



JOHNS HOPKINS  
M E D I C I N E



# Transition to Interfolio Review, Promotion, and Tenure (RPT)

# Today's Agenda

- **Background**
- **Terminology**
- **How does RPT help SOM?**
- **Demonstration**
- **Resources**
- **Rollout**
- **Questions/Comments**

# Interfolio RPT Background

- Used by SOM Departments for faculty position searches since 2019
- Selected by the Provost's Office & SOM
- Configuration of the system has been ongoing since April 2020

# Terminology

Term	Definition
<b>Administrator</b>	Staff in Dean's Office and OFI; we configure the system
<b>Candidate</b>	The person for whom a case is created (i.e. faculty)
<b>Case</b>	Appointment packet
<b>Committee Manager</b>	Departmental users (and service accounts) who are putting together the case to submit for review/approval
<b>Unit</b>	SOM department or division
<b>Workflow</b>	The progression of a case either forward or backward for continued processing

# How does RPT help SOM?

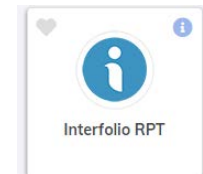
- User interface is straight forward and easy to use
- Dossier account for all faculty
- The use of single platform will improve SOM and University-wide reporting

# Demonstration

*Note: For professorial appointments on the scholarship track, the case will begin with the faculty member. Once the faculty member has completed their requirements, the case will come to you for next steps.*

# Resources for Faculty & Staff

- myLearning training
- Interfolio Scholar Services help (phone, email, online)
- User's guide produced by SOM
- Icon on JHED for easy access
- Marketing campaign



# Initial Rollout

- ALL Appointment Categories except:
  - Clinical excellence track
  - Associate professor on scholarship track
- Professorial appointments on scholarship track
  - Faculty who have applications in process in Nomination Manager (NM) will NOT be asked to provide information again in RPT but will be given a deadline for submission in NM



# Future Rollout

- Tool where dept/div can create the case without OFI's assistance
- Appointment Categories:
  - Clinical excellence track
  - Associate professor on scholarship track

# Thank You

