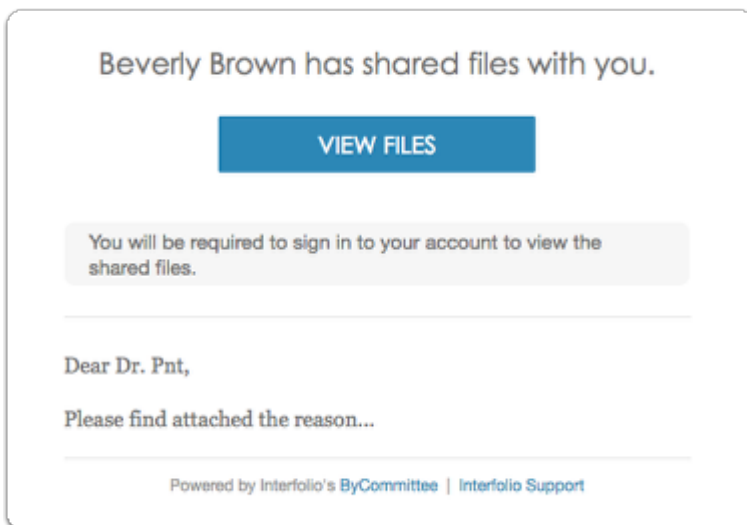


View and Respond to Files Shared with You by a Committee

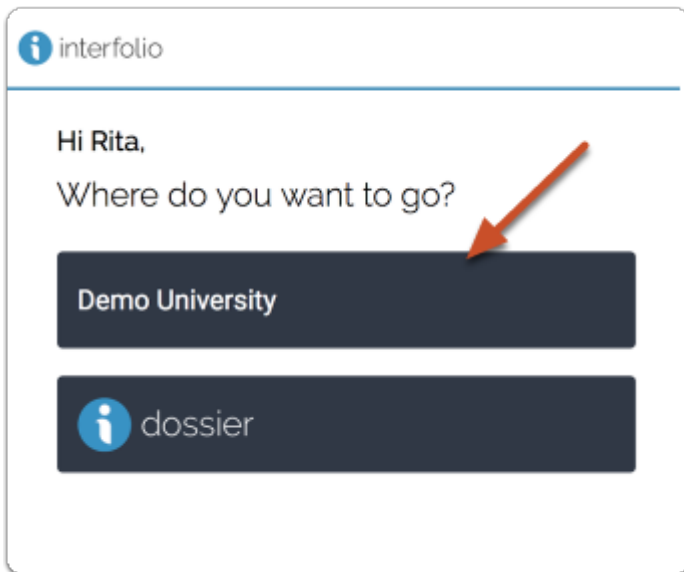
The committee reviewing your case may share files for you to review. The committee may also allow you to respond to the shared files in writing, and may set a date when the response is due.

The most common scenario is when the committee has made a decision about a candidate and gives the candidate the opportunity to respond. However, there may be other circumstances when the committee or administrative personnel require the candidate to view materials from the case packet.

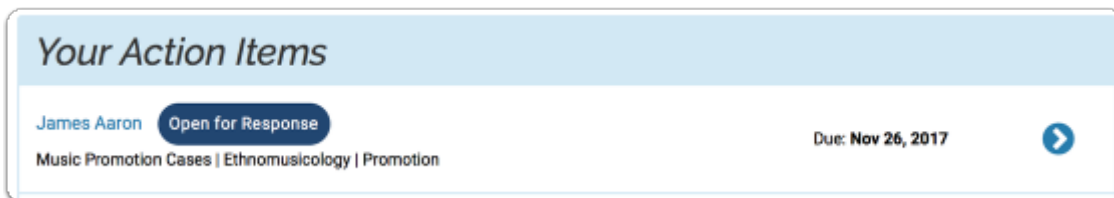
When files are shared with you, you will receive an email message prompting you to log into your account and view the files



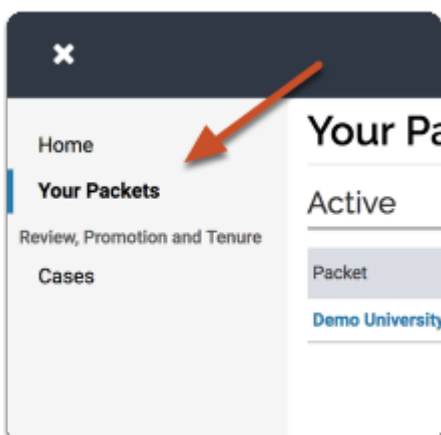
Log in to Interfolio and select your institutional account



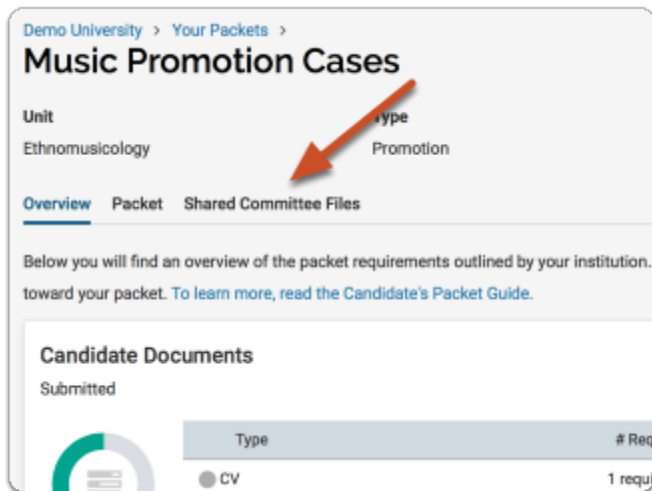
You will see an action item indicating that a file has been shared and an indication if a shared file is open for a response. You can click your name to view the packet.



-or- click "Your Packets" in the left hand navigation and select the case

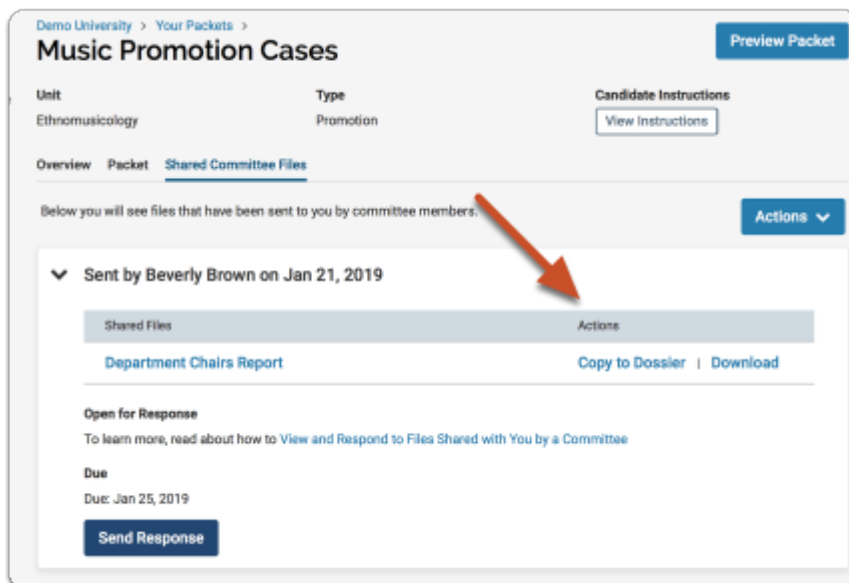


Open the "Shared Committee Files" tab of the case packet

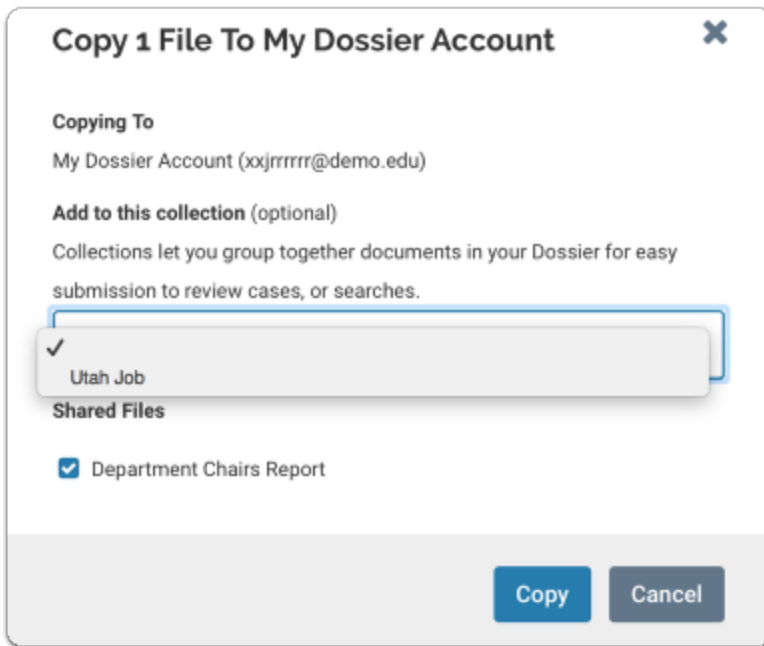


Files shared with you will appear listed

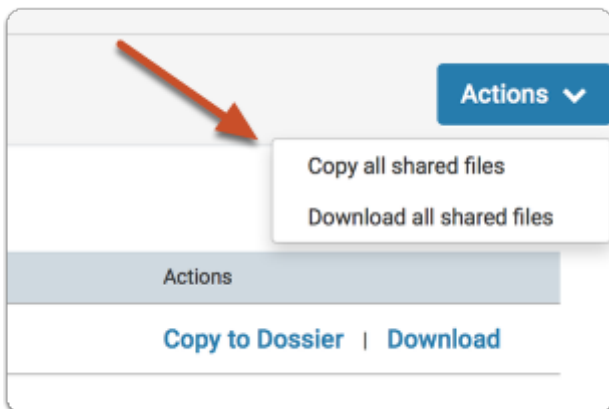
You can download the file, or copy it to your Dossier where it will appear in your Dossier materials.



If you click "Copy to Dossier," you will have the option to add the file directly to a collection of materials (if you have any collections available).



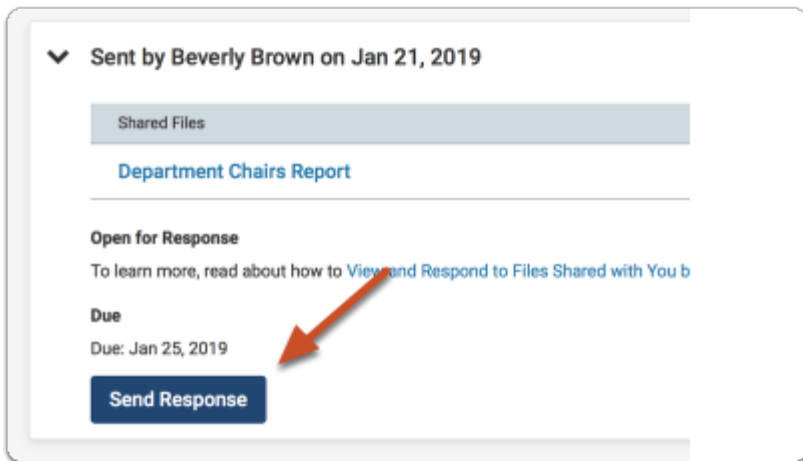
You can also click the "Actions" button to the right of the page to copy or download all shared files.



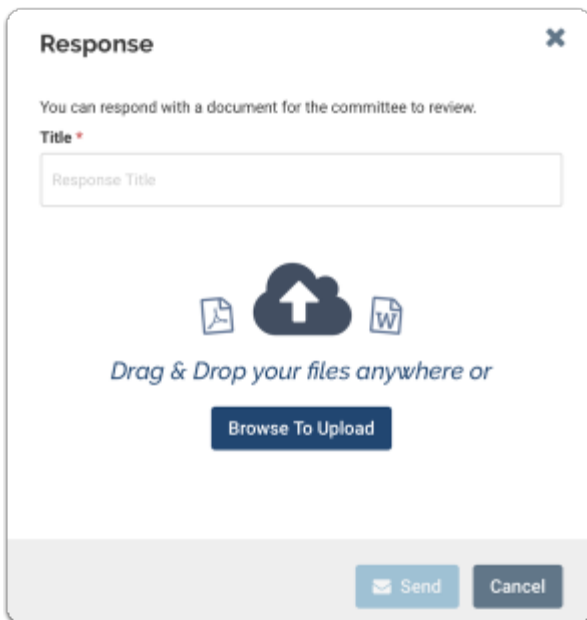
Click "Send Response" to respond to the file

If you are allowed to respond to the content of the file, you will see a link labeled "Send Response," and a due date for when your response is due.

! **Please Note:** This is a hard deadline, and you cannot respond to shared files after the due date.



Give your response a title and upload the document file



Your response will appear in the list of shared files

▼ Sent by Beverly Brown on Jan 21, 2019

Shared Files	Actions
Department Chairs Report	Copy to Dossier Download

Response
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Shared	Details
Rebuttal to Chair's Report	Sent: Jan 20, 2019

