

## Interfolio Cheat Sheet for DPACs/LPACs Chairs/School Directors, and Deans

Reviewing Candidates, Uploading Recommendation, Sharing and Moving Cases Forward to the Next Level of Review (updated 09-13-21)

1. Access Candidate's "Case" in Interfolio.
2. Review case and take notes for your recommendation. For those going for both promotion and tenure, be sure to make clear whether you are supporting tenure, promotion, both, neither, etc.
3. Upload your document to Interfolio in the "CASE DETAILS" tab. Click on "Case Details" and simply press the "ADD" button to add the document here. DO NOT upload the document to the "CASE MATERIALS" section. If the document is in the t ui 5 5