CANDIDATE'S QUICK REFERENCE GUIDE
Review, Promotion & Tenure

interfolio

How Do I Submit My Packet?

PLEASE READ BEFORE YOU SUBMIT: All sections of your packet will be locked once you submit. Use the **Preview Packet** button to verify:

- ✓ **all required documentation has been uploaded to each section**
- ✓ **all materials are clearly and accurately labeled (including any bookmarks)**

To submit your Packet, navigate to the **Packet** tab and click the ☑ checkbox on the left to select all sections for submission.

Click **Submit Sections**, and confirm your submission by clicking **Yes**.
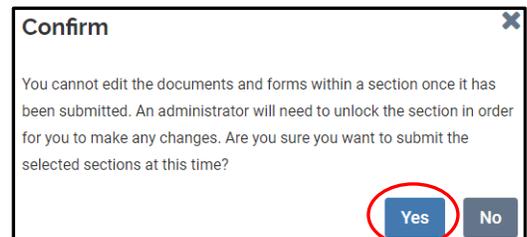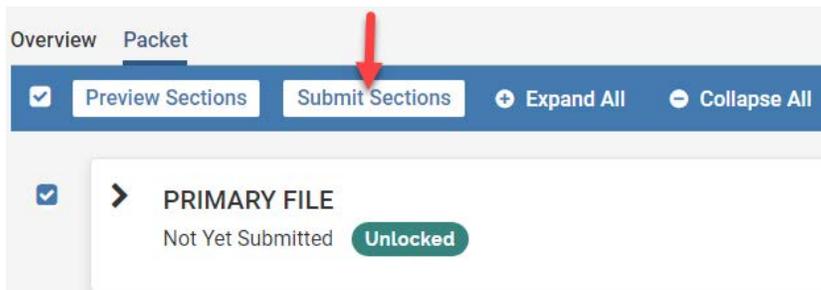
Once submitted, your Packet status will display as "In Progress".

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