

**Montclair State University**  
**Faculty and Librarian Personnel Actions**  
**BACKGROUND INFORMATION**

**Interfolio – Faculty and Librarian Personnel Action System (“FLPAS”)**

Montclair State University uses Interfolio, a cloud-based faculty and librarian personnel action system, to initiate faculty or librarian applications for tenure, reappointment, promotion, or sabbatical, and to enable University committees and administrators to review these applications. All faculty members and librarians are assigned Interfolio accounts. Faculty and librarians new to Montclair State University have accounts opened for them once the hiring processes are completed. The University may upgrade or replace the FLPAS based on the operational needs of the University.

**Initiation of a Candidate Account in Interfolio:** The applicant uses their Montclair State single sign-on user name (NetID) and password to sign-in and activate the Interfolio account. The Office of the Provost creates templates for all personnel actions and once these are opened or copied down to departments, the cases are populated by candidates. For reappointment, the Office of the Provost creates cases for all eligible candidates in an academic unit. For promotion and sabbatical, cases are created on request from an eligible applicant.

**Interfolio Terminology**

Interfolio uses the following terminology for personnel actions:

**Packet:** The Interfolio account home page includes a “packet” section which serves as an inbox for Interfolio actions. For applicants, the packet or inbox section will include their case (see below for the description of a “case”); for committee members and others in the review process, the packet or inbox will contain all the cases they need to review as a reviewer.

**Case:** A “case” is the official record of the candidate’s personnel action submission and the record of all reviews of the application at all levels. Initially, the candidate populates the “case” with required and supplemental materials from their Interfolio Dossier or files or digital content from a computer. As the candidate’s case moves through the review steps, the case is augmented to include recommendations submitted during the review process by reviewers and any candidate responses to the reviewers’ recommendations. In Montclair State parlance, a case is equivalent to an application.

**Candidate Documents Section and Internal Case Section:** Each case has two sections: the Candidate Documents Section for documents submitted by the candidate, which are viewable throughout the review process by all reviewers, and, the Internal Case Section, which includes each of the recommendations provided to the candidate at each review step and the candidate's response (if any) to each recommendation. Recommendations at each level of review are viewable to those in successive levels of review in the Internal Case Section, as follows:

DPAC/SPAC/LPAC  
Department Chair or School Director (not applicable to School of Nursing or the Library)  
Dean  
Sabbatical Committee (applicable only to sabbatical applications)  
Provost  
President

**Dossier:** a confidential section, accessible to the faculty members and librarians only, to manage and curate the materials they have developed throughout their academic career;

**Montclair Application:** the section, in which the faculty members or librarians submits materials for a specific personnel action.

### **Candidate Responses**

Reviewers provide their evaluation and recommendation to the candidate using the “share” and “file response” Interfolio workflow. The candidate receives an email notification and is instructed to access Interfolio to review. Where the procedures provide the candidate an option to respond and they choose to provide a written response, the candidate's response is uploaded and included in their application for review by all subsequent levels of review.

### **Submitting Confidential External Letters**

Applicants have two options for submitting optional confidential external letters from scholars or other experts in the applicant's discipline using Interfolio:

- a) Applicants identify, solicit and receive the external letters using the “external letter request” process in Interfolio. The external letter request process generates an email with a hyperlink for the external reviewer to use to submit their external review. The Interfolio hyperlink encrypts the external letter so the candidate cannot read it and uploads the encrypted letter to the Dossier section of the applicant's Interfolio account. The applicant must then upload the encrypted letter from their Dossier to their Montclair application.
- b) Applicants have their PAC Chair, Department Chair, School Director, or Dean solicit and receive the external letters for them. Once the letters are received, they are encrypted and the applicant must then upload the encrypted letter from their Dossier to their application.