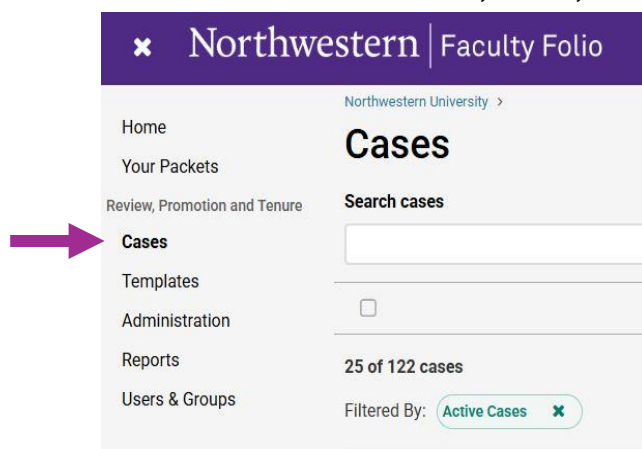


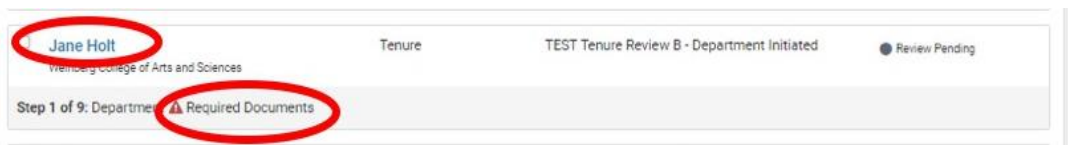
Faculty Folio: Resources for Review, Promotion and Tenure Committee Members

These steps in the RPT system take place after the candidate has completed their own steps in the Review, Promotion, and Tenure (RPT) system and advanced the case to the department review.

1. Log into Northwestern Faculty Folio
 - Facultyfolio.northwestern.edu, log in using your NetID and password
2. On your home page, navigate to your assigned **Cases** in the left-hand menu. The Case page is the central workspace for Committee Members in RPT, providing access to candidate materials, forms, and communication tools for evaluation.



3. Select the name/link of the candidate you would like to review.



4. The **Case Materials** page is the default landing page when you enter a case, where you can view the candidate's packet of submitted documents. Select **Read Case** to view the candidate's packet.

Interfolio Demo University > Cases >

Virginia Apgar

Unit
Interfolio Demo University

Template
Portland St TT Promotion and Tenure

Status
[Select Status](#)

[Case Materials](#) [Case Details](#)

Search case materials by title

[Read Case](#)

[Expand All](#) [Collapse All](#) [Download](#) [Share](#) [Settings](#) [Move](#)

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ **Faculty Activity Reporting Vita** Locked [View History](#) [Unlock](#)

Title	Details	Actions
☐ Tenure and Promotion Vitae Fall 2019 - Spring 2024 10 attachments included	Generated Mar 21, 2024	Edit

5. The packet is divided up into sections. Click on a section title to view all documents in that section.

[Download](#) [Search](#)

[Packet](#) [Annotations](#)

► CANDIDATE DOCUMENTS

▼ RESEARCH

Smith_publication_1

Smith_publication_2

Smith_publication_3

Smith_publication_4

Smith_publication_5

Smith_key_publication_1

Smith_key_publication_2

Smith_key_publication_3

Smith_key_publication_4

Smith_citations

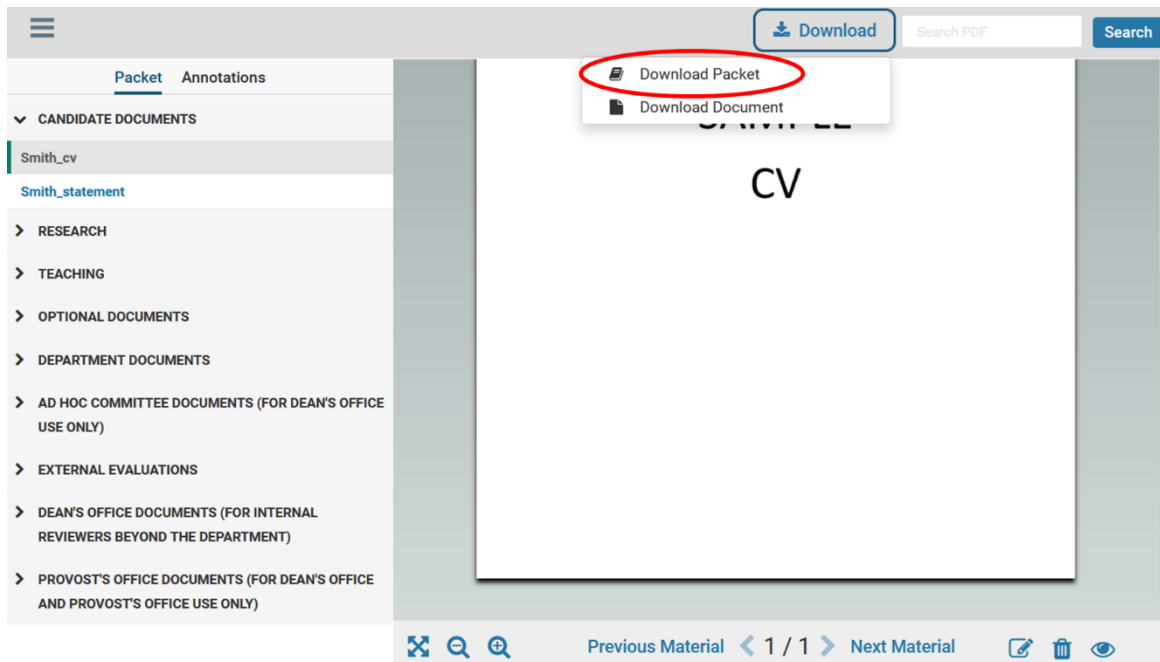
SAMPLE
PUB 1

[Previous Material](#) < 1 / 1 > [Next Material](#) [Edit](#) [Delete](#) [View](#)

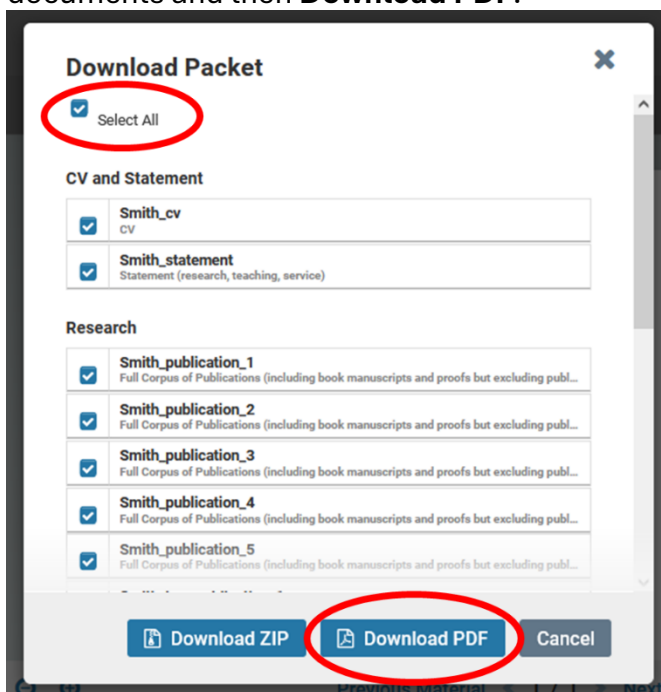
Instructions to Download

If you would like to view the entire packet in a single PDF, select **Download**, and then **Download Packet**.

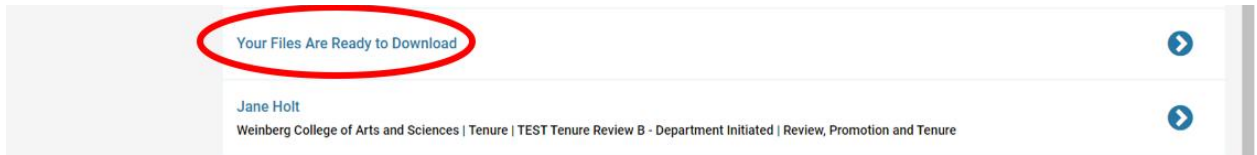
- If you choose to download the packet, or any documents, please take precautions to protect the confidentiality of the downloaded materials.



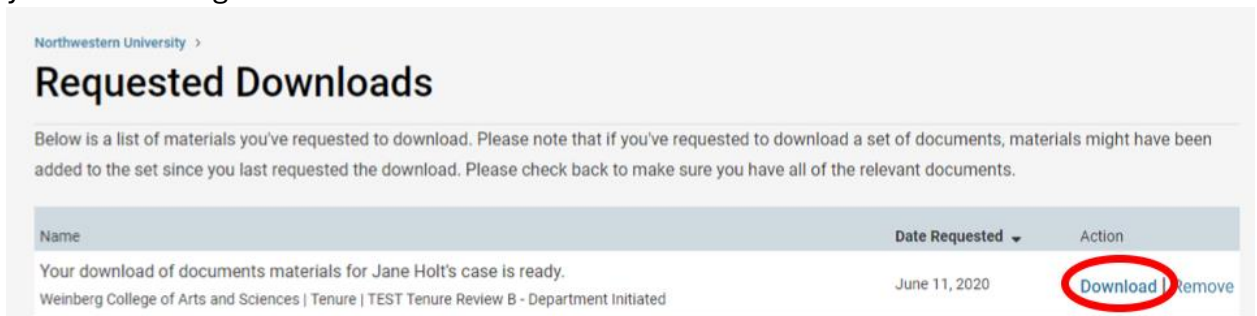
6. You may download the entire packet by **Selecting All** or you can select specific documents and then **Download PDF**.



7. The RPT system will take a few minutes to process the download. Navigate back to your Home page to open the download and select **Your Files Are Ready to Download**.



8. Once directed to the **Requested Downloads** page, select Download on the case you're reviewing.



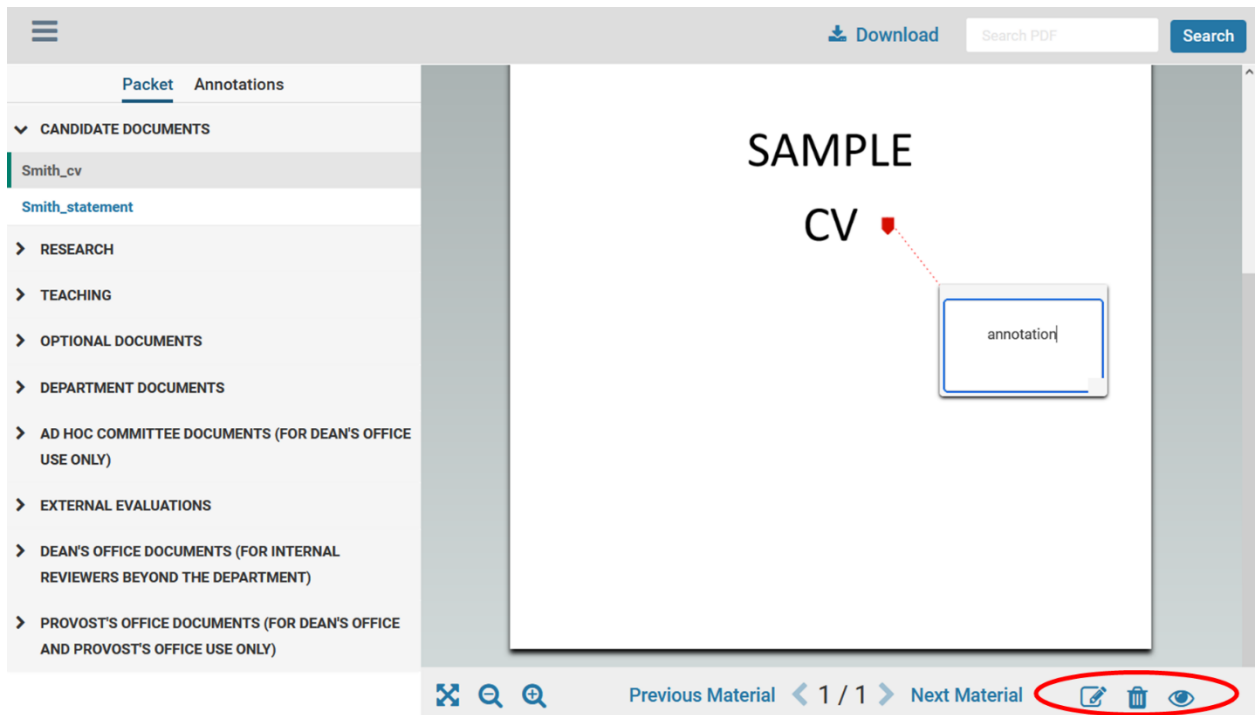
9. A downloaded document should appear in your window. Double click to open.



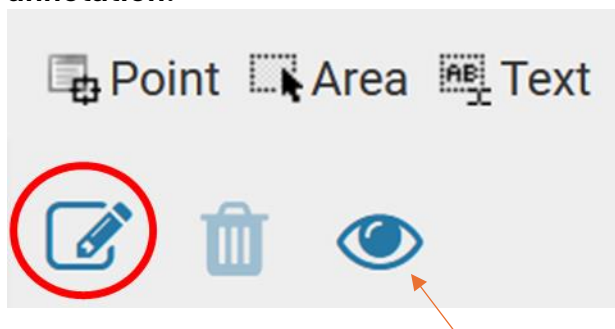
Instructions on Annotating documents withing RPT

Note: Annotations are not viewable by fellow Committee Members or other internal reviewers.

1. To utilize the **Annotation tool** as you review the case, click on the Annotations toolbar in the bottom right corner.



2. To add an annotation, click on the pencil icon and choose a **Point, Area, or Text annotation**.



3. Select the case where you want to add the annotation. You may begin typing in the box that appears. A left click on your mouse outside the box will save your annotation, and you can hide or display all annotations by selecting **the eye icon on the bottom right**. You may delete an annotation by selecting it, followed by a left click on the trash can icon in the bottom right.
4. You can view a list of your annotations by selecting the **Annotations tab** at the top of the materials list on the left-hand side of the screen. You can export all your annotations by selecting the export icon (square with arrow) that appears to the right of the Annotations tab.

Packet Annotations

Search

