Interfolio Step-by-Step Guide for Case Facilitators
Filling Out the Faculty Employment Information Form

Before you send the case forward to the first level of review, you need to check the case for completeness and fill-out the Faculty Employment Information Form.

To access the case, click on “Review” from the email, which will bring you to the “Case Materials” page.

You can also access the case directly through Interfolio from your Home Page. The cases that need your attention will be listed as an “Unread Task.”

Select the appropriate case by clicking on the faculty member’s name of whose case you would like to review.
This way of accessing the case will also bring you to the “Case Materials” tab shown above.

Once on the “Case Materials” tab, you can access the required form by clicking “Case Details:”

Once on the “Case Details” tab, scroll down to the “Required Items” section, where you will find the “Fill Out Form” button:

The information for this form should be found in Department and/or College records and within IRIS.

The form looks as follows:
You can edit this form as many times as you like before you submit it. Just remember to click “Save Response” each time. Once you have completed the form, select “Submit Form.”

After the faculty member has finished their application and you have checked it for completeness and completed the Faculty Information Form, you should send the case forward to the next step by selecting “Send Case” and then “Forward to Department Head Review” (for colleges with departments) or “Forward to Dean Review” (for colleges without departments).
Select the check box next to “Send a message to the reviewers gaining access” to include a personal message with the email. This will trigger an email notification to the Department Head (for colleges with departments) or to the Dean (for colleges without departments) that the candidate’s FDL case is ready for their review.

![Image of Send Case Forward form]

Subject:
Faculty Development Leave - Western

Message:
Dear Department Head,

The FDL request for Professor Western is ready to be reviewed. Please complete the required form. Let me know if you have any questions.

Thanks!
Once you have entered your message, select “Continue” to send the message and send the case forward to the next step.