

How To Forward Your Cases to the Next review level

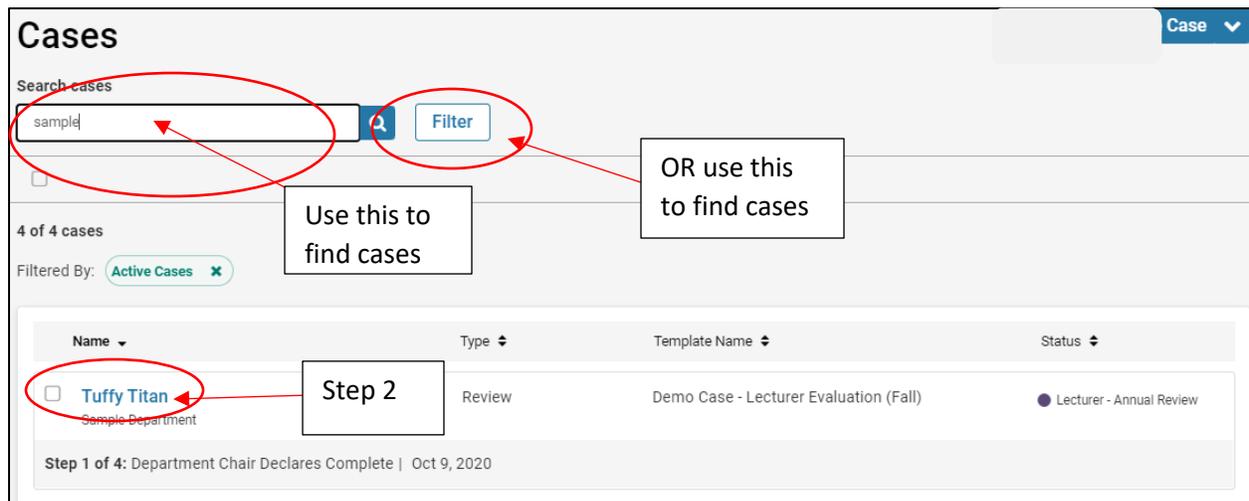
As a member of a review committee during the evaluation cycle, there are 2 methods to move submitted WPAFs to the next review level, by the annual deadline published in the FAR evaluation time tables:

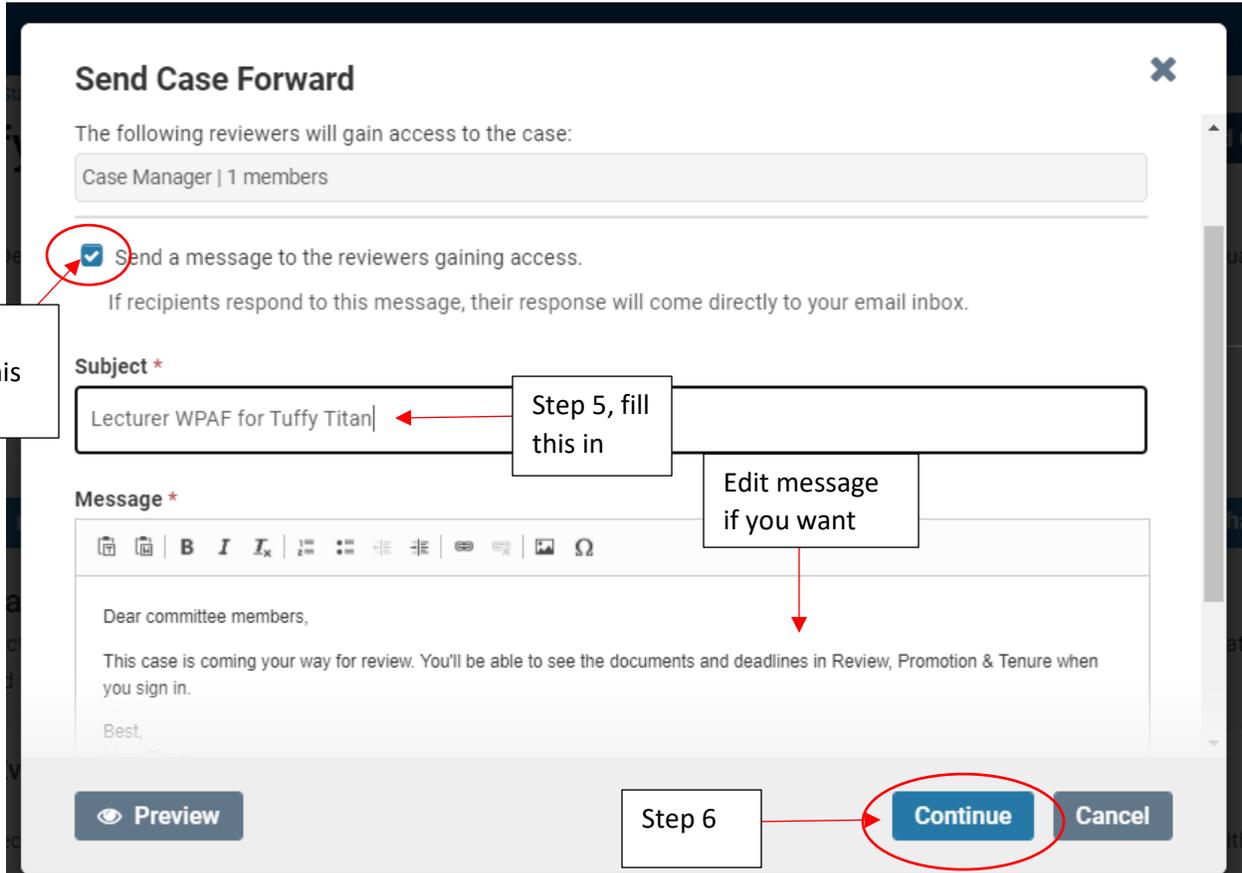
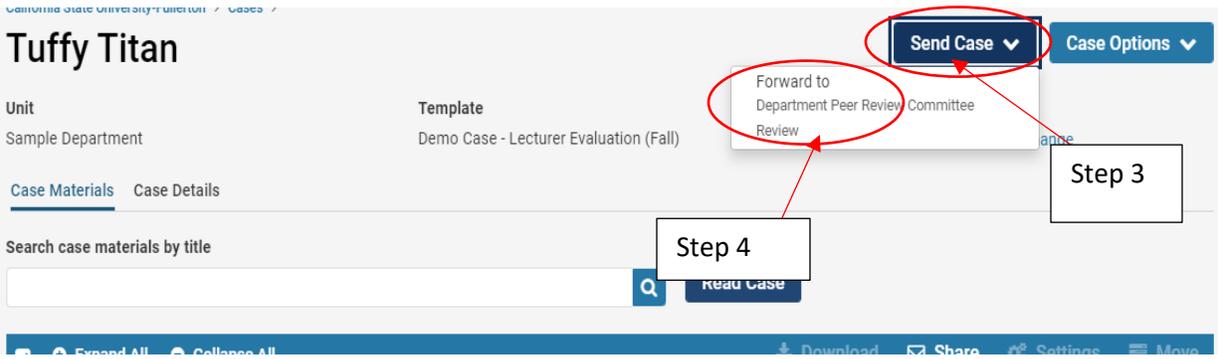
Method #1: Moving cases forward on an individual basis

- 1) After logging in, click on an individual faculty name to open a case that has been assigned to you as a reviewer using the methods described in the tutorial for how to find assigned cases:
 - a) Search for them on your “Home” page
 - b) Search for them under “Cases” using either
 - i) The search box
 - ii) The filter options

Process:

- 1) Step 1: Find the case you want to forward
- 2) Step 2: Click the Faculty member’s name to open the case
- 3) Step 3: Click the blue “send case” button at the top right-hand corner of the screen
- 4) Step 4: Click the “Forward To Department Peer Review Committee Review” option from the drop-down menu
- 5) Step 5: After Clicking the “Forward to...” option keep the “send message” option checked and fill in the required parts of the message
- 6) Step 6: Click “Continue”



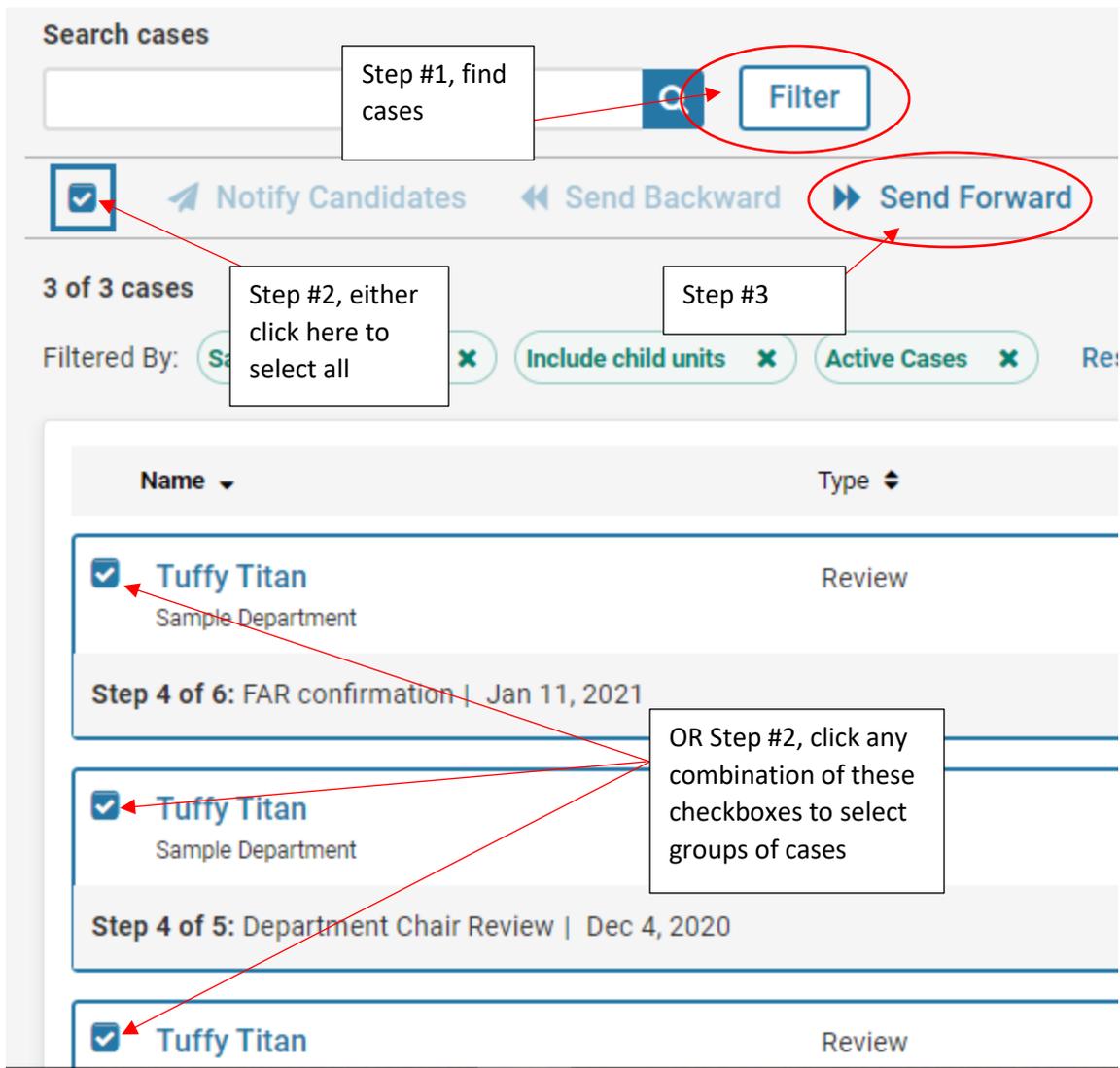


Method #2: Moving multiple cases forward at the same time

Please NOTE: this method for moving cases forward is very useful if the Interfolio server is slow in opening up individual cases or if the Send Case button is non-responsive

Process:

- 1) Step 1: Use the Filter options to find all cases that are assigned to you
- 2) Step 2: Check the checkboxes either next to the faculty names or check the check box at the top of the filtered results
 - a) All required documents have to be fulfilled before this step can be completed for all cases selected
- 3) Step 3: Click "Send Forward"



- 4) Step 4: Make sure that the “send a message” option is checked and fill in the required parts of the message
- 5) Step 5: Click “Send”

Send Cases Forward

Tuffy Titan is moving forward to "Departmental Review"

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject *
RTP Portfolio for Tuffy Titan

Message *
Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
Mary Davis

Preview Send Cancel

Step #4, make sure this is checked

Fill this in

Edit message if you want

Step #5, click here to complete the forwarding process