

Managing/Developing a Case in RPT

Login to Interfolio at by clicking [here](#) or by selecting “Interfolio” under *Faculty Administration* in [my.med.](#)

1. Under “Review, Promotion and Tenure” on the left-hand menu, click “Cases.” **Note – you may not see all of the same menu options as seen below.**
2. Click the name of the candidate.
 - a. You can search by candidate name, unit, type, and template details (track).

University of Pennsylvania > **Case List** Create Case

Search: grass Filter Clear Filters

Unit: All Units | Type: All Types | Active or Closed?: Active

1 of 1 cases

<input type="checkbox"/> Name	Type	Template Name	Status
<input type="checkbox"/> Karen Grasse Test Department	Promotion	Promotion Associated Faculty A-C Ranks (TEST for PSOM)	

Step 1 of 5: Department Review ⚠ Required Documents

3. The case will open up on the landing page – Case Materials:

University of Pennsylvania > Cases > **Karen Grasse** Send Case Case Options

Unit: Test Department | Template: Promotion | Associated Faculty | A-C Ranks (TEST for PSOM) | Status: Select Status

Case Materials Case Details

Search case materials by title

4. Under **Candidate Packet >> Candidate Documents**, add the files below.

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.

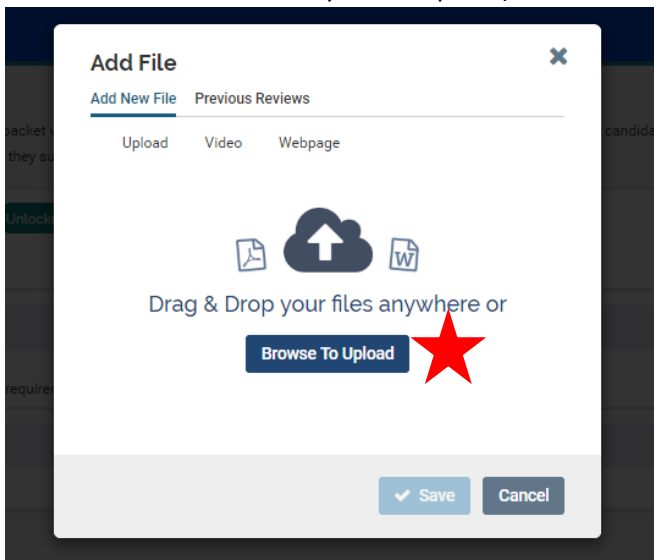
Candidate Documents Unlocked Lock

C.V. 1 required Add File

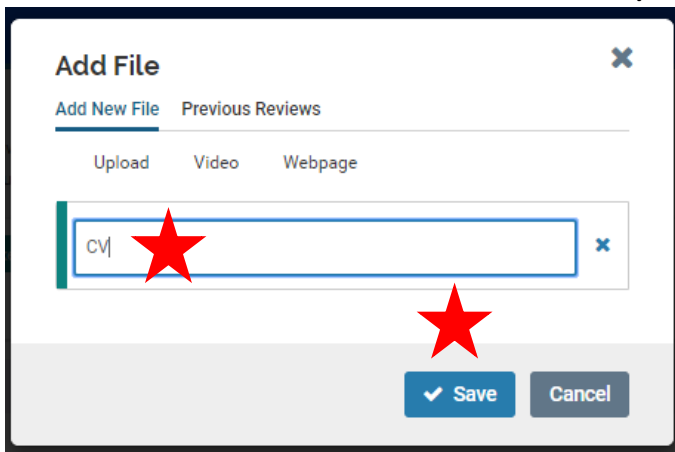
No files have been submitted.

Personal or Research Statement 1 required Add File

1. Add Files by clicking “Add File” and selecting the file you need to upload (drag and drop, or browse your computer).



2. Name the file to match the checklist/document requirement and click “Save.”



- b. CV
 - i. FEDS CV
 - ii. Grants Pages
- c. Personal or Research Statement
 - i. Personal Statement – All Senior rank Appointments and Promotions
 - ii. Cover Letter – All Assistant rank Appointments
 - iii. Academic Plan – All Reappointments

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.

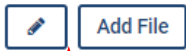
Candidate Documents Unlocked Lock		
C.V. 1 required Add File		
Title	Details	Actions
<input type="checkbox"/> CV	Added by Josh Gianitsis	Edit ✓
<input type="checkbox"/> Grants	Added by Josh Gianitsis	Edit ✓
Personal or Research Statement 1 required Add File		
Title	Details	Actions
<input type="checkbox"/> Personal Statement	Added by Josh Gianitsis	Edit ✓




5. Scroll down to **Internal Sections >> External Evaluations**

- a. **NOTE – Do not attach case required Case Files in the “Department Materials” section.**

Internal Sections
These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

> Department Materials 

> School Materials 


✓ External Evaluations   

No files have been added to this section.



- b. Here, attach any reference letters for the case. Interfolio can also be used to solicit letters from reviewers. **Do not add any files to the other Internal Sections unless instructed to do so.**

- i. Intramural Reference Letters
- ii. Recommendation Letters
- iii. Peer References

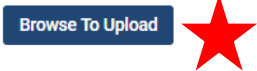
- 1. Add Files by clicking “Add File” and selecting the file you need to upload (drag and drop, or browse your computer).



Add External Evaluation 

Files added to the External Evaluations section are confidential and can not be shared with the candidate.


 

Drag & Drop your files anywhere or







 

- 2. Name the file to match the checklist/document requirement and click “Save.”

Add External Evaluation 

Files added to the External Evaluations section are confidential and can not be shared with the candidate.

c. Repeat until all required documents for this section are added.


External Evaluations Request Evaluation Add File

Title	Details	Actions
<input type="checkbox"/> Peer References	Added by Josh Gianitsis Jul 17, 2019	Edit



6. Scroll back to the top and click “Case Details.”

University of Pennsylvania > Cases > Karen Grasse Send Case Case Options


Unit: Test Department  Template: Promotion | Associated Faculty | A-C Ranks (TEST for PSOM) Status: Select Status

Case Materials Case Details **5**

Search case materials by title

7. Here you will see additional documents required for upload. The number of remaining documents and forms is noted by a blue number next to “Case Details” at the top.

University of Pennsylvania > Cases > Karen Grasse Send Case Case Options

Unit: Test Department  Template: Promotion | Associated Faculty | A-C Ranks (TEST for PSOM) Status: Select Status

Case Materials Case Details **5**

Reviewing as Department Faculty Affairs


a. Instructions – click the available link to view additional instructions and resources for managing faculty cases in Interfolio.

University of Pennsylvania > Cases > Karen Grasse Send Case Case Options

Unit: Test Department Template: Promotion | Associated Faculty | A-C Ranks (TEST for PSOM) Status: Select Status

Case Materials Case Details **5**

Reviewing as Department Faculty Affairs

 **Instructions**

For PSOM specific dossier requirements and additional guidance on document types and the RPT system please visit FAPD's RPT webpage and the revised dossier checklists.
<https://www.med.upenn.edu/fapd/rpt.html>

- b. Required Documents – **Note: only one file can be attached for each document requirement; you will only see the documents required for the specific action – not all items below will be listed on all actions. To add documents not listed here (or captured in the “Case Materials” section), see the instructions below on “Adding Additional Documents.”**

Required Documents 5 missing

All required documents must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Department Letter Add

No files have been added to this section.

Teaching Data Add

No files have been added to this section.

Clinical Evaluations Add

No files have been added to this section.

Teaching Report Add

No files have been added to this section.

Academic Plan Add

1. Add Files by clicking “+ Add” and selecting the file you need to upload (drag and drop, or browse your computer).

Add Department Letter ×

Upload a new file Select file from case

Drag & Drop your files anywhere or

Browse To Upload ★

Add Cancel

2. Name the file to match the checklist/document requirement and click “Save.” **Do not change the “Section” of the document.**

ii. Potential Required Documents to Attach – **Note: not all items below will be listed on all actions.**

1. Department Letter – Chair’s Rec
2. Teaching Data (one or the other)
 - a. Complete EDB
 - b. EO Letter with Supporting Teaching Data (Reappointments)
3. Teaching Report – EDB Summary Report
4. Academic Plan – Academic Plan
5. Clinical Performance Evaluation – Clinical Evaluation from REDCap (for AC only)
6. Letter to Request Change in Title and Status (for appropriate track switches)
7. Extramural Consultant List – Approved Extramural Consultant List from PSOM Application
8. EEO Report (see section below “Completing the EEO Report Requirement” on how to complete this requirement).

iii. Repeat until all required documents for this section are added.

c. Forms – Actions may have required forms that will need to be completed before the case can be submitted to FAPD. **Note – each form will be listed twice. You will only be required to complete forms that have “Fill Out Form” listed in the “Actions” column.**

- i. Request Form – New part 1
- ii. Department Vote – DCOAP vote on the action (from the Chair’s Recommendation Letter)

Forms

Form Name	Assignee	Actions
Request Form 5 required questions	Committee Managers	Manage Respondents
Request Form 5 required questions	Josh Gianitsis (You)	Fill Out Form
Department Vote 2 required questions	Committee Managers	Manage Respondents
Department Vote 2 required questions	Josh Gianitsis (You)	Fill Out Form

iii. Request Form – Click “Fill Out Form” to get started.











1. Complete all required fields. Please note that the dates can be selected using the calendar on the right, or by inputting the alphanumeric date (MMM DD, YYYY) as seen in the screenshot.

Request Form

Complete this form with the applicable details of the review case being submitted.

Required Fields

The following fields are required for every review case.


School *	
Perelman School of Medicine	
Proposed Rank *	
Academic Clinician Professor	
Appointment Start Date *	
Enter the effective date of the proposed action.	
Date *	
Jul 1, 2019	
Appointment End Date *	
Enter Sep 9, 9999 for ranks with tenure	
Date *	
Jun 30, 2024	
Salary Level *	
Full	

2. Complete the Optional Fields that pertain to the specific action.
 - a. Mandatory Review Year – Required for all Tenure and CE actions
 - b. Tenure Probation Start Date – Required for all Tenure and CE actions
 - c. Tenure Status – Required for all Tenure actions
 - d. Hospital Affiliation – Required for all CE actions
 - e. Joint or Secondary School – Required for all Secondary actions
 - f. Joint or Secondary Department – Required for all Secondary actions


Optional Fields

The following fields are optional, depending on the type of case being reviewed and school practices. Contact your school faculty affairs staff with questions about field applicability.


Request Notes
Use this field to note any conditions or other case details that are relevant for your school's process.




Mandatory Review Year

Select an option 


Tenure Probation Start Date
Date




Tenure Status

Select an option 


Hospital Affiliation


Select an option 

Joint or Secondary School

Select an option 

Joint or Secondary Department

Select an option 


 **Submit Form**

3. To complete the form and mark the requirement as fulfilled, click "Submit Responses." You can save your responses as you go, but you must submit the form to fulfil the requirement.

4. Click "Yes" on the pop-up window.

Confirm ✕


Submitting the form "Request Form" will make your responses available to the appropriate members for review. You will be able to change or edit your responses while the case is at the current step.





- iv. Department Vote – Click "Fill Out Form" to get started.
 1. Enter the number of "Yes" votes.
 2. Enter the number of "No" votes.
 3. Leave "Abstentions" and "Comments" blank at this time.
 4. To complete the form and mark the requirement as fulfilled, click "Submit Responses." You can save your responses as you go, but you must submit the form to fulfil the requirement.


Department Vote


Use this form to record the results of the last department vote before a case is forwarded to the school personnel committee or Provost's Office.


Department - Number of Yes Votes * 

Department - Number of No Votes * 

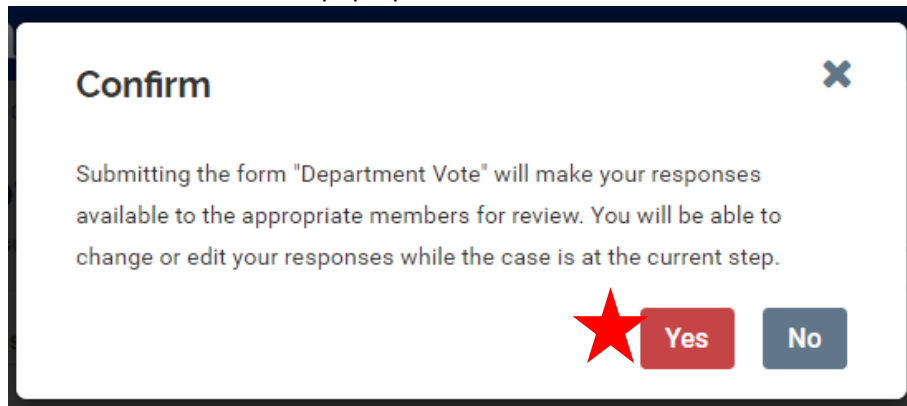
Department - Number of Abstentions 

Department - Review Comments 






5. Click "Yes" on the pop-up window.



- v. If more than one Committee Manager is assigned to the case you will need to delete this requirement from the other Manager(s).
 - 1. Click "Manage Respondents" in the "Actions" column for that form.



Forms

Form Name	Assignee	Actions
Request Form 5 required questions	Committee Managers	 Manage Respondents

- 2. Click "Omit Requirement" next to the Manager(s) that will not need to complete this requirement.

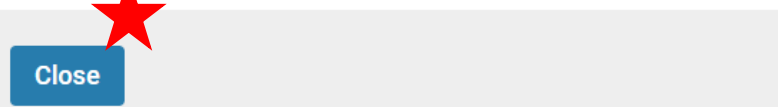
Manage Respondents

Unsubmitted (2)

Name	Status	Actions
JANE WALTMAN jwaltman@upenn.edu	Not Started	Omit Requirement 
Josh Gianitsis joshmcg@upenn.edu	Form Omitted 	Enforce Requirement

Submitted (0)

Name	Status
There are currently no form submissions from any Committee Member.	




- 3. You will see the status of "Form Omitted" next to the name of anyone not required to complete the form.
- 4. Click "Close" when you are finished.

- vi. Once you have completed all required questions on all required forms, the number of “Missing” items for this section should have decreased.
 1. Not all questions are required, or pertain to every action. It is expected to have “missing responses” to forms.
 2. If you need to update a form, click “Edit Submission” and repeat the above steps.

Forms

Form Name	Assignee	Actions
Request Form 5 required questions	Committee Managers	Manage Respondents
Request Form 5 required questions , 5 missing responses 	Josh Gianitsis (You)	Edit Submission 
Department Vote 2 required questions	Committee Managers	Manage Respondents
Department Vote 2 required questions , 2 missing responses	Josh Gianitsis (You)	Edit Submission


- d. Once complete, there will be no number listed next to “Case Details” at the top.

Case Materials Case Details 

Reviewing as
Department Faculty Affairs

▼ Instructions


For PSOM specific dossier requirements and additional guidance on document types and the RPT system please visit FAPD's RPT webpage and the revised dossier checklists.
<https://www.med.upenn.edu/fapd/rpt.html>

▼ Required Documents 

All required documents must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.


Department Letter ✔ Complete

Name

Chair's Rec 


Teaching Data ✔ Complete

Name

EDB 

Clinical Evaluations ✔ Complete

Name

Clinical Evals 

- 8. Cases should already be tagged for the FAPD staff member that needs to review it. **Do not change the case Status at any time.**

University of Pennsylvania > Cases >

Karen Grasse

Unit
Test Unit

Template
Promotion | Associated Faculty | A-C Ranks (TEST for PSOM)

Status
● Group 1 [change](#)

Send Case ▾ **Case Options** ▾

9. When you are ready to submit your case to FAPD, click “Send Case” then “Forward to School Faculty Affairs Review.”

University of Pennsylvania > Cases >

Karen Grasse

Unit
Test Department

Template
Promotion | Associated Faculty | A-C Ranks (TEST for PSOM)

Send Case ▾ **Case Options** ▾

Forward to
School Faculty Affairs Review
[Select Status](#)

Case Materials **Case Details**

Reviewing as
Department Faculty Affairs

10. Uncheck "Send a message to the reviewers gaining access." box and click "Continue."

Send Case Forward ✕

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

Department Faculty Affairs | 1 members

The following reviewers will gain access to the case:

School Faculty Affairs_Test | 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.

Continue **Cancel**

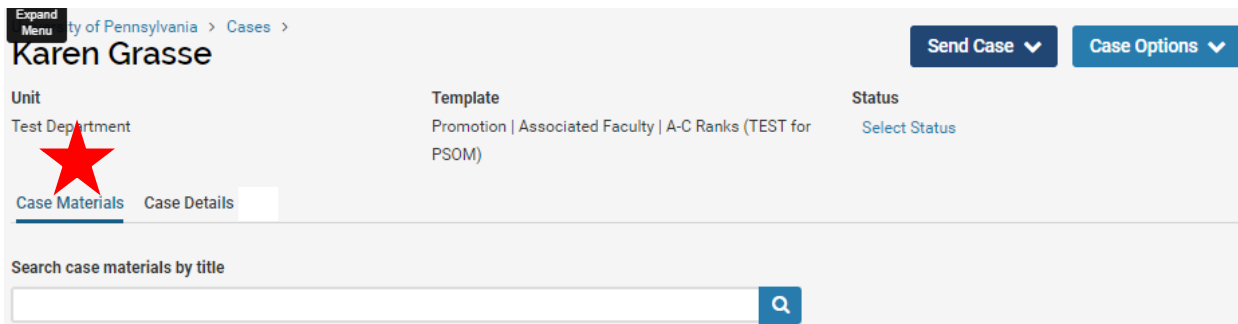
11. Congratulations! Your case has been sent to FAPD for review. FAPD can send the case backward for updates, and may communicate with you via Interfolio, email, or both.

Adding Additional Documents to Your Case

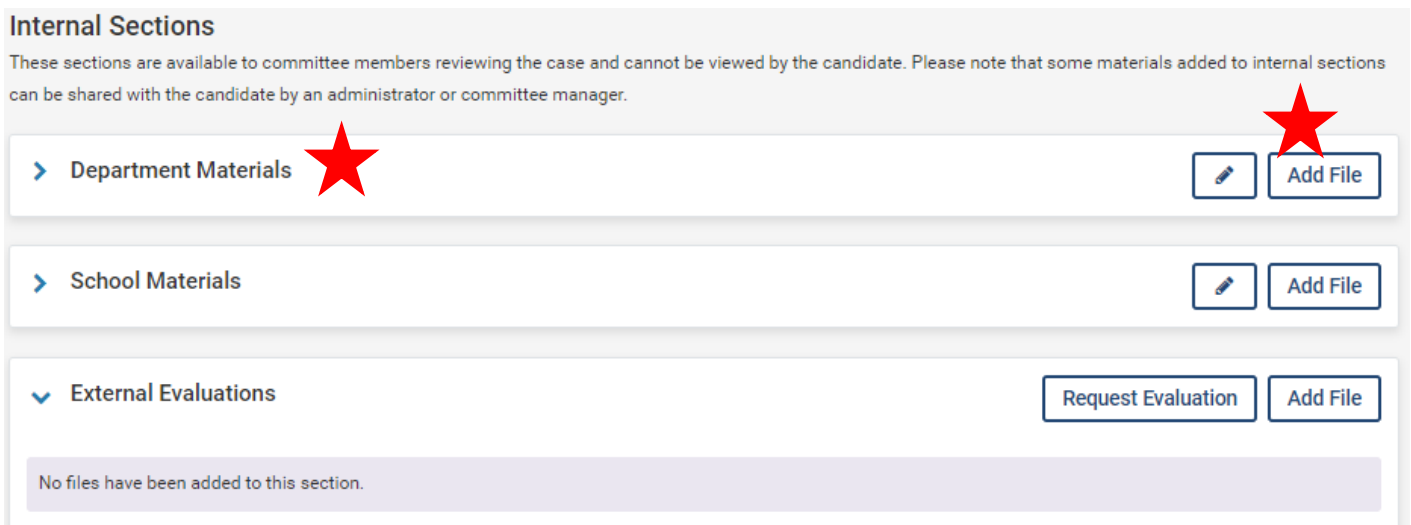
Do you have additional documents that were not required anywhere else in RPT? If so, follow the steps below to ensure they are attached to the case.

- Clinical Evaluations for a Senior Rank AC Appointment

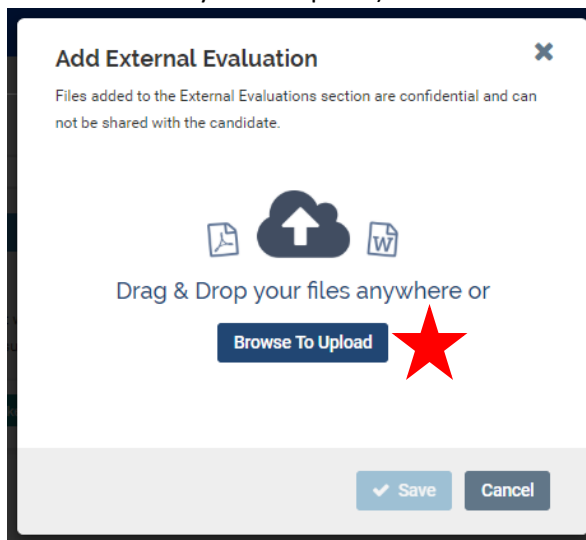
1. Click Case Materials



2. Scroll down to **Internal Sections >> Department Materials**



- a. Here, add any files that are required for your case, but did not have a spot somewhere else in Interfolio.
 - i. Add Files by clicking "Add File" and selecting the file you need to upload (drag and drop, or browse your computer).



ii. Name the file to match the checklist/document requirement and click “Save.”

Add File ✕

Add New File Previous Reviews

Upload Video Webpage

Clinical Evaluations ✕

✓ Save Cancel

b. Repeat until all required documents for this section are added.

Adding Additional Committee Managers to Your Case

FAPD will initially assign the department faculty coordinator(s) to manage a case in RPT. In the event that you would like to assign other **staff** to assist in adding case documents, please follow the steps below. **Note – at no time should faculty members be added to manage a case in Interfolio.**

1. Under “Review, Promotion and Tenure” on the left-hand menu, click “Cases.” **Note – you may not see all of the same menu options as seen below.**
2. Click the name of the candidate.
 - a. You can search by candidate name, unit, type, and template details (track).

University of Pennsylvania > **Case List** Create Case

Search: grass Filter Clear Filters

Unit: All Units Type: All Types Active or Closed?: Active

1 of 1 cases

<input type="checkbox"/> Name	Type	Template Name	Status
<input type="checkbox"/> Karen Grasse Test Department	Promotion	Promotion Associated Faculty A-C Ranks (TEST for PSOM)	

Step 1 of 5: Department Review ⚠ Required Documents

3. The case will open up on the landing page. Click “Case Details.”

Expand Menu University of Pennsylvania > Cases > **Karen Grasse** Send Case Case Options

Unit: Test Department Template: Promotion | Associated Faculty | A-C Ranks (TEST for PSOM) Status: Select Status

Case Materials **Case Details** 5


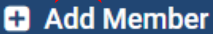

Search case materials by title



4. Scroll down and open the “Committee Members” section.
 - a. Click “Edit” to add someone to the committee.

Committee Members (2) Email Edit

Name	Email	Role
KIMBERLY HAEBEL	khaebel@upenn.edu	Manager
VIVIAN FISHER	fisherv@upenn.edu	Manager

5. Click "Add Member".

Name	Email	Role
KIMBERLY HAEBEL	khaebel@upenn.edu	 <input checked="" type="checkbox"/> Manager
VIVIAN FISHER	fisherv@upenn.edu	 <input checked="" type="checkbox"/> Manager

6. Search for the staff member you would like to add (by first name, last name, or email).

- Click "Add" to add them to the committee.
- Repeat for anyone you need to add.
- Click "Done" when you are finished. The person you added is now on the committee and can **view** documents. If you would like them to be able to add documents and move the case forward, follow the remaining steps below.








Sort By Name  

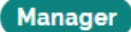

First Name	Last Name	Email	
Karen	Grasse	grasse@upenn.edu	

7. To make someone a "Manager" on your committee, click "Edit"





 Committee Members (3)





 

Name	Email	Role
KIMBERLY HAEBEL	khaebel@upenn.edu	
VIVIAN FISHER	fisherv@upenn.edu	
Karen Grasse	grasse@upenn.edu	

8. Check the box next to "Manager" and click "Done."




 

Name	Email	Role
KIMBERLY HAEBEL	khaebel@upenn.edu	 <input checked="" type="checkbox"/> Manager
VIVIAN FISHER	fisherv@upenn.edu	 <input checked="" type="checkbox"/> Manager
Karen Grasse	grasse@upenn.edu	 <input type="checkbox"/> Manager 

9. You should now see the “Manager” role assigned as seen below.

▼ Committee Members (3)

Email Edit

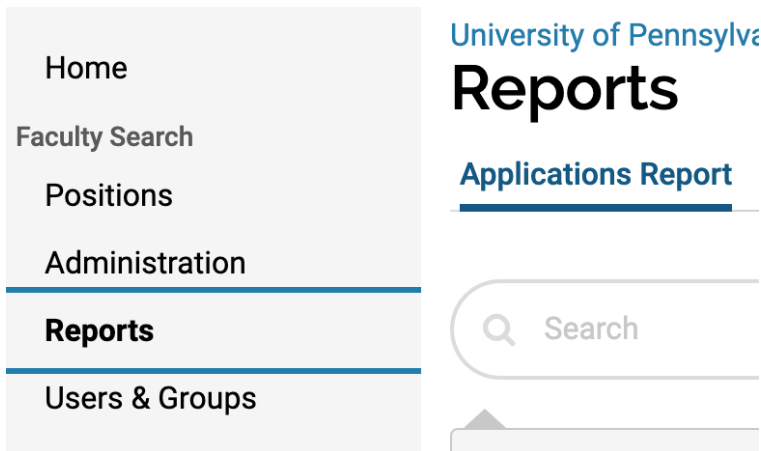
Name	Email	Role
KIMBERLY HAEBEL	khaebel@upenn.edu	Manager
VIVIAN FISHER	fisherv@upenn.edu	Manager
Karen Grasse	grasse@upenn.edu	Manager 

Completing the EEO Report Requirement

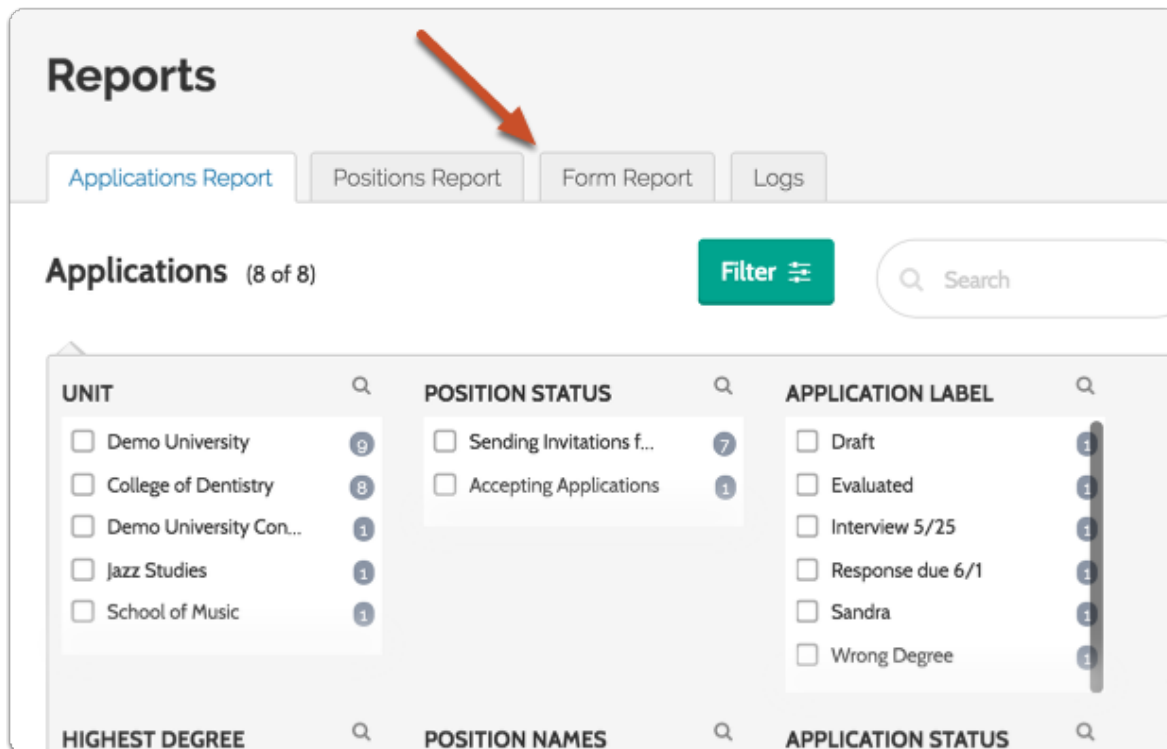
Until **Faculty Search and Review, Promotion and Tenure** are fully integrated, departments will be required to attach a document to fulfill the “EEO Report” requirement on all appointments. Please follow the steps below to obtain the document from Faculty Search.

- If your search has fewer than five (5) applicants, please contact FAPD to complete this requirement on your behalf.
- If your search has an approved AA Form from the old system, please contact FAPD to attach this document on your behalf.
- If you follow the steps below and there is no information provided, it may be because your search had too few applicants for the system to generate a report. If that is the case, please contact FAPD to attach this document on your behalf.

1. Select the Reports option from the navigation bar.



2. Select the "Form Report" tab.



3. Select a unit (your department or division).

Reports

Applications Report Positions Report **Form Report** Logs

Forms

1. Select Unit

Search

- Demo University
- College of Dentistry
- Department of Oral and Maxillofacial Surgery

4. Select the position that the candidate applied to.

Reports

Applications Report Positions Report **Form Report** Logs

Forms

1. Select Unit

Search

- Demo University
- College of Dentistry
- Department of Oral and Maxillofacial Surgery
- Department of Orofacial Sciences
- Division of Oral Medicine
- Division of Oral Radiology
- Division of Pediatric Dentistry

2. Select Position(s) Select All (13)

Search

- Dean of Students (ID: 1833)
- Associate Professor of Orthodontic Dentistry (ID: 1537)
- Assistant Professor of Orthodontic Dentistry (ID: 1649)
- Associate Professor of Periodontics (ID: 1659)
- Untitled Position (ID: 1821)

3. Select Form(s)

View Report

5. Select the "Request for Voluntary Self-Identification" form.

2. Select Position(s) Select All (11)

Search

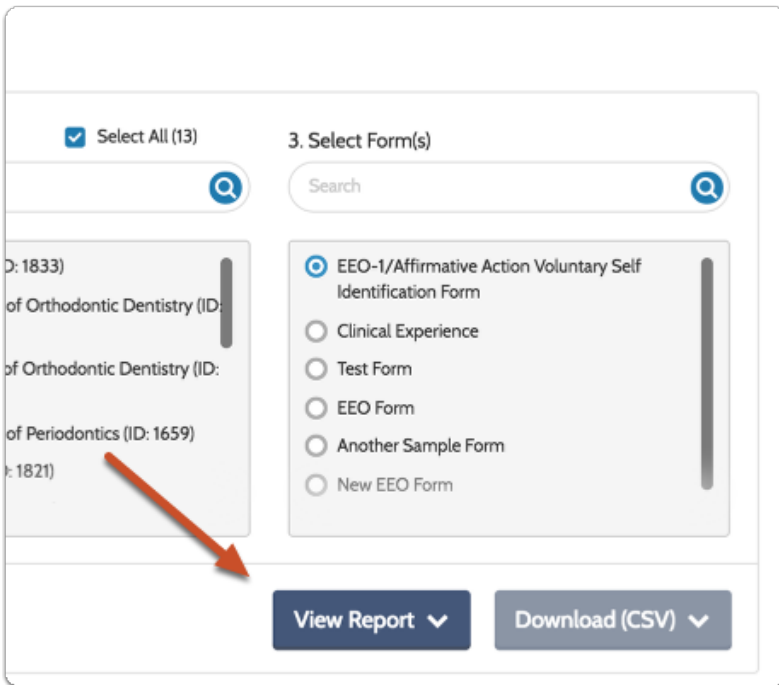
- Instructor Position in Medicine (ID: 45223)
- Interventional Cardiologist (ID: 45224)
- Assistant Professor, Tenure Track - Pulmonary Biology (ID: 45256)

3. Select Form(s)

Search

- Where did you hear about this position?
- Request for Voluntary Self-Identification
- Employee Status

- Click "View Report" to view a "Response Summary" of how applicants responded to these questions (in aggregate, not identifiable by individual candidate).



- The "Response Summary"
 - The "Response Summary" report is available to any Committee Manager, Administrator or EEO Officer with access to a position or the unit in which that position resides.
 - The "Response Summary" provides a summary, detailed category view, and overview of the applicant pool responding to the Request for Voluntary Self-Identification questions. Results can be displayed onscreen or downloaded via .csv file. Both will display your questions & responses, along with a breakdown of the number of responses and response percentage for each answer value.

Applicant Summary All Questions

Gender

TOTAL	MALE	FEMALE	DECLINED ¹	OTHER
9	4	5	0	0
100%	44%	56%	0%	0%

¹ Declined means the applicant chose the option "Prefer not to disclose" for the specific question.

Underrepresented Minority

TOTAL	URM ¹
9	2
100%	22%

¹ URM includes: Hispanic/Latino (any race), American Indian/Alaskan Native, Black/African American, & Native Hawaiian/Pac Islander.

Disability Status

TOTAL	HAS (OR HAD) DISABILITY	NO DISABILITY	DECLINED ¹
9	0	9	0
100%	0%	100%	0%

¹ Declined means the applicant chose the option "Prefer not to disclose" for the specific question.

Veteran Status

TOTAL	VETERAN	NOT A VETERAN	DECLINED ¹
9	0	9	0
100%	0%	100%	0%

¹ Declined means the applicant chose the option "Prefer not to disclose" for the specific question.

7. Download the PDF of this report by clicking “Download PDF” at the top of the form information.

View Report ▼ Download (CSV) ▼

Request for Voluntary Self-Identification ★ Download PDF

Report generated on Aug 15, 2019

Total Applicants	Department
9	Surgery (ID: 32640)
	Position
	Academic Pediatric Plastic Surgeon

Applicant Summary [All Questions](#)

8. Attach this report as the “EEO Report” in the RPT case.