

Interfolio for RPT Candidates

1. Log-in to Interfolio through the link on the Faculty Affairs webpage

The screenshot shows the Faculty Affairs webpage. On the left is a navigation menu with the following items: Background Check Information, Benefits, Leaves, Pay Forms & Separation, Employment, Evaluation of Temporary Faculty, Recruitment Information, Part-Time Faculty Information, Post Tenure Review Information, Retention, Promotion & Tenure Information (RPT), Special Consultant Information, Unit 11 - Academic Student Employee Hiring Information, Workload Information, Contact Information, Faculty Handbook, Collective Bargaining Agreements, Salary Schedule, Title IX, Human Resources, CSYou, and Interfolio Login (circled in red). The main content area on the right is titled 'Faculty Affairs' and includes sections for 'Our Mission' (to serve and support the professional needs of our university's faculty from recruitment to retirement), 'Announcements' (New Unit 3 Salary Program Updates 2015-2016), and 'Campus Security Report' (with a link to https://www.csustan.edu/annual-campus-security-report).

Use your normal CSU Stanislaus username and password

Logging into *Interfolio, Inc.*

Warrior Sign In

Warrior Username

Warrior Password

Sign In

Forgot your [Warrior Username](#) or [Password](#)?

Warrior Identity Information

Your Warrior Username is the first part of your University e-mail address, up to the "@" symbol. (ie: for JBond@csustan.edu, the Warrior Username is "JBOND").

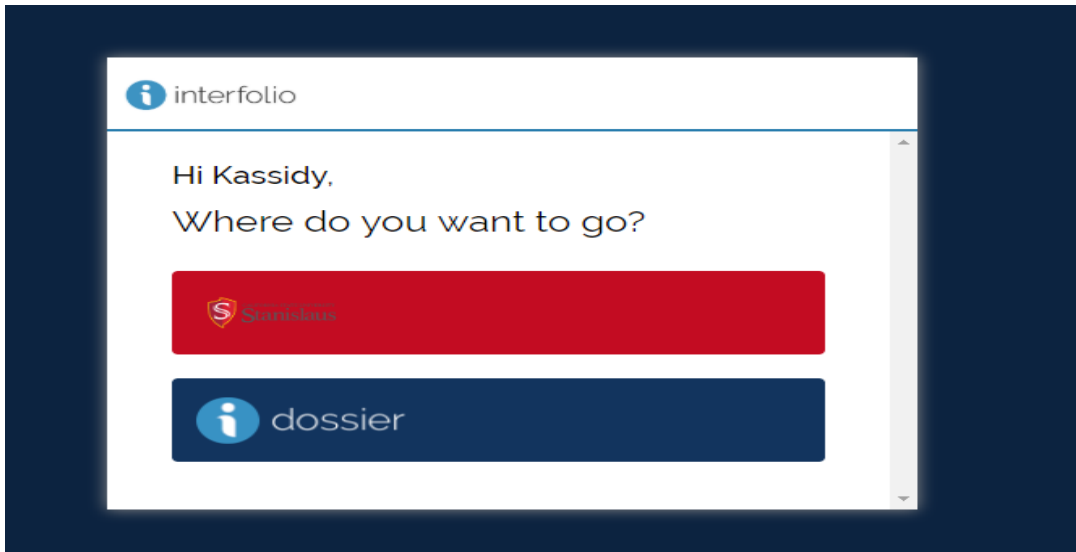
Your Password is initially set at the "Initial" [Sign In page](#) that you received from Admissions, or you can [reset your Password](#).

Need Help?

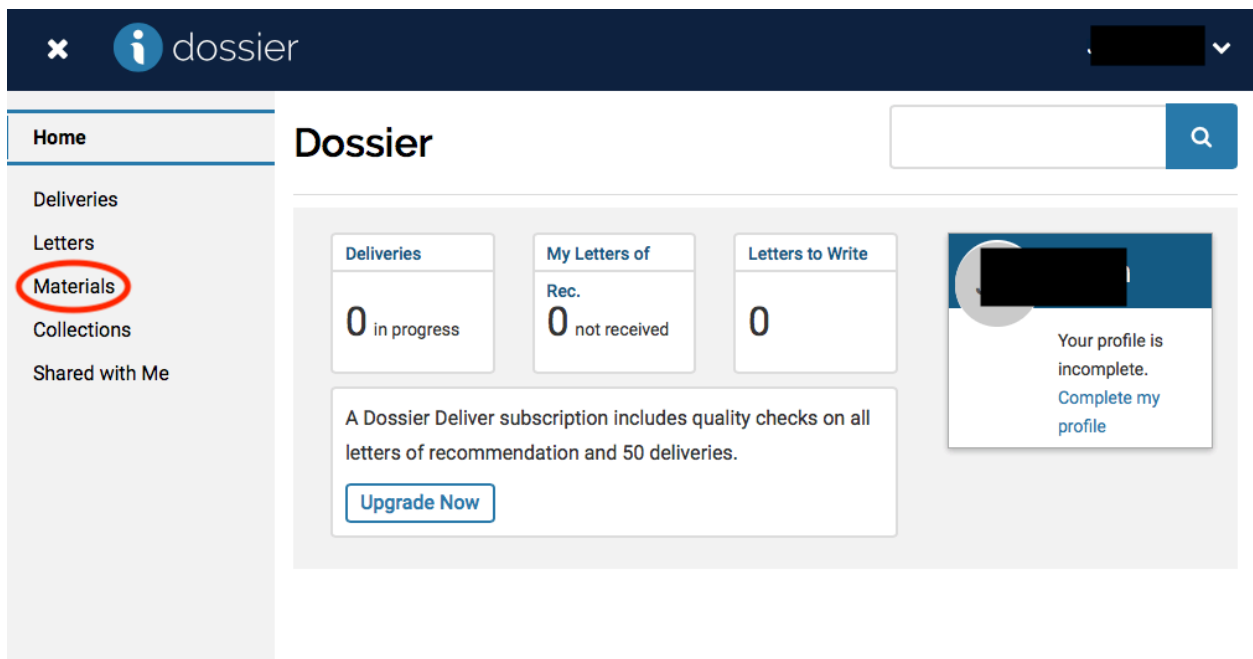
Documentation for [Students](#), [Faculty](#), or [Staff](#).

You can also contact the [Technology Support Desk](#) for assistance, 667-3687

2. Click on Dossier to add documents and click Stanislaus to go to your case.



Click Materials



3. Add files to your Dossier (this can be done at any time)

The screenshot shows the Interfolio 'My Materials' interface. At the top, there is a navigation bar with the Interfolio logo, an 'UPGRADE' button, a user profile icon, and a notification bell with '1' new notification. Below the navigation bar, there are tabs for 'Deliveries', 'Letters', and 'Materials'. The main heading is 'My Materials', with buttons for 'Request Recommendation' and 'New Delivery'. On the left, there are filters for 'All Materials', 'Collections', and 'Archived Materials'. The main content area shows 'All Materials (3)' with a search bar and buttons for 'Add Files' (circled in red) and 'Filter'. Below this is a table of materials:

<input checked="" type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	hfgfhg NONE +	Other Document	Received Sep 27, 2017 at 2:41 PM
<input type="checkbox"/>	fake cv NONE +	C.V.	Received Sep 14, 2017 at 1:34 PM
<input type="checkbox"/>	test NONE +	Test Score	Received Sep 14, 2017 at 1:34 PM

4. When notified that your RPT process has begun, log-in to Interfolio through the link on the Faculty Affairs website **or** through the Partner Institution button if using an emailed link

Sign In

Sign in with email

Email *

Password *

Sign In

[Forgot your password?](#)

Or sign in with:

Partner Institution

Google

You do **not** need to create a new account or password – if you are asked to create a new account, go back and use the link on the Faculty Affairs website

5. Click on your name in the Action Items list

The screenshot shows a user dashboard with a red header bar containing a close button and the Stanislaus logo. A sidebar on the left lists navigation options: Home, Your Packets, Review, Promotion and Tenure, and Cases. The main content area displays a welcome message 'Welcome back, [redacted]' and a section titled 'Your Action Items'. A red circle highlights the user's name in the action items list, which is followed by the text 'Promotion Template [Master] | Economics, Ag Studies & Social Sciences | Promotion'.

6. Click Packet

This screenshot shows the 'Promotion Template [Master]' page. The breadcrumb trail is 'California State University-Stanislaus > Your Packets > Promotion Template [Master]'. The page includes a 'Preview Packet' button in the top right. Below the title, there are tabs for 'Overview' and 'Packet', with a red arrow pointing to the 'Packet' tab. The 'Unit' is 'Computer Information Systems' and the 'Type' is 'Promotion'. There is a 'Candidate Instructions' section with a 'View Instructions' button. A paragraph of text explains that the page will be updated as progress is made. Below this is a 'Candidate Documents' section with an 'Edit' button. A table lists the required documents:

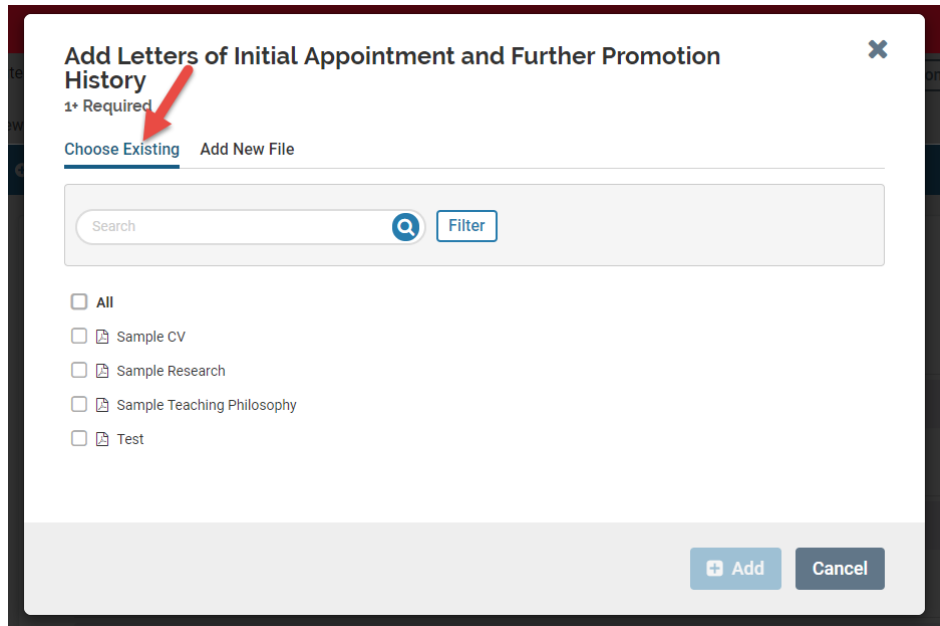
Type	# Required	# Added
Additional Documents	0 required	0
Letters of Initial Appointment and Further Promotion History	1 required	0
Departmental Criteria	1 required	0
Curriculum Vitae	1 required	0
Letter of Intent for Review	1 required	0

Add files to required sections of your RPT packet.

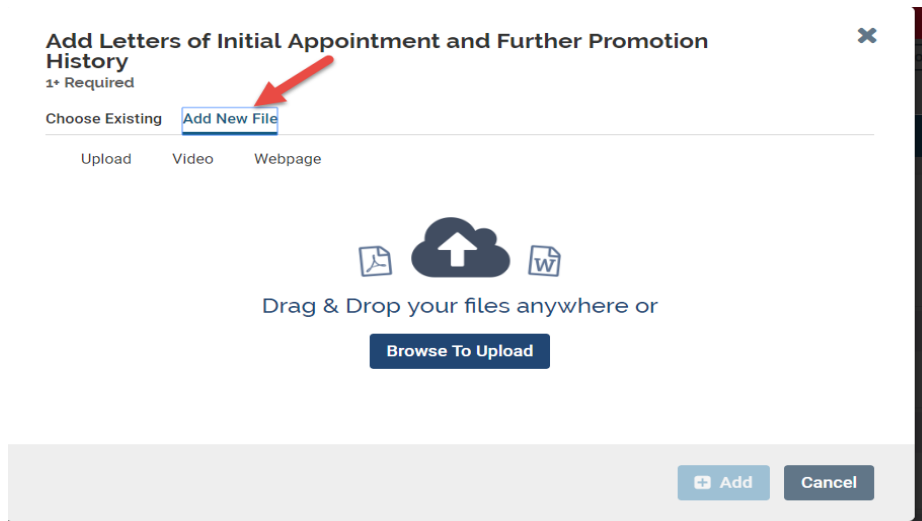
This screenshot shows the 'Candidate Documents' section of the 'Promotion Template [Master]' page. The 'Packet' tab is selected, and there are 'Expand All' and 'Collapse All' buttons. The 'Candidate Documents' section is expanded, showing a 'Submitted' status and an 'Unlocked' badge. A 'Submit' button is visible. The section shows '0 of 4 Required Files'. The following sections are listed with their requirements and current status:

- Additional Documents**: 0 Added. No files have been added yet. [Add]
- Letters of Initial Appointment and Further Promotion History**: 1+ required, 0 Added. No files have been added yet. [Add]
- Departmental Criteria**: 1 required, 0 Added. No files have been added yet. [Add]
- Curriculum Vitae**: 1 required, 0 Added. Please provide a current CV. [Add]

Add existing files from Dossier



Or add file from computer



! When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents.

By default, the name that will appear to reviewers is the name of the file as you upload it, but you can also edit the title of a file after adding it to your packet.

When all required documents are added and a section is complete click submit and this section will be locked and become available for DRPTC review.

▼ Candidate Documents
Submitted **Unlocked** [Preview](#) [Submit](#) 4 of 4 Required Files

Additional Documents 0 Added [Add](#)

No files have been added yet.

Letters of Initial Appointment and Further Promotion History 1+ required, 1 Added [Add](#)

Title	Details	Actions
Test	Added Apr 24, 2019	Edit Remove

Departmental Criteria 1 required, 1 Added [Add](#)

Title	Details	Actions
Test	Added Apr 24, 2019	Edit Remove

Curriculum Vitae 1 required, 1 Added [Add](#)

Please provide a current CV.

Title	Details	Actions
Sample CV	Added Apr 22, 2019	Edit Remove

Letter of Intent for Review 1 required, 1 Added [Add](#)

When an evaluator's tentative recommendation is ready, you will be able to view it and submit a rebuttal (if necessary)

Bob Pnt 1

Overview | Committee Files

[Instructions](#)

Committee Files

Below you will see files that have been sent to you by committee members.

Sent by Beverly Brown on Dec 17, 2016 **DUE: DEC 23, 2016** [Respond](#) [View](#)

[Committee Decision](#) Dec 17, 2016

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