The University of Colorado School of Medicine now utilizes the ByCommittee P&T® platform for submission and review of all dossiers for faculty appointment, promotion and tenure requests. The platform provides customized dossier templates and workflows to improve the organization and efficiency of appointment, promotion and tenure dossier compilation, review and approval.

Faculty Access

For the first year of implementation of this system, we are only expecting faculty submitting dossiers in 2016-2017 to be invited to begin compiling their dossiers. Once we have completed the process for this coming year, we will begin to roll this system out to additional faculty who want to utilize the system.

Dossier Templates

Three separate templates to compile dossiers have been created, one for each faculty series (Regular, Clinical Practice, and Research Professor). The department, in consultation with the faculty member, will decide which template to use, which will contain specific requirements for an appointment or promotion in that series. The faculty member will be sent a request to begin compiling their dossier in one of the templates shown below:

<table>
<thead>
<tr>
<th>Department of Medicine</th>
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<tbody>
<tr>
<td><strong>Regular Faculty Series - Appointment or P...</strong></td>
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<td>Template for appointment or promotion in the Regular Faculty Series, with or without the request for the award of tenure.</td>
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<tr>
<td><strong>Clinical Practice Series - Appointment or ...</strong></td>
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<td>Template for appointment or promotion in the Clinical Practice Series</td>
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<th>Department of Medicine</th>
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<tr>
<td><strong>Research Professor Series - Appointment ...</strong></td>
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<tr>
<td>Template for appointment or promotion in the Research Professor Series</td>
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</table>
Logging in to Interfolio/ ByCommittee P&T®

Faculty members will sign in to ByCommittee P&T® through the Interfolio log-in page, which will also be included in the invitation email to begin compiling your dossier. Since we have single sign-on for this platform, you can access the system using your University log-in information.

Note: administrative staff and faculty that do not have a University email account can create an Interfolio account and log in directly on the welcome screen without going through the partner institution. The information below is for users that are logging in using their University email address.

The URL for Interfolio is: https://account.interfolio.com/login. When you click on this link, you will see this screen:

Click on “Sign in through a partner institution” (DON’T click on the “Sign In” button yet!) and then choose “University of Colorado Denver/Anschutz Medical Campus” from the dropdown list, and click “Sign In.” This will take you to the SOM Portal, where you will provide your University sign-in information.

You should then see these boxes:

Click on the “My Current Case” box, and disregard the other two boxes for now. The “My Dossier” box will eventually be utilized by faculty to be used as a file cabinet so they can compile items that will be included in their future dossier, but we are working with the company to customize this feature. The third box would be used if someone from another institution were to request a letter of reference from you through Interfolio (this system is used by many institutions in this capacity). However, we won’t be discussing that tool in this document.

Once you click on the “My Current Case” box, you will be taken to a screen which includes a list of instructions from your department, links to resources, and a snapshot of the requirements for your dossier:
Included in the resource list are links to the Dossier Building Guide (updated May 2016), and a checklist for Dossiers so you can quickly see what the requirements are for dossiers in each faculty series.

Click on “Work on Packet” to begin the process of compiling your dossier.

**Compiling Dossier**

Once you begin compiling your dossier, you can start and stop any time. The template dossier that you are sent will include the sections that are relevant to the series in which you are seeking appointment or promotion (Regular Series, Research Professor Series, Clinical Practice Series). There are specific directions on the portfolio sections to indicate estimated page length, and other information. You can also click on the “Read Instructions” icon at the top of the page to again view the initial instructions regarding your dossier, along with links to helpful web pages and documents.

You will add individual documents to your dossier by clicking “+ Add”:

And then following the directions to upload a document:
Submitting Dossier for Review

Once you have completed adding documents to your dossier, click “Review & Submit”:

You will then have the ability to select the sections that you want to submit:

You will be able to submit all sections, or only those that are completed. You can then continue to edit other sections and submit those at a later time. The dossier will then be routed to the administrative person that is responsible for organizing the workflow of dossiers in your department for review. If there are sections that you will not be including in your dossier (e.g., the Investigator’s Portfolio if you are not focused on research), then you won’t include those sections in your submission.
Letters of Reference

This platform allows for Letters of Reference to be requested directly through the system (when they are submitted by referee, they are automatically added to the dossier), or they can be requested outside of the system and added into the dossier by the administrative staff person. Faculty members do not have access to those letters – they are only viewable in the dossier by individuals or committees that will evaluate the dossier after it has been submitted by the faculty member (e.g., administrative staff person, Department Evaluation Committee, Chair).

Review and Approval of your Dossier

Once your dossier has been submitted, it will be managed through the system, with your department’s designated administrative staff person having the ability to see the status of your dossier.

Resources

If you have specific questions regarding anything contained in this Guide, don’t hesitate to contact either Cheryl Welch (Cheryl.welch@ucdenver.edu; 303-724-5356) or Katie Rodriguez (Katie.Rodriguez@ucdenver.edu; 303-724-5357). You also might find this link useful: Managing Packet Documents. It is a document created by Interfolio which provides specific details about adding documents, renaming documents, etc.

If you have a technical issue with the system itself, you can either contact Cheryl or Katie, or you can contact Interfolio directly at: help@interfolio.com or (877) 997-8807 Monday- Friday 9–6pm Eastern Time.