



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. Identify and assemble the materials required for review:

📁 **Annual or Cumulative Cover Sheet**

📁 **Lecturer Statement** (optional)

Narrative document describing your accomplishments, growth, and innovation in teaching effectiveness.

📁 **Peer Observation**

📁 **Course Materials**

📁 **Curriculum Vitae**

📁 **Teaching Evaluations**

📁 **Other Materials**

2. Collect your materials in one folder on your computer desktop.

- For paper materials, scan the documents into PDF format.
- For documents saved to your computer, the system will automatically convert any format to PDF format upon upload.
- For student evaluations, using Google Chrome, after logging in to WebPortal:
 1. Choose "Faculty Evaluation Result."
 2. Under "Reports" in the left-hand menu, choose "By Section."
 3. Select the "Department," "Period," and "Instrument", choose the "Detail" radio button, and click "Next."
 4. Click the link for the particular section you want.
 5. 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."

3. Rename your documents so that the file names accurately indicate the contents: i.e. “Evaluations Fall 2016,” “History 101 Syllabus Fall 2016.” Also ensure that your documents appear in reverse chronological order.

4. Create or log into your Interfolio account. To create an account, look for an email from San Diego State University. Click the “View Case” link in the email and create a password.
5. 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.
 - 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.
6. 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.
7. 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. 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.