Sharing Initial or Final Letter with Candidate

\- See "Loading Initial or Final Recommendation Letter" if you have not yet uploaded your letter to the case.

CANDIDATE CANNOT ACCESS AN UPLOADED LETTER until it is selected & shared with them <u>via the process below</u>.

1. Navigate to (Case Materials) Case Details ①, scroll down to "Internal Sections," click section drop down arrow.

Internal Sections

These sections are available to committee members reviewing the case and <u>cannot be viewed by the candidate</u>. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

> ⚠ You are asked to submit required items as part of this case. View

> **Chair and Department Committee Review Documents**   [Edit] [Add File]

> **Dean and College Committee Review Documents**   [Edit] [Add File]

2. Select box next to letter.

⌄ **Dean and College Review Documents**   [Edit] [Add File]

PLEASE READ: DO NOT add recommendation letters here. Go to **Case Details tab** (top of case) **first** to load letters in the Case Details "Required Items" and select dean section. Recommendation letters will then automatically save here. Candidate response will also save to this internal section. This internal section is **NOT** visible to the candidate.

Then return to this Case Materials section to **select** and share initial and final letters with candidate and previous reviewers.

Materials

Title	Details	Actions
☐ College cmt initial recommendation V Tiger 22-23	Added by Janet Kohl Jul 28, 2023	Edit
☐ College cmt finalrecommendation V Tiger 22-23	Added by Janet Kohl Jul 28, 2023	Edit
☑ Dean initial rec V Tiger year 3	Added by Janet Kohl Jul 28, 2023	Edit

3. Select Share (top of screen) and "With Candidate."

✉ **Share**

With Candidate

With Committee Members

4 Add subject and message. See sample text below. The message may also refer to the letter for appeal information or you may include appeal information within the message, depending on your department or college usual practices. Appeals are requested and completed outside of Interfolio at this time.

Message to Candidate

To
Victor E. Tiger (victoretiger@interfolio.com)

Subject *

Dean initial tenure letter

Message *

The dean's initial tenure recommendation letter has been uploaded and can be found under the "Shared Committee Files" tab within your case.

Sample text: The dean's initial tenure recommendation letter has been uploaded and can be found under the "Shared Committee Files" tab within your case.

body   p

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio.

＋ Add

Dean initial rec V Tiger year 1   ✖

5. Verify the letter is listed under "Share Files." Proceed to step 6 or 7 if the correct file is present.
   If no document or an incorrect document is listed:
   - <u>No document</u> - The letter was not selected before clicking Share. Click "+ Add" and select the document.
   - <u>Incorrect document</u> - Click the x to remove it and then "+ Add" to select the correct document.

Share Files
Files shared with this message can be viewed by the candidate after logging into Interfolio

🔍 Search Materials   **Select All**

➕ ~~Peer Assessment and Peer Evaluation~~

➕ Dep cmt initial recommendation V Tiger 3rd yr test doc

➕ Dep cmt final recommendation V Tiger 22-23 test doc

➕ Victor E. Tiger_Test Tenure Letter_080422

➕ demo tenure

➕ College cmt initial recommendation V Tiger 22-23

➕ College Cmt final recommendation V Tiger 22-23

➕ Dean final rec V Tiger year 1

6. Candidate response to **FINAL** recommendation letter. <u>Skip step 6 when sharing</u> **initial** recommendation letter. Step 6 **only** applies to sharing the <u>final letter</u> with candidate.

   a) Select "Enable"
   b) Add Message Reason "Optional response to final recommendation letter"
   c) Enter Deadline date (Last day of 3-day period that candidate may respond per MOA. See relevant timeline. Candidate will only be allowed to respond on or before this date.)
   d) Select Section

Details

Direct email reply:

jakohl2@fhsu.edu

File Response:

☑ Enable

When you share a file for the recipient to review, you can check this box to allow them to submit a file in response. Check this option to allow the recipient of this message to submit a file in response.

Message Reason

Optional response to final recommendation letter

Deadline ❓

Mmm d, yyyy 📅 ❓

Section for Response *

-- Select Section --

-- Select Section --
Candidate Packet
    Candidate Packet
Internal Sections
    Chair and Department Committee Review Documents
    Dean and College Review Documents

Select "Chair and Department …" for response to chair or dept committee.
Select "Dean and College…" for response to dean or college committee.

7. Click "Preview" (optional) to view the message as it will appear to the candidate. Select "Edit" to return to the message **or** proceed to step 8 if no change is needed.

8. Click "Send" to complete the process or "Cancel" to exit without sending or editing and return to the case.
Any response submitted will now save to the selected internal section and be viewable by subsequent case reviewers.

<u>Department chair, dean, college committee</u>: Continue to "Sharing letter with prior reviewers."

<u>Department committee</u>: Continue to "Sending Case(s) forward to next review level."