

## Temporary Faculty Guide to Interfolio - Range Elevation 2023/2024

Temporary faculty employees shall be eligible for **range elevation** if they are not eligible for additional Salary Step Increases (SSIs) and if they have served five (5) years in their current range. Additionally, lecturers who had not exhausted SSI eligibility by the beginning of the 2023/2024 academic year may qualify for eligibility based on sufficient full-time adjusted service (FTAS). In 2023/2024, individuals with six (6) or more years of FTAS are eligible to apply.

The Senate Policy File criteria states to be considered for range elevation, 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.” If approved, range elevation salary increases shall be effective at the beginning of the first appointment in the academic year following the review.

Please prepare and upload your materials by the deadline included on the 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.

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### Notifications

When a case has been created for you, you will receive an email with the subject line, “Range Elevation Case Available”.

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### Log-in

- Go to [www.interfolio.com](http://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.
- For faster navigation of Interfolio, use a workstation with Ethernet access versus Wi-Fi.
- Problems with logging in?
  - 1) Make sure you are using Google Chrome.
  - 2) Double-check with college or department/school office to make sure the correct email address was used and spelled correctly.

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### Packet Requirements

#### Summary of Contributions

This document is a summary of contributions to the university and community since your initial appointment or last range elevation, whichever is more recent. The narrative should describe your excellence in teaching or assigned duties and, if applicable, description of professional development or significant contributions to service.

#### Curriculum Vitae

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### Managing Materials

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. Please note: if you upload your document in a non-PDF format such as Microsoft Word, the styling (headings, subtitles, etc), anchors, bookmarks, etc. will carry over to the “Reader View” and make it difficult for reviewers to navigate. We encourage converting these documents to PDF format before upload.
- Rename your documents so that the file names accurately indicate the contents (eg. “CV”, etc.)

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### Uploading 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 into the appropriate section (maximum file size 100 MB.)
- If you’ve added a file and receive a message that states “Creating PDF” for an extended amount of time, click on the Refresh button on your browser.
- Click the “Review & Submit” button to preview contents.

- Click “Submit” when you have successfully completed your uploads. **Do not submit your packet until ALL sections are complete.** After submission, you will not be able to edit the materials unless access is provided by your department/school coordinator.
- Please note that the system will not allow uploads to your packet after 11:59pm EST / 8:59pm PST on the published due date.

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### **Viewing Shared Files**

You will be notified by email when your decision letter has been shared. Click the link in the email prompting 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.