Staff Guide to Interfolio Periodic Evaluations & Range Elevation Temporary Faculty

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.

Case Preparation

- Obtain electronic signatures for reviewing bodies for evaluation letters
  - DEPARTMENT LEVEL: Department/School Peer Review Committee Chair and Department Chair/School Director
  - COLLEGE LEVEL: College Peer Review Committee Chair and Dean
- Department Coordinators should be responsible for adding peer review committee members to Interfolio for respective units (e.g., “AMIND – Lecturer Peer Review Committee”). Department Chairs/School Directors will be globally updated by Faculty Advancement.
- College RTP Reps should be responsible for adding college level committee members to Interfolio. Deans will be globally updated by Faculty Advancement.
  - From your dashboard, under Review, Tenure, and Promotion module, select the drop-down next to "Manage," and select "Users and Groups"
  - Select the "Committees" tab
  - In the "Search Committees" bar, type the unit name of the member you'd like to update, select the pencil to the right of the committee name to edit
  - Remove existing committee members that are no longer serving on committees by selected the “X” by their name.
  - In the "Search Users" bar, type the first name of the member you'd like to add to this committee, when the name appears, select "+Add" to the right of the name
  - After you've added all of the names, click "Update"
- Do not select the star next to these names unless you want to assign someone as a committee manager; committee chairs do not need this designation

Case Creation

- On your dashboard, select “View Cases” on the Interfolio Promotion & Tenure card.
- Create a case for each faculty member undergoing periodic evaluation using the designated templates in Interfolio P&T. Please note: for faculty that are eligible for range elevation, please add a case review step for the dean on annual periodic evaluation templates, as the dean is not normally included as a reviewer on annual periodic evaluations.
- Select “Create Case.” Another window will appear to select the organizational unit for the new case. Use the drop-down menu to select the appropriate department from the list of colleges at the university. Select “Confirm.”
- On the next screen, select the template which reflects the request that the candidate is making for periodic evaluation (i.e., “ENS –Annual Periodic Evaluation for Temporary Faculty”). Only use templates with the departmental unit abbreviation as the prefix.
- Fill out the Case Information:
  - First, “Search for a Candidate” in the search box, or if they are not in the database, add the candidate to the system by entering candidate’s first name, last name, and email address.
Will the Candidate Submit a Packet? Select “Yes.”
Do not add “Case Data Forms,” click “Continue”

Create Candidate Requirements:
- Enter WPAF/“Packet” submission date in the “Candidate’s Packet Due” field, click “Save”
- Do not change “Instructions to Candidate.”
- Do not change “Packet Requirements,” click “Continue.”

Internal Case Sections:
- Do not change “Internal Case Sections,” click “Continue.”

Workflow of Case Review Steps:
- Do not change “Case Review Steps,” unless for special circumstances, such as recusing a member or for range elevation; click “Continue.”
  
  **To recuse a member:** Click the pencil icon to edit the step from which you want to recuse a member; Click the “Manage Administrators” tab; Find the reviewer you want to recuse in the list of Administrators and click the recusal icon; Confirm your decision. After they are recused, the reviewer’s name will appear greyed out. The reviewer will lose access to the case when it moves to this step and regain access when it moves to case review step for which they are not recused, so be sure to recuse in all appropriate steps. Notice that you can also self-recuse.
  
  **To add a case review step** (for range elevation purposes): At the bottom of the page, click the blue button “+Add Step”; Another window will appear to Add Case Review Step. Enter the name of the step as “Dean”; use the drop-down menu under Standing Committee Name to select the dean (e.g., “SCI – Dean”), select “+Add,” and the system will take you back to the case review step list with the newly added step at the bottom. Scroll to the top and select “Reorder” to move the Dean case review step to after the department level reviewer’s step; click done.

- Review “Case Summary” page, make changes if necessary, and select “Return to Case.”
- Go to “Send Case”, using the dropdown menu, select “Notify Candidate” to inform faculty candidate that their case is ready for documents to be uploaded. (Use automated email message or see Sample #1.)

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**Bulk Case Creation**

This feature allows you to create multiple cases at once. To use this feature, all cases must be in the same unit and require the same template.

- On your dashboard, select “View Cases” on the Interfolio Promotion & Tenure card.
- Create a case for each faculty member undergoing periodic evaluation using the designated templates in Interfolio P&T.
- Under “Create Case.” Use the drop-down menu to select “Create Multiple Cases”
- On the Case Setup Screen, follow the prompts
- In which unit would you like to create your cases? Search for or select a unit
- What type of cases are you creating? Select “Review” for periodic evaluations, and click Continue
- Will the Candidate Submit a Packet? Select “Yes.”
- Add 1 or more candidates, click the “+ Add Candidates” button
- In the “Search Users” bar, type the first name of the member you'd like to add to this committee, when the name appears, select “+Add” to the right of the name
- After you've added all of the names, click "Done"
- Do not make any changes on the Summary & Confirmation Page, scroll to the bottom
- Would you like to notify candidates now, select “Yes”; a message box will auto-populate; see Sample #1 for details on formatting the message. Click “Send” when completed.

Once a candidate has submitted their packet it will automatically lock. Only department coordinators and the College RTP Representative can provide access to make changes to a submitted packet. If a faculty candidate has submitted their “Packet” and needs to change or edit materials, they will need your assistance in accessing the section for editing. To provide access, go to the candidate’s case, identify the section that needs to be unlocked, click and switch “Candidate Editing” lock to “Enabled.” Inform candidate when the section has been unlocked. The packet will automatically lock after candidate resubmits.

**Range Elevation Consideration**

- Staff are the first case review step in each case. Before moving the case forward for review, check if the candidate has certified their interest in being considered for range elevation on the Annual or Cumulative Periodic Evaluation Cover Sheet. If so, verify their eligibility via the Range Elevation Eligibility Report.
  
  **If a candidate **is** eligible, proceed with moving the case forward to the first reviewing body. Be sure to inform the reviewer in the message when an eligible employee has requested range elevation, and for them to be sure to address it (recommendation for approval or denial) in their evaluation letter. (e.g., “In addition to a periodic evaluation, this candidate is eligible for range elevation and has requested that it be considered in their review. Please be sure to address a range elevation recommendation for approval or denial in your evaluation letter.”)  
  
  **If a candidate **is not** eligible, inform them in writing - via email or message through Interfolio. (e.g., “This message is acknowledging your request for range elevation, however, you are ineligible at this time due to ______. Your periodic evaluation case will proceed without range elevation consideration.”)
Moving Cases Forward/Backward in Bulk

- On the Case List page, select the box next to the cases you would like to move (forward or backward). An action bar will appear; on the action bar, select “Send Forward” or “Send Backward.”
- Another screen will open listing the cases that will be moved and to what case review step they will be moved to. The system will automatically select the box for sending a message to the candidate. Unselect the checkbox if you choose not to send a message. If you choose to send a message, you must include a subject and may use the message provided or see template notifications in this guide for other language. Click “Send” when you are ready to move the cases.

Evaluations

- Department Coordinator and College RTP Rep to review letters prior to uploading and sending to the candidate. We suggest that completed letters of evaluation be reviewed for the following:
  1) Verify letter date - which should be the date in which the letter will be shared (per Periodic Evaluation Timeline)
  2) Verify proper salutation and correct spelling of candidate name
  3) Verify proper letter format (per Sample PE-RE Letter for Temporary Faculty)
  4) Verify that letter addresses range elevation, if eligible
  5) Verify proper effective date/academic year
  6) Verify correct period of review (see Periodic Evaluation Periods of Review for Temporary Faculty)
  7) Ensure copy notations are correct
- Once your review is complete:
  - Save the letter using the following naming convention: Evaluator, Description - Candidate Last Name, First Initial (e.g., Department Chair Evaluation Letter – Smith, J)
  - Open the case, go to the appropriate section of the case in Interfolio: “Department/School Review” or “College Review”.
  - Select “Add File”, on the next pop-up screen select, “Add New File”; drag and drop or upload the saved letter, then click “Save”. The document should appear in the chosen section.
  - Share with Candidate. On the Case Materials tab, select the uploaded letter of evaluation to be sent to the candidate using the checkbox to the left of the document. An action bar will appear:
    - Select “Share” on the action bar.
    - Select “With Candidate.”
    - Another window will open called Message to Candidate. The candidate’s name and email with auto-populate.
    - See Sample #3 for details on formatting the message.
    - Confirm that the document you selected to share will be listed under Share Files.
    - To initiate the response/rebuttal feature, select “Enable” under File Response on the Details pane on the right side of your window.
    - Once selected, more fields will appear. Type “Response/Rebuttal” under Message Reason.
    - Type the response/rebuttal deadline date under Deadline (10 days after the date in which you are sending the evaluation to the candidate). Note: this is a hard deadline; candidates will not be able to submit a response after the deadline set, which is 11:59pm EST / 8:59pm PST on that date.
    - Use the dropdown menu under Section for Response to select the section in which the response/rebuttal statement will be saved. Select the “Department/School Review” section.
    - Click “Send” at the bottom right of the screen.
- Share with Committee Members. On the Case Materials tab, select the uploaded letter of evaluation to be sent to the copy notations using the checkbox to the left of the document. An action bar will appear:
  - Select “Share” on the action bar.
  - Select “With Committee Members.”
  - Another window will open called Message to Committee. Remove any committee members that auto-populate and you do not wish to receive this message.
  - From “Add Another,” select “Committee”
  - Select the previous reviewers, department coordinator, and/or college RTP rep from the drop-down list. See Sample #4 for details on formatting the message.
  - The document you selected to share will be listed under Share Files and attached to the message when sent.
  - Click “Send” at the bottom right of the screen.
- In the event a corrected or revised copy is needed, upload PDF copy of the updated evaluation to the appropriate section of the case in Interfolio: “Department/School Review” or “College Review”. Use the following naming convention: COPY TYPE Evaluator, Description - Candidate Last Name, First Initial (e.g., CORRECTED Dean’s Evaluation Letter – Smith, J). If it is a corrected copy, delete the old version; if it is a revised copy, leave the original.
- Using the drop-down menu at the top of the case materials screen, change the “status” of the case to pending the next reviewer’s evaluation (e.g., “Pending Dept Comm Review”).
Move case forward to next reviewing body by timeline deadline by clicking “Send Forward” at the top of the page for each case review step. (Use automated email message.)

Response/Rebuttal

- On the day after the response/rebuttal deadline, check each case in Interfolio to view responses or rebuttals that may have been uploaded.
- If a faculty candidate submits a response/rebuttal, notify reviewing committee or chair/director by selecting the checkbox to the left of the document/evaluation and send within the platform. An action bar will appear:
  - Select “Share” on the action bar.
  - Select “With Committee Members.”
  - Another window will open called Message to Committee. The current case review step committee/reviewing body will auto-populate. See Sample #5 for details on formatting the message.
  - The document you selected to share will be listed under Share Files and attached to the message when sent.
  - Click “Send” at the bottom right of the screen.
  - Note: before sending, ensure that there are no attachments to the response/rebuttal letter from the candidate. Any additional material must be submitted through the late-add process.
- After committee or chair/director review of response/rebuttal, assist reviewing body with completion of Sample Response to Response/Rebuttal Letter.
  - Save the letter using the following naming convention: Evaluator, Description - Candidate Last Name, First Initial (e.g., College Peer Review Committee Response/Rebuttal Decision – Smith, J).
  - Open the case, go to the appropriate section of the case in Interfolio: “Department/School Review” or “College Review”. Select “Add File”; on the next pop-up screen select, “Add New File”; drag and drop or upload the saved letter, then click “Save”. The document should appear in the chosen section.
- Use the instructions in this guide to share the decision with the candidate, previous reviewing bodies, department coordinator and/or college RTP rep. (See Sample #6 and 7)

Closing or Deleting Cases

- If a candidate resigns, retires, requests a withdrawal from the process, or a case has been created in error, delete the case or contact Faculty Advancement if you need assistance.
- If you created a case under the wrong template, the case must be deleted and recreated; contact Faculty Advancement if you need assistance.
- If you have spelled an email address incorrectly, the system will not allow you to correct that field, and the case must be deleted and recreated; contact Faculty Advancement if you need assistance.
- For Temporary Faculty, departments/schools are responsible for printing evaluations (not candidate materials) and filing them in the personnel action files in the department/school.

SAMPLE LANGUAGE FOR NOTIFICATIONS

#1 Bulk Case Creation or Case Creation Email

TO: Faculty Member  
FROM: Department Coordinator or College RTP Representative  
SUBJECT: Periodic Evaluation Case Available

Dear Faculty Member,

Please click the link in this email to access your case. When you are prompted to log in, go to > 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.

Please visit the Faculty Advancement website (fa.sdsu.edu) to assist you in this process. Should you need further assistance, first contact your department or school coordinator.

#3 Evaluation Letter to Faculty Member

TO: Faculty Member  
FROM: Department Coordinator or College RTP Representative
Dear Faculty Member,

Please select the “View Files” link in this email which will prompt you to log in to Interfolio. On your dashboard, under “Your Action Items” click on your name to view the packet; OR, click “Your Packets” in the left hand navigation and select the case, open the “Shared Committee Files” tab of the case packet and files shared with you will appear listed.

After viewing your shared files, if you are allowed to respond to the content of the file, you will see a link labeled "Send Response," and a due date for when your response is due (which is within 10 days following receipt of an evaluation). Please do not attach any documents to your response/rebuttal letter; any additional information or material must be submitted through the late-add process. Also 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 11:59 pm EST / 8:59 pm PST on that date, or change or preview your response. You will be notified of the response/rebuttal decision by email.

#4 Evaluation Letter Copy Notations to Reviewers

TO: Previous Reviewing Bodies
FROM: Department Coordinator or College RTP Representative
SUBJECT: Evaluation Letter from _________ [Department/School Peer Review Committee, Department Chair/School Director, College Peer Review Committee, or Dean] – LAST NAME of CANDIDATE, FIRST INITIAL

Dear Reviewer,

Please log-in to Interfolio to view a copy of the [Department/School Peer Review Committee, Department Chair/School Director, College Peer Review Committee, or Dean] evaluation for the above-named faculty member.

#5 Response/Rebuttal Notification to Reviewing Body

TO: Reviewing Body
FROM: Department Coordinator or College RTP Representative
SUBJECT: Response/Rebuttal Notification - LAST NAME of CANDIDATE, FIRST INITIAL

Dear [Reviewing Body Receiving Response/Rebuttal],

The above-named faculty member has submitted a response/rebuttal to your evaluation. Please log-in to Interfolio, open their case, under [“Department Review” or “College Review”] find and review the response/rebuttal addressed/titled to your reviewing body. Or, if you no longer have access to the case, log-in to Interfolio, on your dashboard select “Files Have Been Shared With You”, select “Committee Shared Files, and “View Files.” After review is complete, prepare a “Response to Response/Rebuttal Letter” (a sample can be found at fa.sdsu.edu, and provide to department coordinator for review and upload.

#6 Response/Rebuttal Decision to Faculty Member

TO: Faculty Member
FROM: Department Coordinator or College RTP Representative
SUBJECT: Response/Rebuttal Decision from _________ [Department/School Peer Review Committee, Department Chair/School Director, College Peer Review Committee, or Dean]

Dear Faculty Member,

To find the decision to your response/rebuttal from the above-named reviewing body, please select the “View Files” link in this email which will prompt you to log in to Interfolio. On your dashboard, under “Your Action Items” click on your name to view the packet; OR, click “Your Packets” in the left hand navigation and select the case, open the “Shared Committee Files” tab of the case packet and files shared with you will appear listed.

#7 Response/Rebuttal Copy Notations to Reviewers

TO: Previous Reviewing Bodies
FROM: Department Coordinator or College RTP Representative
SUBJECT: Response/Rebuttal Decision from _________ [Department/School Peer Review Committee, Department Chair/School Director, College Peer Review Committee, or Dean] – LAST NAME of CANDIDATE, FIRST INITIAL

Dear Reviewer,
Please log-in to Interfolio to view a copy of the [Department/School Peer Review Committee, Department Chair/School Director, College Peer Review Committee, or Dean] decision on the response/rebuttal for the above-named faculty member.

**CASE REVIEW STEPS**

1. Staff
   a. Department Coordinator
   b. College RTP Representative
2. Department Level Review
   a. Department/School Peer Review Committee
   b. Department Chair/School Director
3. Dean (for cumulative reviews and/or range elevation)
4. Staff
   a. Department Coordinator
   b. College RTP Representative