



SAN DIEGO STATE
UNIVERSITY

Temporary Faculty Guide to Interfolio Periodic Evaluations

Temporary faculty are evaluated regularly to support good teaching and to provide information for appointment and work assignment decisions. Evaluations for temporary faculty typically take place in **Spring** semester. Temporary faculty members on a **1-year contract** must undergo an **annual periodic evaluation**. Temporary faculty members requesting an **initial 3-year contract** must undergo a **cumulative periodic evaluation**, after an entire 6-year period has been worked on a single campus in a single department to become eligible. Temporary faculty members requesting a **subsequent 3-year contract** must undergo a **cumulative periodic evaluation** of the entire 3-year appointment, prior to reappointment. Please prepare and upload your materials by the deadline posted in the Periodic Evaluations timeline on the Faculty Advancement website. Your department coordinator will be able to assist you with any questions. A complete, step-by-step, downloadable Interfolio “Candidate’s Guide” is available on-line [here](#). You may also call Interfolio’s help-line at 877-997-8807.

1. Notifications

- When a case has been created for you in Interfolio, you will receive an email from San Diego State University with a link to “View Case.” The case link will expire in 30 days, so be sure to activate your account within that timeframe.

2. Log-in

- You no longer need an Interfolio account to access cases. Go to www.interfolio.com > Sign In > Partner Institution > select San Diego State University from the dropdown menu and you will be directed to Single Sign On. Log in with your SDSUId as the username and password associated with your SDSUId.
- Problems with logging in?
- Make sure you are using Google Chrome.
- Double-check with department to make sure the correct email address was used.
- Double-check with department to make sure the correct email address was spelled correctly.
- Check your email Spam for email.

3. Assemble the following items.

- 📁 **Annual or Cumulative Cover Sheet** (as a form requirement in Interfolio)
- 📁 **Lecturer Statement** (as required by college or department policy)
Narrative document describing your accomplishments, growth, and innovation in teaching effectiveness.
- 📁 **Student Evaluations**
- 📁 **Peer Observations** (as required by college or department policy)
- 📁 **Course Materials**
- 📁 **Curriculum Vitae**
- 📁 **Other Materials** (as required by college or departmental policy)

If you are the author of a published book, you may upload final galleys or a scan of the book in PDF format. If you would like to also submit a physical copy of the book, notify your College RTP representative. Interfolio instructions for uploading links to digital materials (art, recordings, video, etc.) are available [here](#).

4. For student evaluations, use Google Chrome, login to WebPortal:

- Choose "Faculty Evaluation Result."
- Under "Reports" in the left-hand menu, choose "By Section."
- Select the "Department," "Period," and "Instrument," choose the "Detail" radio button, and click "Next."
- Click the link for the particular section you want.
- Click "Print Combined Report." When the Print dialog box pops up, locate the "Destination" section in the menu on the left, and choose "Change." Under "Local Destinations," choose "Save as PDF." Choose "Save" in the upper-left hand corner. Name your file, indicate a save location, and choose "Save."

5. Rename your documents so that the file names accurately indicate the contents: i.e. “Evaluations Fall 2017,” “History 101 Syllabus Fall 2017.” Also

6. Upload materials.
 - On your Interfolio dashboard, under “My Packet,” select “View.”
 - Click “Instructions” in the upper right corner of the page to view instructions.
 - Click “Work on Packet” to begin uploading materials.
 - Use the “Add File” button to upload each item into the appropriate section (maximum file size 100 MB).
 - If you’ve added a file and receive a message that states “Creating PDF” for an extended amount of time, click on the Refresh button on your browser.
 - Click the “Review & Submit” button to preview contents. Ensure materials appear in the proper order.
 - Click “Submit” when you have successfully completed your uploads. After submission, you will not be able to edit the materials unless access is provided by your department coordinator.
7. You will be notified by email when your evaluation letter is complete. Click the link in the email, log in to Interfolio, click on “My Packet,” and select “Committee Files” in the top right corner to view it.
8. To respond or rebut (within 10 days following receipt of an evaluation), log in to Interfolio, click on “My Packet,” select “Committee Files” in the top right corner, then select “Send Response” to upload and submit. **Please do not attach any documents to your response/rebuttal letter.** Note the “Response Due” date in the top left corner of the materials reader. The system will not allow you to upload a response or rebuttal after 11:59pm EST on that date, or change or preview your response. Note: Reviewers are not required to respond to response/rebuttals for the periodic evaluation process.