

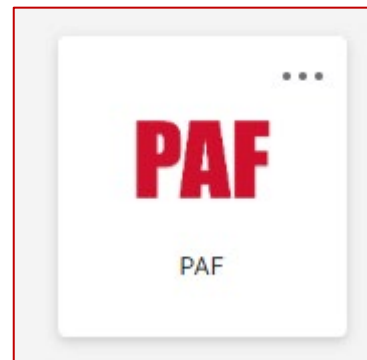


ST. JOHN'S UNIVERSITY

Interfolio User Guide - Faculty

Please follow the instructions below to submit your Personnel Action Form and support documentation to the committees during your personnel action review. Should you need assistance, please refer to the Interfolio [help article](#) or contact at interfolio-support@elsevier.com or (833)-844-2118. You may also contact Karen Pennacchio (pennacck@stjohns.edu) in the Office of the Provost.

- 1) Access Interfolio via signon.stjohns.edu. If you do not see the PAF chiclet, contact Karen Pennacchio (pennacck@stjohns.edu).



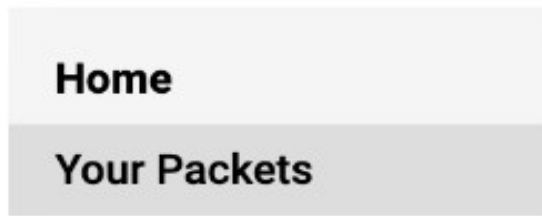
- 2) If prompted, select St. John's University.



- 3) You will then be able to view your packet and upload your files.

Navigation: *Your Packets > Packet Name > View Instruction*

- i. Select **Your Packets** from the navigation bar.



- ii. Select the name of the packet under the **Active** packets section.

Your Packets

Active

Packet	Type	Status	Due Date	
Anesthesia Institutional Tenure Template	Tenure	Not Submitted	Case due Oct 21, 2022	View

- 4) Packets are divided into sections. You must upload material into each section. Select the drop-down arrow to view.

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

> Personnel Action Form Unlocked ? Lock

> Dean's Classroom Evaluation Unlocked ? Lock

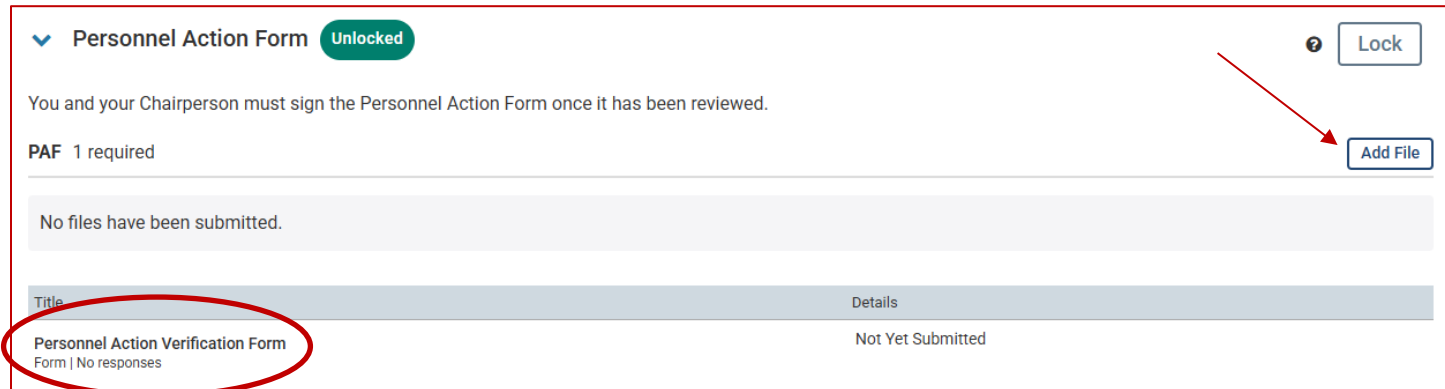
> Chairperson's Classroom Evaluation Unlocked ? Lock

> Chairperson's Summary of Student Evaluations Unlocked ? Lock

> Teaching Materials Unlocked ? Lock

> Support Materials Unlocked ? Lock

5) Upload your materials in each section by using the  button.



Personnel Action Form Unlocked Lock

You and your Chairperson must sign the Personnel Action Form once it has been reviewed.

PAF 1 required

No files have been submitted.

Add File

Title	Details
Personnel Action Verification Form Form No responses	Not Yet Submitted

NEW for 2026-27 cycle

The **Personnel Action Verification Form** replaces the Cover Page part of the Personnel Action Form (PAF). Please complete this form to ensure that your personnel action submission for the current academic year aligns with University records.

Please retain the Cover Page within your PAF document and enter your name in the "Faculty Member Name" field. The remaining Cover Page fields do not need to be completed, as that information is collected through this Interfolio form.

The PAF will be adjusted for the next cycle to eliminate this duplication and better align with the revised Interfolio process.

Preview:

New for Personnel Action cycle 2026-27

The Personnel Action Verification Form replaces the Cover Page part of the Personnel Action Form (PAF). **Please complete this form to ensure that your personnel action submission for the current academic year aligns with University records.**

Please retain the Cover Page within your PAF document and enter your name in the "Faculty Member Name" field. The remaining Cover Page fields do not need to be completed, as that information is collected through this Interfolio form.

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First and Last Name *

Please type in your Department/Division. Due to current limitations within Interfolio, no automated logic is associated with this field. We hope future enhancements to the platform will allow us to incorporate this functionality.

Department/Division *

School/College *

- ☐ St. John's College of Liberal Arts and Sciences
- ☐ The School of Education
- ☐ College of Pharmacy and Health Sciences
- ☐ The Peter J. Tobin College of Business
- ☐ Collins College of Professional Studies
- ☐ University Libraries

Current Rank *

- ☐ Assistant Professor
- ☐ Associate Professor
- ☐ Professor

Faculty Type *

- ☐ Regular
- ☐ Core
- ☐ Industry Professional
- ☐ Clinical
- ☐ Professor of the Practice

Date of Initial Full-Time, Tenure-Track Appointment at St. John's University (MM/YYYY) *

Date of Appointment or Promotion to Current Rank (MM/YYYY) *

Nature of Personnel Action Requested *

Check all that apply.

- ☐ Reappointment
- ☐ Termination of Probation
- ☐ Tenure
- ☐ Promotion

Add File

Add New File

Previous Reviews

Select Case *

Select review

Select review

PAF Workflow - TCB - Economics and Finance | Oct 7, 2024 - May 9, 2025

PAF Workflow - TCB - Economics and Finance | Oct 1, 2025 - Apr 1, 2026

If applicable, you may add files that were included in a prior PAF packet you submitted.