

PantherFolio RPT: Reviewing a Case

The Review Workflow

- a. The portfolio becomes available for review to the committee in PantherFolio
- b. The committee meets to discuss the portfolio, vote on a recommendation, and sign the recommendation report
- c. The committee chair uploads the signed recommendation report to PantherFolio
- d. Finally, the committee chair moves the portfolio forward to the next level of review, which terminates the committee's access to the portfolio (unless the portfolio is sent back by the department head, dean, or administrators).

Logging in to PantherFolio

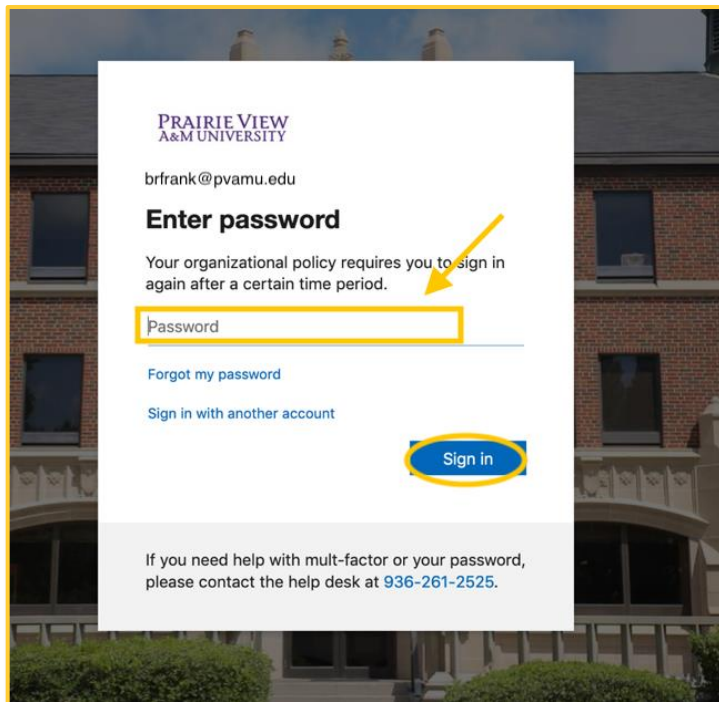
1. Open an internet browser of choice (we recommend using Google Chrome) and navigate to <https://www.pvamu.edu/academicaffairs/faculty/pantherfolio/> or

Navigate to the PAMU Academic Affairs PantherFolio page and click the

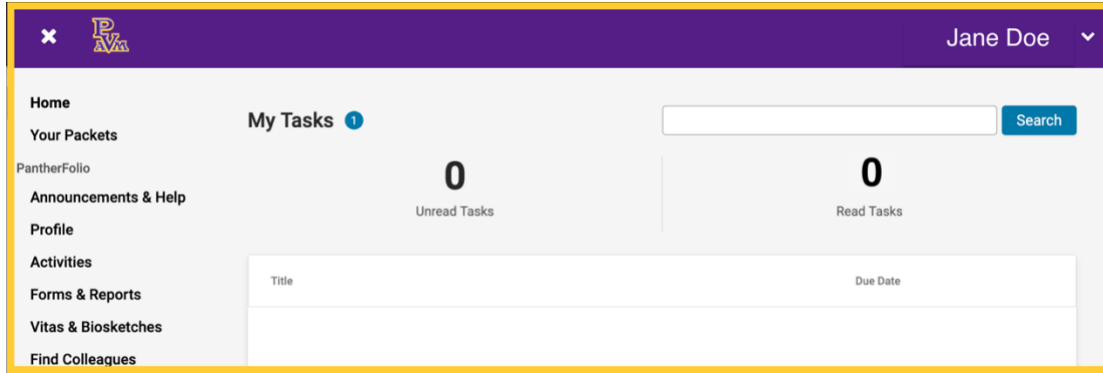
Login To PantherFolio

button

2. You will be taken to the PVAMU Single Sign-On page. Enter your **PVAMU credentials** (username and password) and click **Sign in**.

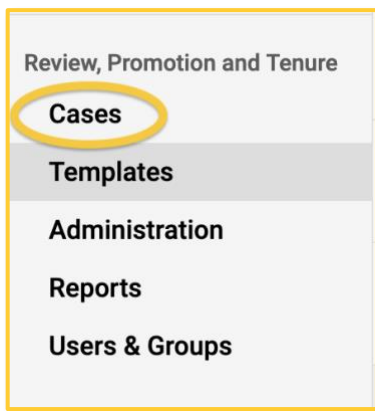


You are now taken to the PantherFolio dashboard.

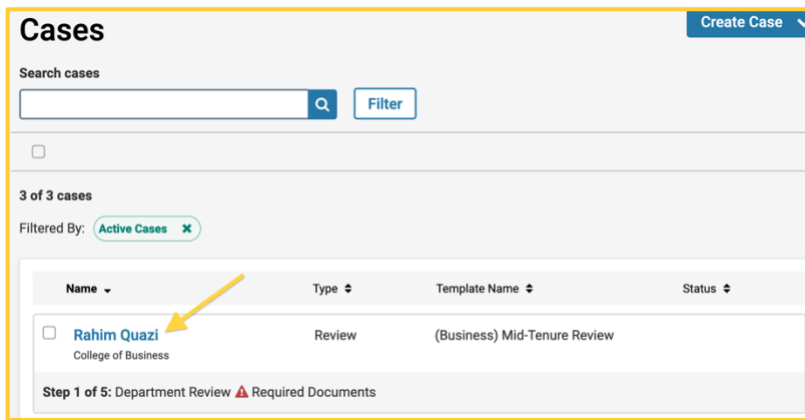


Accessing the Case (Portfolio)

Select **cases** from the left RPT navigation bar.



The Case List shows all cases that are available to you. Click on the name of the candidate to the case page.



Viewing a Case

Committee members can access the portfolio materials via the case page. The case page is a tabbed interface, containing the **Case Materials** (candidate's Packet & Internal Sections) and **Case Details** (committee members, comments, committee voting results) tab.

Rahim Quazi Send Case Case Options

Unit: College of Business Template: (Business) Mid-Tenure Review Status: Select Status

Case Materials Case Details ¹

Search case materials by title Read Case

Expand All Collapse All Download Share Settings Move

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.

Faculty 180 Vita Locked View History Unlock

Title	Details	Actions
<input type="checkbox"/> Curriculum Vitae (Traditional Format) Spring 1992 - Fall 2021	Generated Jul 26, 2022	Edit

Cover Letter Locked Unlock

Reviewing the case

Click the **Read Case** button to load all case materials into the document viewer for online review (preferred option).

Case Materials Case Details ¹

Search case materials by title Read Case

Expand All Collapse All Download

Rahim Quazi Return

Download Search PDF

Packet Annotations

▼ FACULTY 180 VITAE

Curriculum Vitae (Traditional Format)

➤ **Attachments from Curriculum Vitae (Traditional Format)** **IGNORE**

➤ COVER LETTER

➤ APPLICATION SUMMARY FORM

➤ SUMMARY OF ACHIEVEMENTS AT PVAMU DURING THE EVALUATION PERIOD

➤ FUTURE PROFESSIONAL GOALS AND INTERESTS

➤ FACULTY PERFORMANCE EVALUATIONS DURING THE EVALUATION PERIOD

➤ EVIDENCE OF ACHIEVEMENT IN TEACHING

➤ EVIDENCE OF ACHIEVEMENT IN CONSUMPTION AND PRODUCTION OF RESEARCH, SCHOLARLY, AND CREATIVE WORK

➤ EVIDENCE OF SERVICE ACHIEVEMENT

➤ MISCELLANEOUS

➤ COMMITTEE DOCUMENTS

Rahim Quazi
Spring 1992 - Fall 2021
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Degrees

Degree	Discipline	Institution	City	State or Province	Nation	Year Conferred	Title of Dissertation or Thesis
Ph.D.	Economics	University of Illinois	Urbana-Champaign	Illinois	United States	2000	

Work Experience

Position	Organization	City	State	Country	Years
Special Assistant to Provost, Academic Affairs	Prairie View A&M University				2019 - Ongoing
Associate Director, Northwest Houston Center	Prairie View A&M University	Houston	Texas		2015 - 2019
Professor, College of Business	Prairie View A&M University				2015 - Ongoing
Associate Professor, College of Business	Prairie View A&M University				2006 - 2015
Assistant Professor, College of Business	Prairie View A&M University				2002 - 2006
Visiting Assistant Professor, Department of Economics	University of Georgia	Athens	Georgia		2000 - 2002
Visiting Assistant Professor, Department of Economics	Knox College				1999 - 2000

Teaching

Term	Course Prefix	Course Number	Section	Course Title
Fall 2021	ECON	2301	Z01	Principles of Macroeconomics
Fall 2020	ECON	2123	Z01	Prin Macroeconomics
Spring 2020	ECON	2123	Z01	Prin Macroeconomics
Fall 2019	ECON	2123	Z01	Prin Macroeconomics
Spring 2019	ECON	2123	P04	Prin Macroeconomics
Spring 2019	ECON	2123	Z01	Prin Macroeconomics
Spring 2019	ECON	5313	Z01	International Trade
Fall 2018	ECON	2003	P04	Fundamentals of Economics
Fall 2018	ECON	2123	Z01	Prin Macroeconomics
Spring 2018	ECON	2003	P10	Fundamentals of Economics
Spring 2018	ECON	2123	Z01	Prin Macroeconomics
Spring 2018	ECON	5313	Z01	International Trade
Fall 2017	ECON	2003	P07	Fundamentals of Economics
Fall 2017	ECON	2123	P04	Prin Macroeconomics
Summer 2017	EMGM	5903	Y01	Capstone Project
Spring 2017	ECON	2003	P08	Fundamentals of Economics
Spring 2017	ECON	2123	P03	Prin Macroeconomics
Spring 2017	ECON	2123	Z01	Prin Macroeconomics
Fall 2016	ECON	2123	P05	Prin Macroeconomics
Fall 2016	ECON	2123	P09	Prin Macroeconomics

- i. All materials are organized by the case (portfolio) packet sections and are bookmarked in the column to the left
- ii. Reviewers should **IGNORE Attachments from Curriculum Vitae**
- iii. Pages in a document are also bookmarked, including section headers in a document
- iv. Links and videos display in the viewer
- v. Annotations appear on their own tab in the viewer (see "**Making notes on case packet**" for more details)

Downloading a case

We **do NOT recommend** downloading cases, as downloaded files are not in the case outline. If you must download, please use the **ZIP** option.

- i. select all sections from the list, then click the "Download" button toward the top right of the page
- ii. Choose the **ZIP** option
- iii. You will receive email notifications when the download files are ready
- iv. Click "Your Files Are Ready to Download" under My Tasks

The screenshot shows a web interface for managing case materials. At the top, there are tabs for 'Case Materials' and 'Case Details'. Below is a search bar and a 'Read Case' button. A navigation bar includes 'Expand All', 'Collapse All', 'Download', 'Share', 'Settings', and 'Move'. The 'Candidate Packet' section contains two locked folders: 'Faculty 180 Vita' and 'Cover Letter'. Under 'Faculty 180 Vita', there is a file 'Curriculum Vitae (Traditional Format)'. Under 'Cover Letter', there is a file '1. Cover Letter'. A 'Download' button is highlighted, and a dropdown menu shows 'Download PDF' and 'Download ZIP' options. Arrows point to the 'Download' button and the 'Download ZIP' option.

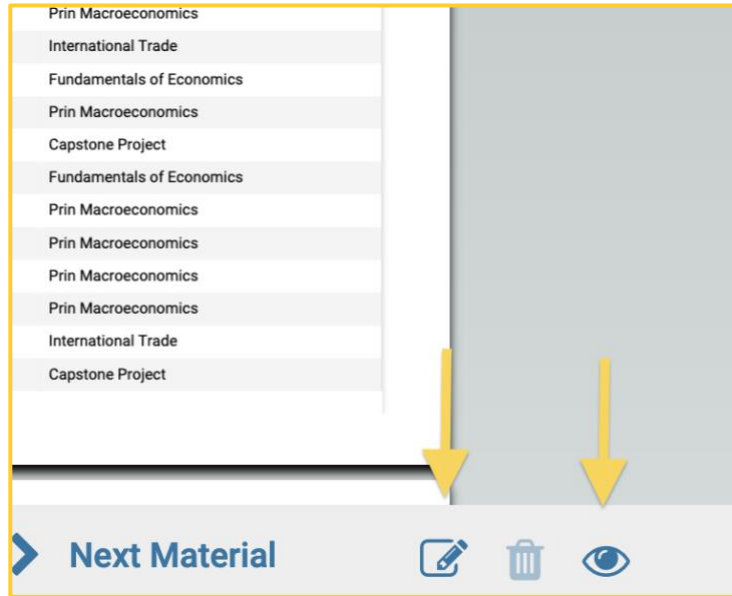
You will receive **email notifications** to your **PVAMU Email** when the download files are ready.

The email notification template features the PVAMU logo at the top. The main message reads: 'You have documents available for download.' Below this is a prominent 'GET DOCUMENTS' button. Further down, it says: 'Please contact our support team at help@interfolio.com for more information.' At the bottom, it states 'Powered by Interfolio | Support'.

Click "Your Files Are Ready to Download" under My Tasks

A rectangular button with a blue border and the text 'Your Files Are Ready to Download' in blue font.

Making notes on case packet materials and exporting your annotations



- a. Annotations are added from the lower right corner of the viewer
- b. Click the "Note" icon to add an annotation on the currently displayed document
- c. Click the "View" icon to toggle on or off the display of annotations
- d. After clicking the "Note" icon, select the type of annotation you want to create (Sticke, Point, Area, or Text)
- e. Once created, annotations appear on their own tab in the viewer
- f. You can click the "Export" icon to generate a PDF of your annotations that can be downloaded and printed
- g. Annotations are private notes and are only visible to the reviewer who adds them. However, much like paper notes, annotations may be "discoverable" as open records in case of litigation.

Submitting Recommendation Reports (Chairs, Department Heads, and Deans)

Case Materials **Case Details** 1

Reviewing as
Stephanie Holmes

You are the only reviewer at this step. For details on best practices, read our [Guide to Reviewing Case Materials](#).

> Instructions ←

✓ Required Items ← 1 missing

All required items must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Departmental Recommendation Report Add

This report prepared by the committee chair shall summarize the rationale for the committee's recommendation and shall become part of the candidate's portfolio throughout the evaluation process. All members of the committee will be afforded the opportunity to review the report before forwarding it to the direct supervisor, and each member will sign indicating that the report is a fair representation of committee action. The recommendation report must be uploaded to this section by the chair of this committee.

No files have been added to this section.

> Committee Members (1) Email Edit Conversation (0) Turn Off Comments

- After navigating to the case page, click the **Case Details** button.
- Review the **Instructions** section, and required items as set from by the college.
- Required Items** – All required items must be completed before the case (portfolio) can be moved to the next step.
 - Recommendation Report** (required for the committee chairs, department heads, and deans)

Accessing recommendations from previous step

Access the **case page** and scroll to the **Internal Sections**. Previous recommendations (committee documents) are located in the **Committee Documents** section.

Note: Committee documents can only be seen BEFORE your recommendation report is uploaded and the case is sent to the next step.

Internal Sections ←

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

⚠ You are asked to submit required items as part of this case. [View](#)

✓ Committee Documents Edit Add File

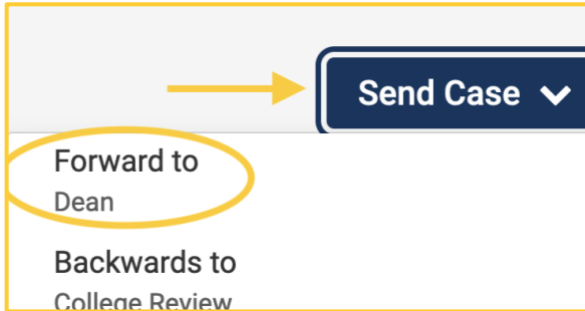
Materials

No files have been added to this section.

Moving the case to the next/previous step (Chairs, Department Heads, and Deans)

The committee chairs, department heads, and deans can move cases forward or backward by clicking the "Send Case" button.

Click "Send Case" to the right of the page, and select "Forward to..."



You will see a list of all committees and reviewers gaining access at the next step, and can enter a message to the reviewers gaining access to the case.

Send Case Forward

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

Case is With Candidate | 0 members

The following reviewers will gain access to the case:

2022-2023 Department Review Committee | 0 members

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

Subject *

Test RPT Case

Message *

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Stephanie Holmes

body

Preview Continue Cancel

Optional Message