

## Interfolio Department Level Workflow – CAED, CAFES, CENG, CSM and OCOB

Use the instructions below if the Department Coordinator is responsible for sharing the AP109 and setting the rebuttal period for the candidate.

### WPAF Collection Period

Assigned to: Department Coordinator

Level/Step: After

- The Department Coordinator checks the WPAF for completion of requirements.
- The Department Coordinator makes sure all sections have been submitted and locked.
- The Department Coordinator sends the case forward to the DPRC on the day after the WPAF deadline.

### Department Peer Review Committee

Assigned to: Department PRC Chair/Manager (able to move case forward)

Level/Step: Department Peer Review Committee Review

- The PRC Chair sends case forward (or Department Coordinator as needed) once the AP 109 is complete.
- The PRC Chair provides the Department Coordinator with the paper AP 109 on or before it is due to the candidate.

### Rebuttal Period for Department PRC Evaluation

Assigned to: Department Coordinator

Level/Step: Department Coordinator uploads finalized AP 109 from Department PRC, shares it with candidate and sets rebuttal period.

- The Department Coordinator collects signatures from DPRC members on the AP 109.
- The Department Coordinator scans and uploads the AP 109 into the "Evaluation Reports and Rebuttal Statements" section of case.
- The Department Coordinator shares the AP 109 with candidate and sets rebuttal deadline within Interfolio.
- The Department Coordinator monitors the case daily during the 10-day rebuttal period because there are not automatic notifications when a rebuttal is submitted.
- If no rebuttal is submitted the Department Coordinator forwards case to the Department Chair.
- If a rebuttal is submitted, the Department Coordinator adds the Department PRC to the "Rebuttal Period for Department PRC Evaluation" workflow step and sends an email notification to the Department PRC via Interfolio about the rebuttal.** Please see the BPG on "Handling Candidate Rebuttals".

### Department Chair

Assigned to: Department Chair

Level/Step: Department Chair Review

- The Department Chair sends case forward.
- The Department Chair provides the Department Coordinator with the paper AP 109.

### Rebuttal Period for DH/DC Evaluation

Assigned to: Department Coordinator

Level/Step: Department Coordinator uploads finalized AP 109 from Department Chair, shares it with candidate and sets rebuttal period.

- The Department Coordinator scans and uploads the AP 109 into the "Evaluation Reports and Rebuttal Statements" section of case.
- The Department Coordinator shares the AP 109 with candidate and sets rebuttal deadline within Interfolio.
- The Department Coordinator monitors the case daily during the 10-day rebuttal period because there are not automatic notifications when a rebuttal is submitted.
- If no rebuttal is submitted the Department Coordinator forwards case to the Department Chair.
- If a rebuttal is submitted, the Department Coordinator adds the Department Head/Chair to the "Rebuttal Period for DH/DC Evaluation" workflow step and sends an email notification to the Department Head/Chair via Interfolio about the rebuttal.** Please see the BPG on "Handling Candidate Rebuttals".