

# Interfolio's Dossier Institution

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## ACADEMIC PORTFOLIO SOFTWARE FOR SCHOLARS

### The hub for scholars to manage their academic materials online.

**Interfolio's Dossier** is a private, portable online service built to help academics manage materials and information related to their work. **Dossier Institution** is an expanded version of Dossier available through institutions that use Interfolio to manage academic work, data, and decisions.

When your school uses Interfolio for formal academic reviews or for activity reporting, every academic staff member at the institution gains a Dossier Institution account—which adds a distinct feature set onto Dossier, specifically designed to help serve their preparation for professional milestones and give them insight into their position.

- Facilitate planning for academic career advancement
- Create transparency about requirements for reappointment, review, probation, and promotion
- Help academic staff benchmark their progress towards formal reviews, and empower them to focus their efforts wisely
- Give scholars a single place to manage their academic materials and information
- Enable seamless online submission of materials and data for review through Interfolio, and efficient reuse of materials submitted in past reviews

### Here's how an entire institution benefits from adopting Dossier Institution:

#### SCHOLAR LIFETIME DEVELOPMENT

Graduate students, academic staff and part-time or independent scholars gain a practical, organizational tool *built for academia* that serves their development as researchers, teachers, and colleagues.

In addition, Interfolio's Dossier is portable and private. That means that if scholars receive a Dossier account through an institution that uses Interfolio, they can use it for career milestones where they are employed, but if they leave the institution their Dossier remains private and goes with them to their next opportunity.

#### ACADEMIC REVIEW CANDIDATE PREPARATION

Institutions that use Interfolio Review, Promotion & Tenure can publish case templates as institutional guidelines for academic staff to view in their Dossier Institution accounts—for example, the formal requirements for reappointment, tenure, or promotion. That way, scholars affiliated with the institution can continuously check the materials they've assembled against the upcoming requirements. It's a concrete way to make academic review processes clearer and more equitable.

## **SEAMLESS ENTRY INTO FORMAL REVIEWS**

At schools that use Interfolio Review, Promotion & Tenure, academic staff can use their Dossier Institution account to prepare formal packet materials in advance (including a CV document exported from Interfolio Faculty180), reuse materials they've submitted in past reviews, and easily transfer over the materials they've assembled.

## **REDUCED ADMINISTRATIVE SUPPORT BURDEN**

When scholars use Dossier Institution to organize their academic materials year-round, their institution's administrative staff can spend more time providing strong support for those candidates rather than being tied up assembling binders or PDFs.

## **WHAT EACH SCHOLAR CAN DO WITH DOSSIER INSTITUTION**

Each individual can use Dossier Institution to:

- Store any number of academic materials in their account, including documents, images, videos, and links to online work (e.g. academic websites)—as well as CV documents automatically generated from data in Interfolio Faculty180
- Request and store reusable letters of recommendation, submitted directly by the letter writer to Interfolio and kept confidential from the requester
- Organize their materials into “collections” for different purposes, such as job applications, academic reviews, or seeking funding
- View institutional guidelines for specific types of academic review processes (if published through Interfolio Review, Promotion & Tenure)
- Reuse previously submitted materials when participating in formal reviews through Interfolio
- Search Interfolio's database and several major higher education job boards for available opportunities

## **TECHNOLOGY BUILT IN COLLABORATION WITH HIGHER EDUCATION**

Interfolio's Dossier Institution will only continue to grow in its versatility and the kinds of academic career development scenarios it supports. Everything we build, we build in conversation with our university clients: gathering input, listening, proposing solutions.

In this way, to partner with Interfolio to support academic career development is to make a concrete move to ensure your school's administrative structure reflects the centrality of academic staff as drivers of the academic mission.