In 2016, Vanderbilt University began transitioning to an online Promotion and Tenure tool called **Interfolio Review, Promotion & Tenure**. In early 2017, the University then acquired the **Faculty Search** tool from the same company. Both tools are now in use among most schools.

The following contact information and links will be useful to candidates and any person administering a Review, Promotion and Tenure case and/or a Faculty Search using the Interfolio tools.

**For all inquiries regarding case/search start-up, University procedures and requirements, templates and best practices within the Interfolio tools, please contact:**

**Danielle Certa**, Administrative Manager for Faculty
Office of Academic and Faculty Affairs (OAFA)
danielle.certa@vanderbilt.edu
615-343-5242

**For all inquiries regarding technological support of the Interfolio tools:**

**David Donoso**, Systems Implementation & Tech. Specialist, Academic Affairs
Process and Solution Implementations (PSI)
david.donoso@vanderbilt.edu

**Jennifer Evernham**, Project Consultant, Academic Affairs
Process and Solution Implementations (PSI)
jennifer.evernham@vanderbilt.edu

**Charlie Campos**, Project Consultant, Academic Affairs
Process and Solution Implementations (PSI)
carlos.r.campos@vanderbilt.edu

For all inquiries regarding school process and procedure, contact the school Dean’s office.

**Interfolio Product Support**: Monday – Friday, 8 a.m. – 5 p.m. Central time
Site:  [https://www.interfolio.com/talk-to-us/](https://www.interfolio.com/talk-to-us/)
Phone: (877) 997-8807
Email:  [help@interfolio.com](mailto:help@interfolio.com)

**TO ACCESS BOTH INTERFOLIO TOOLS** (Promotion and Tenure; Faculty Search): Chrome is recommended browser

**REVIEW, PROMOTION AND TENURE** – *Please note all promotion cases must be initiated by the school Dean’s office.*

ALL Help Articles for Review, Promotion and Tenure *(this list uses hyperlinks, click to view)*

Selected Help Articles:

- Administrator’s Guide to Interfolio Review, Promotion and Tenure
  - Creating and Managing Templates
  - Committees and Individual Reviewers – definitions and committee management tips
  - Adding and Managing Case Materials
  - Request External Evaluations

**FACULTY SEARCH** – *Please note all searches must be authorized by the Provost via the school Dean prior to initiation. Additionally, some schools may require position approval – be sure to check with school Dean’s office.*

ALL Help Articles for Faculty Search

VIDEO Overview of Faculty Search Administration

Selected Help Articles:

- Best Practices for Managing a Search
- Creating a Position
- Run a Multi-Stage Search
- Faculty Search FAQs