MEMORANDUM

To: Deans

From: Anita L. Allen, Vice Provost for Faculty; **Jeanne Curtis, IT Executive Director Admin Information Technology, ISC; Mark Dingfield, Associate Provost for Finance and Planning, Office of the Provost**

Date: June 12, 2019

Subject: New Developments in Faculty Affairs

The Office of the Provost, Faculty Affairs is pleased to announce plans for *Interfolio,* a new faculty information system that replaces older systems and improves how we recruit and appoint faculty. The *Interfolio* implementation is coordinated with the [Human Capital Management initiative](#) to improve how Penn manages the broad range of human resources, payroll, and related processes.

There are three *Interfolio* modules being implemented this year:

- [*Dossier*](#) was made available to all Faculty on March 1, 2019. *Dossier* is *Interfolio*'s online platform for academics to use to collect and curate scholarly materials, request and receive confidential letters of recommendation, and prepare for upcoming evaluations.

- The *Faculty Search (FS)* module, a faculty recruitment tool, will be available to all Schools on June 17, 2019. Faculty serving on search committees will use *FS* to review and evaluate applications online.

- The *Review-Promotion-Tenure (RPT)* module, which will replace parts of the University's homegrown *Faculty Information System (FIS),* will be available to all Schools on August 1, 2019. *RPT* streamlines the collection of review materials and approval workflows for appointment, reappointment and promotion cases.

Look for upcoming communications with more information on implementation, training, and support for each of these modules. You can find more information on the Faculty Affairs Project web page: https://provost.upenn.edu/faculty/facp