How to submit your completed RTP Portfolio

Once you are done uploading, titling, and ordering the documents you wish to submit for evaluation for either an RTP, PTR, or Lecturer Evaluation portfolio, it is time to SUMBIT your packet.

Please NOTE: you need to be in the Interfolio product "Review, Promotion, and Tenure," NOT Dossier. You also need to be in your current Interfolio Review packet and in Edit mode

1. When you open your active or open review packet in Interfolio's Review, Promotion, and Tenure" product the default mode is "Overview"
   a. To get out of "overview" mode and into Edit mode click either "packet" or the "Edit" button in any of the review packet sections

2. Once you are in "edit mode" make sure that you have uploaded the minimum number of required documents to each section.
   a. There are 3 methods available to submit your Portfolio Materials
      i. Clicking the blue Submit Button in each review packet section

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
ii. Clicking the "submit all" tick or check box at the top of the packet when it is in "Edit" mode

iii. Clicking the tick or check box next to one or more review packet sections to submit them as a group

***CONTINUE TO NEXT PAGE FOR NEXT STEP***
3. Each submission method will require you to confirm submission, since once review packet sections are submitted, you as the candidate can no longer edit or add to your Interfolio review packet.

b. Click "yes" to finalize submission
   i. If you accidentally submit review packet sections before you are ready, an administrator will need to unlock the section(s) you need in order for you to work in them again
      1. Prior to your submission deadline, contact the FAR office
      2. On and after your submission deadline, contact your department chair, he or she will be responsible for opening the sections you need to change

***END OF TUTORIAL***