



SAN DIEGO STATE
UNIVERSITY

DIVISION OF STUDENT AFFAIRS

Temporary Faculty Guide to Interfolio Periodic Evaluations

Temporary faculty are evaluated regularly to support good performance 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?
 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. Assemble the following items.

- 📁 **Annual or Cumulative Cover Sheet** (as a form requirement in Interfolio)
- 📁 **Narrative Statement**
Narrative document summarizing work for the period under review.
- 📁 **Peer Observations**
- 📁 **Curriculum Vitae**
- 📁 **Prior Years’ Student Evaluations and Satisfaction Surveys**
- 📁 **Prior Years’ Periodic Evaluations**
- 📁 **Other Materials** (as required by division policy)

4. Rename your documents so that the file names accurately indicate the contents: i.e. “EOP SOAR Mentorship Workshop Presentation 2016,” “Resident Advisor Training August 2015.”

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. Note: Reviewers are not required to respond to response/rebuttals for the periodic evaluation process.