

RPT for Academic Chairs/Directors

P&T and Sabbatical Instructions

Check a case for completion

- Log in to FAAR: <https://www.faculty180.com/sysadmin/login.php?dbID=nau>
- When the candidate submits their case, the system sends an email notification to the chair.
- Find the case on your Home page or by clicking Cases under Review, Promotion and Tenure.
- Click the candidate name, then click the **Read Case** button next to the search bar.
- Check that the submitted documents meet unit criteria.

Request external evaluations through RPT

- In a case, scroll down to Internal Sections and click **Request Evaluation** button.
- Enter information of evaluator(s) and an optional message, choose any candidate files to send, and set the response settings. Click Send Request.
- Evaluators receive an email to view request. They can accept or decline the request, view any provided documents, and submit a confidential evaluation without having to create an account.
- The evaluation will be available on the Read Case screen, under External Evaluations.

Upload external evaluations to RPT

- In a case, scroll to the External Evaluations section under Internal Sections and click **Add File**.
- Upload the file, change the name if needed, and set access (candidates never have access).
- The evaluation will be available on the Read Case screen, under External Evaluations.

Send case forward to first review committee

- Refer to the personnel action calendar for the date of the first committee review.
- On the main **Cases** screen, select case checkbox(es) and press **Send Forward** on the toolbar.
- Set an email subject and a message (optional) for reviewers, then press **Send**.

Evaluate a Case

- Follow instructions in first section above to review the case. Click **Case Details** at the top.
- Click the **+Add** button to add recommendation letter to Required Items, selecting the appropriate review level in the Section dropdown during upload.
- Click **Fill Out Form** link under Required Items>Forms to select the recommendation choice.
- The FAAR/RPT admin will notify the candidate and push the case forward to the next reviewers.

Further Interfolio product help is available here: <https://product-help.interfolio.com/m/33238>