HSC Interfolio Dossier

How to Access It and Some of the Features
Benefits of Interfolio Dossier

• Serves as a repository for documents throughout your academic career and gives you the opportunity to collect and organize your materials

• It never expires and will be available to you at any time (even outside of HSC)

• Provides templates for viewing requirements for Promotion and/or Tenure

• You are the only person with access to your Dossier account
After logging in to Interfolio, you will need to click your name at the top right of the screen and click “Interfolio Dossier” to switch to your personal account.
Menu options

Home Screen of Interfolio Dossier

Click on the Quick Start Guide to open it here.
Accessing the Promotion and/or Tenure templates (Guidelines)
Guidelines

Your institution has granted you access to view guidelines based on review processes at your institution. To help prepare for a review process:

1) Search for and select guidelines to reference as you gather materials.
2) Click "Save"
3) The guidelines will appear in a "Saved Guidelines" section. There, click "Prepare for this Review", and you will get further instructions on how your Dossier can help you prepare for the review.

Search for Guidelines

Select Unit

Select a unit

Browse By Unit

Search

The University of North Texas Health Science Center at Fort Worth
Guidelines

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Available templates

- Annual Tenure Application
  The University of North Texas Health Science Center at Fort Worth

- Annual Promotion Application
  The University of North Texas Health Science Center at Fort Worth

- Annual Promotion AND Tenure Application
  The University of North Texas Health Science Center at Fort Worth
Example of an HSC template/guideline

Note that this is a template to show you the requirements to assist in organizing your documents. You will still need to wait until you receive the actual case (in August - per the HSC P&T timeline) before you can submit the documents.
To exit your personal Dossier and return to HSC Interfolio
Please contact hscinterfolio@unthsc.edu with any questions.

Note that you can also contact Interfolio directly for Dossier questions as the HSC Interfolio administrators cannot access your account. help@Interfolio.com or 877-997-8807