Reviewer Guide to Interfolio
Range Elevation

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. All deliberation of the candidate’s case by faculty committees should take place face-to-face or via Zoom (non-recorded). 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 coordinator and college range elevation representative will also be able to assist you.

Notifications

- When you receive Interfolio notification that a document has been shared, follow the “View Files” link to access the document, even if you no longer have access to a particular case. If you have trouble accessing the shared document, click on your Interfolio notifications (the bell in the top right corner on your dashboard) to access the files.
- Reviewers only have access to cases currently at their level of review.

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.
- 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 department/school office to make sure the correct email address was used when you were added as a reviewer.
  3) Double-check with department/school office to make sure the email address was spelled correctly when you were added as a reviewer.
  4) Check your email Spam for email.

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 “View Cases” on the Interfolio Promotion & Tenure card.
- Click the name of the candidate to be reviewed.
- Click “Read” (top right corner of screen) to open the Reader View window.
- Click on the carat next to the “Candidate Documents” section in the navigation pane (left side of screen) to view all documents uploaded by the candidate. Navigate to each document individually by clicking on its name.
- Click on the carat next to the “Committee Documents” section in the navigation pane to view all documents previously uploaded by reviewers.
- Click on the “Annotations” tab in the navigation pane (left side of screen) 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.
• 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 tabs 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 Sample Range Elevation Recommendation Letter on the Faculty Advancement website) and provide it to your department/school coordinator or College RTP Representative, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies.