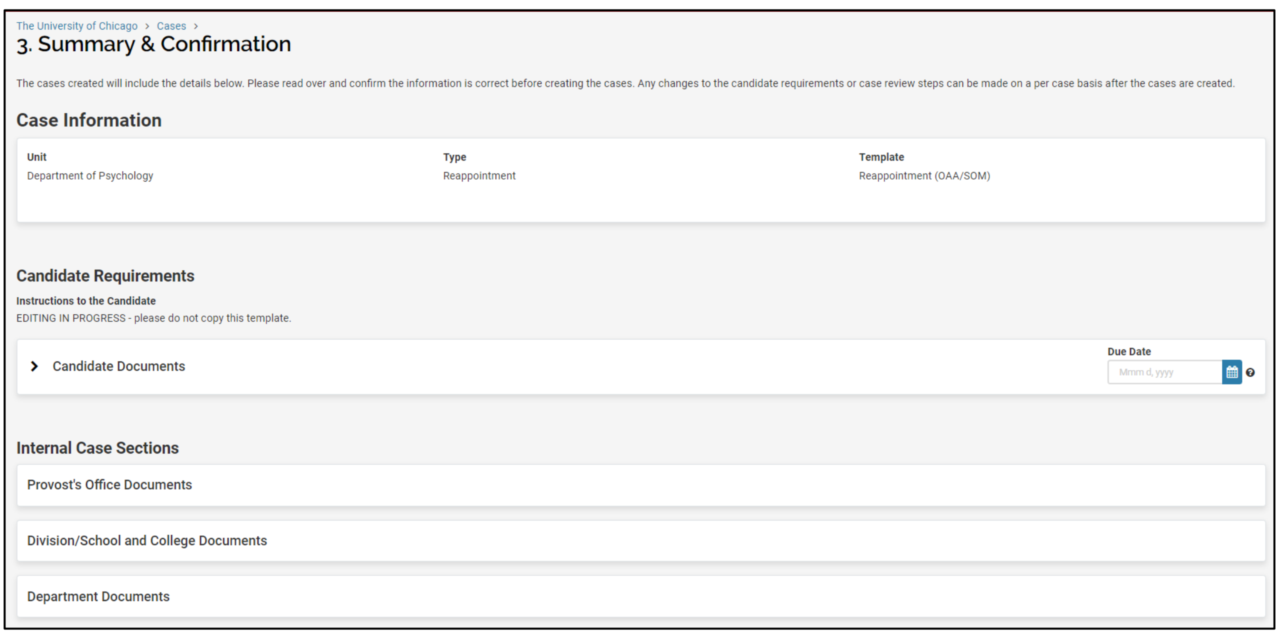


The candidates you have added will appear on the **Select Candidates** page. Verify that the selections you have made are correct and click “Continue.”



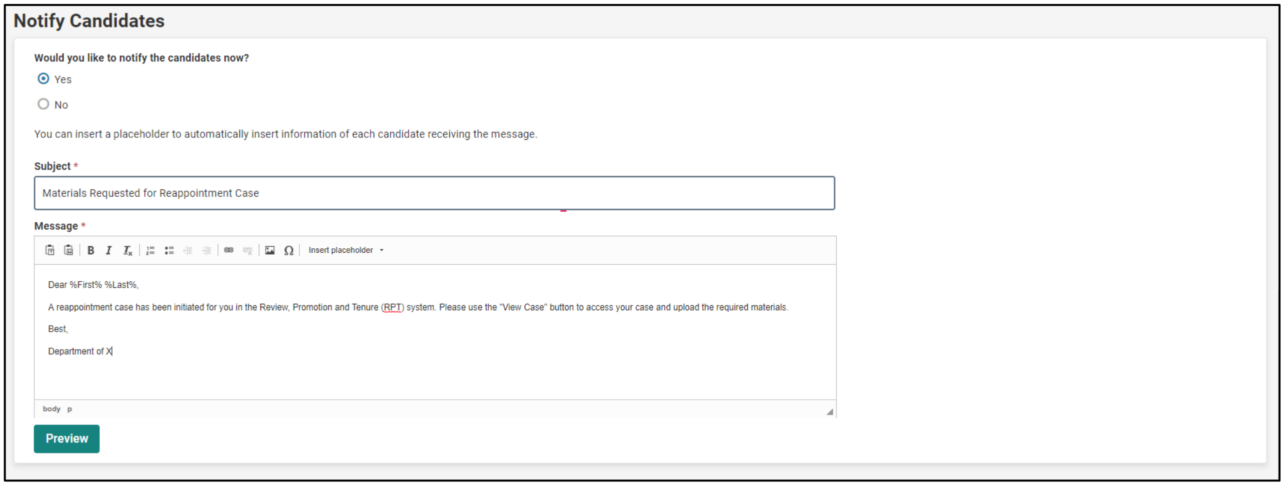
Verifying Requirements, Sections, and Steps

After you have finished adding candidates, the system will open the **Summary & Confirmation** page. Note that unlike the process for single cases, you will not be able to make edits to the template configuration at this stage. You are limited to adding due dates and notifying the candidates. *If you need to edit the template, you will need to exit this process and go to the **Templates** screen.*

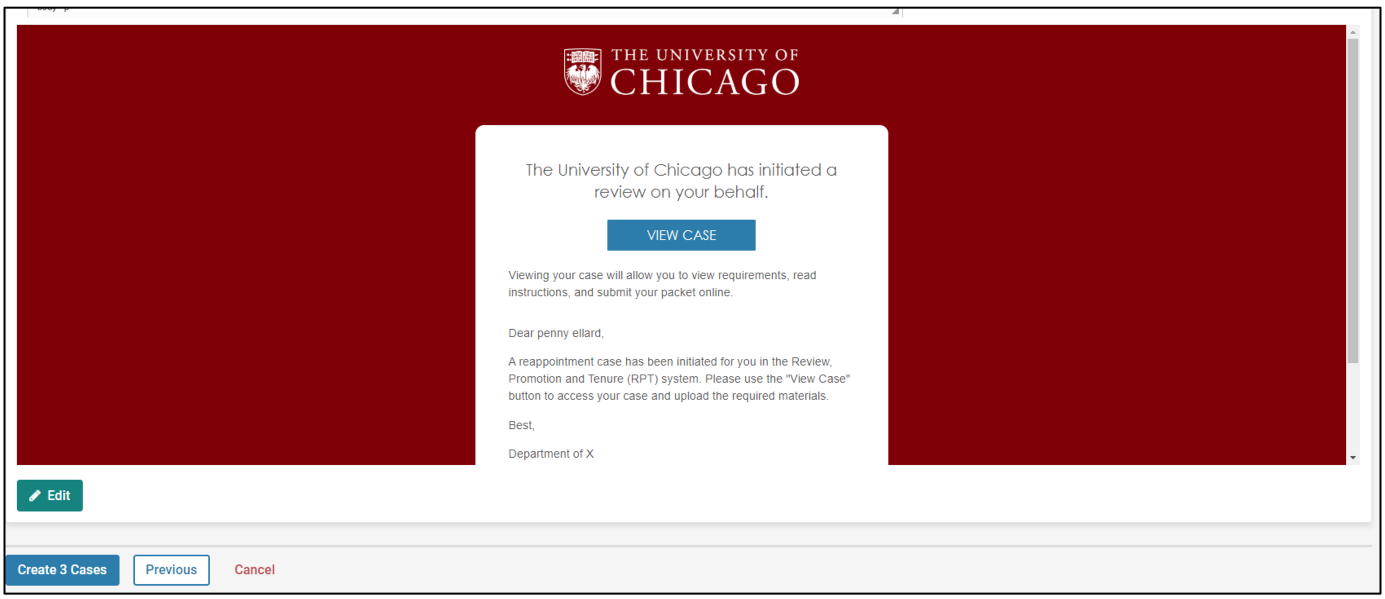


After verifying all of the information on this page, choose whether you wish to notify the candidates now. *This option will not appear if you chose not to involve the candidates*. If you select "No," skip to the bottom and click "Create [#] Cases." If you select "Yes," the message creation fields will open. Add a

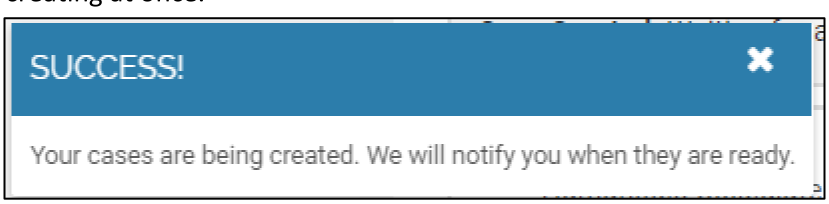
Subject and a **Message**. *Note that the system provides the "Insert placeholder" button to automatically add the candidates' first name, last name, and/or email to their message to personalize it*.



If you have added a message, you can click "Preview" to check it. If you have used the system's placeholders, you will see a preview of the message going to the first candidate on your list. Click "Edit" to return to the message creator, or click "Create [#] Cases" to send the notifications.

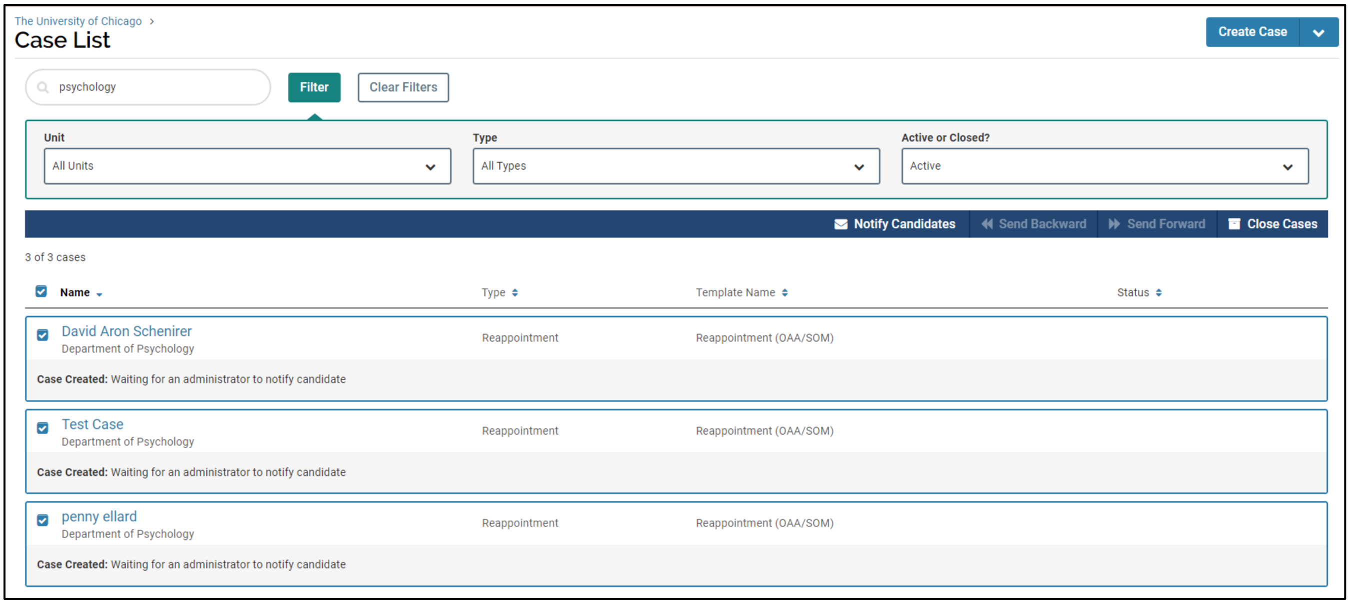


Once you click the "Create" button, the system will return you to the **Case List** page and display a notification at the bottom left of your screen if the process has been successful. It will also notify you via email when your cases have been created. The timing of this depends on how many cases you are creating at once.

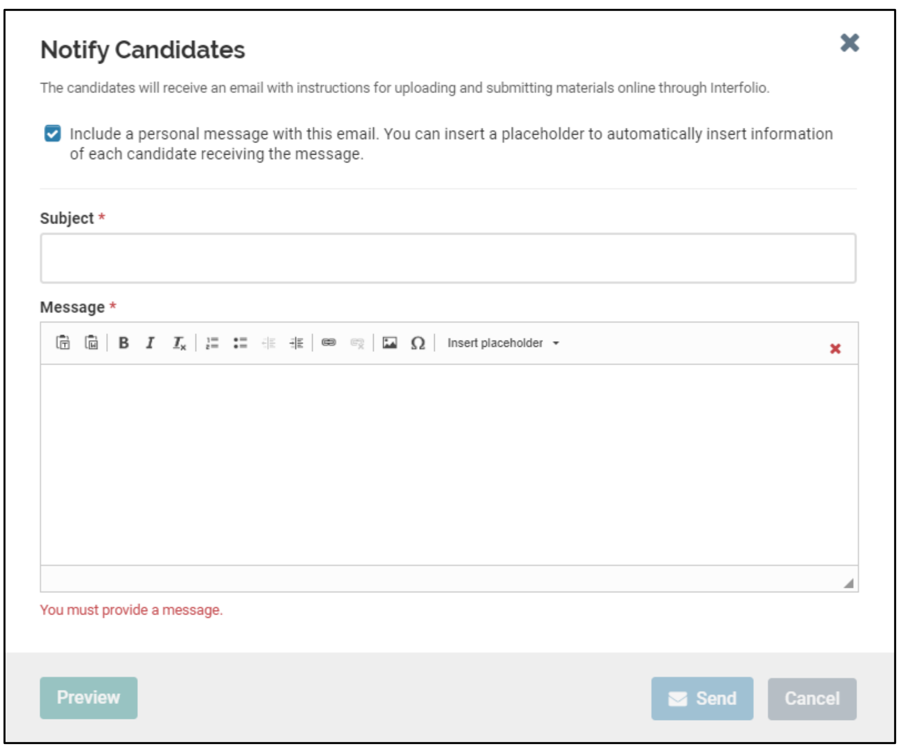


Sending Multiple Cases Forward

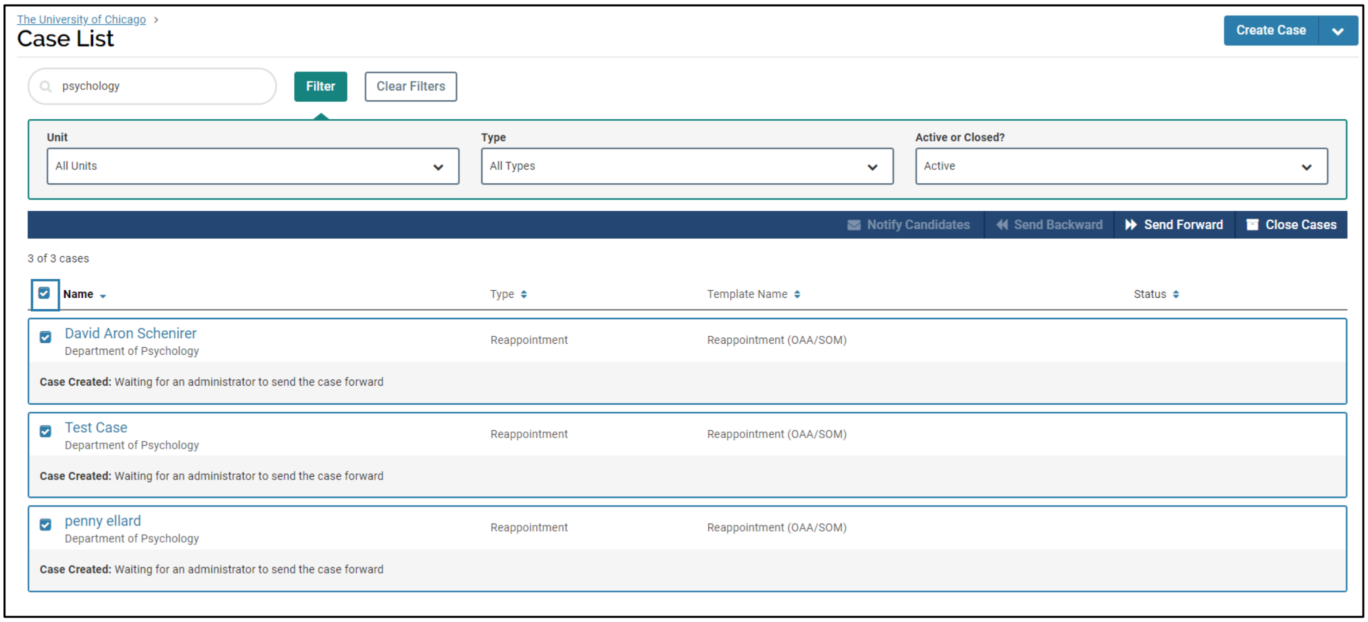
Multiple cases can be sent forward to the first step at the same time from the **Case List** page. Locate the cases you just created by searching for the unit. When they appear, click the checkboxes to select them (or click the top checkbox to select all at once). A dark blue bar will appear with options.



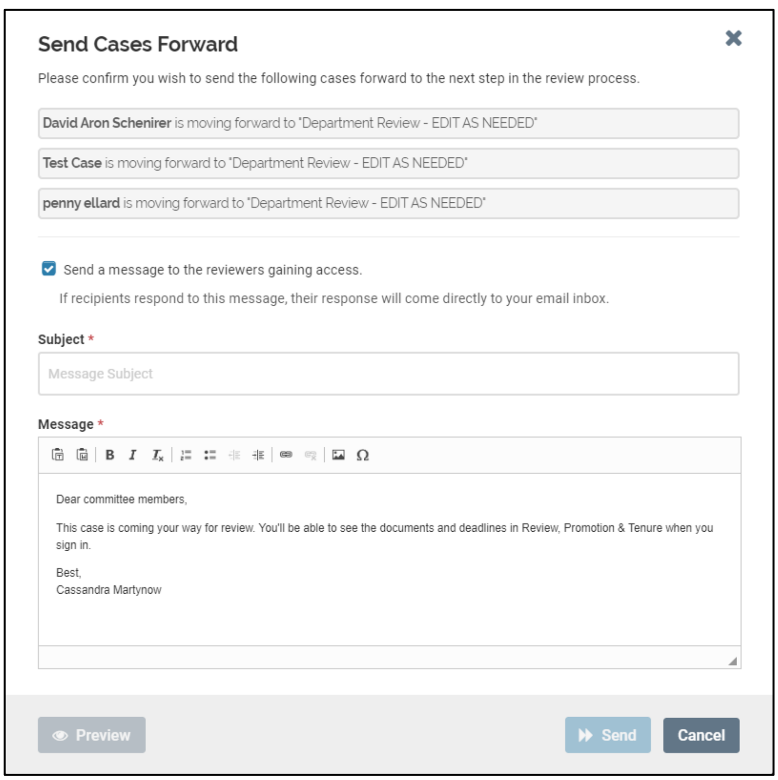
If you have chosen to involve the candidates in the process and have not notified them yet, the only options that will appear are “Notify Candidates” and “Close Cases.” Selecting the former will open the **Notify Candidates** popup, where you can choose to add a personalized message as on the previous page.



If you have <u>not</u> chosen to involve the candidates in the process, the only options that will appear are “Send Forward” and “Close Cases.”



Selecting the former will open the **Send Cases Forward** popup, where you can see where the cases will go and choose to send the prepopulated message or personalize one. *Unlike the message to candidates, this message will automatically show you as the sender.* Click “Send” when you are finished, and all of the cases selected will be moved forward at the same time.



Managing a Case

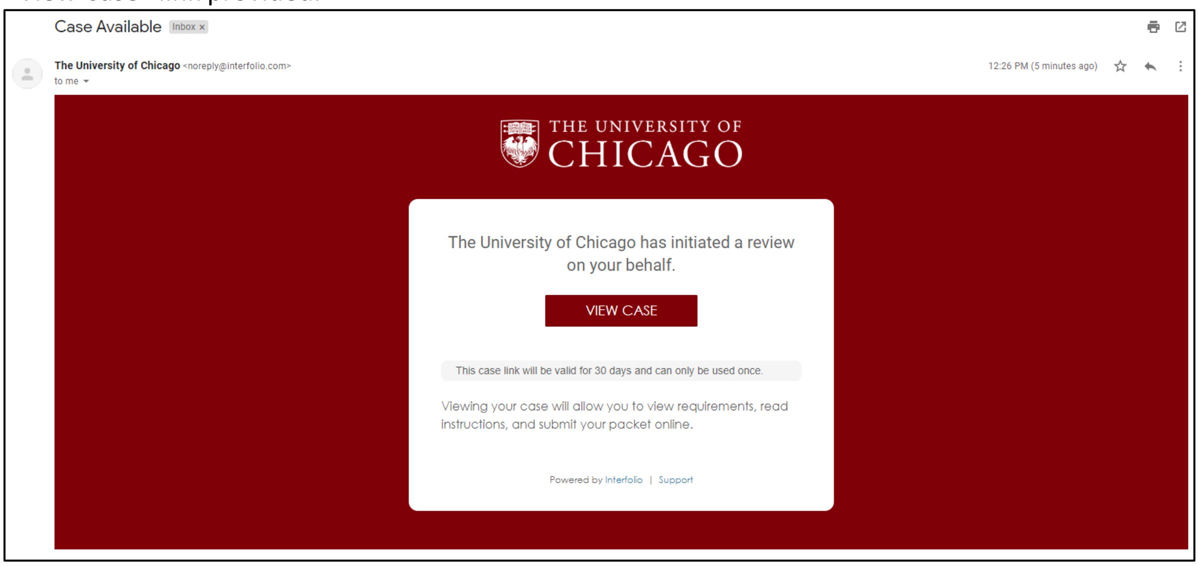
The following instructions assume you have Administrator access and can perform a wide range of administrative functions.

Submitting the Candidate Packet

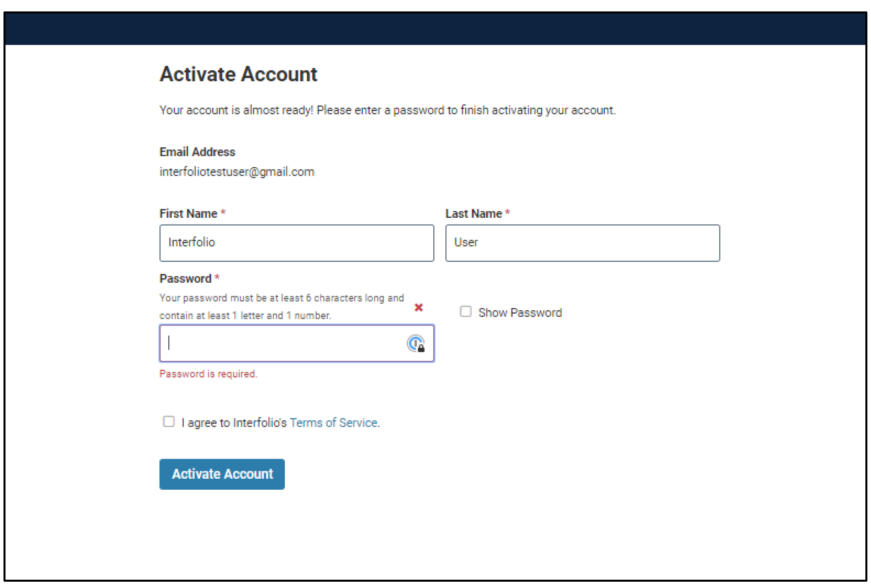
Once a case has been created and sent to the first step in the workflow, you can begin the process of fulfilling candidate requirements (either by uploading them yourself or keeping track as the candidate does the uploading).

When the Candidate is Involved

Candidates who are involved in the process will receive an email from the system and can click the “View Case” link provided.



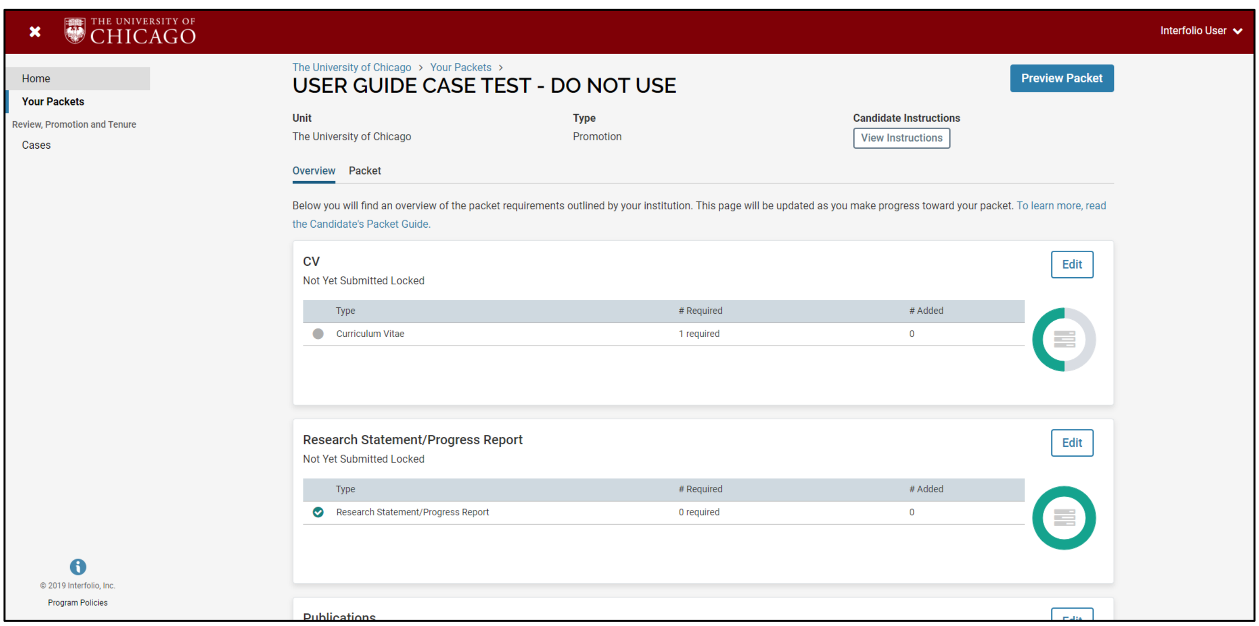
It is not likely that you will involve an external candidate in these internal approval processes, but if they are an external user who does not already have an Interfolio account, they will need to enter a password to activate it. It will be prepopulated with the name and email used to initiate their case.



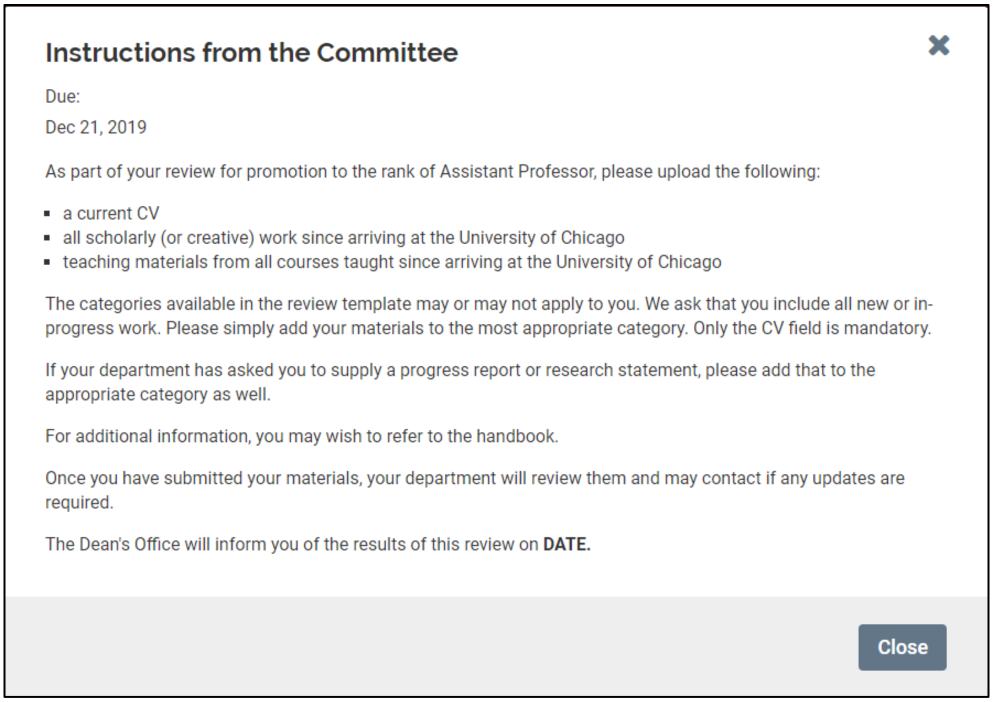
The system will likely ask them what country they live in as part of GDPR compliance. *It will also ask them if they want to be contacted with Interfolio's marketing emails – we strongly recommend letting people know they should uncheck this box.*

TIP: Internal candidates who are already part of the RPT module will sign in through the regular Shibboleth process with their CNet and password after clicking the "View Case" button **but may need to choose to enter their Dossier account rather than the University one** when the option is presented. They cannot fulfill the requirements through their University account.

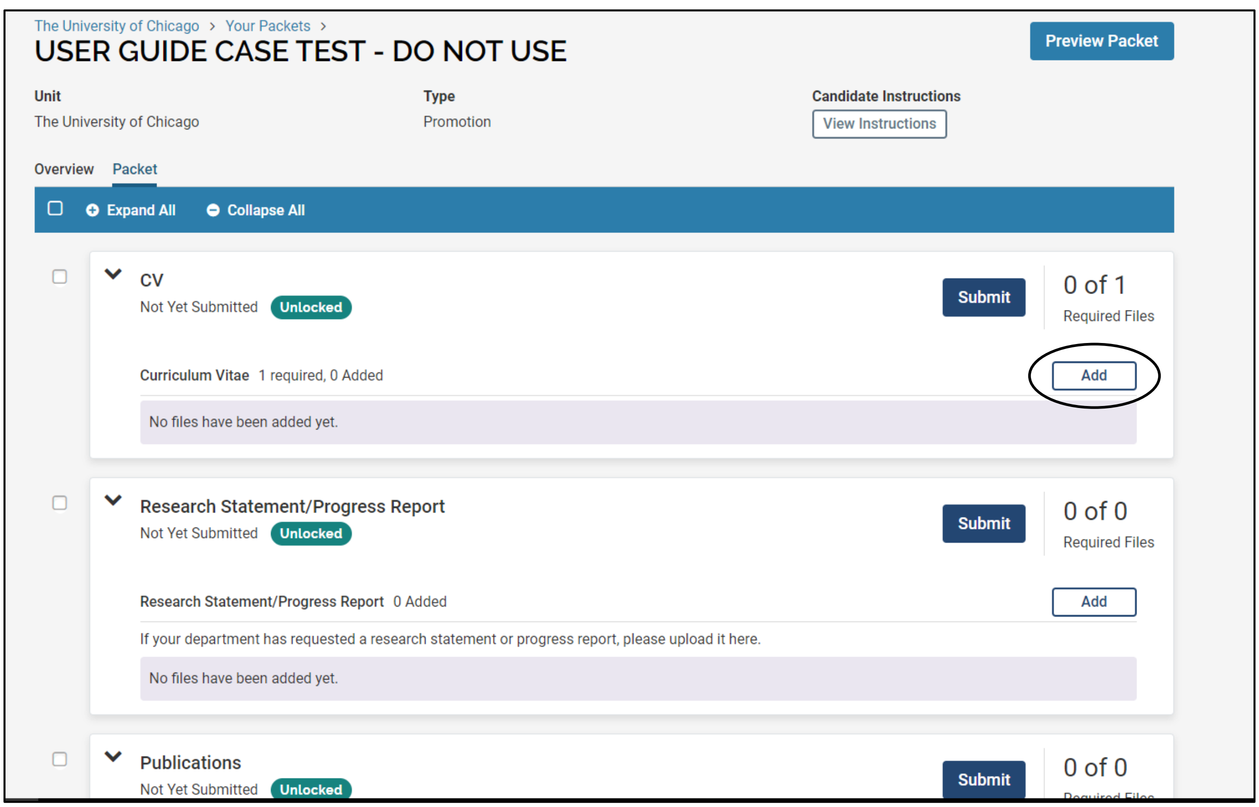
When the candidate has accessed their case, they will see a summary that is part of the **Your Packets** page. It will show the name of the template that was used to initiate the case, the **Unit** and **Type** of process, **Candidate Instructions**, and two main tabs: **Overview** and **Packet**. The list of candidate requirements you added to the template will be shown here. Unfulfilled requirements will show a partially empty progress bar.

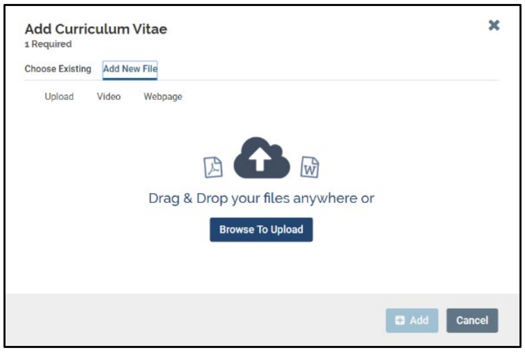


Candidates can view the instructions you have provided by clicking the "View Instructions" button, which opens them in a popup window.

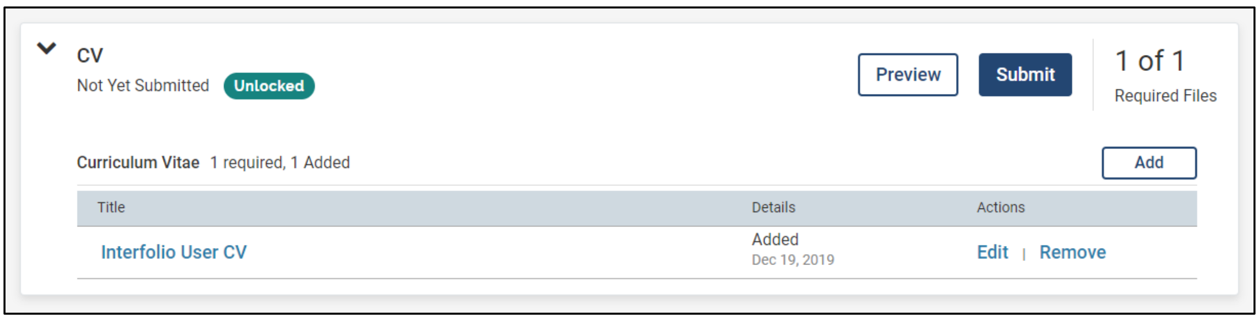


To add documents to their packet, the candidate can either click on the **Packet** tab or click the "Edit" button next to the requirement (which redirects to the **Packet** tab). From this tab, they can upload all of the required and optional files indicated by clicking the "Add" button on each requirement and then choosing one of the upload options.

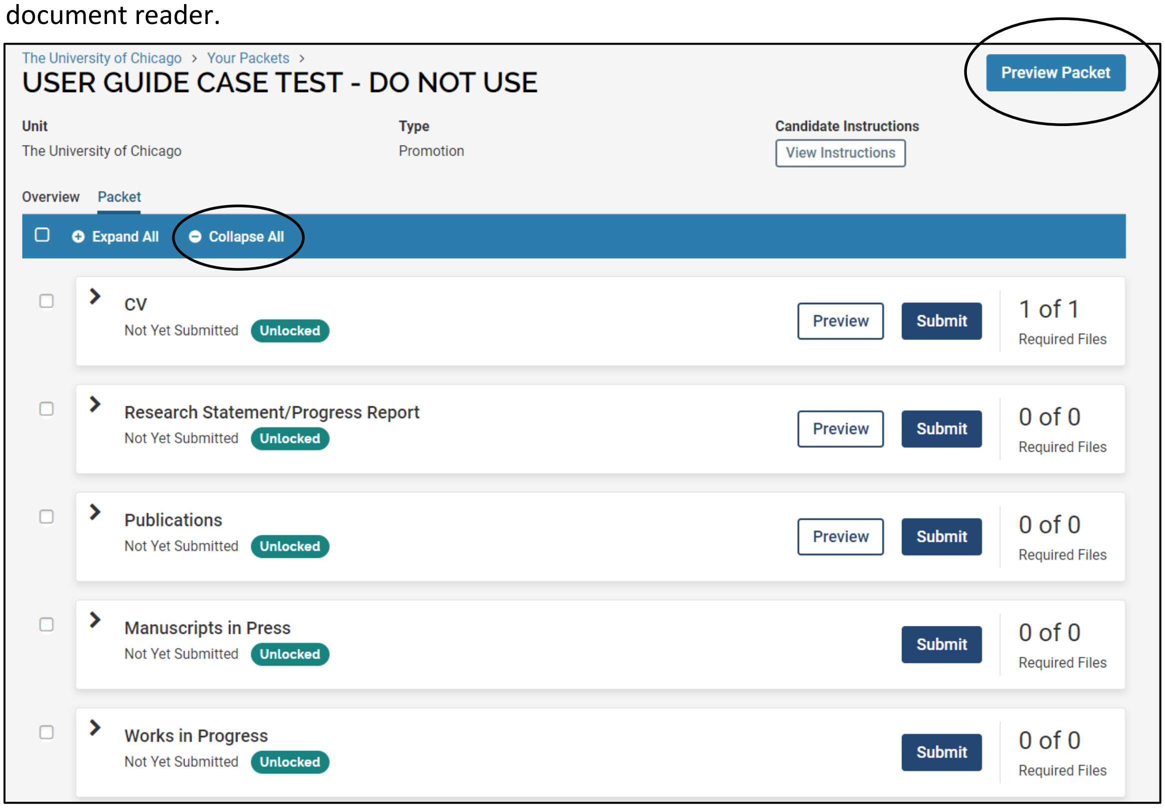




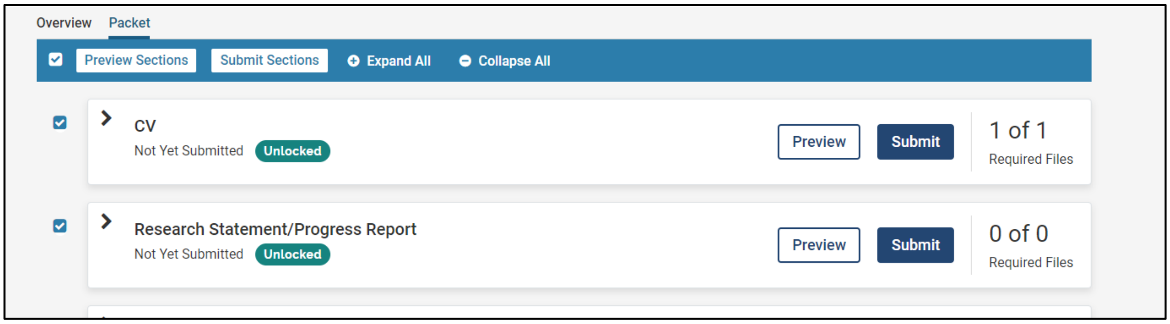
When a document has been added, it will take a moment to complete the upload, after which the candidate can "Preview" the document as it will look to committees in the document reader, "Submit" the section, or "Edit/Remove" the file.



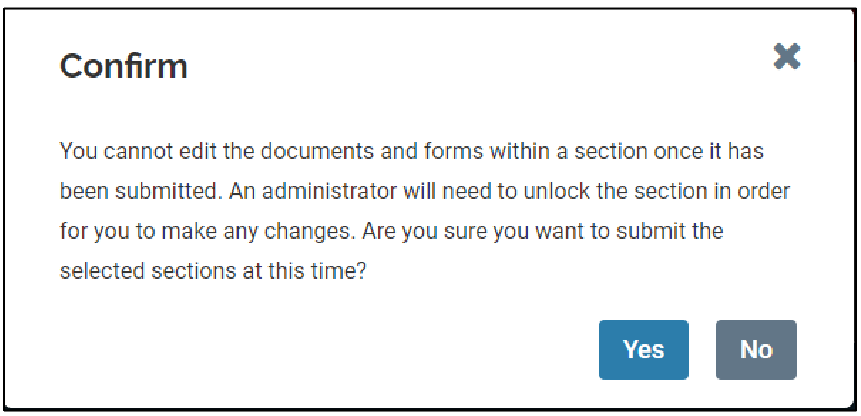
When the candidate has finished adding documents, videos, or webpages as needed to fulfill any required and optional fields, they can click "-Collapse All" to quickly check requirements or preview any individual documents or click "Preview Packet" at the top right to view the entire packet in the document reader.

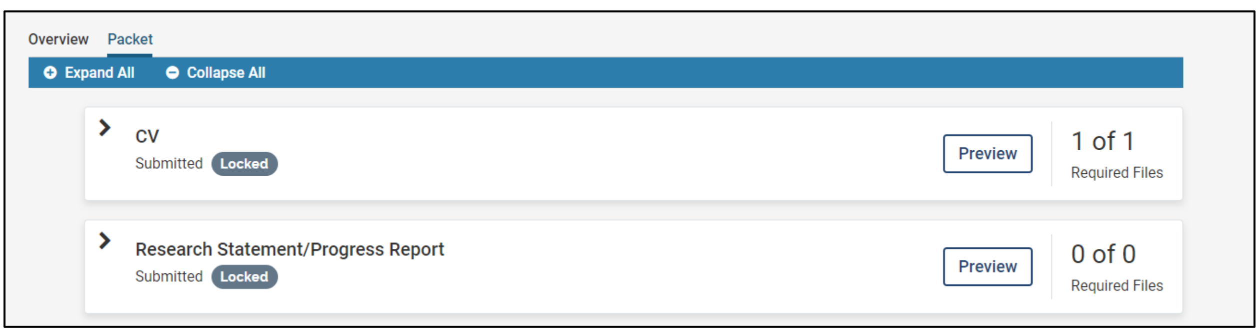


Once the candidate is satisfied with the packet, they can submit. Individual sections can also be submitted one at a time using the “Submit” button on the record. To submit them all at once, the candidate can use the checkbox at the left of the blue bar to select everything and click “Submit Sections” when the button appears.



The system will confirm that documents cannot be edited after submission unless an administrator unlocks the sections. This is reflected in the **Packet** view after submission as well.



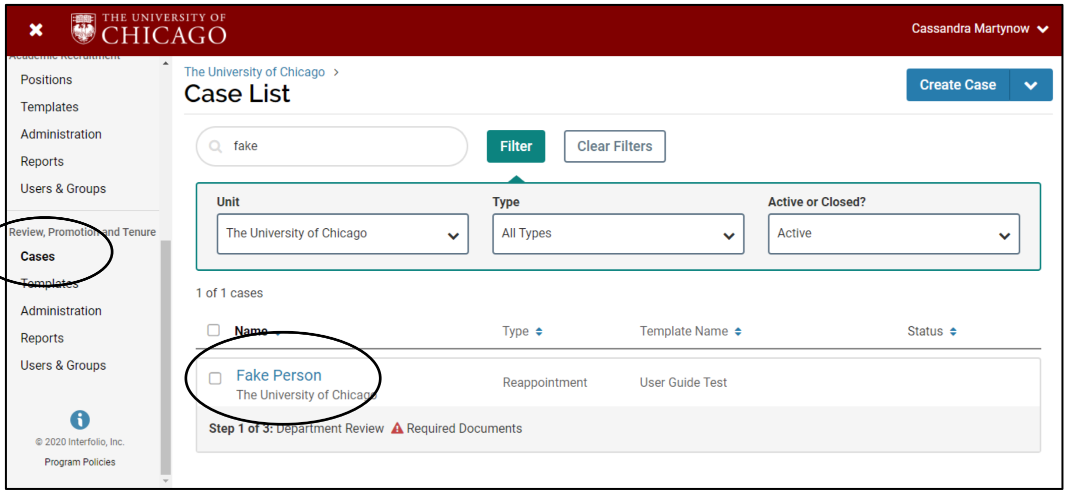


Once the candidate has submitted their materials, they will typically not have additional tasks to complete for the duration of the case unless asked to provide other materials.

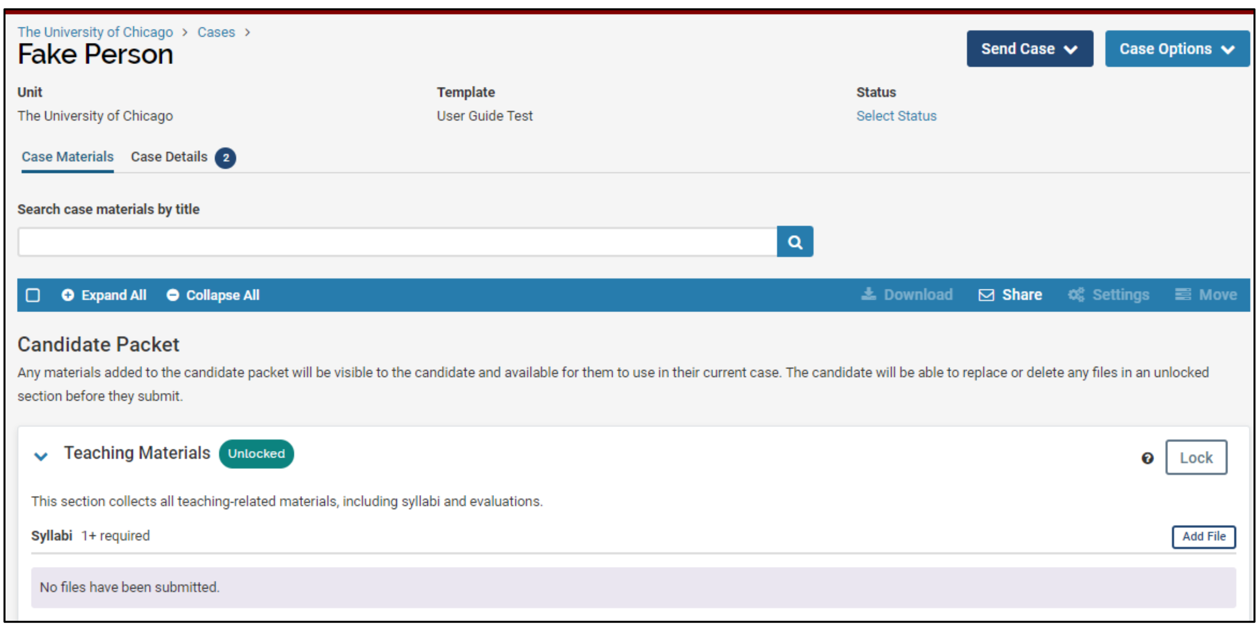
When the Candidate is Not Involved

Candidates who are not involved in the process will not receive any email from the system and will not be able to access their case at any time.

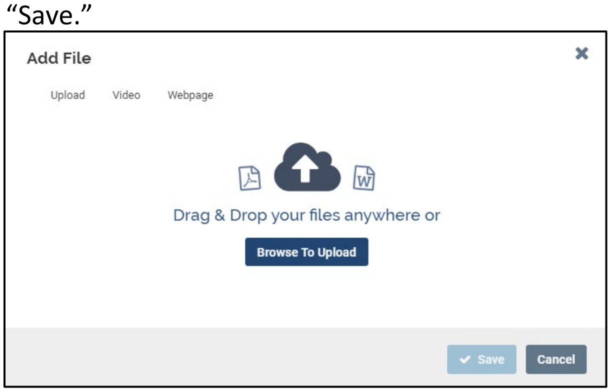
An Administrator in the unit where the case was created or a Committee Manager assigned to the first step of the case will need to log in to RPT and access the case by selecting the **Cases** link in the left navigation menu and clicking on the blue candidate's name in their **Case List.**



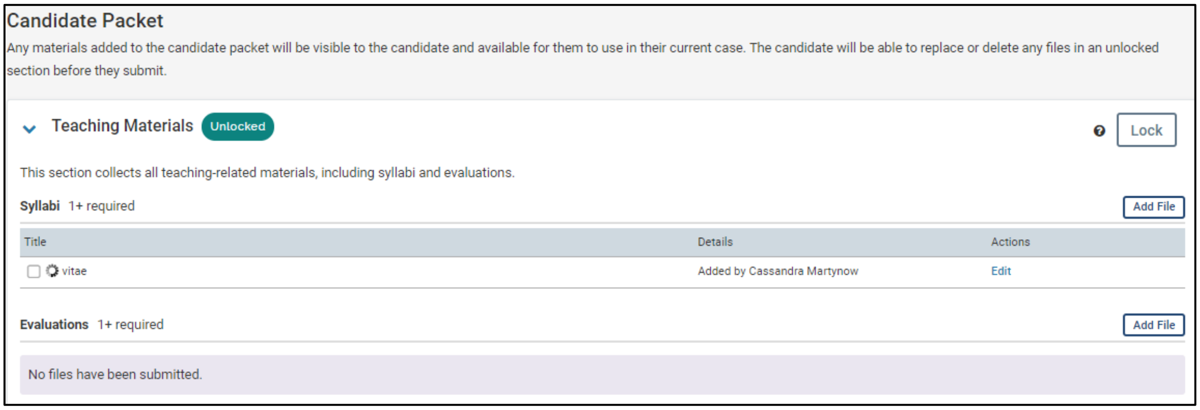
Opening the case will show two main tabs: **Case Materials** and **Case Details**. In **Case Materials** the Administrator/Committee Manager can upload all of the candidate materials in the appropriate sections shown in the **Candidate Packet**.



To add candidate materials, click on "Add File" next to each one. The **Add File** popup will open and provide options for uploading documents, URLs, etc. Once you have added one or more files, click "Save."



The system will process the upload. In the interim, you can continue adding files as needed until the Candidate Packet is complete.

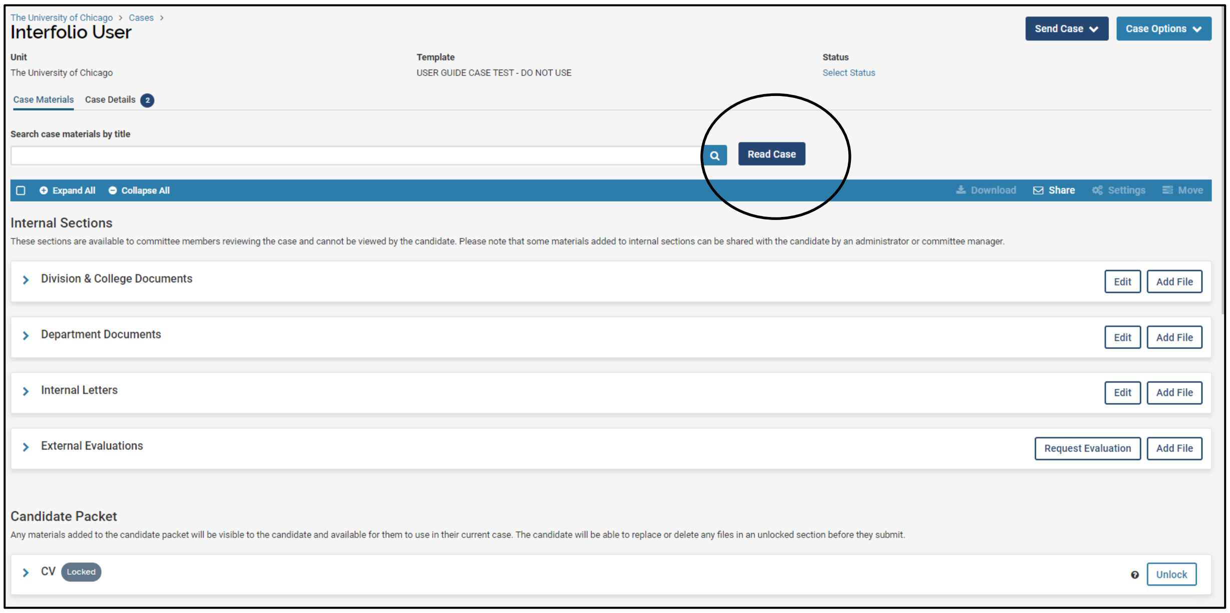


Managing Case Materials

Once the candidate's materials have been submitted, the process of reviewing the case at each step depends on the specific configurations that have been made. The tools, however, are the same across all steps, and the visual layout is similar**. This section will outline the options from an Administrator's point of view when a case is in their unit.** This will include a broader range of permissions than is available to a Committee Manager. Some features overlap between user roles – those instances are noted here.

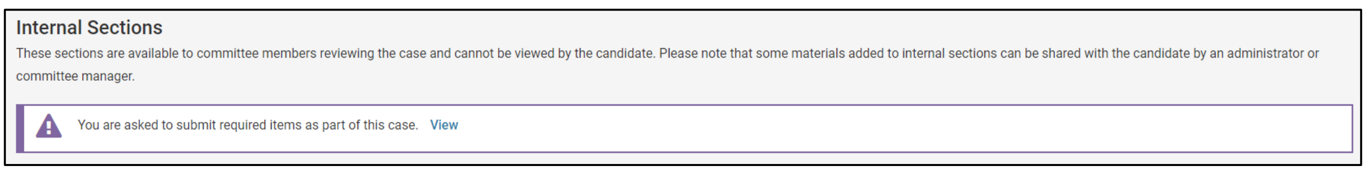
If you are not already looking at the case, you will need to access it either through an email you received or through the **Actions Items** on your main dashboard homepage. You can also locate it through your **Case List**, which will give you information on the current step.

When you open the case, you and any Committee Manager/Members at this step will have access to read the case and view two main tabs: **Case Materials** and **Case Details**. Case Materials provides an overview of the Internal Sections and Candidate Packet documentation that has been submitted. Clicking on "Read Case" will open everything that has been submitted.

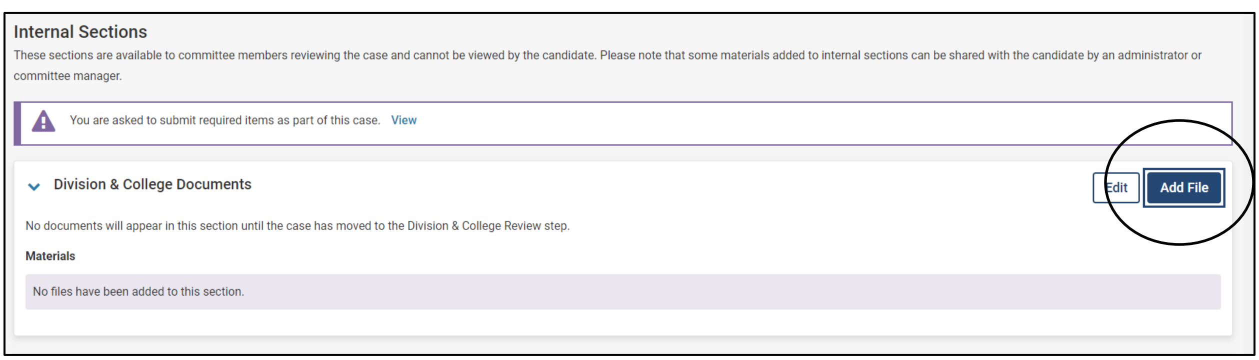


Adding Internal Documents

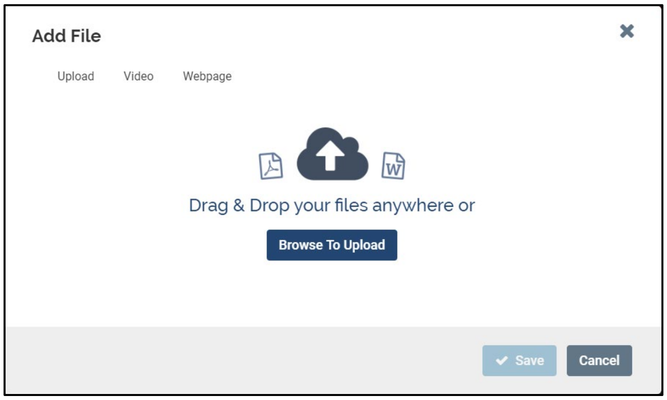
If there are any internal documents required at a given step, an alert will be shown on the **Case Materials** page.



An Administrator or Committee Manager can click "View" to go directly to the required items in the Case Details page (more information in the section on Managing Case Details). Even if there are no required documents, you can upload files to the Internal Sections as needed by clicking "Add File" on the right side of the section.

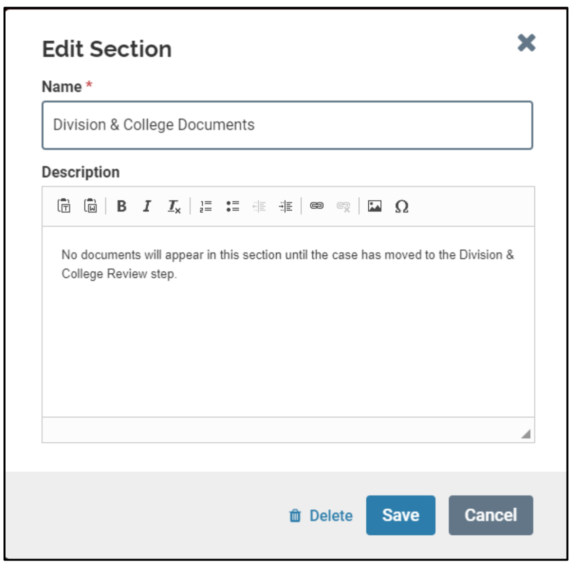


As with the candidate documents, there are a range of options for adding internal files. Select one, add the relevant information, and click "Save."

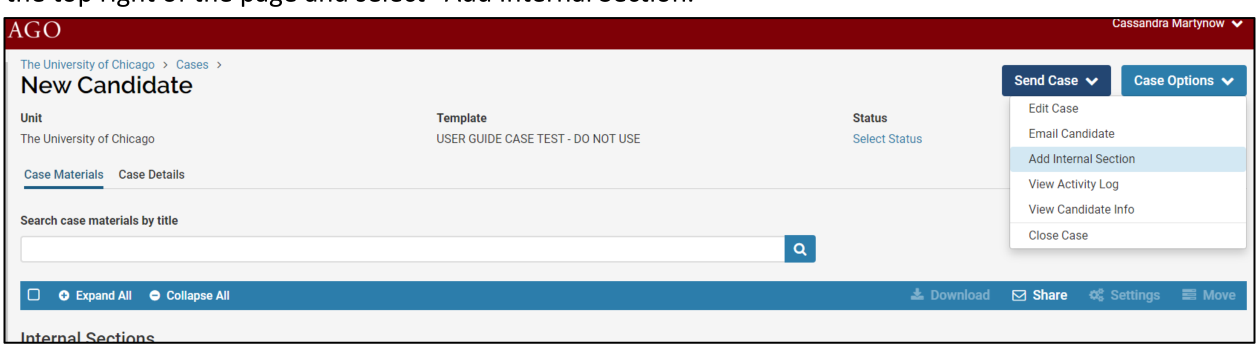


Adding/Editing Internal Sections

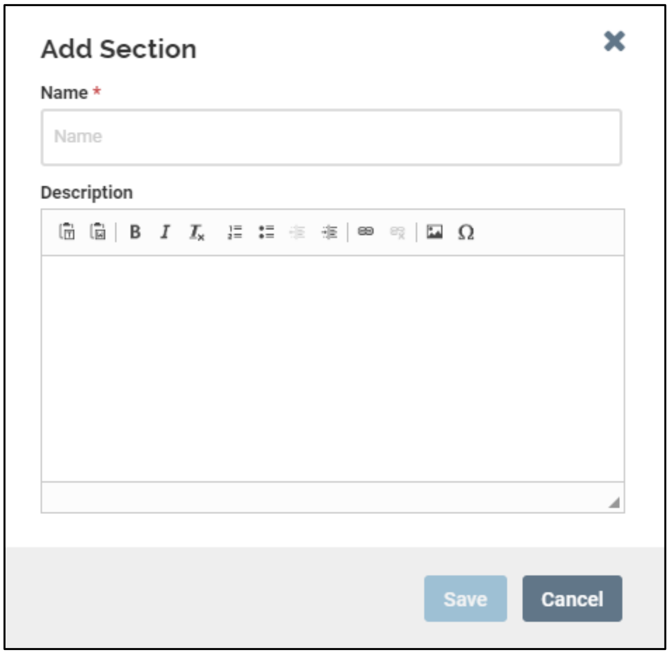
If you need to make changes to the name or description of the Internal Section itself, use the “Edit” button on the right side of the section. It will open the **Edit Section** popup, where you can change the Name and Description and click “Save.” You can also delete the section.



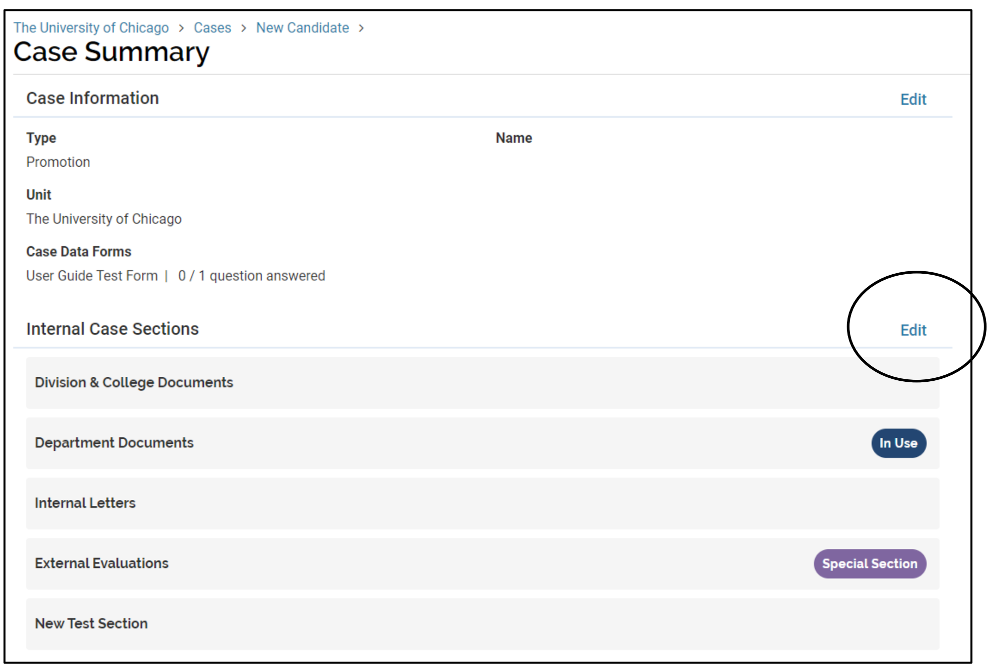
In some cases, you may want to add Internal Sections during the process instead of in the template. This can help readers by keeping the number of empty sections that are visible early in the process to a minimum. If you have Administrator-level access to a case, you can click on the “Case Options” button at the top right of the page and select “Add Internal Section.”



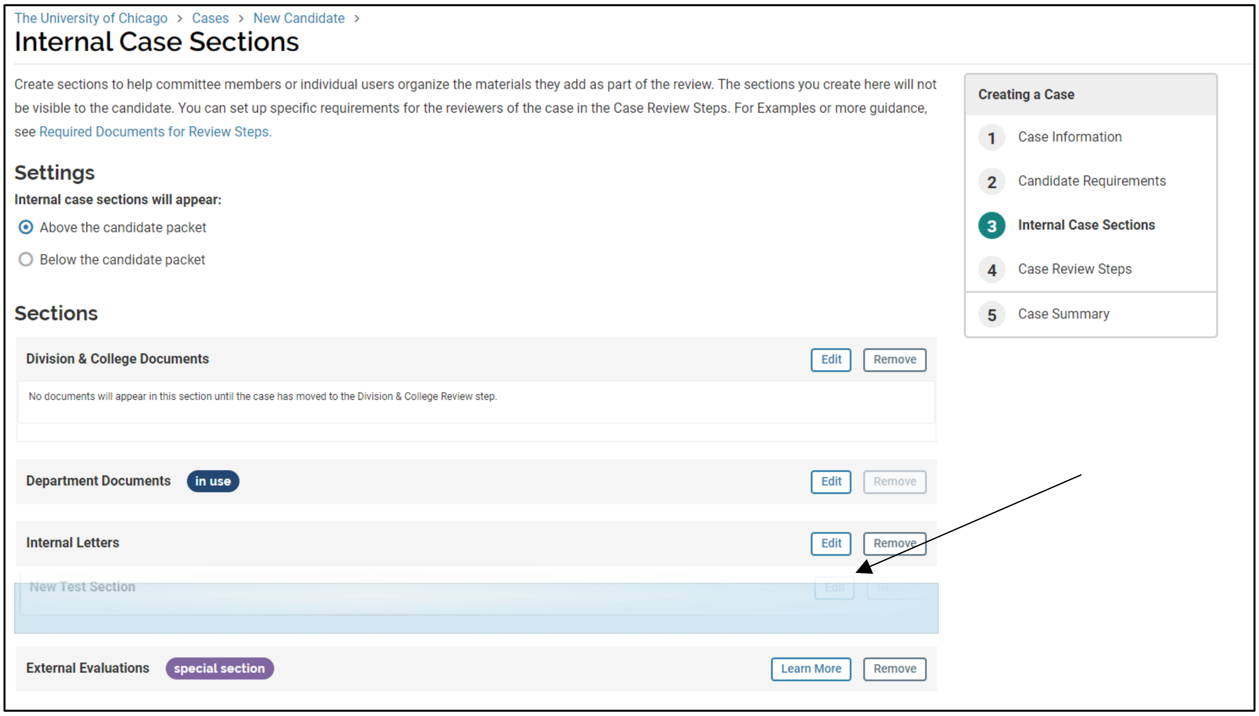
The **Add Section** popup will open and you can type in a Name and Description and click "Save." It will automatically be added to the bottom of the Internal Sections list.



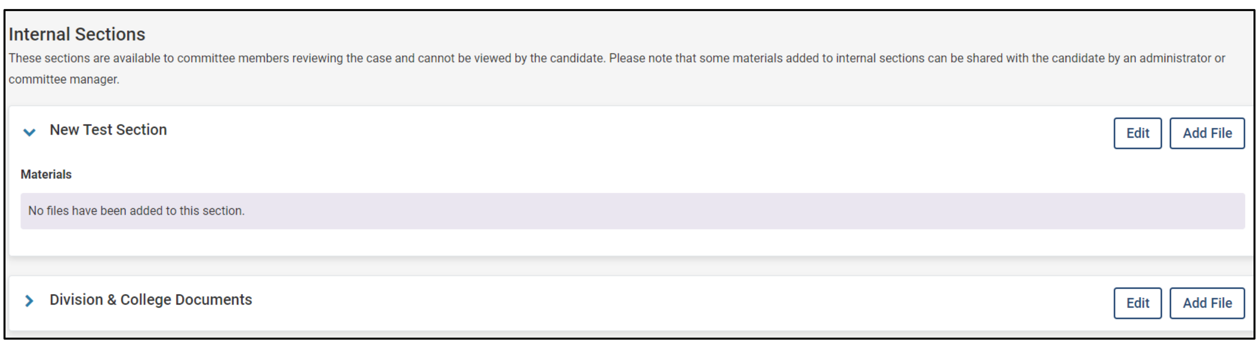
If you need to move it elsewhere in the list, click on the "Case Options" button again and select "Edit Case." The **Case Summary** page will open.



Click "Edit" at the top right of the Internal Case Sections area. The **Internal Case Sections** page will open, where you can click and drag on the sections to move them.



When you have finished reordering the sections, click on "Case Summary" in the bookmark section on the right. When the **Case Summary** page opens, click the "Return to Case" button in the top right. You will see your new section order reflected in the Case Materials.

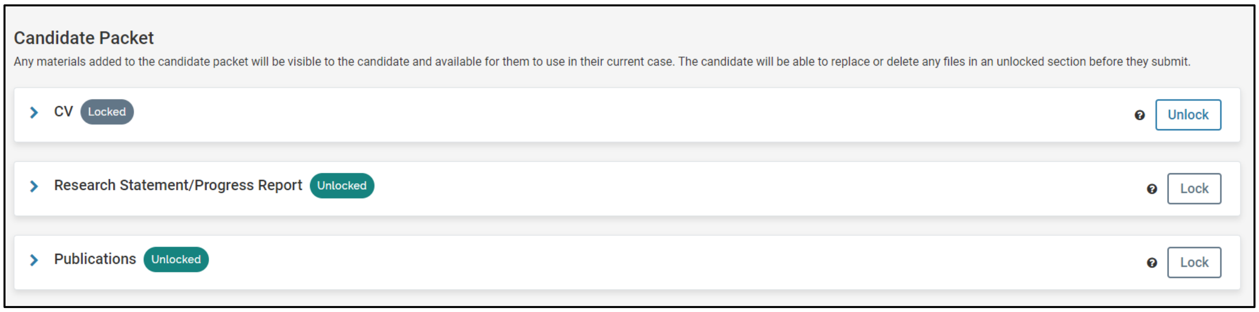


Locking and Unlocking the Candidate Packet

Depending on how the candidate requirements are fulfilled for your case, updating access to the Candidate Packet may require some oversight. If the candidate is involved in the process, their packet will automatically show as "Locked" when they have completed and submitted the required materials. A Locked section will prohibit any further editing or submissions.

If the candidate has not completed their submission yet, or if the candidate is not involved in the creation of the packet, any packet sections you've added will show as "Unlocked" until complete/locked by an Administrator.

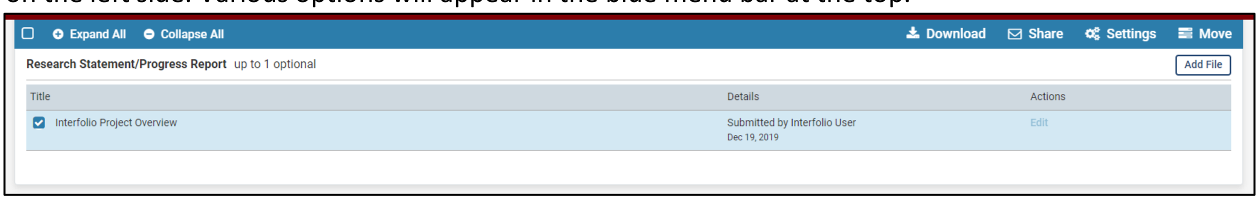
To toggle the Locked/Unlocked status, click on the "Lock" or "Unlock" button shown on the right side of the packet section. The status will be reflected next to the name of the section.



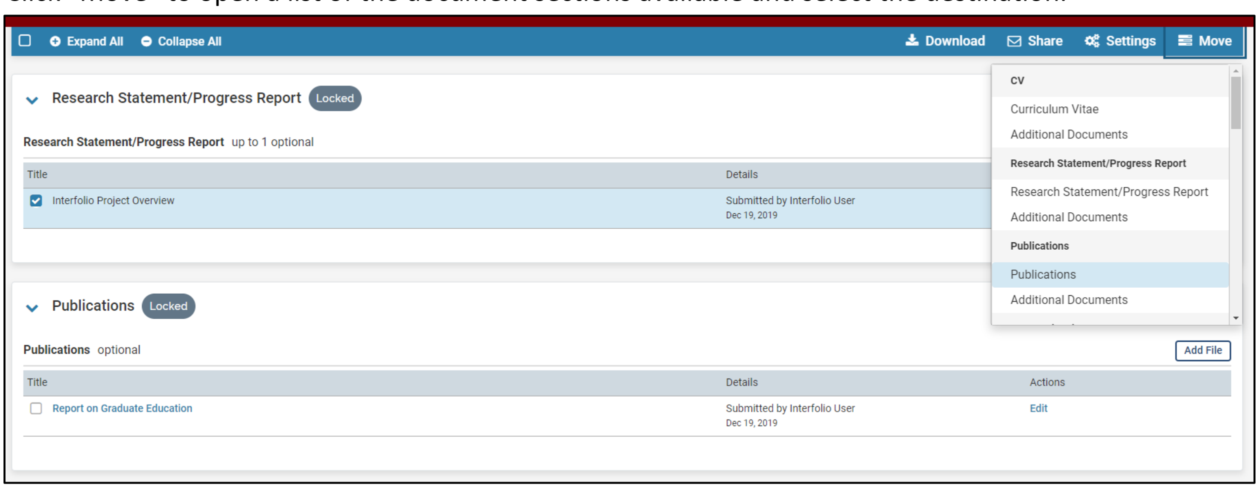
TIP: an Unlocked packet section allows candidates to add, edit, or submit materials to that section. Locking a section preserves the documents in their current state. Toggling between these states can be useful during the candidate requirement stage before a deadline, since it allows a unit to work with their candidate to get the right materials submitted. Once the packet is complete, it should all be locked to prevent adjustments while review is underway.

Moving Files Between Sections

Occasionally you may find that files have been uploaded to the wrong section, either by the candidate or by some internal user. If you have Administrator-level access, you can move the files easily without having to download and re-upload them. Select the file/files you wish to move by clicking the checkbox on the left side. Various options will appear in the blue menu bar at the top.



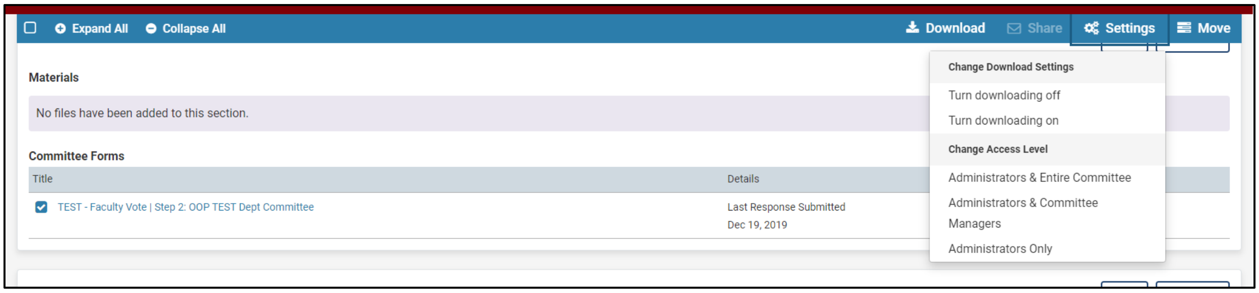
Click "Move" to open a list of the document sections available and select the destination.



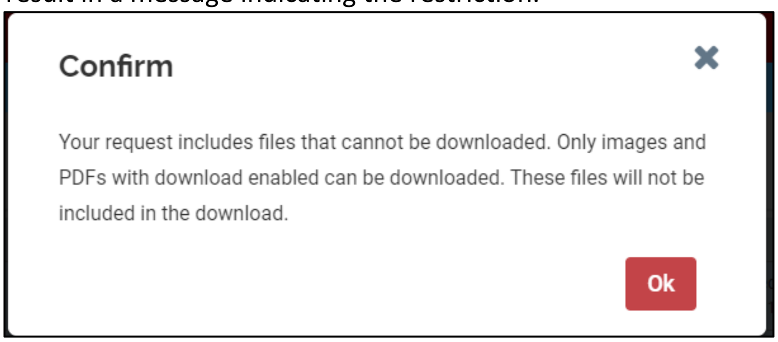
The files will be moved as soon as you select a new destination. There may be a short time delay depending on how many files have been moved at once.

Managing File Access and Downloads

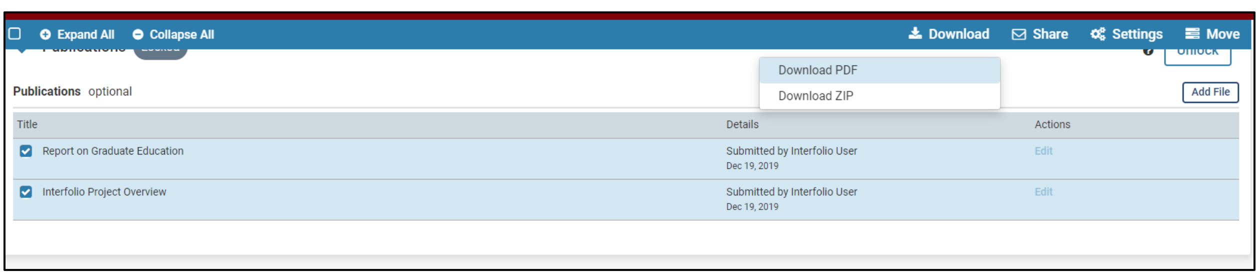
Depending on the nature of your unit's processes, you may find that you need to change the access permissions for one or more documents. Select the file/files you wish to move by clicking the checkbox on the left side. Various options will appear in the blue menu bar at the top. Click on "Settings" to display several choices.



From here, you can turn document downloads on or off (they are **on** by default) or restrict access to that document for certain types of users. Attempting to download documents that have been disabled will result in a message indicating the restriction.



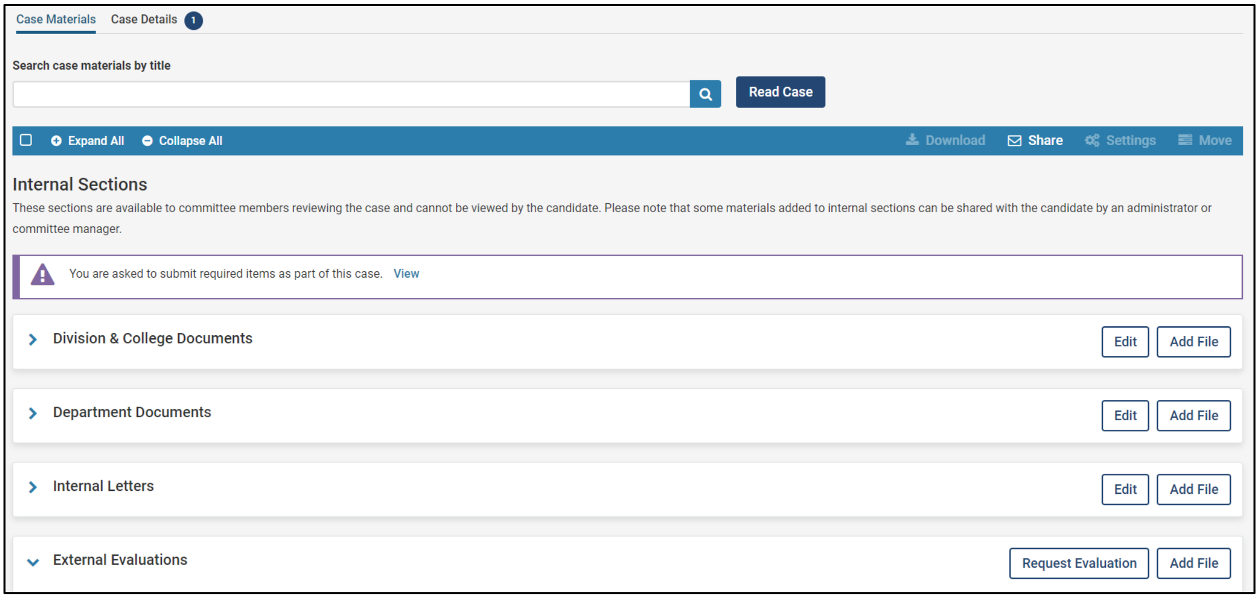
You can also use the blue bar to download documents by clicking on the "Download" button. It will show you options to "Download PDF" or "Download ZIP." Downloading a PDF will combine all documents into one file.



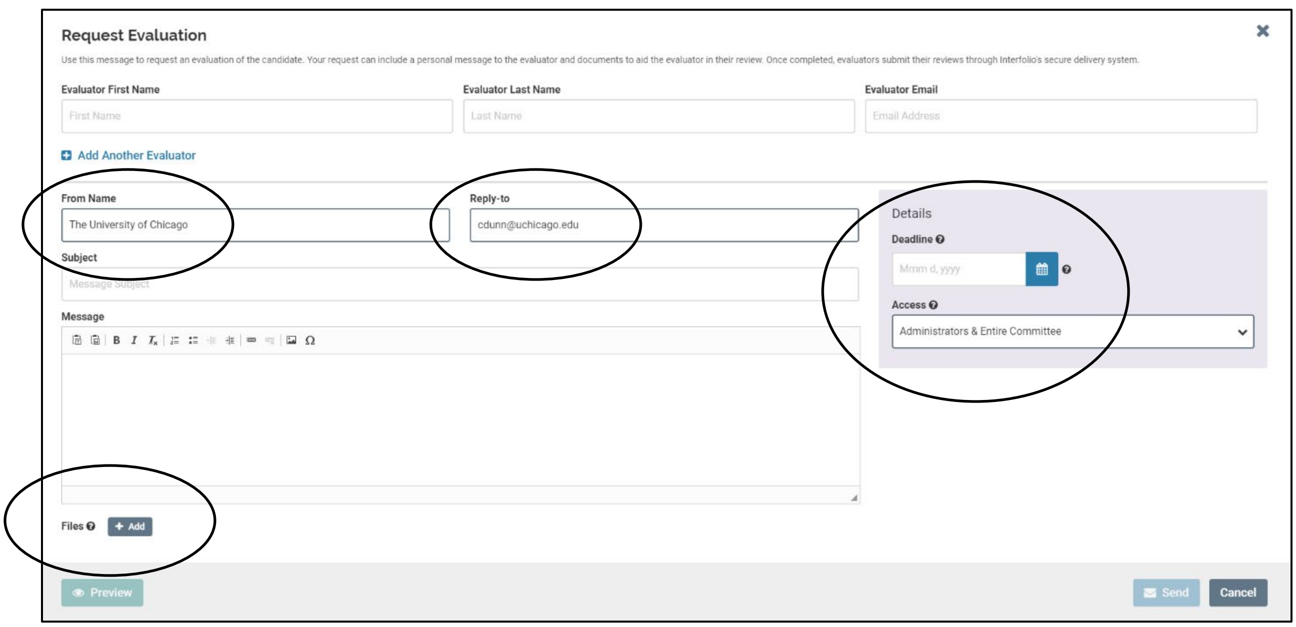
Note that the system cannot download certain file formats, including videos and URLs. Attempting to download these will result in the same "cannot be downloaded" message above, and the system will download everything you've selected *except* the prohibited file types.

Requesting External Evaluations

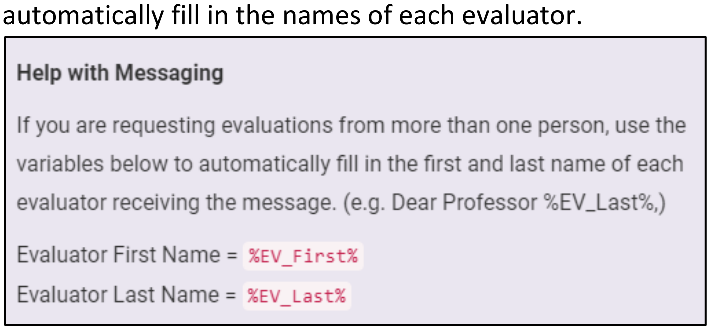
If you have chosen to use the special section for External Evaluations, Administrators and Committee Managers can request those from the Case Materials page.



Click on “Request Evaluation” on the External Evaluations section. the **Request Evaluation** page will open and provide email customization options. **Note that you can change the From Name and Reply-to address as part of the customization process, share files with the Evaluator, and decide deadlines and access permissions.**



To send to multiple people at one time, click “Add Another Evaluator” on the top left. A purple “Help with Messaging” section will pop up and provide information on how to system variables to automatically fill in the names of each evaluator.



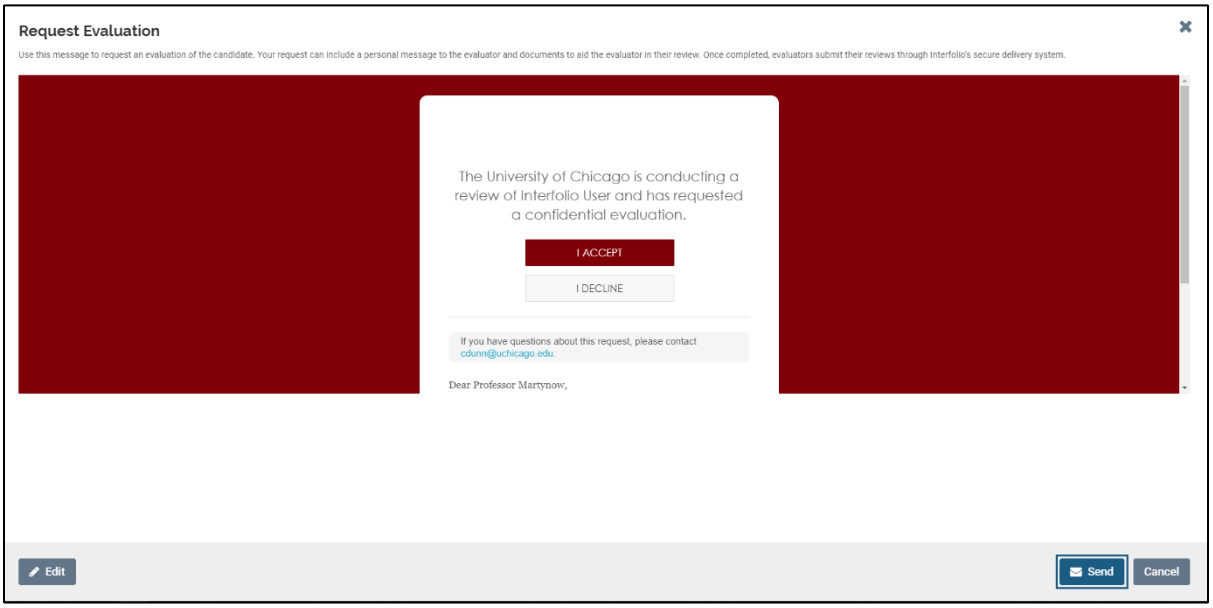
Help with Messaging

If you are requesting evaluations from more than one person, use the variables below to automatically fill in the first and last name of each evaluator receiving the message. (e.g. Dear Professor %EV_Last%,)

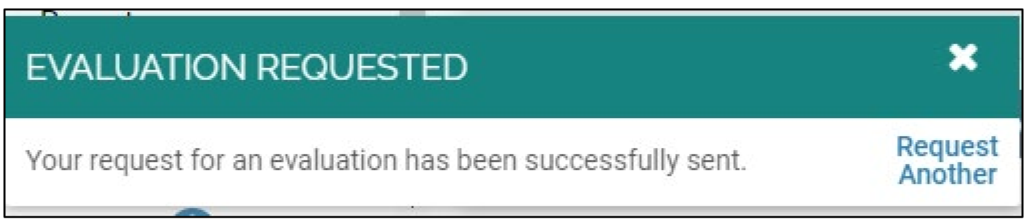
Evaluator First Name = `%EV_First%`

Evaluator Last Name = `%EV_Last%`

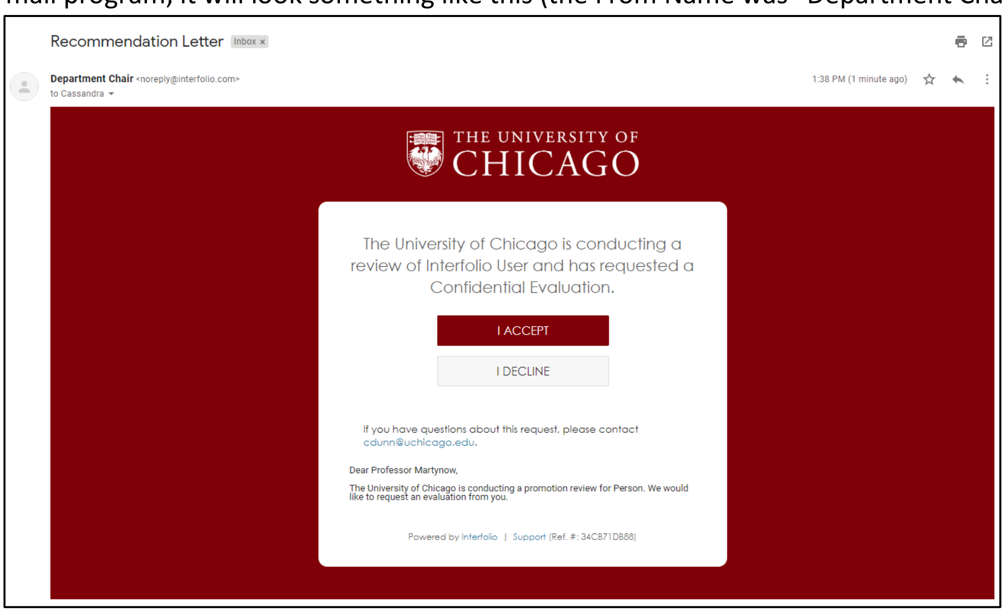
Once you have added the Evaluator's information, a Subject, and a Message, click "Preview" to see the message. If complete, click "Send," otherwise click "Edit" to return to the message creation screen.



Once you have sent the message, a notification will pop up in the bottom left corner of your screen confirming the action and giving the option to do another one.

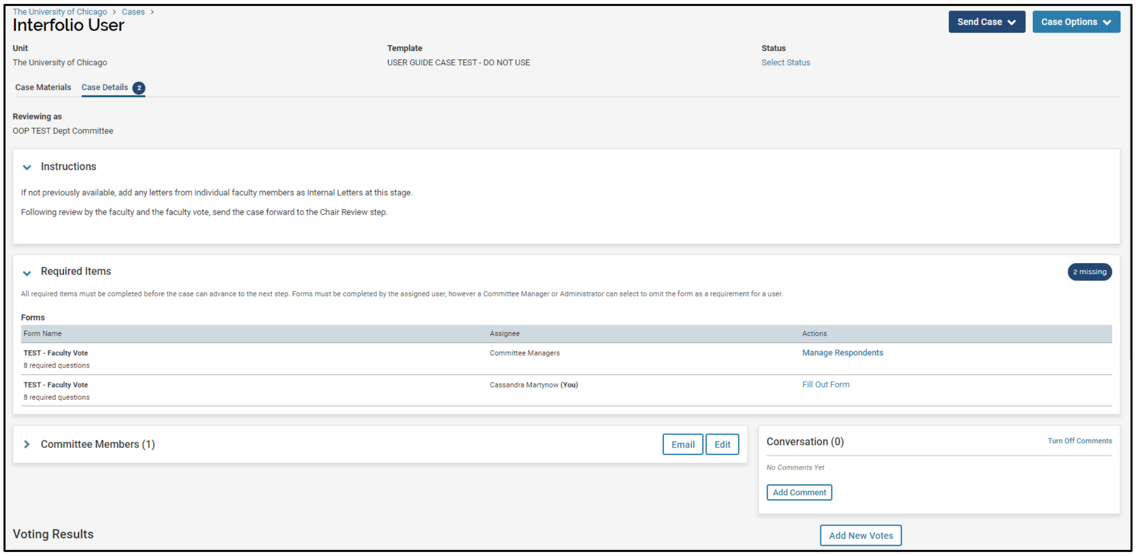


The Evaluator will receive a message from whomever you added into the From Name and Reply-to fields. (The from address will always show "noreply@interfolio.com"). Depending on their preferred mail program, it will look something like this (the From Name was "Department Chair" for this example):



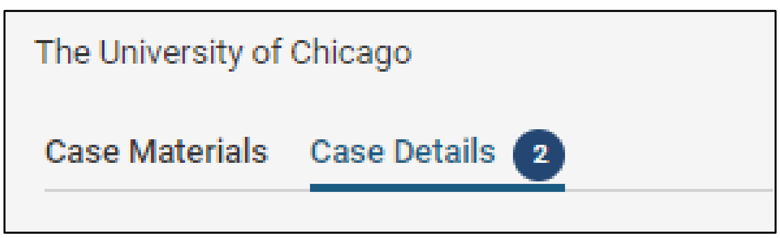
Managing Case Details

The **Case Details** tab provides an overview of the committee and related responsibilities on a step-by-step basis. It contains the committee instructions and requirements that were created in the template. While the Committee Members can see this information, you must be an Administrator or Committee Manager to perform administrative functions.



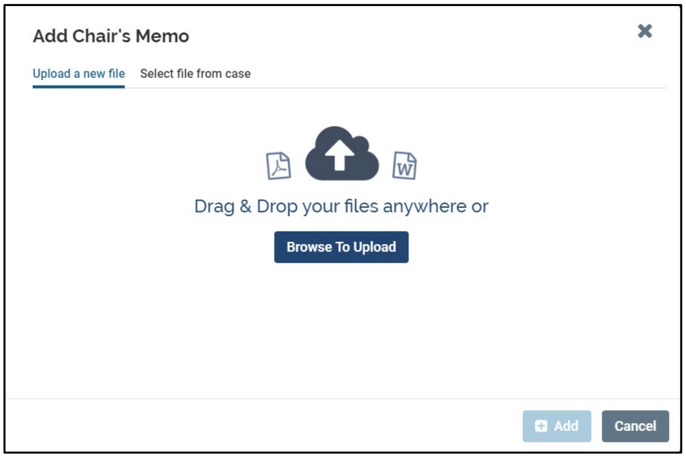
Fulfilling Internal Requirements

The Case Details tab will show a number reflecting incomplete document or form requirements if they have been added to this step in the workflow.

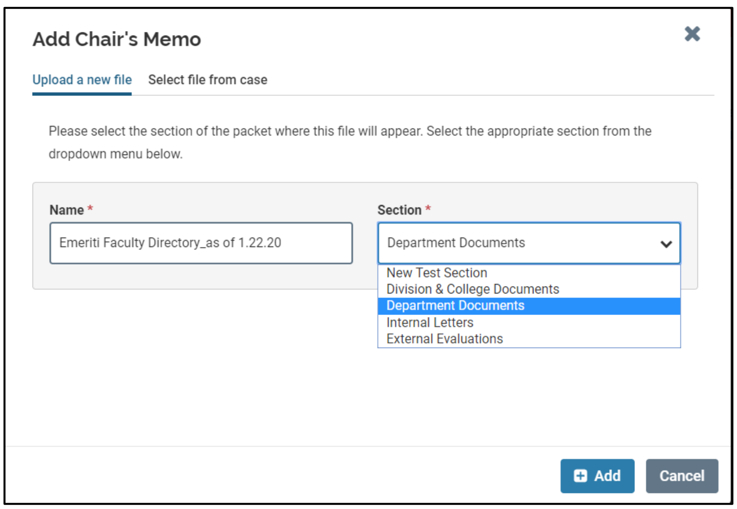


The **Instructions** section will indicate any specifics, and the **Required Items** section will show what files/forms are missing. To add a required document, click "+Add" on the right side of the Required Items section.

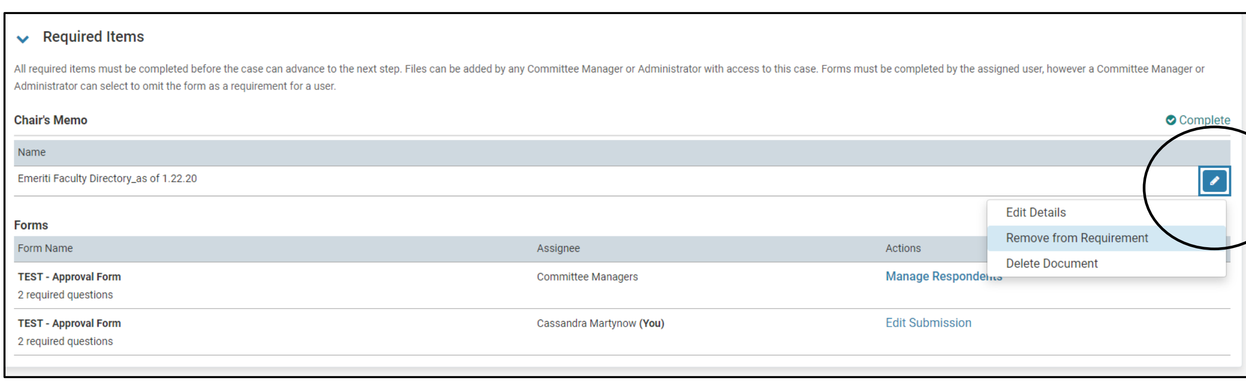
The **Add [Requirement Name]** popup will open, where you can select either a file from your computer or one previously added to the case.



Once you have made your selection, the popup will ask you to select the Internal Section where the document should live. The list will reflect whatever sections have been created up to this point. Make a choice and click "+Add" to fulfill the requirement.

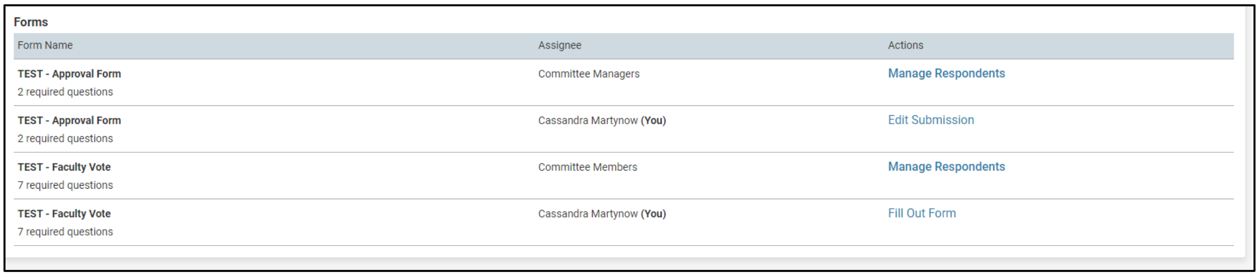


When the requirement has been fulfilled, it will show as "Complete." You can then use the pencil icon to make changes to the document.



Managing Committee Form Responses

If your case includes required Committee Forms, you will have a unique set of functions available to you for managing form responses *and* respondents. Depending on who must fill out the form (entire committee vs. Committee Manager), you will see a couple of options. If you are responsible for filling out the form as the Committee Manager, you will see the option to "Fill Out Form" (or, if you already have, the option to "Edit Submission").

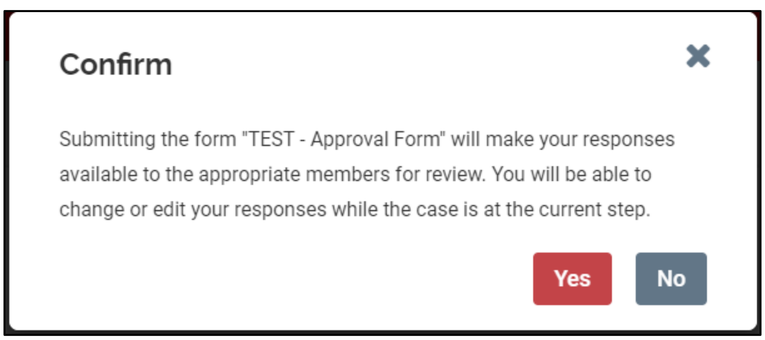


Forms

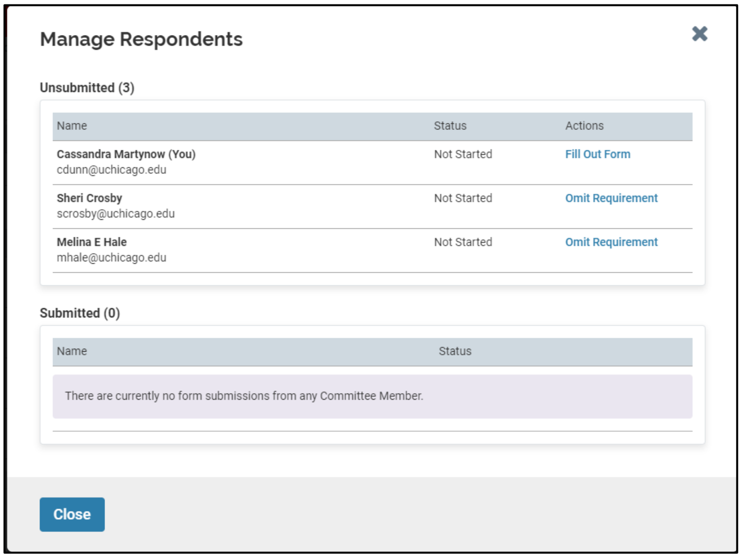
Form Name	Assignee	Actions
TEST - Approval Form 2 required questions	Committee Managers	Manage Respondents
TEST - Approval Form 2 required questions	Cassandra Martynow **(You)**	Edit Submission
TEST - Faculty Vote 7 required questions	Committee Members	Manage Respondents
TEST - Faculty Vote 7 required questions	Cassandra Martynow **(You)**	Fill Out Form

Clicking on "Fill Out Form" will open the form and show any instructions and questions that have been created. When you have completed your response, click "Submit Form" at the bottom.

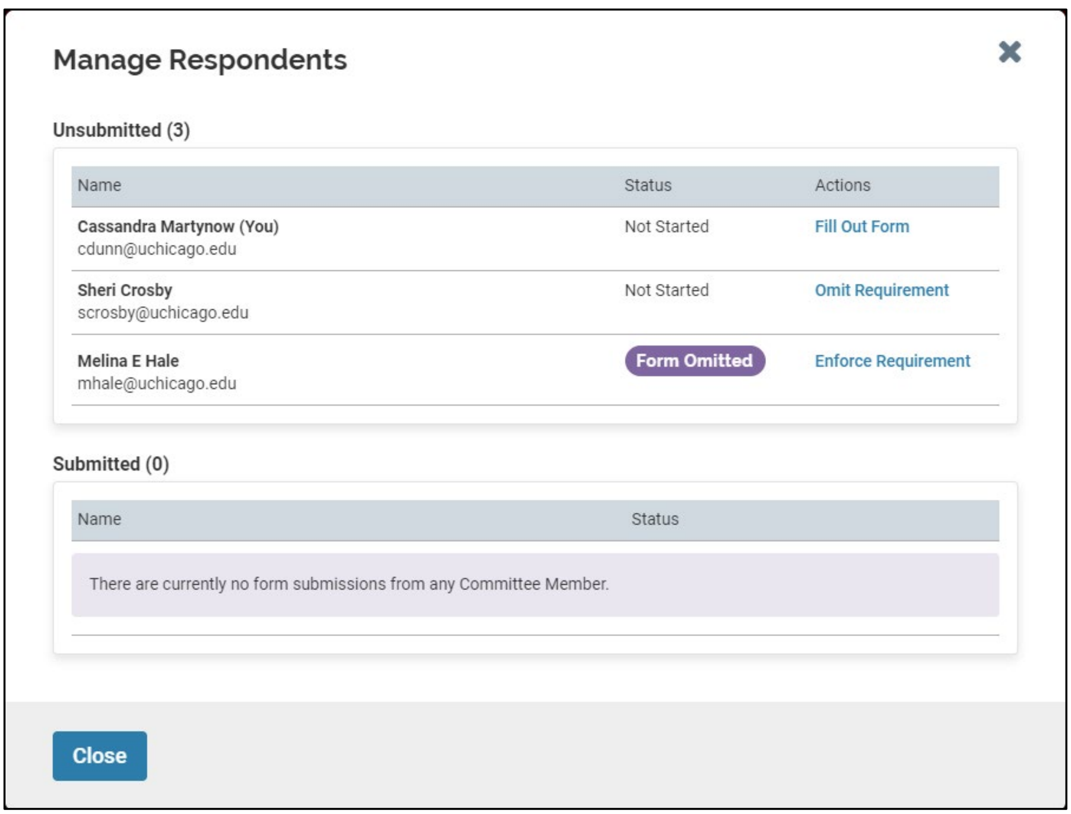
The system will ask for confirmation and indicate that your responses will become available to the "appropriate members for review." These access permissions were set when the form was added to this step in the case. Click "Yes" to save your response or "No" to edit.



If the entire committee is responsible for submitting form responses, an Administrator or Committee Manager can use the "Manage Respondents" option to help prevent one or two incomplete responses from holding up the entire case. The **Manage Respondents** popup will open, and you can view all of the submitters (if any) and choose to “Omit Requirement” for a given Committee Member (e.g. if someone is out of town during the department review).

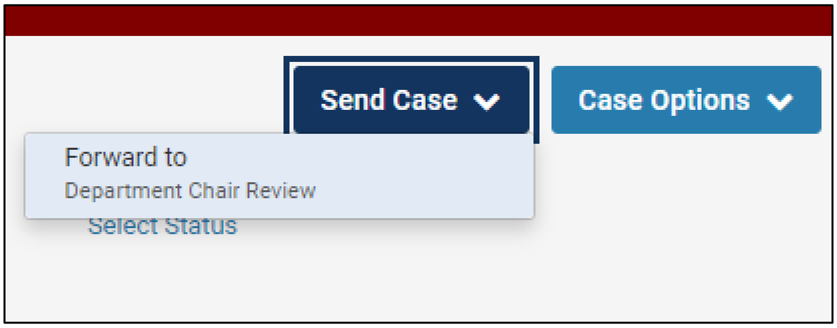


If a form has previously been omitted for a Committee Member, you will see a “Form Omitted” tag by their name and can click “Enforce Requirement” to reinstate the form for them.

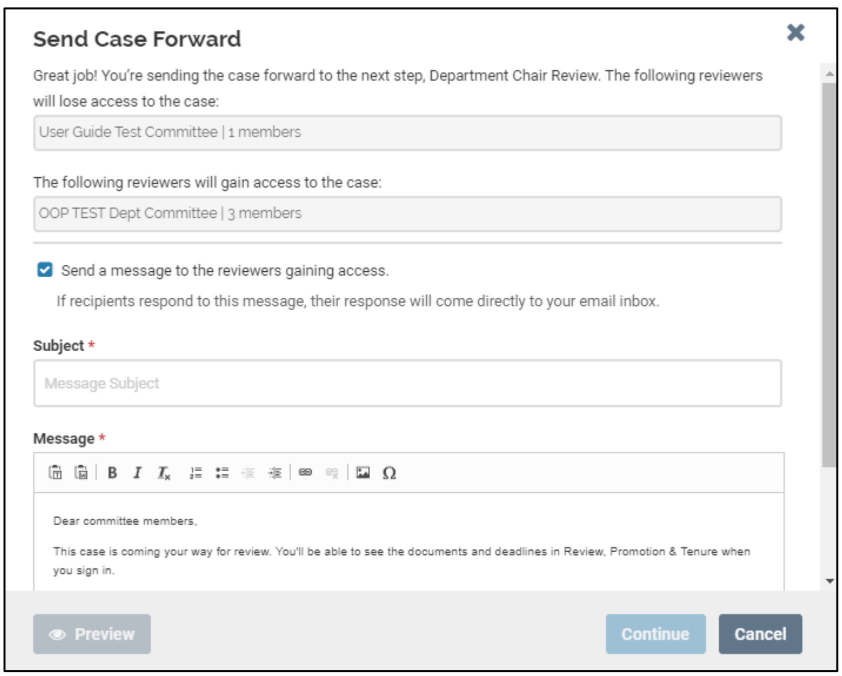


Sending a Case Forward

Once all required documents and forms have been submitted, the Case Details tab will no longer show a number, and the case can progress. To send the case forward as an Administrator or Committee Manager, click on the "Send Case" button at the top right, and select the "Forward to" option.

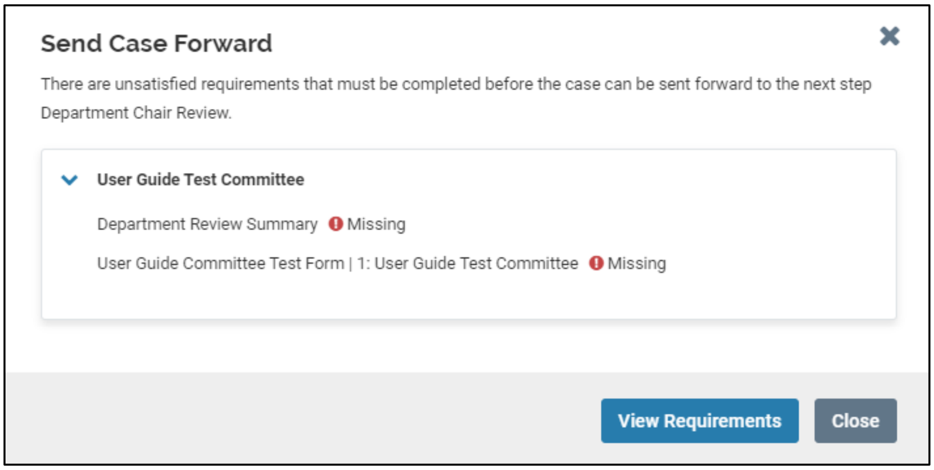


On every step of the case until the final one, the system will show the committee access change that will take place from one step to the next and provide the option to send a message. The box can be unchecked to refrain from sending a message or left checked and sent either as the prefilled message or one you edit.



Sending a Case Forward with Missing Requirements

The system is designed to prevent a case from moving forward until all requirements have been met. If there is only one committee on the current step and the Administrator or Committee Manager attempts to send the case forward with incomplete requirements, the system will show a message indicating the missing documents/forms and will not move forward until they have been completed.

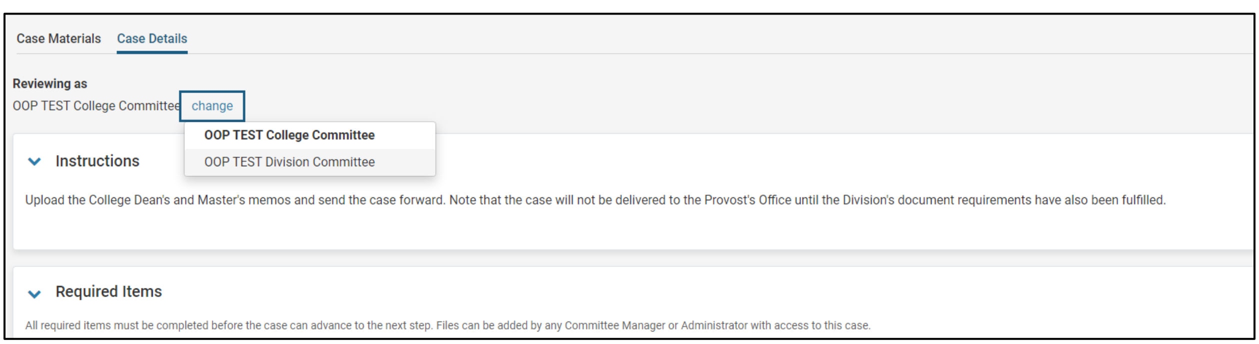


Internal Requirements with Multiple Committees at the Same Step

If your template has multiple committees on a single step in the workflow *and* both of those committees have specific requirements they have to fulfill, the case will not be able to progress until all requirements have been met.

If one committee fulfills its requirements and attempts to send the case forward, they will see the following message:

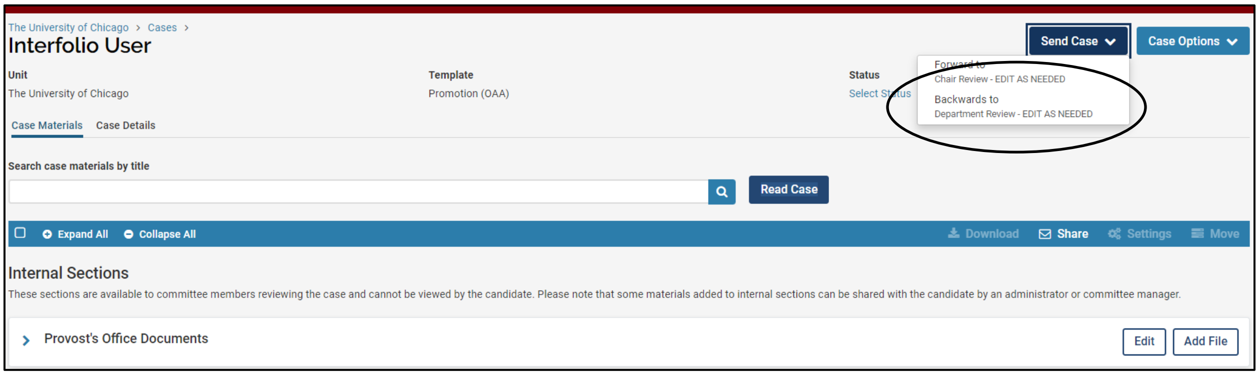
If you are an Administrator responsible for fulfilling requirements on behalf of all the committees at that step or a Committee Manager who has roles on multiple committees at that step, you can toggle between committees from the **Case Details** page. Under “Reviewing As,” click “change” and select a different committee.



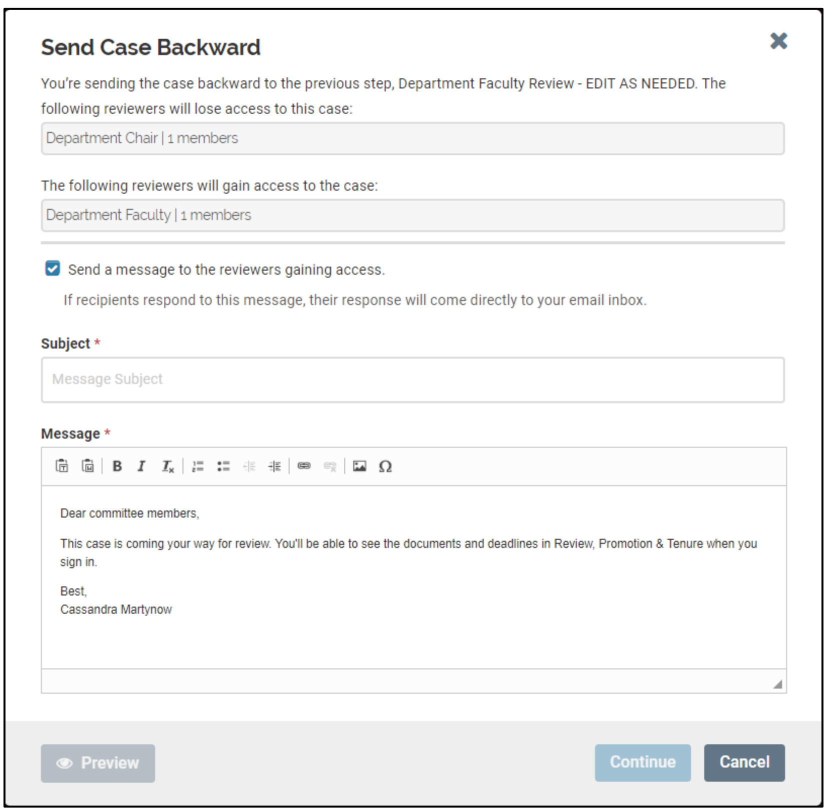
The system will switch your view to the other committee, where you can fulfill those requirements by following the same process outlined on page 77-80.

Sending a Case Backward

When you have completed the requirements for a given step, you will need to send the case forward as shown on page 81. You may find that you need to send a case backward, however, e.g. if the documents uploaded by the previous committee were not correct. To do this, you follow the same process as to send the case forward, but instead click the “Send Case” button and choose “Backwards to [PREVIOUS STEP NAME].”



The system will give you the same options for customizing a message and will push the case back one step in the workflow. If you already added documents at your step, the previous committee will <u>not</u> be able to see those when you send the case backward.

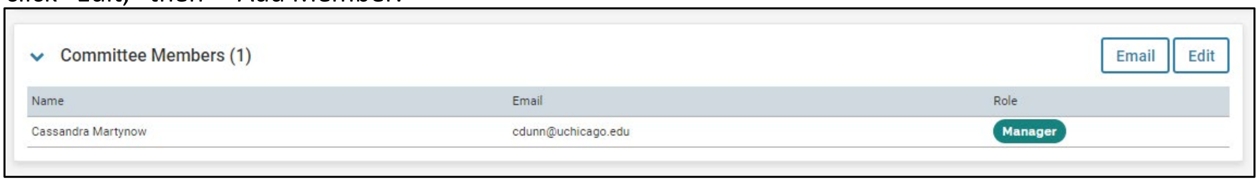


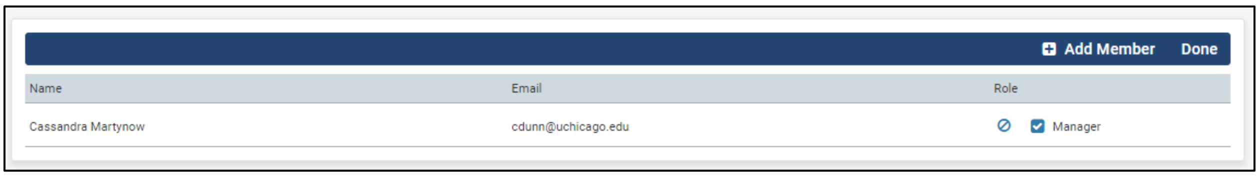
Editing Committee Membership

If you have Administrator or Committee Manager access, you will be able to edit some committee membership while the case is in progress. As mentioned previously, it can also be helpful to use the Committee Manager role as a buffer to control when a full faculty committee is notified of a case, unless you choose not to notify the next committee when sending cases forward.

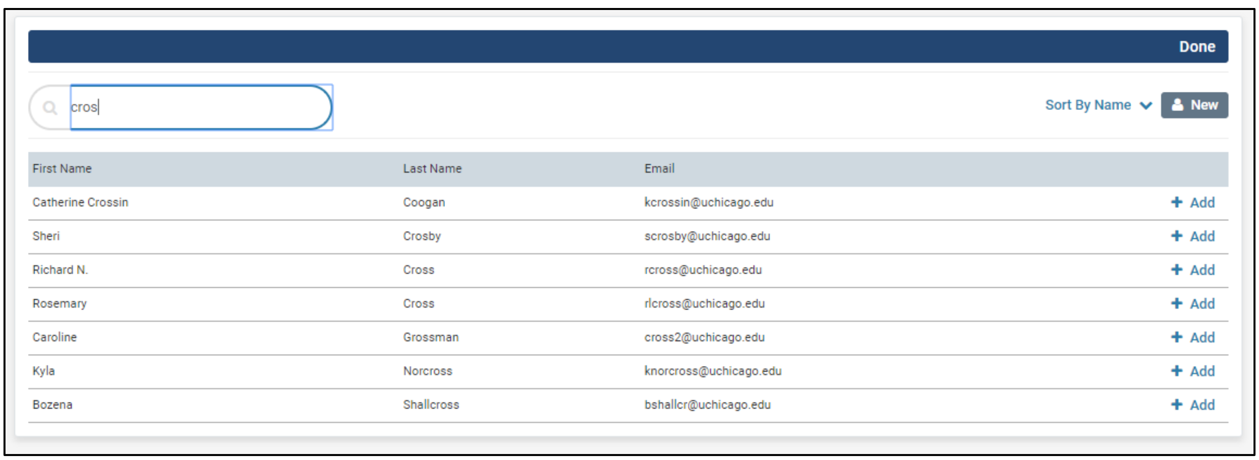
Adding Temporary Committee Members

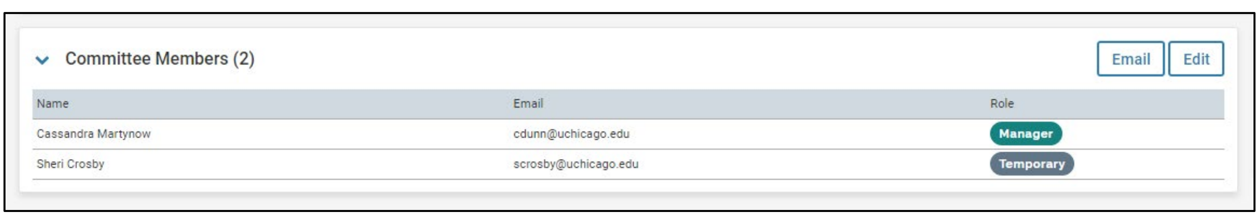
If you are a Committee Manager, you can add the rest of a committee after a case moves to their step and eliminate the automatic notification. On the **Committee Members** section on the Case Details tab, click "Edit," then "+Add Member."





Search for the member by last name and click "+Add" when you locate their record. They will be added to the list as a temporary member (meaning it will not change the composition of your Standing Committee for other cases).



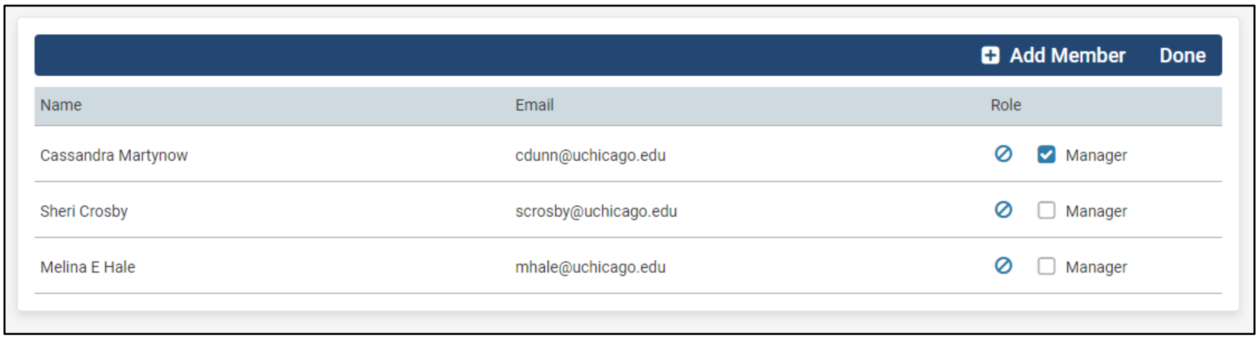


Managing committees in this fashion allows you to exercise more control over when your Committee Members are notified of a case; you can email all of the members from this section after you add them.

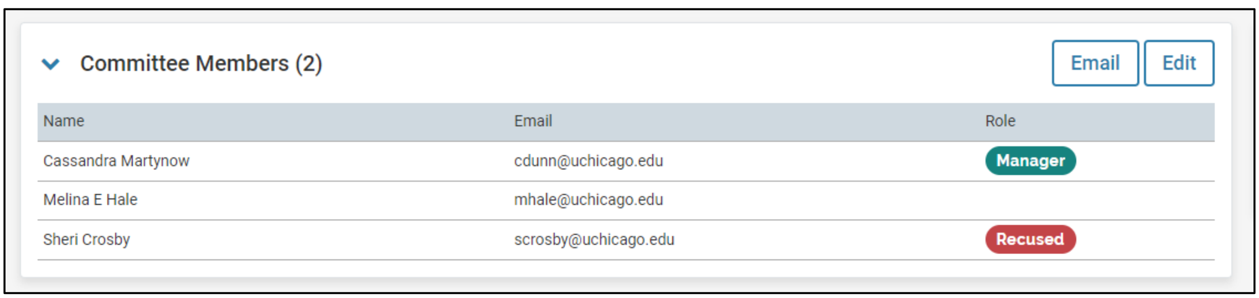
Note that if you add temporary members to a Standing Committee and that committee is on another step later in the same case, they will remain part of the membership for the rest of the case.

Recusing Committee Members

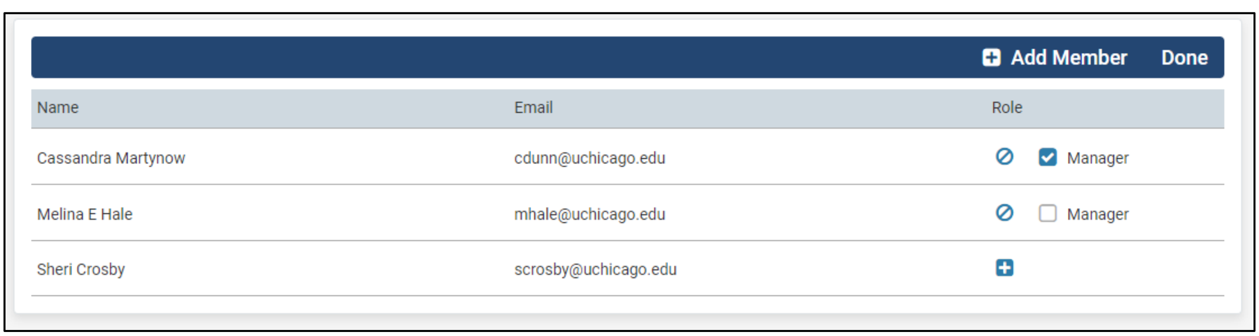
You are also able to recuse Committee Members at each step in the process. Recused members will not be able to access the case at their step and will be recused from any other subsequent steps in that workflow that contain the same committee. They will not be recused for previous steps that have already passed. **Note that Committee Member recusal is specific to a single case and does NOT indicate recusal for future cases.** To recuse someone, click the "Edit" button on the Committee Members section.



Select the 'no' symbol next to a member's record to recuse them. You can have a full Standing Committee but recuse certain members on a case-by-case basis through this method to eliminate conflicts of interest. The recused member will still be shown in the Committee Members list.



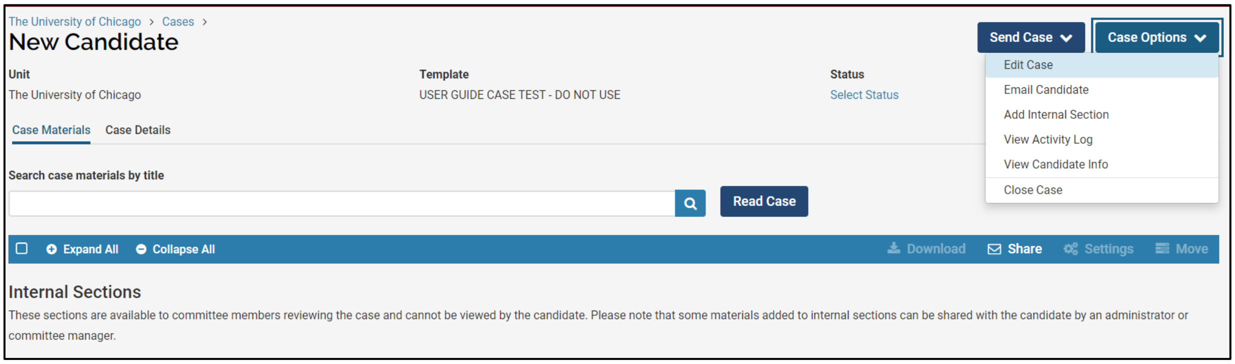
If you have recused someone in error, simply click "Edit" again and then select the "+" sign to re-add them to the case.



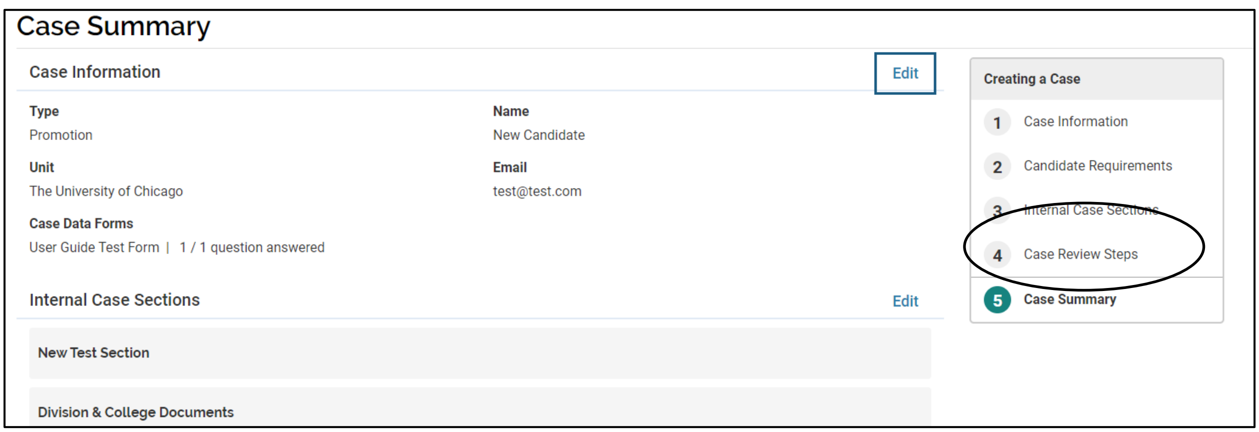
TIP: If you do not recuse Committee **Members when creating the case or before a case reaches their step in the workflow** (if you have Administrator access), they will likely receive a notification when the case arrives at their step. Because of the risk of not recusing them before they inadvertently log in and view materials, it is recommended you recuse them upfront.

Recusing Administrators

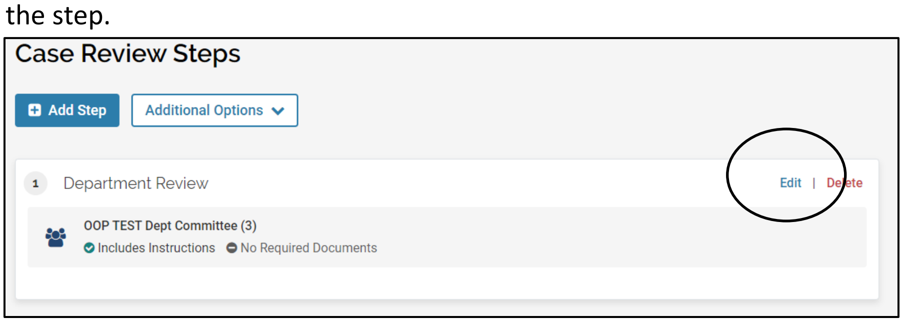
If you have Administrator access to a case initiated in your unit, you can also recuse Administrators on a specific step in a case or on a specific step for all cases at the template level. **Note that changes to a template will not affect cases that are already in progress.** To recuse an Administrator at a specific step, click on the "Case Options" button at the top right and select "Edit Case."



The **Case Summary** page will open. Select "Case Review Steps" from the bookmarks on the right side of the page.

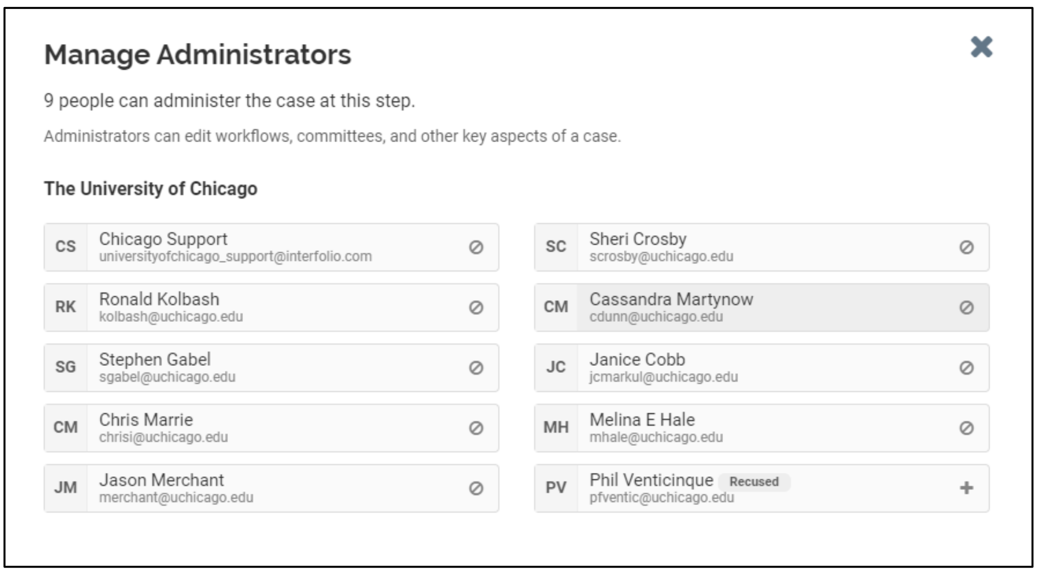


Locate the step where you want to recuse the Administrator and click "Edit" at the top right corner of the step.



On the top right side of the **Edit Details** page, you will see a number next to the text "people can administer the case at this step." You will also see a number or zero next to "administrators are recused at this step." Click "Manage" to change the recusals.

The **Manage Administrators** popup will open and show all of the Administrators who have access to the case at this step. Click the 'no' symbol next to an Administrator's name to recuse them (or click the "+" sign to remove the recusal if it has been previously added). Click the "X" to close the popup. The numbers on the Edit Details page will reflect the selections you've made.

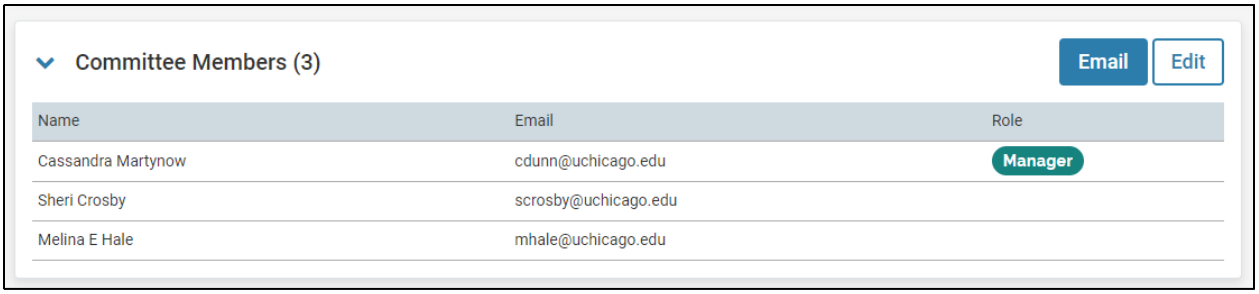


You can return to the case quickly by clicking on the candidate's name in the blue navigation options shown at the top of your screen.

TIP: To recuse an Administrator from a specific step at the template level, simply perform the same edit(s) while working on the Case Review Steps from the template itself.

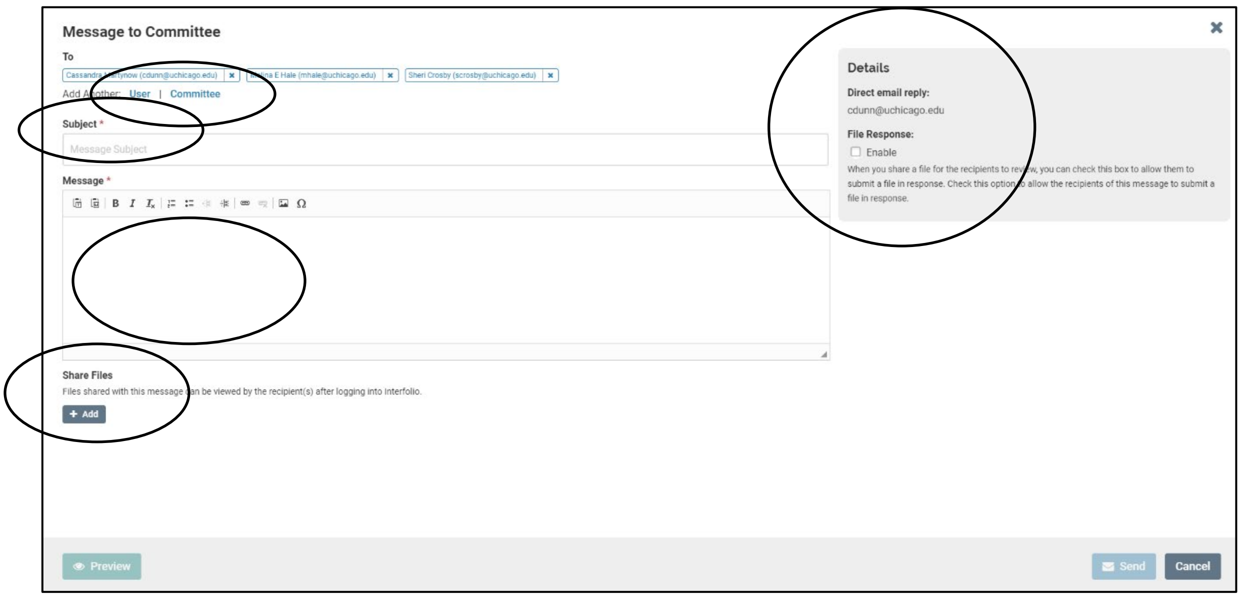
Emailing the Committee

As an Administrator or Committee Manager, you can easily communicate with the Committee Members as a group through the system. On the Case Details page, expand the Committee Members section and click on the “Email” button at the top right.

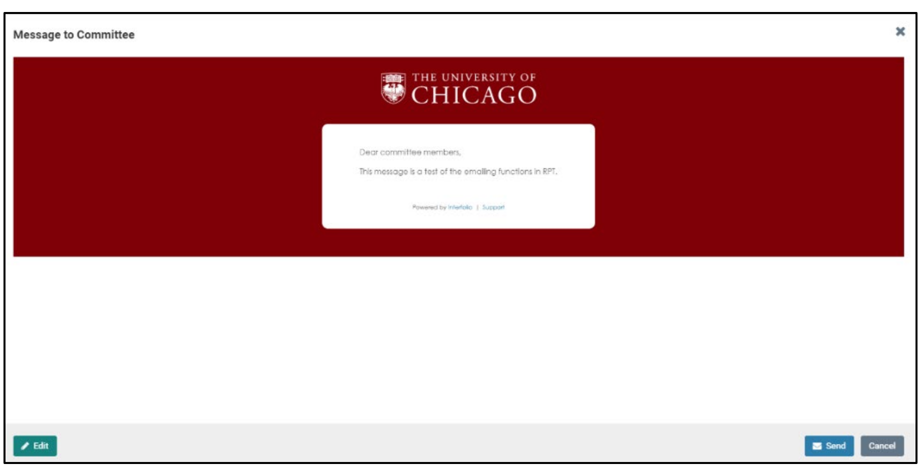


Name	Email	Role
Cassandra Martynow	cdunn@uchicago.edu	Manager
Sheri Crosby	scrosby@uchicago.edu	
Melina E Hale	mhale@uchicago.edu	

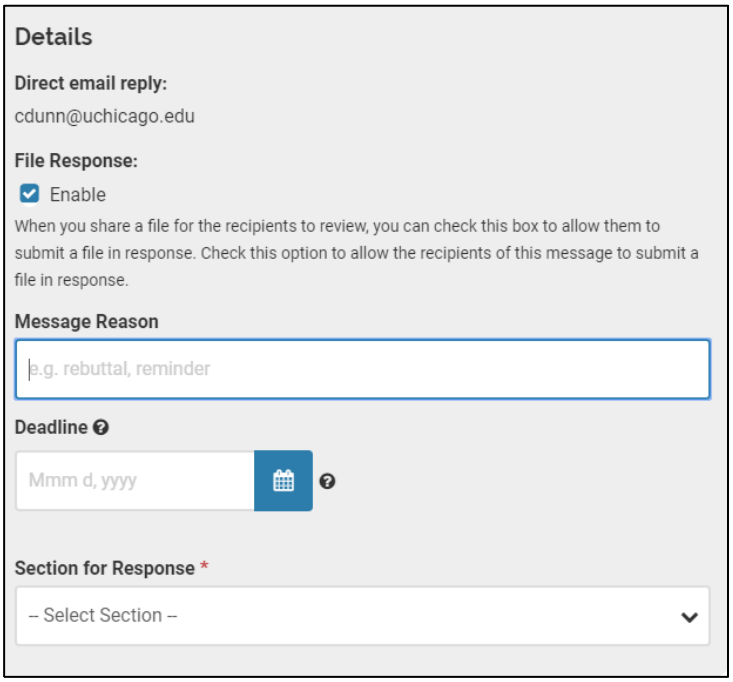
This will open the unique **Message to Committee** page, which contains a number of options. From here, you can add another individual system user or another committee as a recipient, type a subject and message, share files, and enable files to be submitted in response.



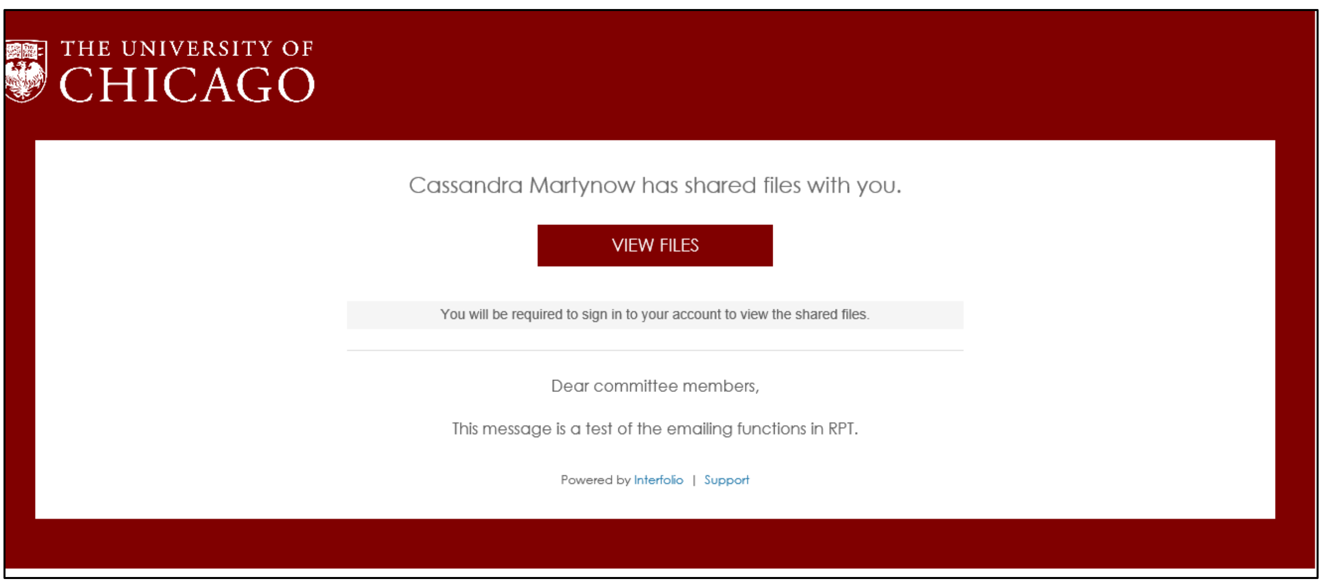
Note that “Share Files” pulls from the documents that have been added to Internal Sections that this committee has access to. Click “Preview” to see a version of your message.



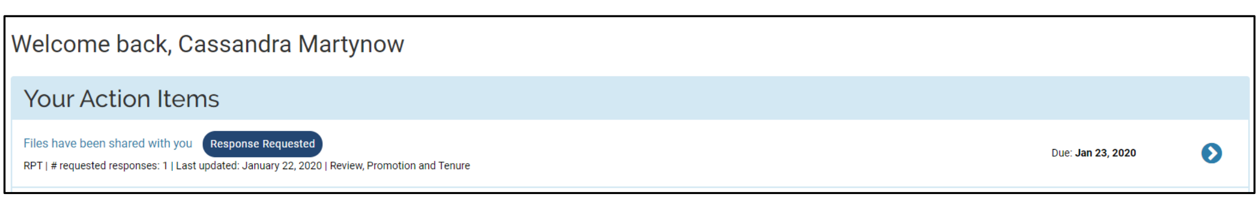
If you choose to enable "File Response," the Message to Committee page will give you secondary options for labeling and filing the responses.



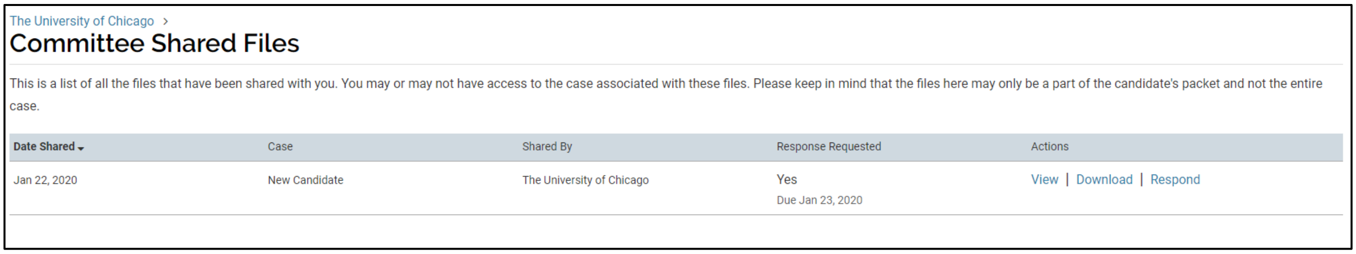
When you have completed your setup and clicked "Send," your Committee Members and/or other recipients will receive a message that looks similar to this (if you've chosen to share files):



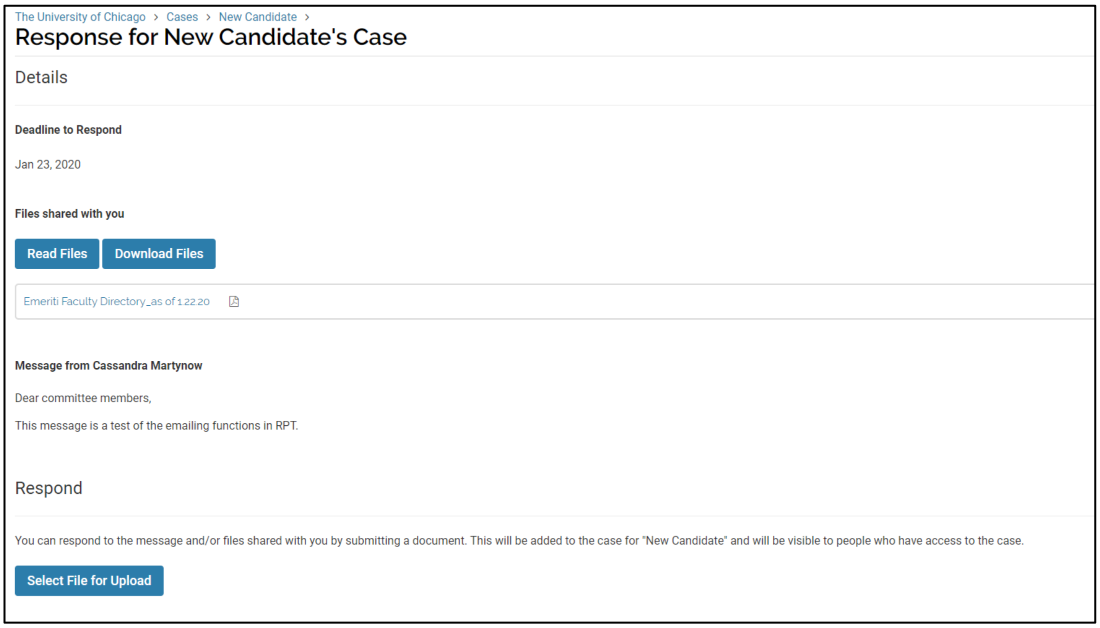
If you've requested any files in response, that will show up in the recipient's homepage Action Items when they sign in to the Interfolio system.



Clicking on the Action Item will take them to the **Committee Shared Files** page, where they can view, download, and respond to what you've sent.



Clicking "View" will take them directly to the document viewer, but clicking "Respond" will take them to the **Response for [NAME]'s Case** page where they can upload a response file.



Any files that have been sent in response will be added to the Internal Section you designated during the message creation process.

TIP: The file sharing mechanism can look like a spam email if the Committee Members are not expecting to receive a message like that. It is strongly recommended you include some kind of clear message to indicate that you're the sender and/or provide advance warning to the committee in case the message is caught by spam filters, etc.

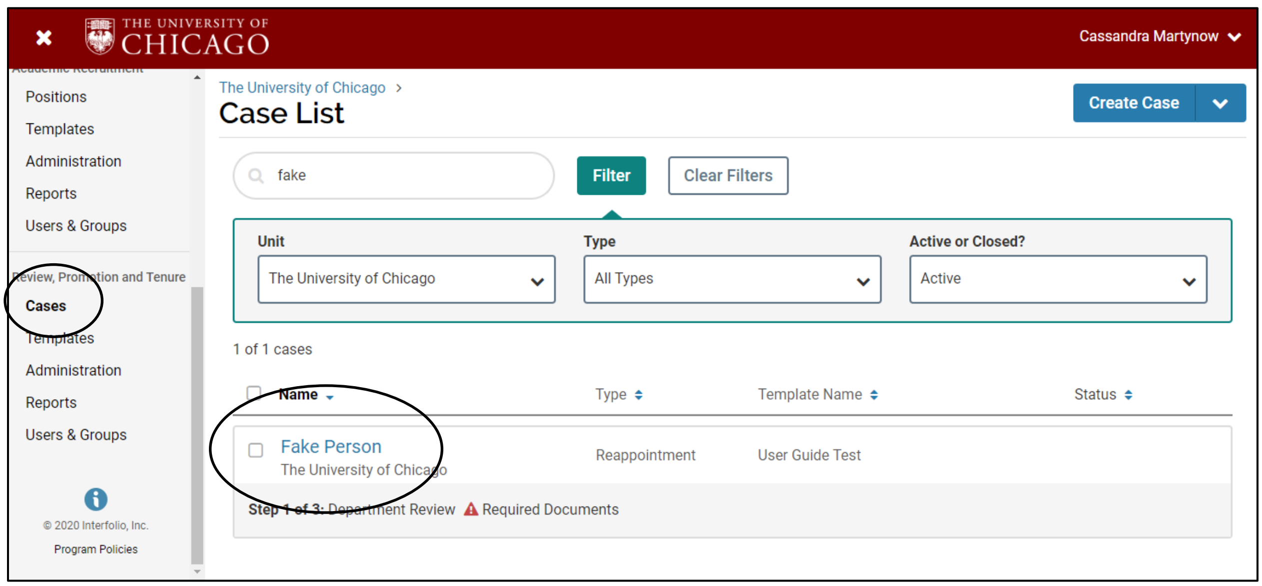
Closing a Case

When a case has made its way through the entire workflow and a final decision has been rendered, the case can be closed in RPT. This retains all of the documents and structure related to the case but will move it into a list of closed cases tied to the unit where the case was created.

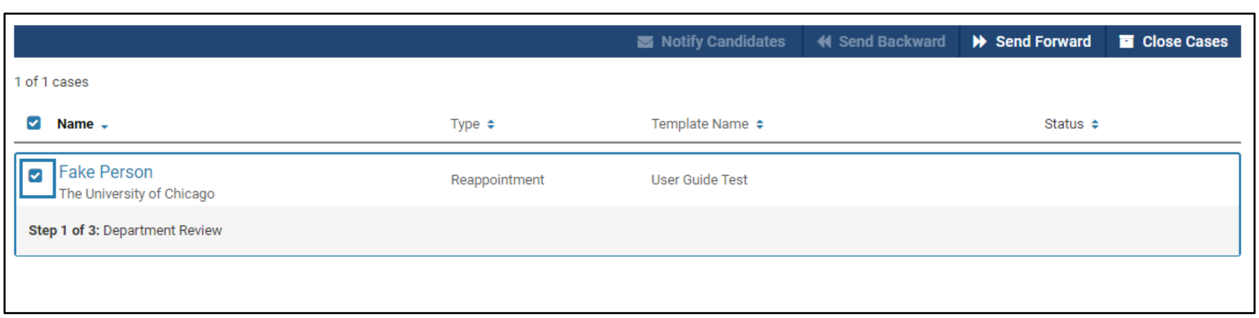
Cases that are approved in the Provost's Office must have a built-in Notification step at the end of the template so that the Provost's Office can upload approval documentation and send the case back to the division, school, institute, etc. with the final decision. After receiving that notification, the unit can close the case.

Closing a Single Case

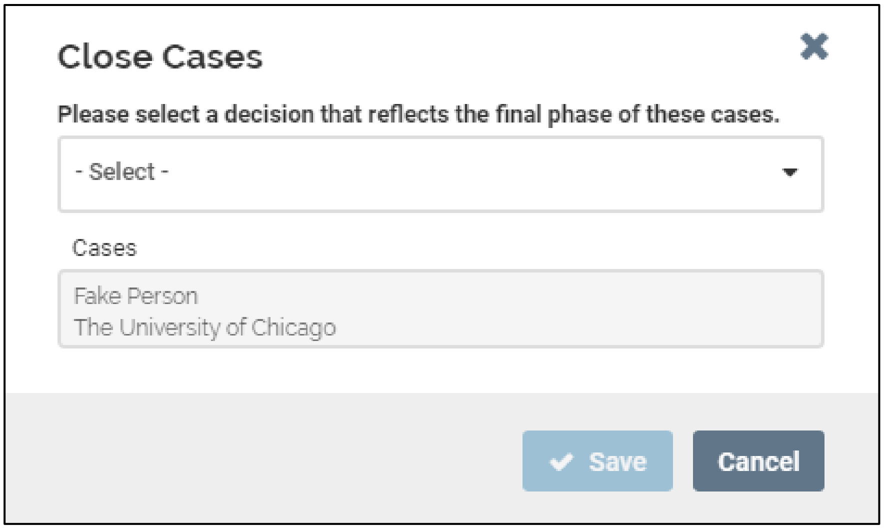
To close a single case, access the case through your **Case List** page. You can either close the case directly from here or click through the candidate's name to review and close the case there.



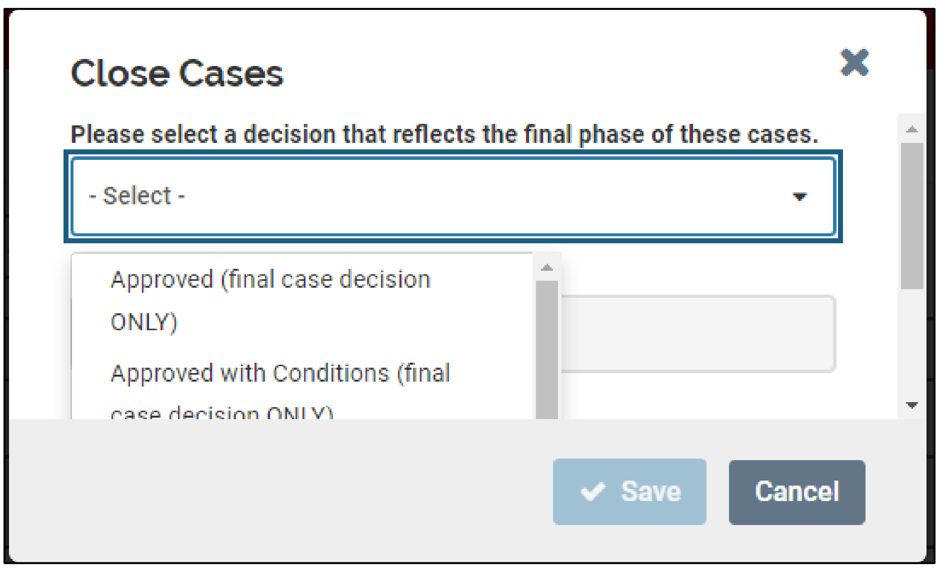
To close it from the Case List page, click the checkbox and select "Close Cases" from the blue toolbar that appears.



The **Close Cases** popup will appear and ask you to input a final decision that reflects the final phase of these cases.

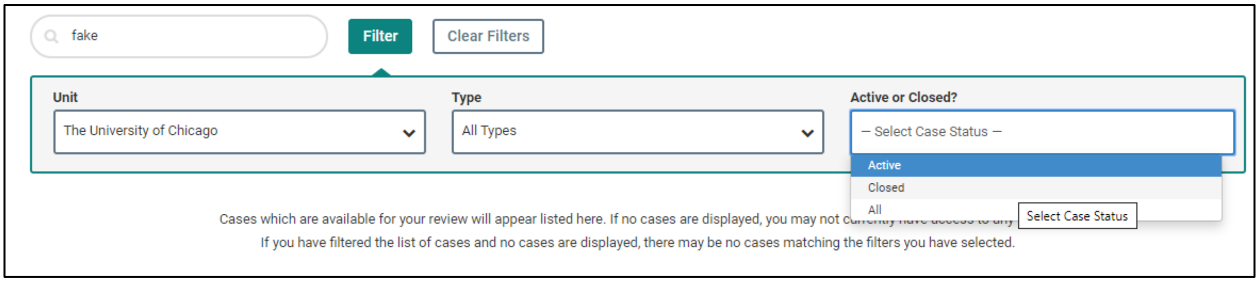


Select a status from the list or add a custom status. **For cases where the final decision is made by the Provost or President, the status must not be changed from the final status applied by the Provost's Office.** For unit-specific workflows, it is recommended you create an internal list of custom statuses and share them with the appropriate Administrators for use in closing your cases.

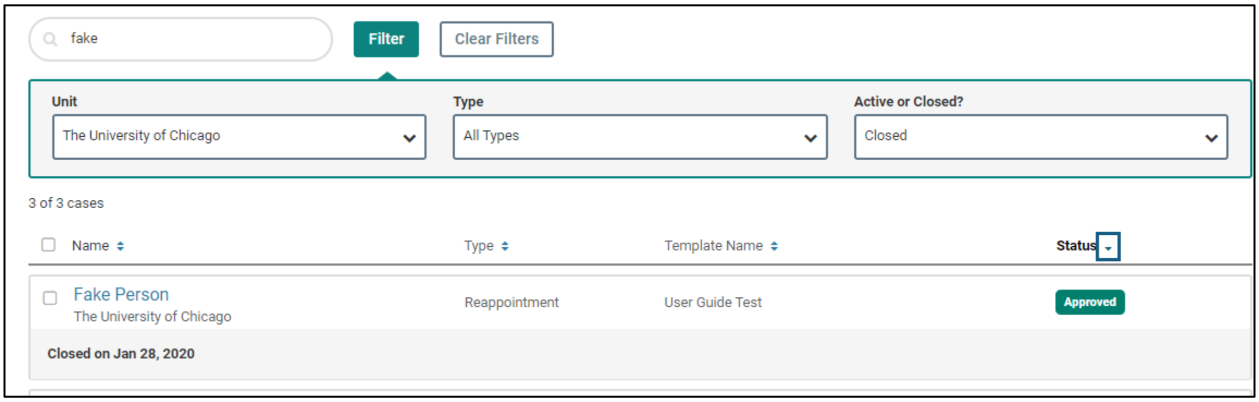


TIP: If closing a case you created by mistake or for testing purposes, use the **Test Case/Created in Error** status provided.

Once you have selected a final status and clicked "Save," the case will disappear from your Case List. You can find it again by clicking on the **Active or Closed?** menu in your Case List filtering options and selecting "Closed" or "All."

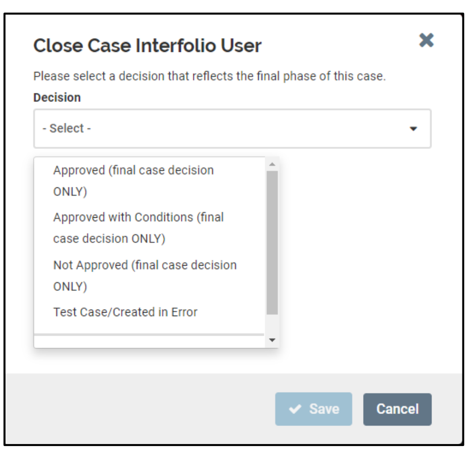


The list will then show your closed cases and you can see the status you have applied.



To close a case after opening the candidate's case page, click the "Case Options" button in the top right and select "Close case."

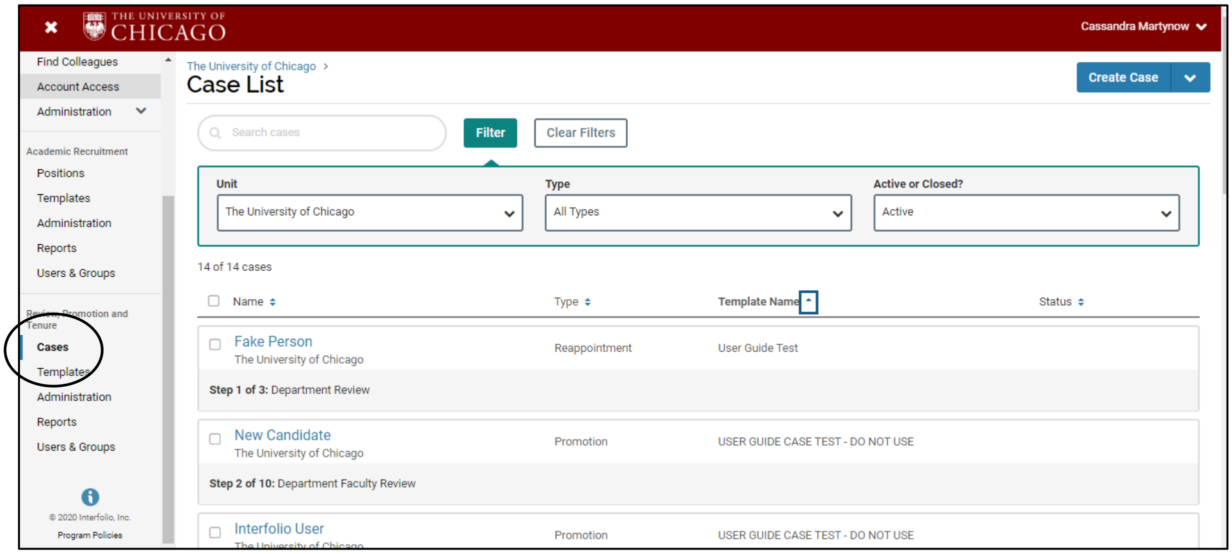
The **Close Case [NAME]** popup will appear and ask for a final status. As above, **for cases where the final decision is made by the Provost or President, the status shown in RPT MUST match the decision that was made and communicated to the unit.** You can use a custom status for unit-specific workflows.



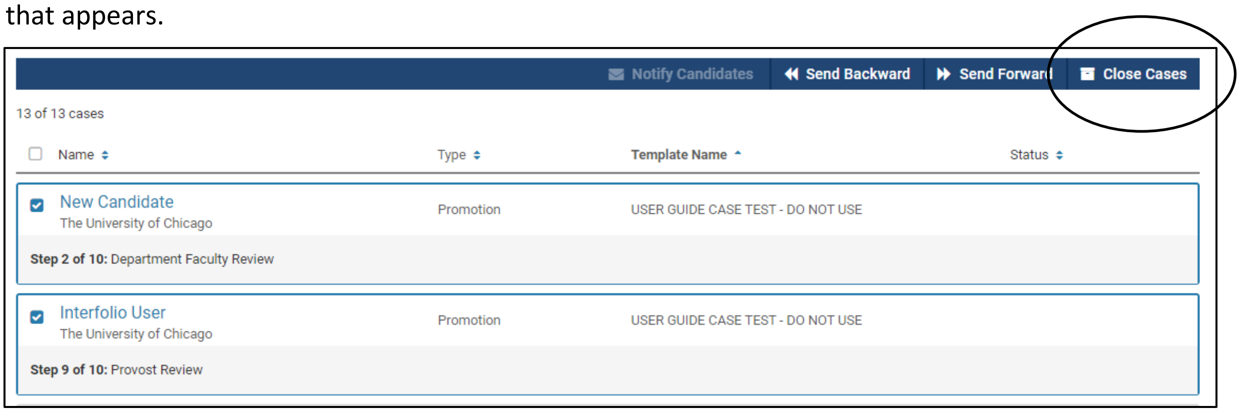
The status will update, and you will be returned to the case page. Once you leave the case page, the closed case can be found again as indicated above.

Closing Multiple Cases

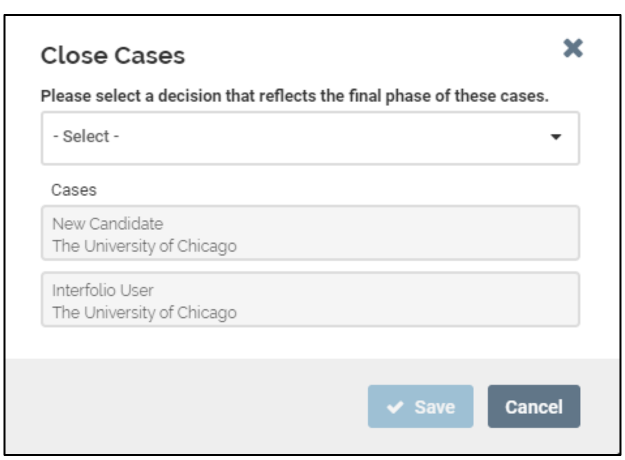
To close multiple cases at one time, find the cases through your **Case List** page.



To close several cases, click the checkboxes next to them and select "Close Cases" from the blue toolbar that appears.



The **Close Cases** popup will appear and ask you to input a final decision that reflects the final phase of these cases. You can only make one selection for all cases. Once you make a selection and click "Save," the cases will be visible in your closed cases list as shown in the previous section.



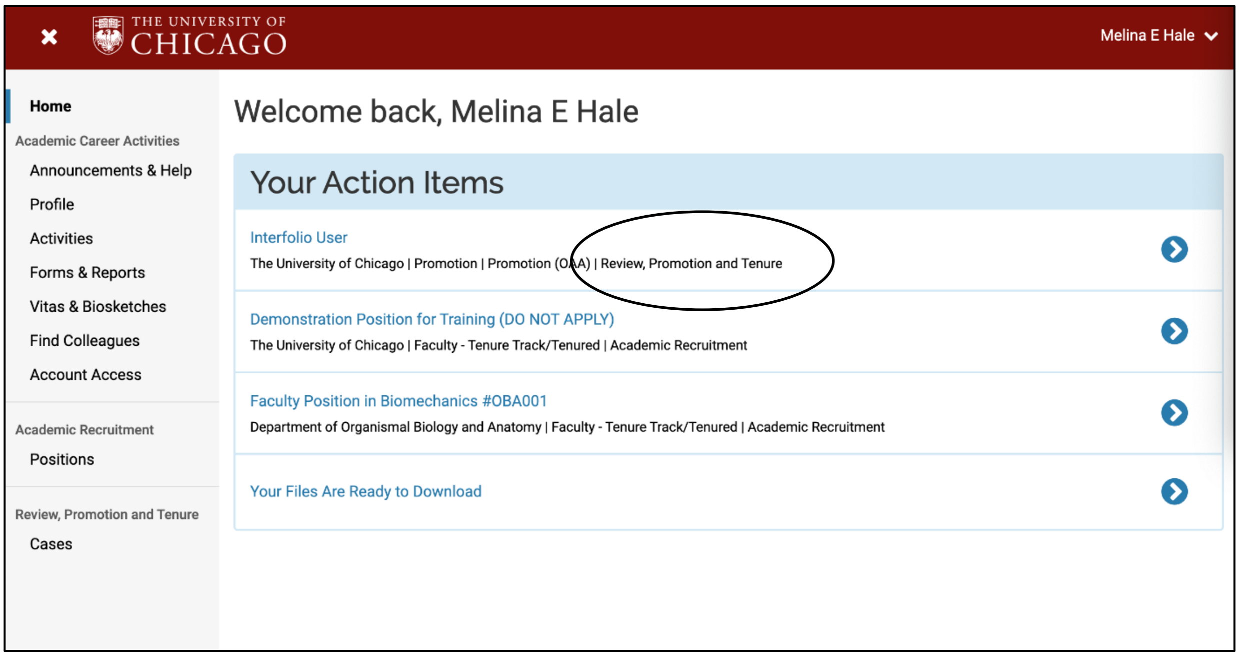
TIP: It is unlikely that you will need to reopen a case unless you have accidentally closed it. In this instance, you can follow the same steps as above, but the various options menus will show you “Reopen case” or “Reopen Cases” if you have selected cases that are currently closed.

Help for Committee Members

Reading a Case

If you are a Committee Member on a specific step in a case's workflow, you will likely either receive an email from the system or from an administrator when a case is ready for your review. Log in to the Review, Promotion and Tenure (RPT) module using your CNet ID and password. If you have been assigned as a Committee Member to a case, it will also appear in your **Action Items** on your home page.

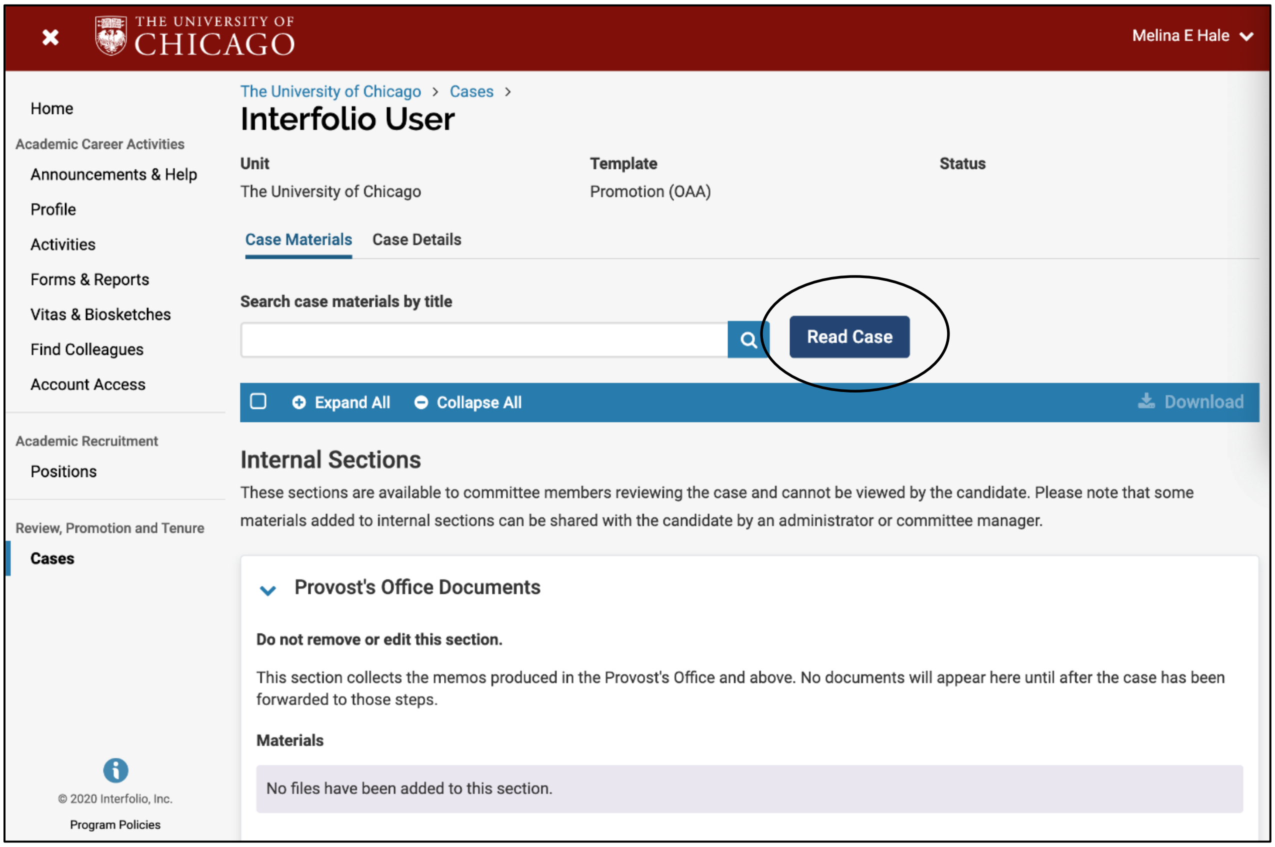
Please note: You may see a number of Action Items if you are also an evaluator on open searches in the Academic Recruitment module. You will be looking for the Action Item that says "Review, Promotion and Tenure" underneath it.



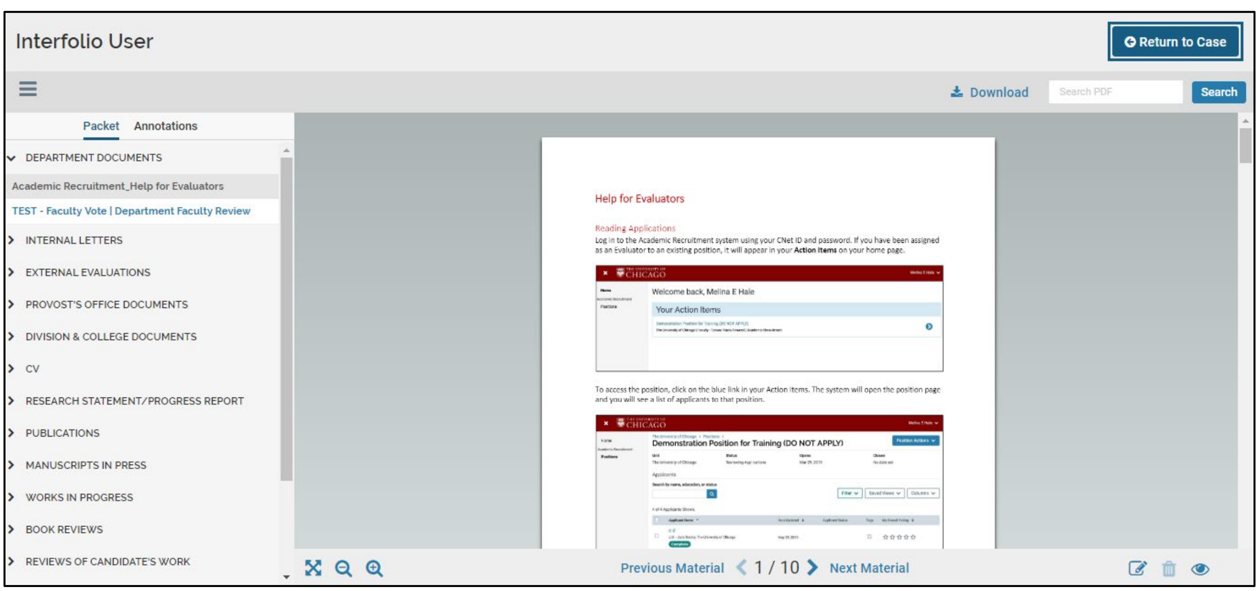
To access the case, click on the blue linked candidate's name in your Action Items ("Interfolio User" in the screenshot example above).

The system will open the case page and you will see two main tabs: **Case Materials** and **Case Details**. The Case Materials tab is open by default and contains all of the documentation added to the case by the candidate and by previous committees. The Case Details tab shows requirements and other Committee Members specific to your current workflow step.

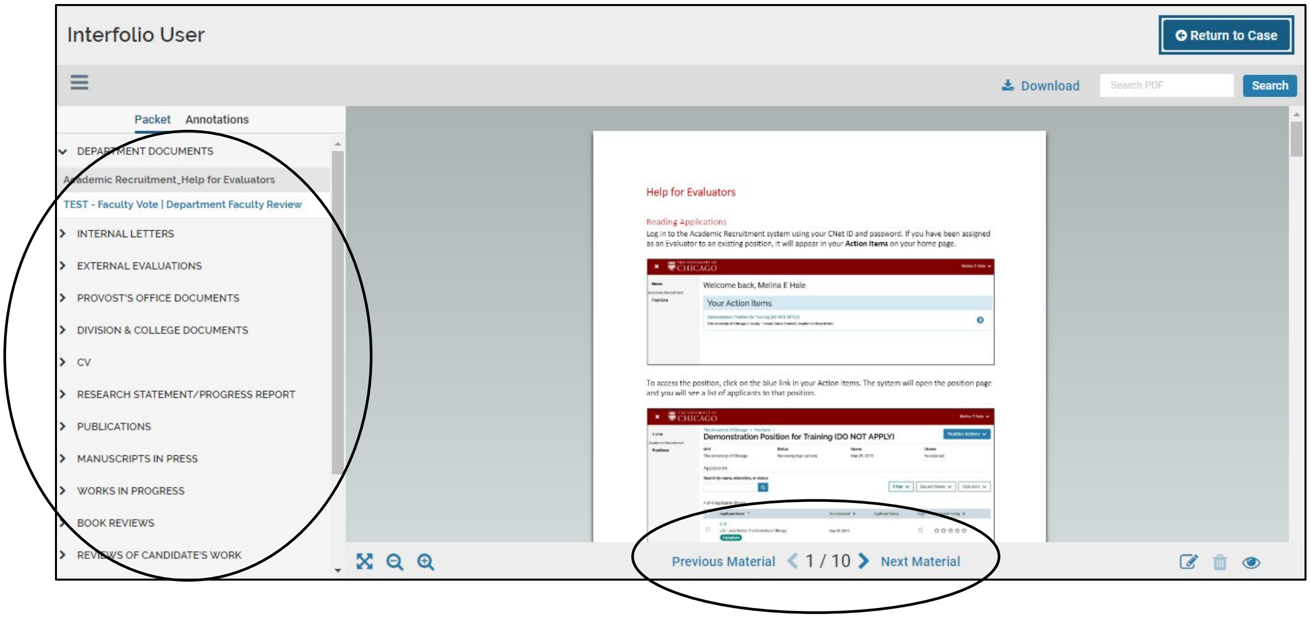
Unless you wish to review specific documents individually, it is recommended you begin by clicking the "Read Case" button.



Clicking the “Read Case” button will open all of the case materials in the document viewer. Users of the Academic Recruitment module will be familiar with the layout.



Within the viewer, you can quickly cycle through the materials of a case using the controls at the bottom or the bookmarks on the left. The order of the bookmarks on the left is dictated by how the case was set up by the unit administrator. In general, you are likely to see internal documentation shown first, followed by the candidate’s packet.



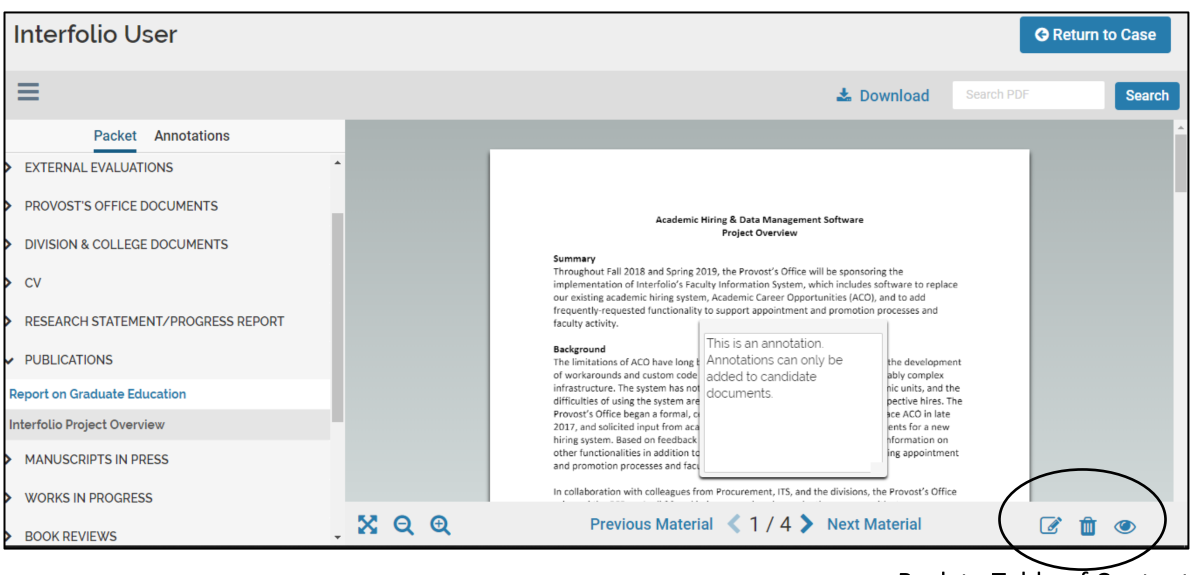
Reviewing a Case

In reviewing a case, Committee Members have several tools available to use. These tools are optional and can be used as determined by the committee. **Please note that any information you put into the system is discoverable and must be in compliance with University policies.** While committees are encouraged to use the system features detailed in the following sections, units should also reach out to equalopportunity@uchicago.edu if guidance on appropriate comments and annotations is needed.

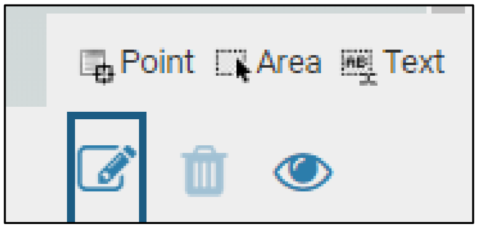
Annotating Materials

Annotations are notes you make on case materials while reading and are not shared with your fellow Committee Members. *If you are part of multiple steps in a given workflow, the annotations you make will continue to be visible to you at each subsequent step.* The annotation toolbar is located in the bottom right corner of the document viewer.

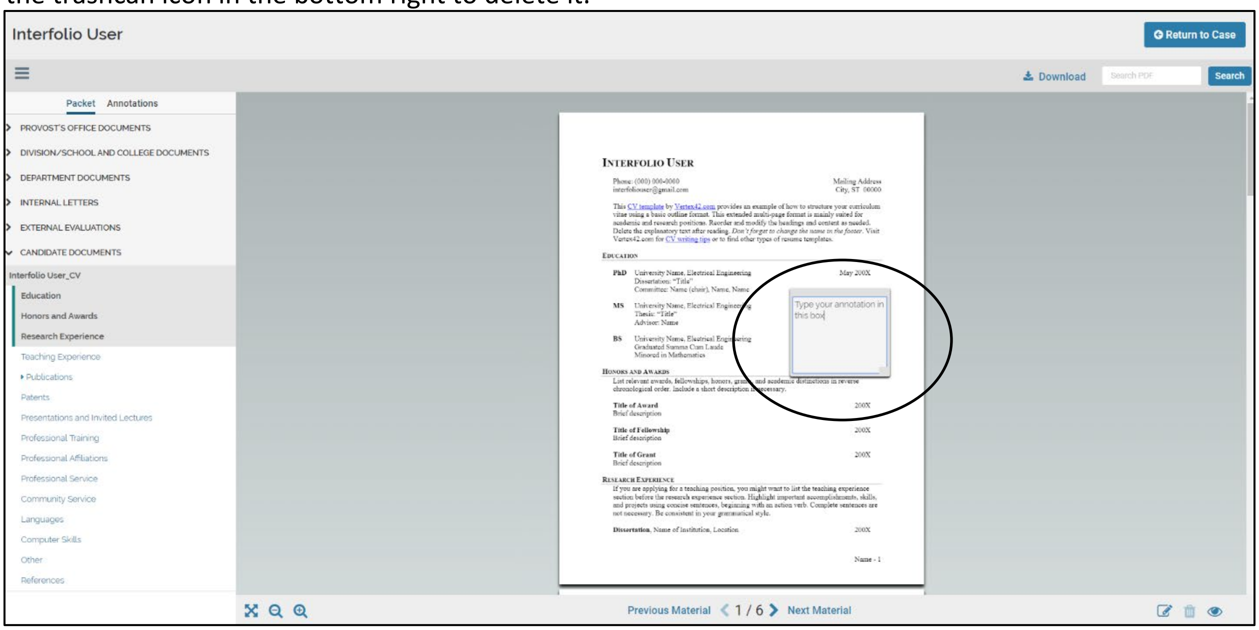
Note that annotations cannot be added to internal documents – only to the candidate's materials.



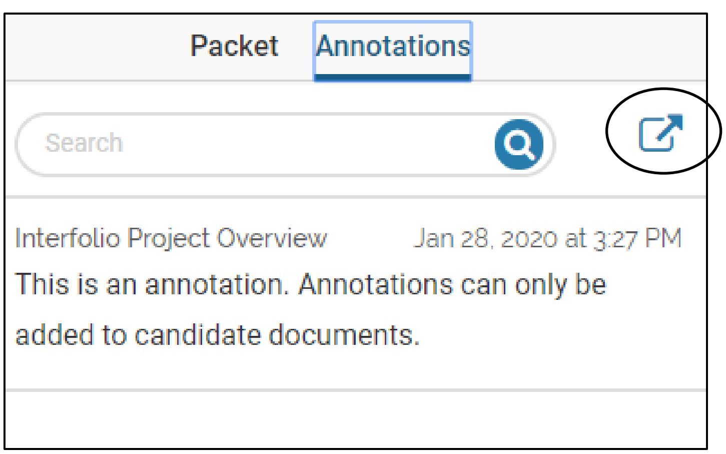
To add an annotation, click on the pencil icon and choose either a Point, Area, or Text annotation.



Click (or click and drag for Area/Text annotations) on the case where you want to add the annotation, and type in the box that appears. Clicking outside the box will save your annotation, and you can hide or display all annotations with the eye icon in the bottom right. You can also click on an annotation and use the trashcan icon in the bottom right to delete it.



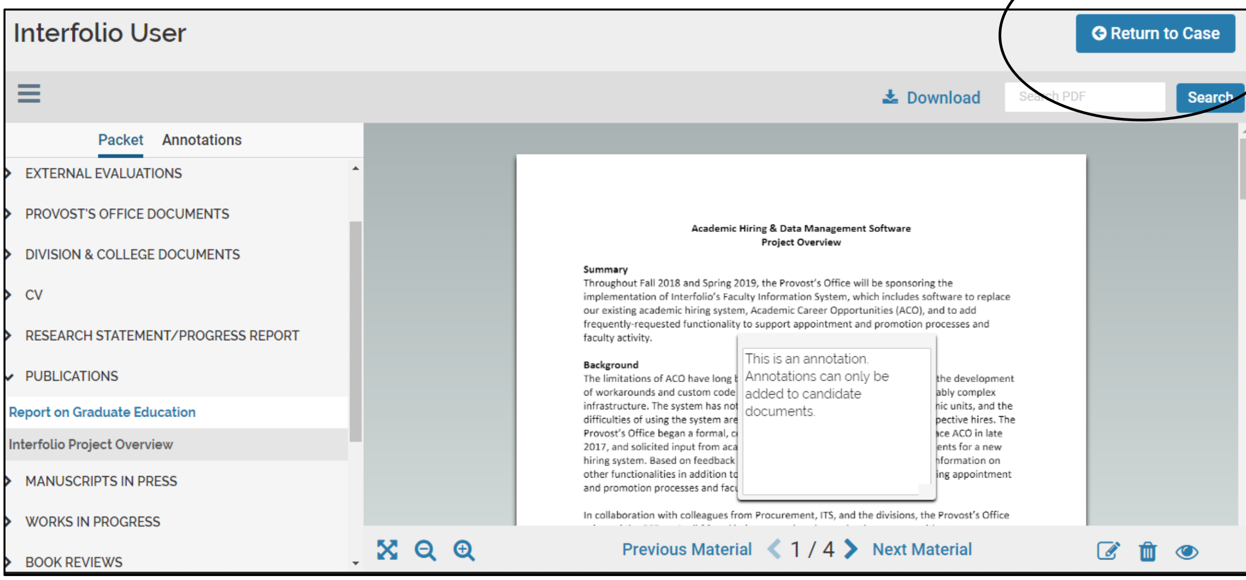
You can view a list of annotations by clicking the Annotations tab at the top of the materials list on the left-hand side of the window. You can export all your annotations by clicking the export icon that appears to the right of the Annotations tab once you've made an annotation.



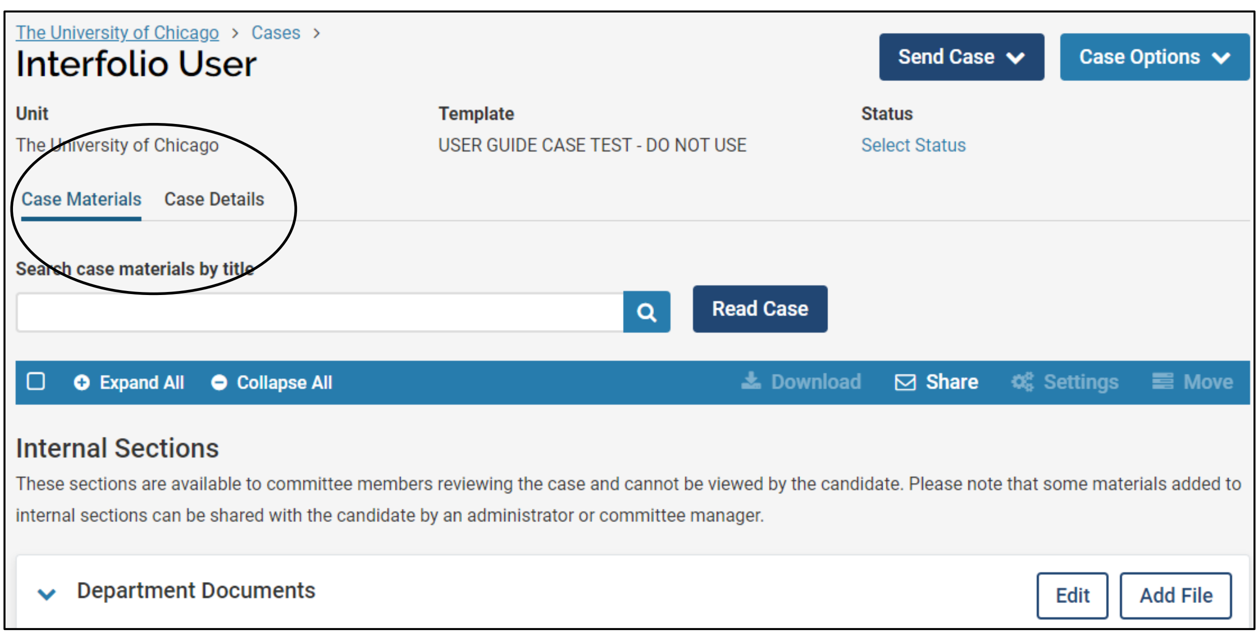
Commenting on a Case

After reviewing case materials, Committee Members can leverage the comment feature in RPT to share overall commentary with their fellow Committee Members. Unlike in the Academic Recruitment module for searches, this cannot be done while in the document viewer. **Though comments are discoverable, they remain at your current step in the case – i.e. the next committee to review the case will not see what your committee has written in the comments section**.

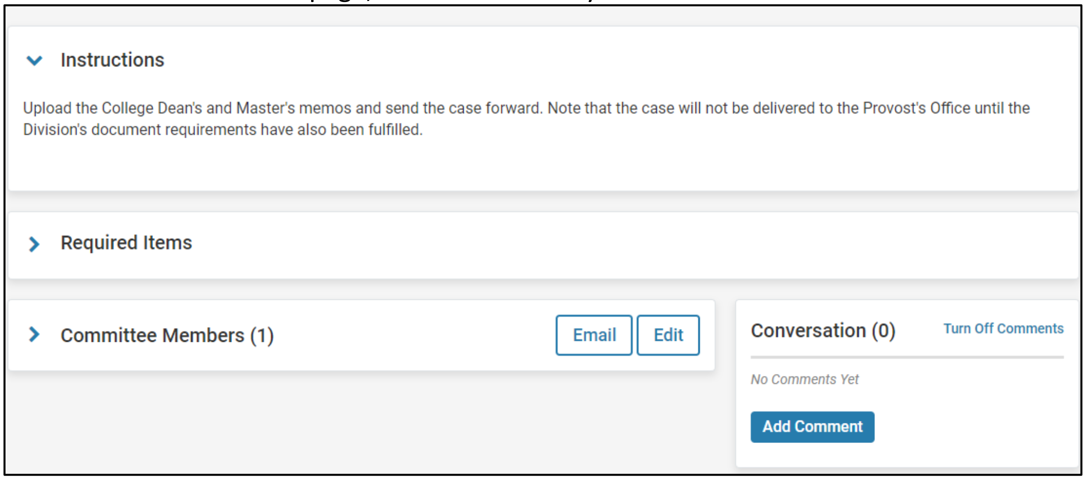
To add a comment to a case, click the blue "Return to Case" button at the top right of the screen.



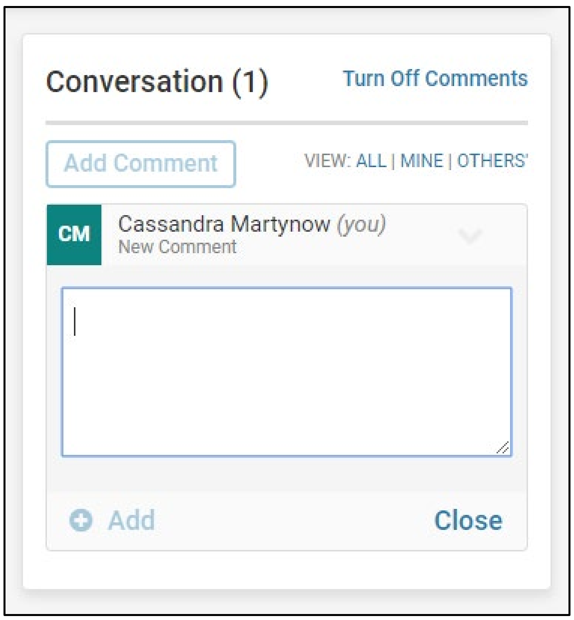
The system will take you back to the Case Materials page. Click on the Case Details tab to go to the committee-specific sections.

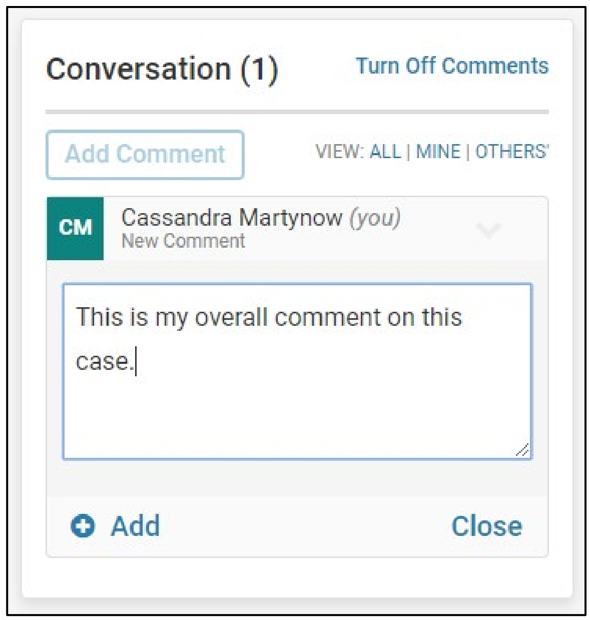


Once on the Case Details page, scroll down until you see the **Conversation** section.

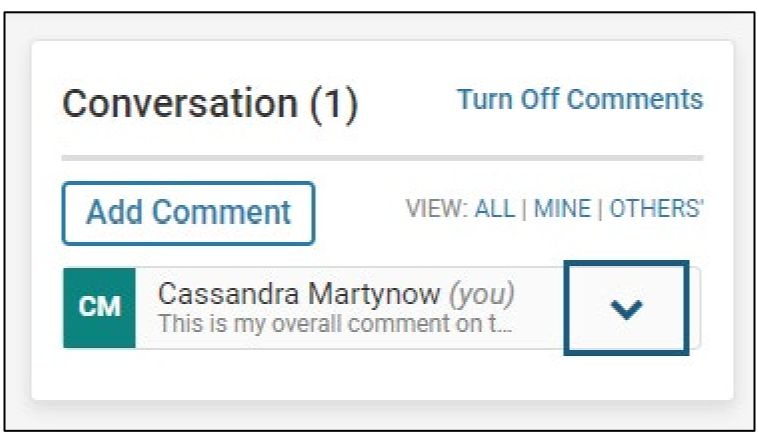


Click “Add Comment” to start the conversation with your fellow Committee Members. A text field will open with your name at the top. Type your comment in the box and click “+Add.”

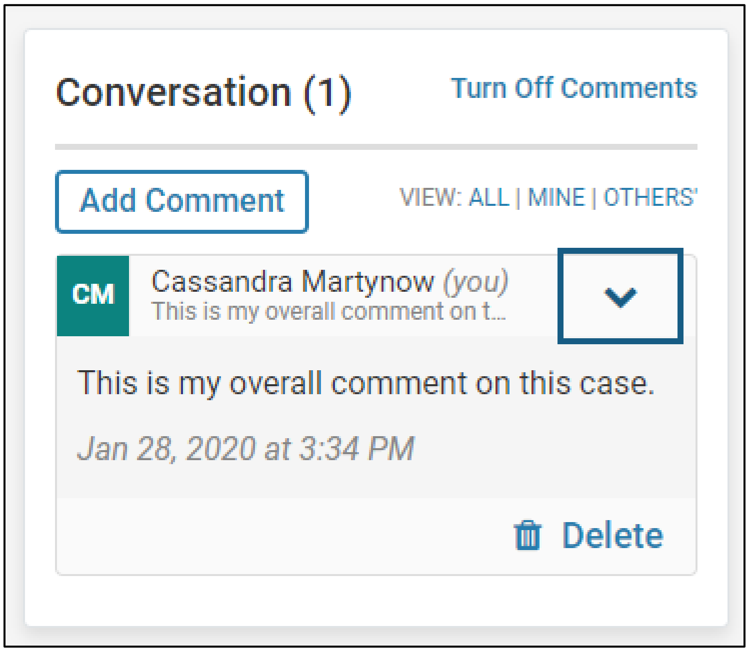




A truncated version of your comment will now appear. You can use the blue options to view all comments, only yours, or only others’.



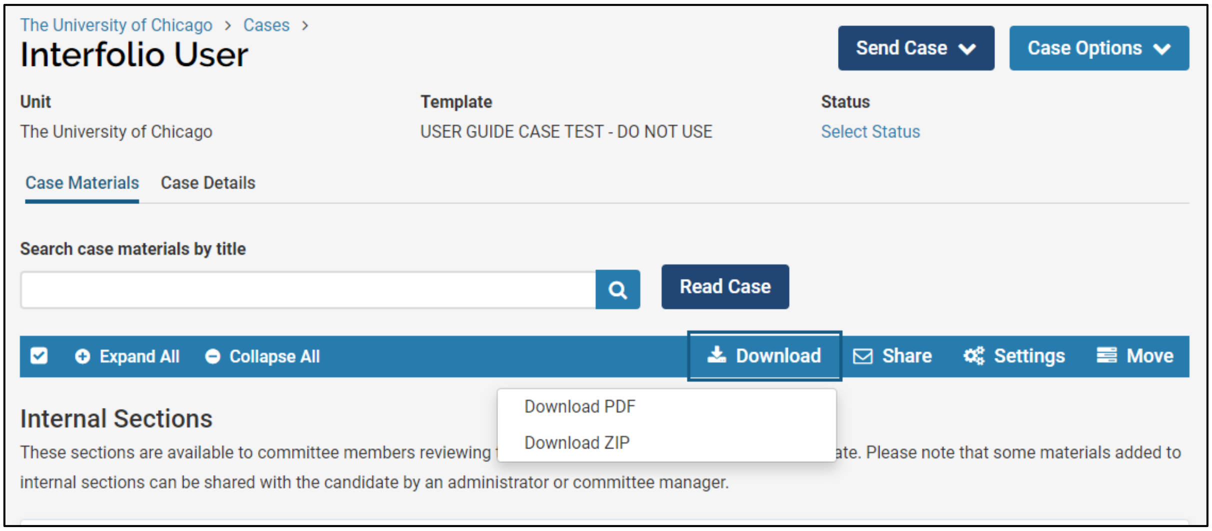
Click on the arrow to expand an individual comment. If the comment is yours, you will also see an option to Delete it. Note that there is no way to edit comments, so if you need to make an update you will have to enter a new comment. It may be helpful to think of this feature as more of a "committee chat" window.



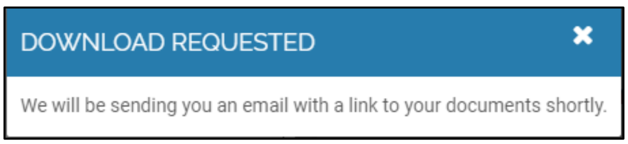
Downloading Case Materials

If you prefer to review case materials offline, you can quickly download all materials. When looking at the Case Materials tab, use the checkbox at the left of the blue toolbar to select all materials. Alternatively, you can use the checkboxes next to each material to narrow your download choices.

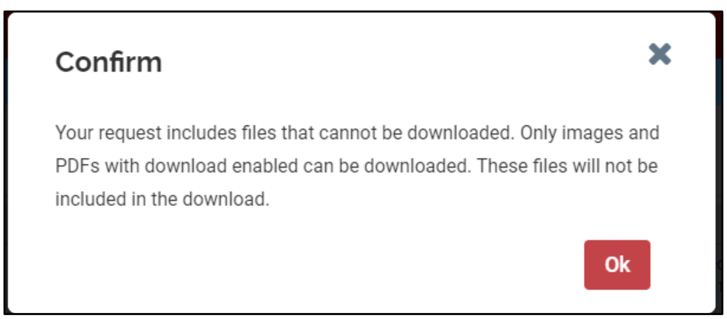
When the “Download” option appears in white, select it. You will be given the option to download everything in one PDF or download a ZIP file of the separate materials.



You will receive a notification in the bottom left that your download has been requested.



If the case contains materials that are unable to be downloaded (e.g. URLs), you will see a popup notifying you of this. The system will download everything else. Click “Ok” to continue.



In addition to receiving an email when your document download is ready, your download will be available in your Action Items through the Home tab in your dashboard (top left of the screen). It may take a minute to appear there. If you selected PDF download, it will generate one PDF packet. If you selected a ZIP download, you will need to extract the files for use.