

Reviewer Guide to Interfolio - Range Elevation 2023/2024

For the review of temporary faculty who have become eligible for range elevation, please consider application materials in the light of the Senate Policy File criteria, which states that candidates “shall present evidence of excellence in teaching or other assigned duties and shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university or community.”

Interfolio allows you to review range elevation cases and take notes on a digital platform. A complete, step-by-step, downloadable Interfolio “Evaluator’s Guide” is available on-line [here](#). You may also call Interfolio’s helpline at 877-997-8807. Your department/school coordinator and college range elevation representative will also be able to assist you.

Log-in

- 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 your college or department/school office to make sure the correct email address was used and spelled correctly.

Deliberation & Voting

- A minimum of three (3) tenured faculty members are needed to constitute a peer review committee.
- Campus practice for voting follows CBA 15.45: a simple majority of the committee membership is needed for recommendation.
- Absences and abstentions are not counted as “no” votes.

Evaluation

- Select “Cases” under the “Review, Promotion & Tenure” side menu.
- Click the name of the candidate to be reviewed.
- Click “Read Case” to open the Reader View window.
- On the left side navigation pane, click on the carat next to each section title to view a list of all documents uploaded by the candidate or reviewer. Navigate to each document individually by clicking on its name.
- To make notes, click the pencil (bottom right corner of screen) and select one of three options:
 - Point: This tool allows you to anchor a text box note in a specific area of the document viewed.
 - Area: This tool allows you to anchor a text box to a highlighted area of the document viewed.
 - Text: This tool allows you to anchor a text box to a highlighted section of text in the document viewed.
- Click on the “Annotations” tab in the navigation pane (left side of screen) to view a menu of all notes. Annotations are like private “sticky notes,” they will not be seen by anyone else, cannot be shared, and do not appear when candidate documents are printed.
- To delete annotations, select the annotation on the document reader pane and click the trash can at the bottom right-hand corner of the screen.
- To print annotations, on the “Annotations” tab in the document reader review navigation pane, select the export icon in the top right of the Annotations tab to export your annotations to a PDF. If you export annotations, please treat these as your private, confidential notes.
- Click “Return to Case” and “Back to Cases” at the top left of the screen to return to the case list and begin your review of another case.
- When evaluation is complete, prepare your individual or committee recommendation letter (see appropriate Sample Range Elevation Recommendation Letter on the Faculty Advancement [website](#)) and provide it to your department/school coordinator or College Range Elevation Representative, who will review, upload into Interfolio, and share with the appropriate contacts.