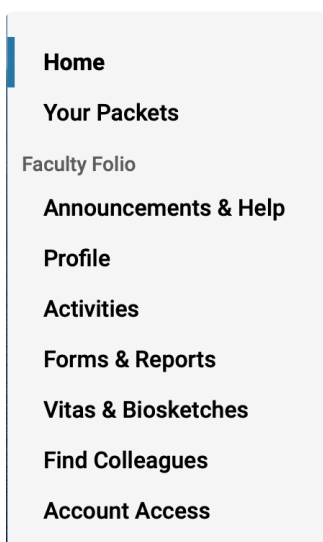


Faculty Folio: Resources for Review, Promotion, and Tenure Candidates

Once a case has been created for your review by an administrator, you will receive an email notification. Select "View Case" from the notification or by navigating to facultyfolio.northwestern.edu, log in to Faculty Folio using your NetID and password.

1. Open your dossier/packet by selecting the left-menu link named **Your Packets**. You will also see the packet appear under "My Tasks" on your Dashboard. This packet will remain on your task list until the case has been closed by an administrator. Click on the hyperlink to enter the packet.



And select your relevant active case.

Active				
Packet	Type	Status	Due Date	
→ Weinberg College of Arts and Sciences Tenure Review - Candidate Initiated	Tenure	Not Submitted	Case due Oct 15, 2024	View

2. View **Candidate Instructions**. This section will include detailed instructions from your school on required documents and steps to successfully complete and submit your packet.

Northwestern University > Your Packets >

Tenure Review - Candidate Initiated

[View Instructions](#) [Preview Packet](#)

Unit Weinberg College of Arts and Sciences **Type** Tenure **Packet Deadline Type** Soft Deadline **Packet Due Date** Oct 15, 2024

[Overview](#) [Packet](#)

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

CV and Statement

Due: 2024-10-15 | Not Yet Submitted Unlocked [Edit](#)

Type	# Required	# Added
● CV	1 required	0
● Statement (research, teaching, service)	1 required	0

A circular progress indicator shows 0% completion for the CV and Statement sections.

3. Note the **Packet Due Date** at the top of the instructions. (Despite the description of the "Packet Deadline Type" as a "Soft Deadline," the candidate packet should be completed and submitted by the due date listed.)
4. Explore the **Overview** page to view your packet's progress graphically. The Overview page will show the different sections requiring documents, as prepared by your department. This page will be updated as you make progress towards completing your packet.
 - Note that once you submit a section, committee members will gain access to those materials. Anything that has not been submitted is not visible by the review committee.

Overview**Packet**

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

CV and Statement

Due: 2024-10-15 | Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
● CV	1 required	0
● Statement (research, teaching, service)	1 required	0

**Research**

Due: 2024-10-15 | Not Yet Submitted Unlocked

[Edit](#)

Type	# Required	# Added
● Full Corpus of Publications (including book manuscripts and proofs but excluding published books)	1 required	0
● Key Publications (for external reviewers)	3 required	0
✓ Citation Index Listings (if required by discipline norms)	0 required	0
✓ Grant Proposals and Reviews (if applicable)	0 required	0



5. Explore the **Packet** page to view all submission requirements and sections.

Overview **Packet**

☐ Expand All ☐ Collapse All

☐ **CV and Statement**
Due: Oct 15, 2024 | Not Yet Submitted **Unlocked** **Submit** **0 of 2** Required Files

CV 1 required, 0 Added [Add](#)

Please note that the CV for promotion review may contain categories not included in a standard CV. Please consult the document, [Preparing a Curriculum Vitae for Promotion Review](#), in composing your CV.

In addition, please use the following naming convention for this electronic file (using the surname Smith as an example): Smith_cv

No files have been added yet.

Statement (research, teaching, service) 1 required, 0 Added [Add](#)

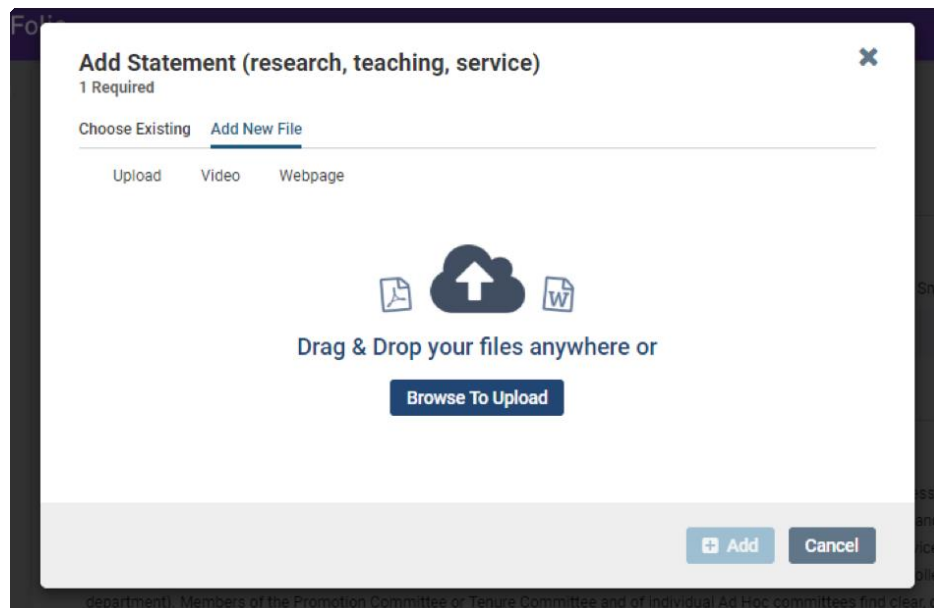
Please follow the instructions below as you compose your statement:

A non-technical statement of self-assessment is needed for the faculty promotion committees within Weinberg College. The chair solicits from the candidate a description of their past and present work and plans for the future. It is an opportunity for the candidate to make a case for their accomplishments in teaching, research, and service. The statement should be typed, be no more than five-to-ten pages double-spaced, and be addressed to educated, non-specialist readers (i.e., not colleagues in the candidate's home department). Members of the Promotion Committee or Tenure Committee and of individual Ad Hoc committees find clear, concise statements to be extraordinarily helpful in evaluating a case for promotion. (source: [Chairperson's Handbook](#) (chapter IV provisional copy 2024-25), subsection IV.K.2.). You may also consult the [Guidelines for Candidates for Tenure and Promotion](#), p. 10.

In addition, please use the following naming convention for this electronic file (using the surname Smith as an example): Smith_statement

No files have been added yet.

6. Add new files by browsing files on your computer or by dragging and dropping into the pop-up box.



- Files uploaded by the candidate cannot be edited, renamed, or deleted by committee managers.
- If multiple uploads are required in a section, the uploaded documents (i.e., documents already uploaded to a section such as “Full Corpus of Publications”) can be re-ordered by dragging and dropping each file in the preferred order. **Please note that if you are uploading more than 20 documents, it is easiest to upload and re-sequence 10 documents at a time.**
- Re-sequence the documents in this section by hovering over the white space next to the title of the file that you wish to move. You will see a hand grabber icon. Please drag the file to where you would like to relocate/drop the file.

☐ Expand All ☐ Collapse All		
Title	Details	Actions
Smith_key_publication_1	Added Jul 13, 2023	Edit Remove
Smith_key_publication_3	Added Jul 13, 2023	Edit Remove
Smith_key_publication_2	Added Jul 13, 2023	Edit Remove

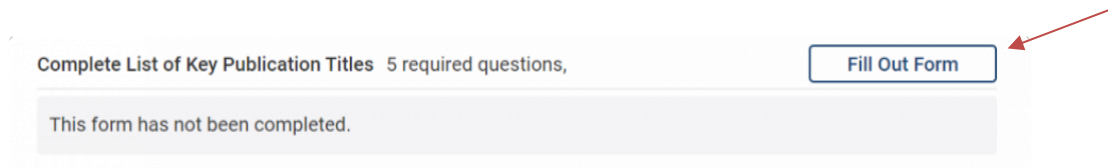
- In some cases, your department staff may add materials on your behalf after you submit your dossier; the staff will work with you to assemble this file and you will be provided with the opportunity to review it when it is added to your dossier. This would be communicated with you in the initial notification and in your Instructions tab at the top of the page.

7. Add videos or web pages by navigating to those options in the pop-up (see video tutorial for additional support).
- Please note that web pages and videos will be viewable in a candidate's dossier/packet, but they will not be downloadable from the packet.

The screenshot shows a pop-up window titled "Add Statement (research, teaching, service)" with a close button (X) in the top right corner. Below the title, it says "1 Required". There are two tabs: "Choose Existing" and "Add New File". Under "Add New File", there are three options: "Upload", "Video" (which is circled in red), and "Webpage". Below these options, there is a paragraph of text: "You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#)." Below this text are three input fields: "Title *" with a placeholder "e.g. MUS-112, Fall 2016", "URL *" with a placeholder "https://www", and "Description ?" with a placeholder "Enter a description for your video...". At the bottom right of the form are two buttons: "Add" and "Cancel". At the very bottom of the pop-up, there is a small text message: "No files have been added yet."

8. You may be asked to complete a form as part of submitting your packet, for example a list of suggested external referees. Forms appear in the Research section of the packet. To access a form, you must select **Fill Out Form**.

- Once in the form, you must fill all required fields (notated by red asterisks). The form is automatically saved if all the required fields are completed. Select **Return to Packet** when you are done. Form fields are editable until the section has been submitted, or the dossier due date has passed.



Complete List of Key Publication Titles 5 required questions,

Fill Out Form

This form has not been completed.

9. After all required documents/forms have been uploaded, the section is considered complete. The candidate should select **Preview** to review the submission. Then select **Submit** to advance the materials in the section to the next step in the review process.

- Note of Caution: Once you submit a section, you can no longer edit it. Therefore, please carefully review the documents uploaded to a section BEFORE selecting submit.
- After all documents in a section are submitted, the word **Locked** should appear, and the section will no longer have a viewable submit button.
- The next review step, after candidate submission, is the candidate's department. If a section was submitted in error, the candidate should notify the department administrator.

Candidates are responsible for the content approval and final submission of form and document uploads made to the Candidate Documents section of Faculty Folio RPT.

▼ **CV and Statement**

Due: Oct 15, 2024 | Not Yet Submitted

Unlocked

Preview

Submit

2 of 2

Required Files

CV 1 required, 1 Added

Add

Please note that the CV for promotion review may contain categories not included in a standard CV. Please consult the document, [Preparing a Curriculum Vitae for Promotion Review](#), in composing your CV.

In addition, please use the following naming convention for this electronic file (using the surname Smith as an example): Smith_cv

Title	Details	Actions
Smith_cv	Added Aug 14, 2024	Edit Remove

Statement (research, teaching, service) 1 required, 1 Added

Add

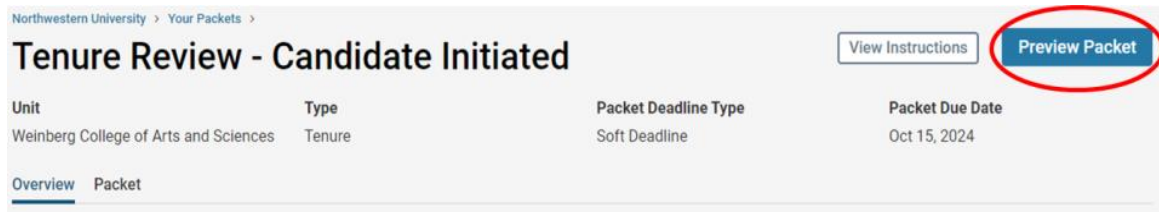
Please follow the instructions below as you compose your statement:

A non-technical statement of self-assessment is needed for the faculty promotion committees within Weinberg College. The chair solicits from the candidate a description of their past and present work and plans for the future. It is an opportunity for the candidate to make a case for their accomplishments in teaching, research, and service. The statement should be typed, be no more than five-to-ten pages double-spaced, and be addressed to educated, non-specialist readers (i.e., not colleagues in the candidate's home department). Members of the Promotion Committee or Tenure Committee and of individual Ad Hoc committees find clear, concise statements to be extraordinarily helpful in evaluating a case for promotion. (source: [Chairperson's Handbook](#) (chapter IV provisional copy 2024-25), subsection IV.K.2.). You may also consult the [Guidelines for Candidates for Tenure and Promotion](#), p. 10.

In addition, please use the following naming convention for this electronic file (using the surname Smith as an example): Smith_statement

Title	Details	Actions
Smith_statement	Added Aug 14, 2024	Edit Remove

10. Select **Preview Packet** at the top of the window to preview how your dossier/packet (submitted documents) will appear to reviewers.



11. Explore the **Preview Packet** page. You have now completed your portion of your RPT submission.

