From:        Anita Allen, Vice Provost for Faculty

Re:        Announcing Availability of Interfolio Dossier for All Faculty Members

Date:       February 28, 2019

As part of the university wide Human Capital Management initiative, Interfolio is coming to Penn this spring! Interfolio is a faculty information system that provides a full suite of faculty-focused technology to support every stage of the faculty lifecycle, from hiring through tenure. We will be implementing several products from Interfolio in the upcoming months in various stages and roll outs, the first of which is called Dossier.

Dossier is Interfolio’s online platform for academics to collect and curate scholarly materials, request and receive confidential letters of recommendation, and prepare for upcoming evaluations. You, as a member of our faculty, can use Dossier to store your CV, publications, and other important career related materials for easy reference. You can then use Dossier to share your documents for review by your mentor(s), to be included in review and promotion submissions, and to review documents shared with you by your colleagues.

Dossier will be available for all faculty members across campus to access using their PennKey. To access your account, select sign-in with Partner Institution on the Dossier website: https://account.interfolio.com/login

If you have used Dossier previously with a personal e-mail address, this article shows how you can merge your two accounts.

For more information about how to use your Dossier account, Interfolio has a great online help center and their Scholar Services can help answer your technical questions by email, phone, Facebook, or Twitter.

Later this spring we will be implementing two additional Interfolio modules:

- Faculty Search is an easy to use faculty recruiting system that will be used by all twelve schools for posting, application collection, and candidate review of all full-time academic positions.

- Review, Promotion, and Tenure will replace our homegrown FIS system to facilitate the collection of review documents and the review and approval of reappointment, promotion, and tenure cases across the institution.

Want to learn more about the implementation of Interfolio at Penn? We’ve created a project website that includes an overview of the project.

Have questions about how your school will use these products? Contact your School’s Faculty Affairs Staff for assistance. Click here for a list of your schools Faculty Affairs Staff.