

## Interfolio Department Level Workflow – CLA

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: College Analyst for CLA  
Visible by: Department Coordinator for CLA

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

### Department

Assigned to: Department PRC Chair/Manager (able to move case forward)  
Visible to: Department Chair (not able to move case forward)  
Level/Step: Department Peer Review Committee Review

- Keep in mind that the Department Chair has viewing capabilities at this step.*
- 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 for CLA  
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 DC Evaluation

Assigned to: Department Coordinator for CLA  
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 next workflow step.
- If a rebuttal is submitted, the Department Coordinator adds the Department Chair to the "Rebuttal Period for Department Chair Evaluation" workflow step and sends an email notification to the Department Chair via Interfolio about the rebuttal.** Please see the BPG on "Handling Candidate Rebuttals".