



HSC Interfolio Dossier

How to Access It and Some of the Features

Benefits of Interfolio Dossier

- Serves as a repository for documents throughout your academic career and gives you the opportunity to collect and organize your materials
- It never expires and will be available to you at any time (even outside of HSC)
- Provides templates for viewing requirements for Promotion and/or Tenure
- You are the only person with access to your Dossier account

After logging in to Interfolio, you will need to click your name at the top right of the screen and click “Interfolio Dossier” to switch to your personal account

The screenshot shows the Interfolio dashboard for Jackie Williams. The top navigation bar includes the HSC logo and the user's name 'Jackie Williams' with a dropdown arrow. The main content area is divided into 'My Tasks' (3 items) and 'Your Files Are Ready to Download'. A dropdown menu is open from the user's name, listing options like 'Interfolio Dossier', 'Account Settings', and 'Sign Out'.

Navigation Bar: hsc THE UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at FORT WORTH Jackie Williams

Left Sidebar: Home, Your Packets, Faculty180, Announcements & Help, Profile, Activities, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Administration, Review, Promotion and Tenure, Cases

Main Content: My Tasks 3, 1 Unread Tasks, 2 Read Tasks

Task List:

Title	Due Date
Document Shared Jackie Williams [Redacted] The University of North Texas Health Science Center at Fort Worth Tenure	Mar 31, 2021

Your Files Are Ready to Download: Open for Response, Jackie Williams

Dropdown Menu: The University of North Texas Health Science Center at Fort Worth, Branding Settings, Switch Accounts, Interfolio Dossier, The University of North Texas Health Science Center at Fort Worth, Account Options, Account Settings, My Contacts, Resources, Interfolio University, Interfolio Client Community, Product Help, Sign Out

Menu options

Home Screen of Interfolio Dossier

Home
Deliveries
Letters
Materials
Collections
Shared with Me

Dossier

Deliveries: 0 in progress

My Letters of Rec.: 0 not received

Letters to Write: 0

JW Jackie Williams
Director, Faculty Affairs
University of North Texas Health Science Center
M.A. - Master of Arts
CSUDH

A Dossier Deliver subscription includes quality checks on all letters of recommendation and 50 deliveries.
[Upgrade Now](#)

Dossier Highlights

Using Your Personal Dossier to Prepare for Reviews
[Learn More](#)

[Contact us](#)

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Program Policies

Not sure where to begin? See our [Dossier Quick Start Guide](#)

Click on the Quick Start Guide to open it here



Dossier Quick Start Guide

Message:
Welcome to Interfolio. This guide will help you understand how to use the system, how to create a dossier, how to manage your dossier, and how to track your progress. For more information, please contact your account manager or visit our help center.

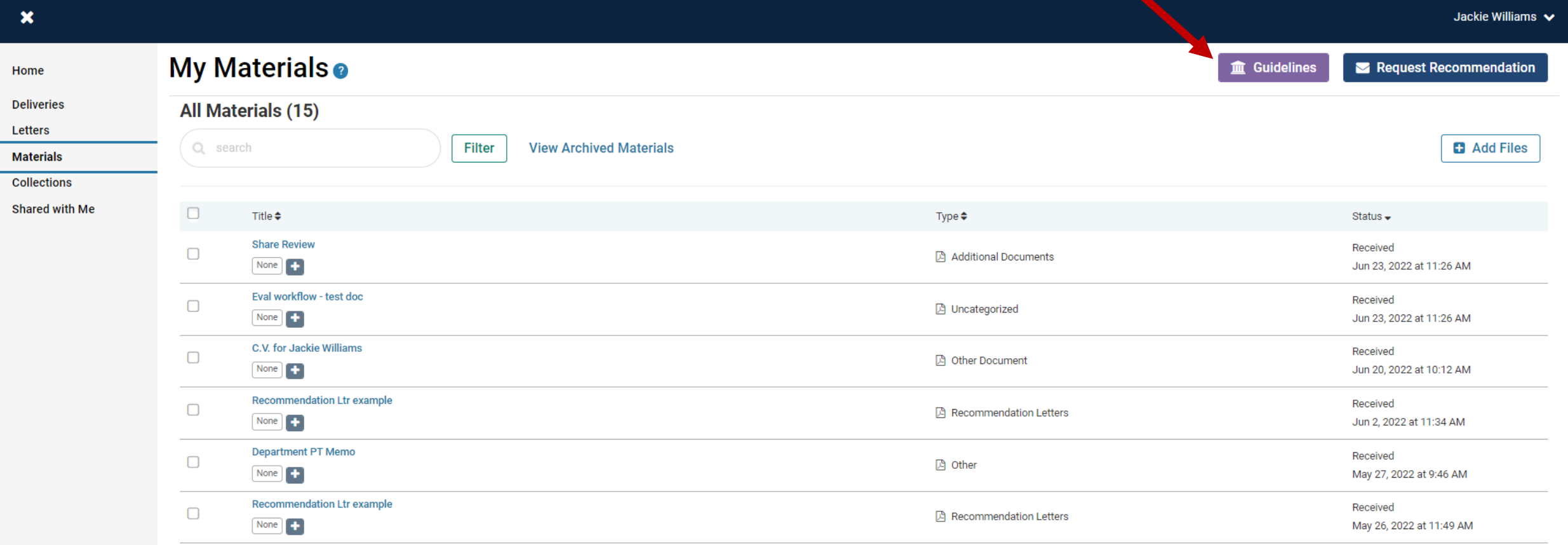
Key Takeaways:

- Create a dossier for each letter of recommendation you need to submit.
- Invite your referees to write letters of recommendation.
- Track the status of your dossier and the progress of your referees.
- Submit your dossier to the recipient of your letters of recommendation.

Next Steps:

- Review the instructions for your referees.
- Invite your referees to write letters of recommendation.
- Track the status of your dossier and the progress of your referees.

Accessing the Promotion and/or Tenure templates (Guidelines)



The screenshot shows a user interface for 'My Materials'. At the top right, the user's name 'Jackie Williams' is displayed. Below the header, there are two buttons: 'Guidelines' (highlighted with a red arrow) and 'Request Recommendation'. The main content area is titled 'My Materials' and shows 'All Materials (15)'. There is a search bar, a 'Filter' button, and a 'View Archived Materials' link. A table lists several materials with columns for Title, Type, and Status. Each row includes a checkbox, a 'Share Review' button (set to 'None'), and a '+' icon.

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	Share Review None +	Additional Documents	Received Jun 23, 2022 at 11:26 AM
<input type="checkbox"/>	Eval workflow - test doc None +	Uncategorized	Received Jun 23, 2022 at 11:26 AM
<input type="checkbox"/>	C.V. for Jackie Williams None +	Other Document	Received Jun 20, 2022 at 10:12 AM
<input type="checkbox"/>	Recommendation Ltr example None +	Recommendation Letters	Received Jun 2, 2022 at 11:34 AM
<input type="checkbox"/>	Department PT Memo None +	Other	Received May 27, 2022 at 9:46 AM
<input type="checkbox"/>	Recommendation Ltr example None +	Recommendation Letters	Received May 26, 2022 at 11:49 AM



Guidelines

Your institution has granted you access to view guidelines based on review processes at your institution. To help prepare for a review process:

- 1) Search for and select guidelines to reference as you gather materials.
- 2) Click "Save"
- 3) The guidelines will appear in a "Saved Guidelines" section. There, click "Prepare for this Review", and you will get further instructions on how your Dossier can help you prepare for the review.

▼ Search for Guidelines

Select Unit

Browse By Unit

The University of North Texas Health Science Center at Fort Worth



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▼ Search for Guidelines

Select Unit

The University of North Texas Health Science Center at Fort Worth ▼

Search

🔍 Search for guidelines

[Annual Tenure Application](#)

The University of North Texas Health Science Center at Fort Worth

Save

[Annual Promotion Application](#)

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Save

[Annual Promotion AND Tenure Application](#)

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Save

Available templates

Example of an HSC template/guideline



Previewing Guideline - Annual Promotion Application

[← Return to Guidelines](#)

Unit

The University of North Texas Health Science Center at Fort Worth

Instructions

HSC Policy 6.107 and Procedure P6.003 provide details and guidance for the Promotion and Tenure process.

The sections below follow the sections of the Promotion and Tenure checklist which you should have used in preparing your Promotion and/or Tenure packet. You can also find the information on the [Faculty Affairs website](#). The process will start within your department with your Department Chair and then be passed to the Department P&T Committee (if applicable), then to the School/College P&T Committee.

All sections should be **submitted** at the same time or your packet may move forward incomplete.

Note that a Faculty Activity Report will be generated. As it only reflects as far back as you populated it, and may not have all your teaching information, etc., be sure that your attached CV is inclusive of all the information that is to be reviewed and that the other section requirements are also met.

[Promotion and Tenure Checklist](#)

[Annual Promotion and Tenure Process Time Line 2022-2023](#)

[6.107 Faculty Tenure and Promotion Policy](#)

[P6.003 Faculty-Tenure-and-Promotion-Procedure](#)

[Criteria for faculty promotion tenure and PPR](#)

Note that this is a template to show you the requirements to assist in organizing your documents. You will still need to wait until you receive the actual case (in August - per the HSC P&T timeline) before you can submit the documents.

▼ Narrative

Provide a brief statement (2-3 pages) describing your qualifications for the promotion and/or tenure request.

Document Requirements

Narrative

1 required

[Save Guideline](#)

Close

To exit your personal Dossier and return to HSC Interfolio

The screenshot shows the 'My Materials' page for Jackie Williams. The user menu is open, showing options to switch accounts, account settings, and resources. A red arrow points from the text 'To exit your personal Dossier and return to HSC Interfolio' to the 'Interfolio Dossier' option in the menu.

Jackie Williams

Home

Deliveries

Letters

Materials

Collections

Shared with Me

My Materials ?

All Materials (15)

search

Filter

View Archived Materials

<input type="checkbox"/>	Title	Type
<input type="checkbox"/>	Share Review None +	Additional Documents
<input type="checkbox"/>	Eval workflow - test doc None +	Uncategorized
<input type="checkbox"/>	C.V. for Jackie Williams None +	Other Document

Guidelines

- Switch Accounts
- Interfolio Dossier
- The University of North Texas Health Science Center at Fort Worth
- Account Options
 - Account Settings
 - My Contacts
- Resources
 - Interfolio University
 - Interfolio Client Community
 - Product Help
 - Sign Out

Received
Jun 20, 2022 at 10:12 AM



Please contact hscinterfolio@unthsc.edu with any questions.

Note that you can also contact Interfolio directly for Dossier questions as the HSC Interfolio administrators cannot access your account.

help@interfolio.com or 877-997-8807