

# Sharing Initial or Final Letter with Prior Reviewers

- See "Loading Initial or Final Recommendation Letter" PDF if you have not yet uploaded your letter to the case.
- See "Sharing Initial or Final Letter with Candidate" PDF if you have not yet shared your letter with the candidate.


Prior reviewers cannot access an uploaded letter until it is selected and shared with them via the process below.



Department committees disregard this process unless you intend to share letters with your current committee members.

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 cannot be viewed by the candidate. 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
<input type="checkbox"/> College cmt initial recommendation V Tiger 22-23	Added by Janet Kohl Jul 28, 2023	Edit
<input type="checkbox"/> College cmt final recommendation V Tiger 22-23	Added by Janet Kohl Jul 28, 2023	Edit
<input checked="" type="checkbox"/> Dean initial rec V Tiger year 3	Added by Janet Kohl Jul 28, 2023	Edit

3. Select **Share** (top of screen) and "With Committee Members."

**Share**

- With Candidate
- With Committee Members

4. The "To" section will list members of your committee. **Delete these names** unless you intend to share the document with them as well.

### Message to Committee

To

Add Another User to Committee

5. Add previous committee chairs, chair, dean, admin assistants as appropriate. \*Dean see note below.\* Select "User" and type the individual's name to select from the Interfolio autogenerated list and/or select "Committee" and choose from the drop-down list.

To

Add Another: **User** | **Committee**

Janet k

Janet Kohl  
jakohl2@fhsu.edu

Add Another: **User** | **Committee**

Search for Or Select a Committee

- College Dean
- College Tenure Committee
- Department Chair
- Department Tenure Committee

**Individuals:** After selecting name(s), "Add User(s)." Names will not be included if the "Add" step is skipped.

Janet Kohl X Candidate Stouffer X **Add 2 Users**

**Committees:** After selecting each committee, "Add Members." Names will not be included if the "Add" step is skipped.

Department Tenure Committee **Add Members**

6. Check the "To" group to verify correct recipient list. Delete non-chairing committee members or errors as needed.

To

[Redacted]@fhsu.edu X Janet Kohl (jakohl2@fhsu.edu) X Mi

7. Add subject and message. See sample text below.

### Message to Committee

To

[Redacted]@fhsu.edu X Janet Kohl (jakohl2@fhsu.edu) X

Add Another: **User** | **Committee**

#### Subject \*

Chair initial tenure recommendation letter

#### Message \*

The Chair's initial tenure recommendation letter has been uploaded to Dr. Doe's case. When logging into Interfolio, find the document under "Files have been shared with you."

body p

#### Share Files

Files shared with this message can be viewed by the recipient(s) after logging into Interfolio.

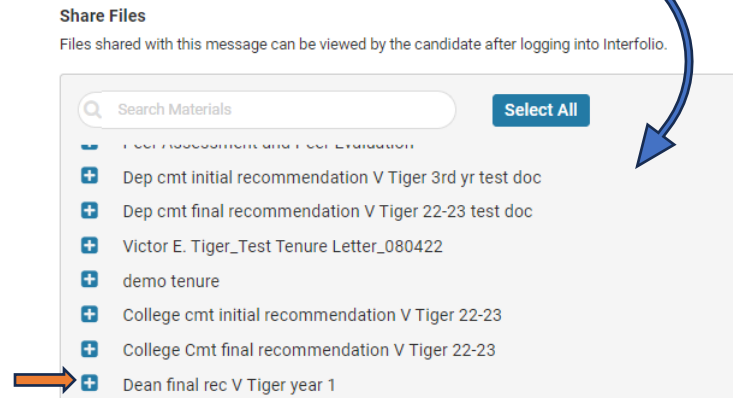
+ Add

Dept Chair initial rec V Tiger year 1 X

8. **Verify the letter is listed** under “Share Files.” Proceed to step 9 or 10 if the correct file is present.

If no document or an incorrect document is listed:

- **No document** - The letter was not selected before clicking Share. Click “+ Add” and select the document.
- **Incorrect document** - Click the x to remove it and then “+ Add” to select the correct document.



**TIP:** This can be repeated as needed. If a required recipient was accidentally left off when sharing letters, the process above can be repeated with only that individual in the “To” group. Recipients are notified individually whether notice is sent to one person or a group.

Recipient’s email notice to view a shared letter:

Janet Kohl has shared files with you.



You will be required to sign in to your account to view the shared files.

9. Click **Preview** (optional) to view the message as it will appear to reviewer(s). Select “Edit” to return to the message or proceed to step 8 if no change is needed.

10. Click “**Send**” to complete the process or “**Cancel**” to exit without sending or editing and return to the case.

After initial and final letters have been shared with candidate and prior reviewers, **continue to** “Sending Case(s) forward to next review level.”

**\*Dean reviewing 1<sup>st</sup>-4<sup>th</sup> year tenure cases:**

- Add **Provost committee** to recipient group when sharing **final** letter with prior reviewers.
- Dean is last reviewer of *1<sup>st</sup>- 4<sup>th</sup> year tenure cases* so they don’t have a send forward option. These cases remain viewable in dean’s Interfolio Cases tab until Provost Office staff close all tenure cases after the review process is complete.

Resources: <https://www.fhsu.edu/academic/provost/digital-portfolio-system> (guides, training, reviewer FAQ)  
8/16/22 step-by-step instruction video <https://app.vidgrid.com/view/IQtHj1WJQHEd>.