Interfolio Implementation Roles and Responsibilities

Faculty Search | Review, Promotion, and Tenure

CONTACTS AND FURTHER DETAILS: https://www.vanderbilt.edu/faculty-development-diversity/Interfolio_Links-Contacts.pdf

**Schools/Deans Offices**

- Facilitate and support onboarding/training at all user levels within the school (candidates, reviewers, administrators, etc.)
- Participate in training
- Identify local Interfolio specialists within school to help facilitate “train the trainer” model
- Facilitate local user support on request
- Clearly disseminate procedural requirements to departments
- Disseminate information regarding updates to the tools to departments in a timely manner
- Work with Office of Academic and Faculty Affairs (OAFA) and Process and Solution Implementations (PSI) to make sure implementation issues are resolved
- Work with OAFA to facilitate trainings

**Office of Academic and Faculty Affairs (OAFA)**

- Facilitate and support the onboarding/training of schools/departments
- Interface with vendor, Process and Solution Implementations (PSI), Web Applications Group (WAG), Dean’s Offices, individual users
- Provide user support on request that cannot be managed within schools
- Provide training support on request
- Provide procedural guidance to schools
- Disseminate information to the schools as needed, including updates to the Interfolio tools, webinar offerings, procedural updates, etc.
- Work with schools to facilitate “train the trainer” model

**Process and Solution Implementation (PSI)**

- Technological support of implementation of the Promotion and Tenure and Faculty Search tools; training
  - Interface with vendor on technical issues
  - Interface with WAG on FIS integration
  - Interface with OAFA on implementation issues and user issues
  - Provide user support on request that cannot be handled at the local level
  - Provide training support on request
  - Work with schools to facilitate “train the trainer” model