SDSU | San Diego State University

Tenured Faculty
Guide to Interfolio Periodic Evaluations

Tenured faculty are evaluated once every five (5) years by their department or 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. You may also call Interfolio's help-line at 877-997-8807.

🔔 Notifications

When a case has been created for you, you will receive an email with the subject line, "Interfolio Review, Promotion & Tenure: Case Available" from San Diego State University. The case link will expire in 30 days, so be sure to activate your account within that timeframe.

🔓 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 logging in?
  1) Make sure you are using Google Chrome.
  2) Double-check with your department to make sure the correct email address was used to create your case.
  3) Double-check with your department to make sure that your email address was spelled correctly.
  4) Check your email Spam for email.

📋 Packet Requirements

- 📂 **Narrative Statement** (2 pages)
  Describe your accomplishments in teaching effectiveness, professional growth, and service since your last evaluation.
- 📂 **Curriculum Vitae**
- 📂 **Prior Years' Student Feedback Surveys** (formerly known as Student Evaluations) **-** in at least two courses each year of the evaluation period
  *Spring 2020, Spring 2022, and Fall 2022 student feedback surveys are not required.

💡 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.
- **Document Naming Conventions**. Rename your documents so that the file names accurately indicate the contents:
  - Course Evaluations - Semester, Year, Course, Course Name (e.g., *Fall 2015 SOC 104 Introduction to Sociology*)
  - Reviewer Letters - Evaluator, Description - Candidate Last Name, First Initial (e.g., *Dean's Recommendation Letter – Smith,* J)
  - Candidate Response Letters - Response to Evaluator, Description - Candidate Last Name, First Initial (e.g., *Response to Dean's Recommendation Letter – Smith, J*)
- If you are the author of a published book, you may upload final galleys or a scan of the book in PDF format. If you would like to also submit a physical copy of the book, notify your College RTP representative. Interfolio instructions for uploading links to digital materials (art, recordings, video, etc.) are available here.

🎓 Student Feedback Surveys (formerly known as Student Evaluations)

For Instructions on Downloading Archived Student Feedback Surveys from WEBPORTAL.

For Instructions on Accessing Student Feedback Surveys in my.SDSU/EXPLORANCE.

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.
- When you have successfully completed your uploads, click the "Preview Packet" button to preview contents.
- Do not click the dark blue "Submit" button in each section, or each section will be sent separately; submit your entire packet only when ALL sections are complete.
- When you are ready to submit, check the small box in the blue taskbar (at the top of the page) to select all sections for submission. If a white "Submit Section" button appears in the blue taskbar, you have completed all of your requirements, and may proceed with submission. If that button is greyed out, you still have not fulfilled all requirements.
- After submission, you will not be able to edit the materials unless access is provided by your department coordinator.

Viewing Shared Files

You will be notified by email when your evaluation letter is complete. 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 listed.

Response/Rebuttal

After viewing your shared files, if you are allowed to respond to the content of the file, you will see a link labeled "Send Response," and a due date for when your response is due (which is within 10 days following receipt of an evaluation). A Sample Response/Rebuttal Letter has been provided on the Faculty Advancement website for guidance. Please do not attach any documents to your response/rebuttal letter; any additional information or material must be submitted through the late-add process. Also 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 11:59 pm EST / 8:59 pm PST on that date, or change or preview your response. As per direction from the CSU Chancellor's Office, reviewers may only respond (within 10 days from the date of the response/rebuttal) if there is a change to their evaluation.