



SAN DIEGO STATE
UNIVERSITY

LIBRARY AND INFORMATION ACCESS

Probationary & Tenured Faculty Guide to Interfolio Periodic Evaluations

Probationary faculty in years 2, 4, and 5 are evaluated by their school or department each fall. (First-year candidates that have been in rank longer than 6 months, complete a Periodic Evaluation their first fall; candidates with less than 6 months, have a mentoring meeting.) Interfolio allows you to assemble and share documents for evaluation using a digital platform. 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 many 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:

1. **Candidate Statement** (up to 3 pages)
Describe your accomplishments in library service effectiveness, professional growth, and service.
2. **Curriculum Vitae**
3. **Peer Evaluation** (one peer evaluation letter each year Periodic Evaluation is submitted.)
4. **Prior Years’ Peer Evaluations** (probationary faculty - since hire; tenured faculty – since last evaluation)
5. **Prior Years’ Periodic Evaluations** (probationary faculty - since hire; tenured faculty – since last evaluation)
6. **Annotated List of Items**

Year 1: Provide 2-3 sentences characterizing the contents, quality, and impact of each item. (In year 1, RTP Review Committee feedback would include indications of promising activities and advice on what evidence the committee would be most useful in WPAFs.)

Year 2, 4, and 5: Complete write-up for at least ONE item in each of the 3 categories: LSE, PG, SER. Provide 2-3 sentences characterizing the contents, quality, and impact of four (4) additional items in each category.

Tenured: Complete write-up for at least ONE item in each of the 3 categories: LSE, PG, SER. Provide 2-3 sentences characterizing the contents, quality, and impact of four (4) additional items in each category.

4. 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.
5. Rename your documents so that the file names accurately indicate the contents: i.e. “Evaluations Fall 2016,” “History 101 Syllabus Fall 2016.”
6. 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.
7. 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.
8. 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.