

School of Engineering & Applied Science

Policy on Confidential Letters - [Faculty Handbook](#), Section III.K.3

It is University policy that only those who, by usual practice, transmit or vote on a particular candidate's appointment or promotion may see the letters of evaluation used in the appointments process. The letters are confidential, and their contents may not be shared with the person being evaluated or faculty not eligible to vote on the appointment. They may be seen by a review committee in the course of a grievance and may have to be produced in the course of administrative proceedings or legal actions.

It is SEAS policy that Interfolio be used for the circulation of all appointment or promotion materials. **Under no circumstances should case materials be circulated via email** to departmental voting faculty. The Interfolio system is built to route materials to the appropriate faculty members and should be used for all cases.

The SEAS Dean's Office is available provide training to departments, or individual faculty members, on the use of Interfolio.