

# WTAMU Candidate Guide for Promotion/Tenure and Third Year Review

WTAMU uses the faculty information system, Interfolio, for promotion, tenure, and third year review processes. This system allows you to assemble and share documents in an electronic portfolio for peer and administrator review. The guide below will help get you started as you assemble and then upload your materials into Interfolio. A complete, step-by-step, downloadable Interfolio “Candidate’s Guide” is available on-line [here](#). You may also call Interfolio’s help-line at 877-997-8807.

## Case Creation

A Case or Packet will be created for you in Interfolio. You will get access to your case in late May or early June. Once your personal case has been created, you will receive an email through Interfolio that tells you your case is available. The email will contain a link that you will need to click on to activate your case. This will take you to Interfolio (you will need to log in, see below), and you can begin to look around and see the layout of the portfolio we have created. That case link expires after 30 days so just be sure to click on it before the time expires.

## Logging in

The link sent to you stating your case is ready should direct you to Single Sign-On for you to log in. If it does not, you can login to Interfolio [here](#). This should take you to single sign-on and then to the Interfolio screen. Type in West Texas A&M University in the box and that will take you to your Interfolio area. Once the home screen opens, you should see “Your Packets” on the left side of main screen. Clicking on that should take you to a screen where your case is visible. Then you can click it to get into the case.

## Portfolio Requirements

Several items will be needed for your portfolio that will be reviewed by your peers and administrators. Detailed information on the process as well as the contents of the portfolio are provided in the Faculty Handbook. Each type of review (third-year review, initial application for promotion and tenure, and promotion only) has slightly different requirements for portfolio contents. Please refer to the Faculty Handbook for specifics on the portfolio requirements for each type of review, but general contents are listed below.

### Curriculum Vitae (all types of review)

- **A curriculum vitae that details the candidate’s entire professional career with no personal information should be included.** Interfolio should automatically pull your vitae over from Faculty 180 (we used that feature to prepare your vitae for annual review in January). You will need to make sure all of your information is correct in Interfolio for your entire professional career so you may need to add components from before your time at WTAMU.

### Candidate’s Self-Assessments (all types of review)

- A one-page self-assessment of the candidate’s innovations and effectiveness in the category of instructional responsibilities.

- A one-page self-assessment of the candidate's contributions in the area of intellectual contributions.
- A one-page self-assessment of the candidate's influences in the area of professional service.

#### Third-Year Review (initial promotion and tenure candidates only)

- The written third-year review recommendations from the candidate's Departmental Promotion and Tenure Committee, direct supervisor, College Promotion and Tenure Committee, dean, and the Executive Vice President and Provost. If applicable, an appeal of the decision and the President's letter should also be included.

#### Annual Review of Faculty (all types of review)

- The summary forms from the Annual Review of Faculty that were completed by the candidate's direct supervisor. These should be presented (uploaded) in descending chronological order with the current year first.

#### Recommendation for Continuation of Probationary Appointment (third-year review and initial P&T candidates only)

- Copies of the Recommendation for Continuation of Probationary Appointment forms for all probationary years.

#### Evaluations of Teaching Effectiveness (all types of review with one exception noted below)

- Tabulation of University-wide student evaluations of teaching effectiveness. To access your information, go to Buff Connect at the top of the main WT homepage. Scroll down until you find the button for Course Evaluations. That should take you to the IOTA dashboard where you can see your course evaluation information.
- Tabulation of peer evaluations of teaching effectiveness and/or letters (if available).
- \*Tabulation of alumni evaluations of teaching effectiveness (if available). \*These are NOT required for Third-Year Review candidates.
- Tabulation of self-designed student evaluation of teaching effectiveness as summarized by the candidate (if available).
- Summary sheets of grade distributions from Institutional Effectiveness for courses taught during evaluation period. These are available on the IE website [here](#).

#### **Uploading Materials**

When you are ready to start uploading materials, use the following guidance.

- On your Interfolio home page, click on your case.

- The case likely shows in overview mode first. Click “Packet” on the top left underneath the name of your department.

**Promotion and Tenure Portfolio TEST WORKFLOW** Preview Packet

Unit: Department of Education      Type: Tenure      Candidate Instructions: [View Instructions](#)

Overview **Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

**Faculty180 Vita** Edit

Unlocked

Type
<input checked="" type="checkbox"/> StandardCV

**Section I: Curriculum Vita** Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="checkbox"/> Curriculum Vita	1 required	0

- Click View Instructions to read basic candidate instructions.

West Texas A & M University > Your Packets >

**Promotion and Tenure Portfolio TEST WORKFLOW** Preview Packet

Unit: Department of Education      Type: Tenure      Candidate Instructions: [View Instructions](#)

Overview **Packet**

Expand All     Collapse All

**Faculty180 Vita** Submit

Not Yet Submitted Unlocked

Title	Details	Actions
<a href="#">WTAMU Standard CV</a> Fall 1997 - Spring 2022	Generated Apr 5, 2022	<a href="#">Regenerate</a>

**Section I: Curriculum Vita** Submit 0 of 1  
Required Files

Not Yet Submitted Unlocked

A curriculum vita that details the candidate's entire professional career.

Curriculum Vita 1 required, 0 Added Add

A Curriculum Vita that details the candidate's entire professional career with no personal information should be included. This vita should be carefully prepared by the candidate in a format that allows a reviewer to easily assess each of the evaluation categories.

No files have been added yet.

- Use the Add button to upload a file. It will allow you to browse your computer to find the file you need. You will add all the required materials in each section the same way.

Section II: Candidate's Self Assessments Submit 0 of 3  
Required Files  
 Not Yet Submitted Unlocked

A one page self-assessment for accomplishments in Instructional Responsibilities, Intellectual Contributions, and Professional Service.

**Accomplishments in Instructional Responsibilities** 1 required, 0 Added Add

A one-page self-assessment of the candidate's innovations and effectiveness in the category of instructional responsibilities.

No files have been added yet.

**Accomplishments in Intellectual Contributions** 1 required, 0 Added Add

A one-page self-assessment of the candidate's contributions in the area of intellectual contributions.

No files have been added yet.

**Accomplishments in Professional Service** 1 required, 0 Added Add

A one-page self-assessment of the candidate's influences in the area of professional services.

No files have been added yet.

- Once you have completed any uploads, you can preview your portfolio by clicking the "Preview Packet" button at the top of the page. This will show you how it will look to reviewers.

West Texas A & M University > Your Packets >

## Promotion and Tenure Portfolio TEST WORKFLOW

Preview Packet

Unit: Department of Education      Type: Tenure      Candidate Instructions: View Instructions

Overview Packet

Expand All
 Collapse All

**Faculty180 Vita** Submit  
 Not Yet Submitted Unlocked

Title	Details	Actions
WTAMU Standard CV <small>Fall 1997 - Spring 2022</small>	Generated <small>Apr 5, 2022</small>	<span style="border: 1px solid black; border-radius: 5px; padding: 2px 10px;">Regenerate</span>

**Section I: Curriculum Vita** Submit 0 of 1  
Required Files  
 Not Yet Submitted Unlocked

A curriculum vita that details the candidate's entire professional career.

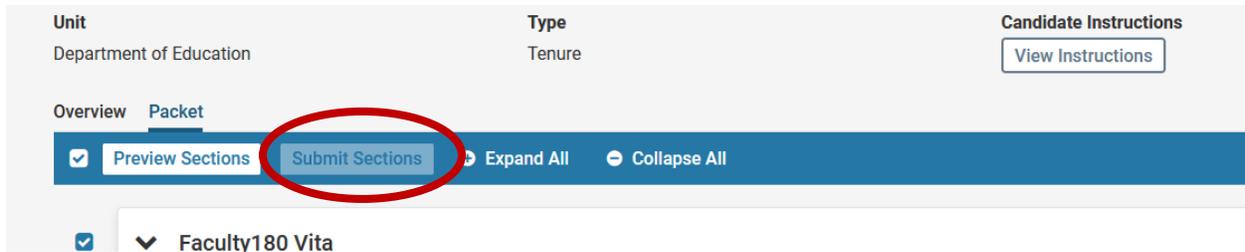
**Curriculum Vita** 1 required, 0 Added Add

A Curriculum Vita that details the candidate's entire professional career with no personal information should be included. This vita should be carefully prepared by the candidate in a format that allows a reviewer to easily assess each of the evaluation categories.

No files have been added yet.

- When you have completed uploading all materials, you are ready to submit. Do NOT click the dark blue submit button in each section as this uploads the section separately. It is better if you submit your entire packet when ALL sections are complete.

- When you are ready to submit the entire portfolio (packet), click the small box in the blue taskbar under the word “Overview” and this will select all sections for submission at one time. If the white Submit Section box appears in the taskbar, you have completed all requirements and can proceed with your submission. If that button is “greyed out”, you have not completed all requirements and are not ready to submit. The picture below shows the small checkbox but the Submit Sections button is not available because not all requirements have been uploaded.



- After submission, you will not be able to edit any materials. If you submit by accident before the deadline, contact Dr. Andersen and she can get your portfolio unlocked.