Step-by-Step Guide for Deans  
AY 23-24 Periodic Post-Tenure Performance Review  
Access at Dean’s Review Step

Step 1: Reviewing the Faculty Member’s PPPR

You will receive an email notification when a faculty member’s case is ready for you to review. Follow the link in the email to access the case. To review other ways of accessing cases in Interfolio, please see the Step-by-Step Interfolio Log In Guide.

Once you are in Interfolio, the easiest way to view the materials is to click “Read Case:”

You will be brought to a page that looks like this:

Use the navigation panel on the left to review different parts of the PPPR packet.

You can also access the materials by scrolling through and expanding each tab on the main Interfolio page. To expand a tab, click on the “>” button located to the left of the section title.
you would like to review and click on the blue title of the document. This will launch the packet navigator shown above.

Step 2: Completing the Dean’s Recommendation Form in the Interfolio Form

Once you have reviewed the materials, you will be required to fill out the Dean’s Recommendation. This form can be located by clicking “Case Details:”

Scroll down to the “Required Items” section and click “Fill Out Form:”
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” and then “Return to Case:"

Step 3: Sending the Case Forward

Once you have completed your review, you will move the case forward to the next step, “Faculty Affairs.” Select “Send Case” and then “Forward to VPFA:"

From the resulting pop-up, make sure the checkbox next to “Send a message to the reviewers gaining access” is selected so we will get an email notification that the case is ready. A generic email message will populate and require a subject (we recommend PPPR – Faculty Last Name).
Once the case has been moved forward to Faculty Affairs, it will be reviewed by the Office of the Provost.