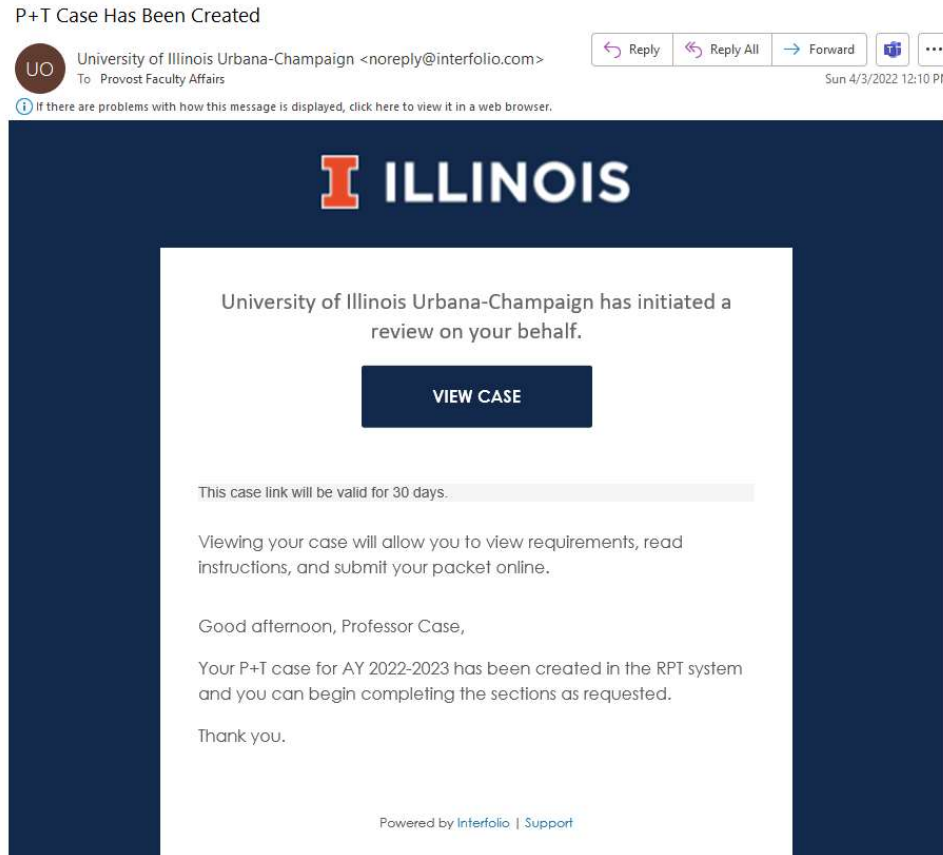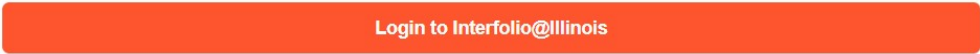# Step-by-Step Guide for Faculty Candidates
(with helpful images)

1. There are two ways to log into the RPT system:
   - Via the email you received when your case was initiated in the system (as shown here);

   - or by visiting Interfolio@Illinois and clicking **Login to Interfolio** in the middle of the page.

2. Click on **Partner Institution**.

Office of the Provost

3. In the search box type University of Illinois Urbana-Champaign and click **Sign In**.

Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

University of Illinois Urbana-Champaign 🔍

Sign In

Sign in with an Interfolio account ⟩

4. Log in using your NetID and Password - you will go through the Authenticate process.

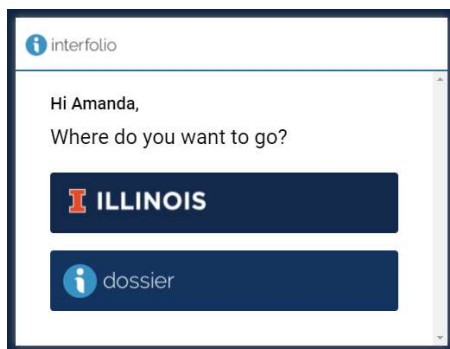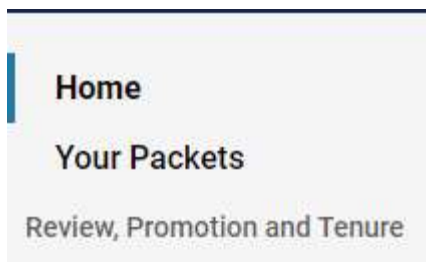**You must log in to Interfolio, Inc. to continue.**

Enter your **NetID:**

aplotner

Enter your **password:**

·········

Login

5. On the next screen click on the **Illinois logo**.

ⓘ interfolio

Hi Amanda,
Where do you want to go?

ILLINOIS

ⓘ dossier

6. Open your dossier/case packet by selecting **Your Packets** in the menu on the left-hand side of the page.

Home

Your Packets

Review, Promotion and Tenure

7. Select the active case with the most current due date (if there is one).

Your Packets

8. You can view the candidate instructions by clicking on **View Instructions** at the top right of the page. If a due date has been assigned to the packet it will appear at the top of the **Candidate Instructions** page. Once the due date has passed, all sections are LOCKED and no longer editable. The due date is also accessible via the **Your Packets** page.

Due:

Mar 26, 2022

For your dossier to be final, please complete and submit the following required sections:

9. Explore the **Overview** page to view your progress. When a section has been completed the circle on the right-hand side of that requirement will become solid green.

10. Click on **Packet** at the top left of the page, under unit name, to begin the process.

11. To begin completing materials, start with the **Candidate Information** section. Click on **Fill Out Form** at the bottom right of that section.

12. You will be asked to complete a list of questions. Once all the required fields have been completed, click **Save Responses** at the bottom of the page.

Office of the Provost

Institution *

Discipline *

Date of Initial Appointment (Assistant Professor or above at Illinois) *

Date of Last Promotion at Illinois

Last Saved on Mar 8, 2022 at 11:19 AM

☑ Save Responses   Return to Packet

13. Once your answers have been saved, click on **Return to Packet** at the bottom of the page.

Return to Packet

14. If the form is complete and no changes need to be made to it, click **Submit** on the right side of that section. Once you submit the form the section will be locked and no longer editable. Please carefully review the form BEFORE selecting submit.

☐ ➕ Expand All   ➖ Collapse All

☐ ⌄ Candidate Information
        Not Yet Submitted **Unlocked**   Submit   0 of 0
   equired Files
        Please fill out the form with the requested information.

        Candidate Information 13 required questions,   Fill Out Form

        This form has not been complete.

15. The next section to complete is the **Documents for Internal and External Evaluations**. Upload materials here as requested by your unit which will be used to send to internal and external evaluators for your P+T case. To add documents, click on **Add** on the right-hand side of the section.
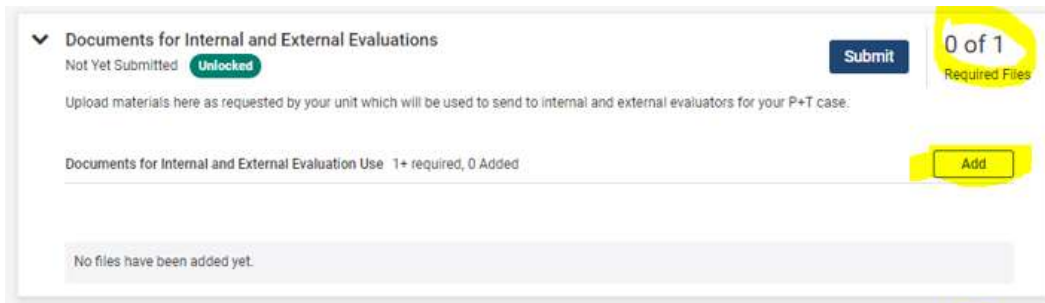
16. Click on **Add New File** at the top of the page to begin adding materials to your packet. There are three options for adding materials: upload, video, and webpage. To see what file types are accepted in the RPT system please visit: https://product-help.interfolio.com/m/27438/l/645876-about-accepted-file-types.
    a. Upload (i.e., CV, teaching statement, research statement, articles)
       - Browse files on your computer by clicking on **Add** on the right-hand side of the section.
       - Select **Add New File** in the middle left of the page.
       - Click **Browse to Upload**.
       - Select the files from your saved location. Once they are accepted into the RPT system. you will see **Success** on the far right of the document title.
       - Click on **Add** at the bottom of the page.
       - You can also add a document by dragging and dropping into the box.
       - Items can be reordered by dragging and dropping each file in the preferred order. Hover over the white space next to the title of the file that you wish to move. You will see a hand icon. Click and hold your mouse while dragging the file to where you wish to move it to.
       - Files uploaded by the candidate cannot be edited, renamed, or deleted by committee managers
    b. Video and Webpage
       - You can add videos hosted on YouTube and Vimeo to your Dossier materials. Paste the YouTube or Vimeo URL into the system when requested, add a title, and click **Add**. You may also include a description, but it is not required.
       - You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. Paste the webpage into the system when requested, add a title, and click **Add**. You may also include a description, but it is not required.
       - 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 (hard copy).

17. Once you have uploaded all files that are required for internal and external reviews, click **Submit** on the right side of that section. Once you click submit the section will be locked and you can no longer add, edit, or delete materials. Please carefully review the documents uploaded to a section BEFORE selecting submit.

18. The final required section is the **Final Dossier in Required Outline Format**. Upload your **FINAL** completed dossier in the required outline as stated in Provost Communication #9. The dossier can be uploaded as a Word document or a PDF.

19. Once you have uploaded the required file, click **Submit** on the right side of that section. Once you click submit the section will be locked and you can no longer add, edit, or delete materials. Please carefully review the documents uploaded to a section BEFORE selecting submit.

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

Additional Items:

- Three sections need to be submitted to complete the case. The first two, Candidate Information and Documents for Internal and External Evaluations, will be completed and submitted early in the process (spring semester). The third section, final Dossier, will be submitted later in the process (fall).
- After each section has been 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 their department or college RPT coordinator.
- If you have questions regarding Promotion and Tenure guidelines, please see Provost Communication #9
- If you have questions regarding the requirements in the RPT system, please contact your college RPT coordinator or send an email to interfolio@illinois.edu
- Having technical trouble with the RPT system? Contact Interfolio here