

## Interfolio Vocabulary

**1. Templates:** the building blocks of Interfolio that allow Administrators to create a standardized, repeatable process for all review cases in their institution, colleges, schools, and departments.

Templates can be thought of as the review file workflow, and they are set up based on the file's final authority.

**2. Units:** different tiers within the hierarchy which determines scope.

For UCSD, units can be the department or division.

**3. Cases:** the lifecycle of a candidate as they progress through a standardized review cycle.

Case=file

**4. Packet:** the collection of materials by which a candidate is being reviewed (documents and other files).

Packet= file base documents (i.e. biobib, candidate personal statement, evidence of teaching effectiveness, etc).

**5. Committees:** groups of users that can review and assess the case of a candidate at a given step of the review process

**6. Standing Committee:** This committee always exists at the institution. Although the membership may change, the committee itself always exists. (Ex: Dept. of History Committee or even the Chancellor)

**7. Ad-hoc (Case-specific) Committee:** This committee is specific to a case and only exists once. (Ex: Candidate X has a specific committee designated for the review.)