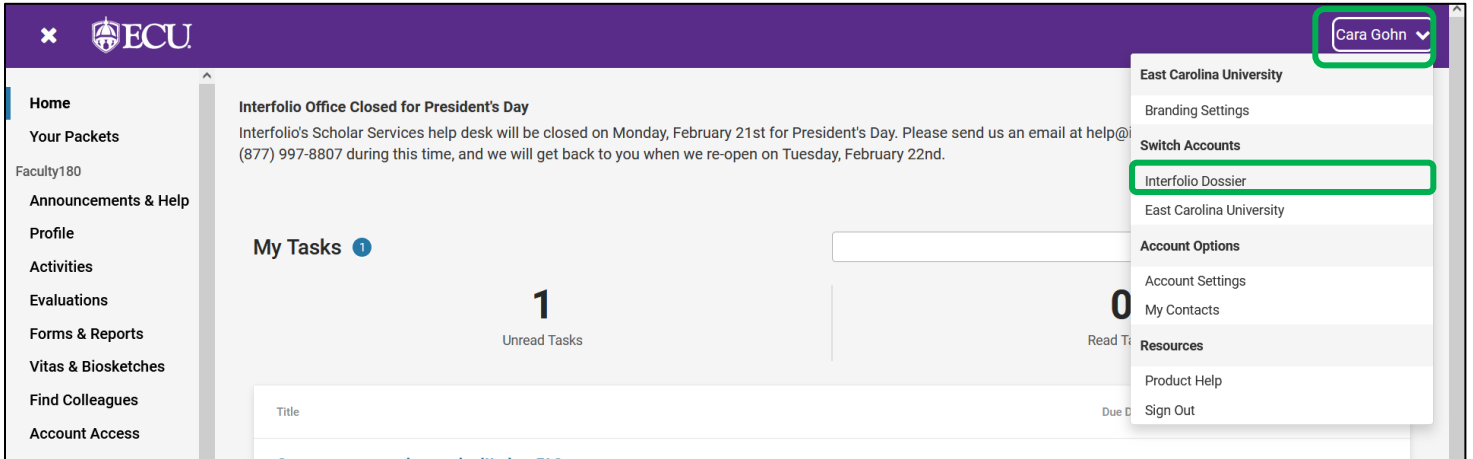


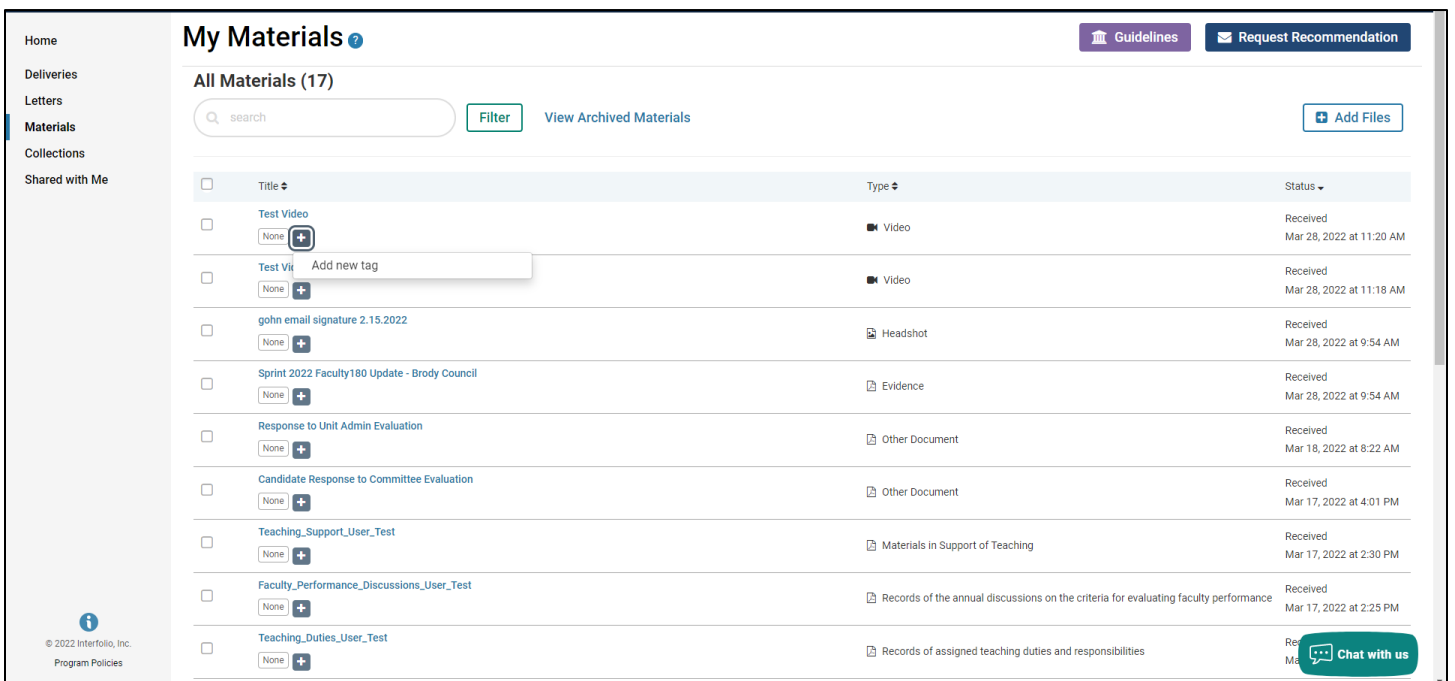
What is Faculty180 Dossier?

Dossier is a feature accessible in Faculty180 for document storage. The documents and resources stored in Dossier are available within the Faculty180 Reviews module when faculty are building their PAD documentation for promotion and tenure processes. Documents loaded to a review packet in Faculty180 Reviews are also automatically stored in Dossier and available to be loaded into for future review packets. Faculty can begin storing documents in Dossier at any time. Navigate to the module by logging in to Faculty 180, clicking on your name in the top right-hand corner and choosing “Interfolio Dossier.”



Documents in Dossier can be stored in the “Materials” menu, or groups of related documents can be stored in the “Collections” menu. “Collections” are intended to contain related documents and can be named using any naming convention chosen by the faculty member. Faculty can use the “Letters” menu to store recommendation letters.

Documents added to the “Materials” menu can be tagged with categories like “Teaching,” “Scholarship,” etc. Those tags may be helpful when organizing documents into Collections.



Documents already uploaded in the “Materials” menu can be sorted in to new or existing collections by selecting the document(s), clicking “Add To,” and choosing or creating a collection.

The screenshot shows the 'My Materials' interface. On the left is a navigation menu with 'Materials' selected. The main area is titled 'My Materials (1)' and contains a search bar, a 'Filter' button, and a 'View Archived Materials' link. Below this, a message states 'You have selected all 1 materials on this page.' A table lists the selected material: 'gohn email signature 2.15.2022', which is a 'Test Requirement' received on Feb 18, 2022 at 8:16 AM. Above the table, the 'Add To' button is highlighted with a green box, and a dropdown menu is open showing 'Create New Collection' and 'Status'. Other buttons like 'Tag', 'Archive', and 'Add Files' are also visible.

Candidates can share collections of materials with any other Faculty180 user. In the “Collections” tab click on the “Select” button to the far right and choose “Share.”

The person in which you shared the collection will receive an email and the documents will appear in their “Shared with Me” menu in Dossier.

The screenshot shows the 'My Materials' interface with the 'Collections' tab selected. A table lists several collections, including '2022 PAD - Cumulative Report', '2022 PAD - Other Materials', '2022 PAD - Research', '2022 PAD - Service', and '2022 PAD - Teaching'. The '2022 PAD - Other Materials' collection is selected, and its 'Actions' dropdown menu is open, showing options: 'Share', 'Rename', and 'Delete'. The 'Share' option is highlighted with a green box. The 'Add Collection' button is also visible at the top right of the collection list.

Navigate back to Faculty 180 by clicking on your name and selecting "East Carolina University."

The screenshot displays the Interfolio user interface. At the top right, the user's name 'Cara Gohn' is shown with a dropdown arrow. The dropdown menu is open, showing options: 'Switch Accounts', 'Interfolio Dossier', 'East Carolina University' (highlighted with a green box), 'Account Options', 'Account Settings', 'My Contacts', 'Resources', 'Product Help', and 'Sign Out'. Below the dropdown, a notification states 'Your profile is incomplete. Complete my profile'. The main content area features a notification: 'Interfolio Office Closed for President's Day' with details about service closures on February 21st. Below this is the 'Dossier' section, which includes three metrics: 'Deliveries' (0 in progress), 'My Letters of Rec.' (0 not received), and 'Letters to Write' (0). A text box explains that a Dossier Deliver subscription includes quality checks and 50 deliveries, with an 'Upgrade Now' button. The footer contains copyright information for Interfolio, Inc. (© 2022), a link to 'Program Policies', and a 'Chat with us' button.

Home

Deliveries

Letters

Materials

Collections

Shared with Me

Interfolio Office Closed for President's Day

Interfolio's Scholar Services will be closed on Monday, February 21st for President's Day. All elements continue to be processed according to our normal delivery schedule during this time. Paper deliveries will be shipped until Tuesday, February 22nd.

Dossier

Deliveries	My Letters of Rec.	Letters to Write
0 in progress	0 not received	0

A Dossier Deliver subscription includes quality checks on all letters of recommendation and 50 deliveries.

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