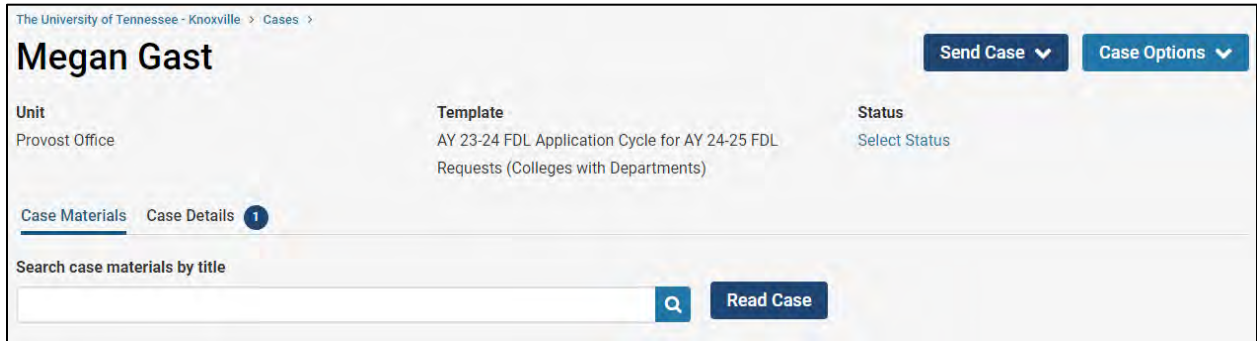


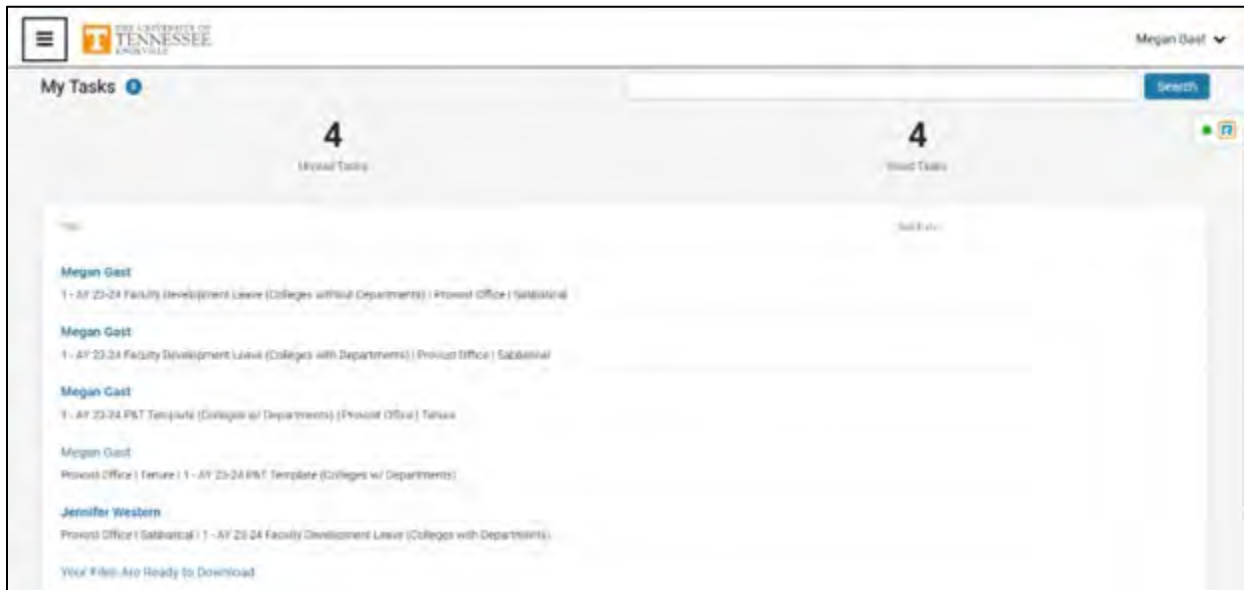
Interfolio Step-by-Step Guide for Case Facilitators Filling Out the Faculty Employment Information Form

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:

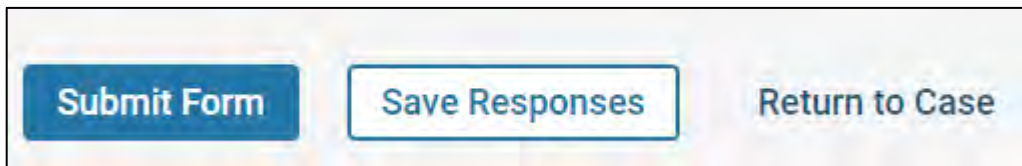
Date of Tenure *
Please enter the date of tenure as it appears in IRIS. The faculty member must have already received tenure before applying for FDL.

Date *

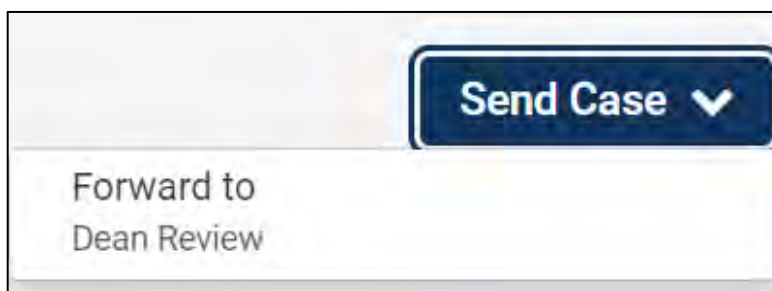
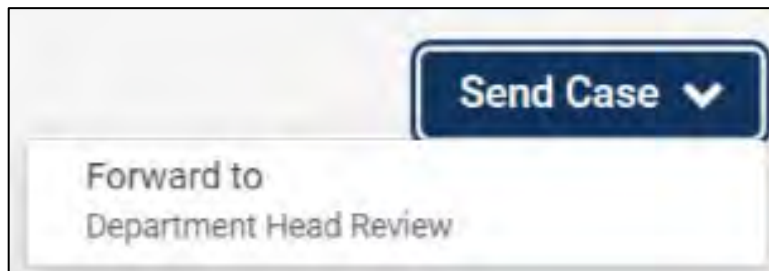
Faculty's Current Salary *
Please enter the faculty member's base annual salary. ADAs (stipends) should not be included. PRTs (professorships) should be included in the salary.

Departmental Cost Center Number *
If the faculty member has a split FTE between two departments, or is currently serving in an interim role in a department other than the one in which they hold tenure, please be sure to enter the Departmental Cost Center for the department in which they hold tenure.

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.

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Department Head Review. The following reviewers will lose access to the case:

Dept Case Facilitator | 1 members

The following reviewers will gain access to the case:

Department Head | 1 members

Send a message to the reviewers gaining access.

If recipients respond to this message, their response will come directly to your email inbox.

Subject *

Faculty Development Leave - Western

Message *

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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!

body: p

Preview

Continue

Cancel

Send Case Forward ✕

Great job! You're sending the case forward to the next step, Dean Review. The following reviewers will lose access to the case:

College Case Facilitator | 0 members

The following reviewers will gain access to the case:

College Dean/Associate Dean FA | 0 members

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

Subject *

Faculty Development Leave - Gast

Message *

body

Dear Dean/Associate Dean:

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

Thanks!

Preview
Continue
Cancel

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