In addition to providing review letter in Interfolio with the steps below, reviewers are also asked to put hardcopies of review letters in faculty campus mailboxes the same as “sharing” the letter in Interfolio.

**Step 1**, check box next to letter, and then click on “share” green button, select “with candidate”.

**Step 2**, Fill in email language. You will see that the letter is already attached at the bottom. Then be sure to enable the response on the right hand side, select the reason, the 10 calendar days and the section where the response will go. Then Preview and **Send** the Message.
Step 3, Make sure to click on Case Details and select the Chair Letter as the Required Document.

During the 10 days, the faculty member can submit a response letter. If you decide to change your letter, please follow steps 1-3 to resend your revised letter to the faculty member.

After the 10 days have passed, then you have to log in and continue with the steps below.

Step 4, Then you have to move the case forward for the next level of review to gain access. Scroll to the top of case page and:
Step 5:

Send Case Forward

Great job! You're sending the case forward to the next step, Department Personnel Committee. The following reviewers will lose access to the case:

[Table with fields for reviewers]

The following reviewers will gain access to the case:

[Table with fields for reviewers]

- Send a message to the reviewers gaining access.
  - If recipients respond to this message, their response will come directly to your email inbox.

Subject *

[Input field for subject: 2nd Year Case]

Message *

[Input field for message with text]

[Buttons: Preview, Continue, Cancel]

Hit **Continue**, and the Case will move out of your queue and go up to the next level or review.