



SAN DIEGO STATE  
UNIVERSITY

# 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**. (Faculty in their first year may waive this evaluation in lieu of a mentoring meeting with their department chair or school director.) Tenured faculty are evaluated by their school in the **Spring**. 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. Identify and assemble the materials required for review:

### 📁 **Candidate Statement** (up to 3 pages)

Describe your accomplishments in teaching effectiveness, professional growth, and service. Address your growth and innovation as a teacher over the last year and your development of a coherent research, scholarly, or creative activity program.

### 📁 **Curriculum Vitae**

### 📁 **Prior Years’ Teaching Evaluations** (since hire – probationary faculty; in at least two courses each year of the evaluation period)

### 📁 **Prior Years’ Periodic Evaluations and Performance Reviews** (if available)

### 📁 **Peer Observation** (if requested by department or candidate)

### 📁 **Annotated Bibliography**

Provide five (5) potential significant items in each criteria area: teaching, professional growth, and service. Provide 2-3 sentences characterizing the contents, quality, and impact of each item.

## 2. 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.
- For student evaluations, using Google Chrome, after logging in to WebPortal:
  1. Choose "Faculty Evaluation Result."
  2. Under "Reports" in the left-hand menu, choose "By Section."
  3. Select the "Department," "Period," and "Instrument", choose the "Detail" radio button, and click "Next."
  4. Click the link for the particular section you want.
  5. Click "Print Combined Report." When the Print dialog box pops up, locate the "Destination" section in the menu on the left, and choose "Change." Under "Local Destinations," choose "Save as PDF." Choose "Save" in the upper-left hand corner. Name your file, indicate a save location, and choose "Save."

## 3. Rename your documents so that the file names accurately indicate the contents: i.e. “Evaluations Fall 2016,” “History 101 Syllabus Fall 2016.” Also ensure that your documents appear in reverse chronological order.

4. Create or log into your Interfolio account. To create an account, look for an email from San Diego State University. Click the “View Case” link in the email and create a password.
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.