



SAN DIEGO STATE
UNIVERSITY

DIVISION OF STUDENT AFFAIRS
ASSISTANT DEANS
GUIDE TO INTERFOLIO PERIODIC EVALUATIONS

Interfolio allows you to assemble and share documents for evaluation using a digital platform. Your college or division 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?
 1. Make sure you are using Google Chrome.
 2. Double-check with department to make sure the correct email address was used.
 3. Double-check with department to make sure the correct email address was spelled correctly.
 4. Check your email Spam for email.


3. Identify and assemble the materials required for review:

 **Written Self Review** (2 to 3 pages)

Narrative document detailing your work in the areas of 1) student affairs effectiveness, 2) college-specific activities and/or special projects assigned by college dean, and 3) service to the campus community, for the period under review.

 **Curriculum Vitae**

 **Student Evaluations** (for period under review)

 **Peer Reviews** (for period under review)

 **Prior Years’ Periodic Evaluation Letters**

 **Other Relevant Material**

4. Rename your documents so that the file names accurately indicate the contents: i.e. “Evaluations Fall 2016,” “History 101 Syllabus Fall 2016.”

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. **Please do not attach any documents to your response/rebuttal letter.** 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. Reviewing bodies are not required to respond to your response/rebuttal for periodic evaluations.