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

**Stephanie Sefcik**, Project Consultant, Academic Affairs Process and Solution Implementations (PSI)
stephanie.k.sefcik@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

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

- Vanderbilt University Single Sign On: 
**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