

# Filling Out Forms in Interfolio

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## Kyle Williams

Send Case ▼ Case Options ▼

**Unit**  
Philosophy

**Template**  
25-26 ASC A&H REGIONAL Promotion (with or without reappt), Promotion with Tenure, Tenure

**Status**  
● Test Case - Workshop [change](#)

[Case Materials](#) [Case Details](#) **2**

**1a. In the candidate's case, click onto the "Case Details" page.**

Search case materials by title

### 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.

▼ APT Document (if not current) Unlocked

APT Document file upload up to 1 optional

No files have been submitted.

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# Kyle Williams

Send Case  Case Options 

**Unit**  
Philosophy

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25-26 ASC A&H REGIONAL Promotion (with or without reapt), Promotion with Tenure, Tenure

**Status**  
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Case Materials Case Details **2**

**Reviewing as**  
POD Verification-Deliberative Body; Quorum and Vote

**2a. Scroll down to the bottom of the page**

 **Instructions**

In this step, the Procedures Oversight Designee (POD) verifies that the Committee of Eligible Faculty followed its procedures as outlined in the unit's Appointments, Promotion, and Tenure (APT) document.

**▶ TWO REQUIRED FORMS must be submitted before this case can be moved on to the next step:**

1. The POD must submit the following form: **25-26 POD Form 2-Deliberative Body Verification** (scroll down to access)
2. The POD or POD's designee must submit the following form: **25-26 Quorum and Vote Percentage form** (scroll down to access)



2 missing

Required Items

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

**3a. Select the "Fill Out Form" option to access the form.**

Forms

Form Name	Assignee	Actions
25-26 POD Form 2 - Deliberative Body Verification 7 required questions	Committee Members	<a href="#">Manage Respondents</a>
25-26 POD Form 2 - Deliberative Body Verification 7 required questions	Toni Calbert (You)	<a href="#">Fill Out Form</a>
25-26 Quorum, Vote, Vote Percentage 17 required questions	Committee Members	<a href="#">Manage Respondents</a>
25-26 Quorum, Vote, Vote Percentage 17 required questions	Toni Calbert (You)	<a href="#">Fill Out Form</a>

> Committee Members (2)

Email Edit

# Editing Forms in Interfolio

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## Elizabeth Murphy

Send Case

Case Options

Unit

Philosophy

Template

25-26 ASC A&H REGIONAL Promotion (with or without reappt), Promotion with Tenure, Tenure

Status

● Test Case - Workshop [change](#)

[Case Materials](#)

[Case Details](#)

**1b. In the candidate's case, click onto the "Case Details" page.**

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.

▼ APT Document (if not current) Unlocked

Lock

APT Document file upload up to 1 optional

Add File


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# Elizabeth Murphy

Send Case 

Case Options 

## Unit

Philosophy

## Template

25-26 ASC A&H REGIONAL Promotion (with or without reappt), Promotion with Tenure, Tenure

## Status

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Case Materials

Case Details

## Reviewing as

POD Verification-Deliberative Body; Quorum and Vote

**2b. Scroll down to the bottom of the page**

### Instructions

In this step, the Procedures Oversight Designee (POD) verifies that the Committee of Eligible Faculty followed its procedures as outlined in the unit's Appointments, Promotion, and Tenure (APT) document.

► **TWO REQUIRED FORMS must be submitted before this case can be moved on to the next step:**

1. The POD must submit the following form: **25-26 POD Form 2-Deliberative Body Verification** (scroll down to access)
2. The POD or POD's designee must submit the following form: **25-26 Quorum and Vote Percentage form** (scroll down to access)



▼ Required Items

All required items must be completed before the case can advance to the next step. Forms must be completed by the assigned user, however a Committee Manager or Administrator can select to omit the form as a requirement for a user.

**3b. Select the “Edit Submission” option for the appropriate form.**

Forms

Form Name	Assignee	Actions
25-26 POD Form 2 - Deliberative Body Verification 7 required questions	Committee Members	<a href="#">Manage Respondents</a>
25-26 POD Form 2 - Deliberative Body Verification 7 required questions	Toni Calbert (You)	<a href="#">Edit Submission</a>
25-26 Quorum, Vote, Vote Percentage 17 required questions	Committee Members	<a href="#">Manage Respondents</a>
25-26 Quorum, Vote, Vote Percentage 17 required questions	Toni Calbert (You)	<a href="#">Edit Submission</a>

> Committee Members (2)

Email

Edit

