

# Interfolio for RPT Evaluators

1. Log-in to Interfolio through the link on the Faculty Affairs webpage *or* through the Partner Institution button if using an emailed link

The screenshot shows the Faculty Affairs webpage. On the left is a navigation menu with a red header 'Faculty Affairs'. The menu items include: 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 has a header 'Faculty Affairs' and 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).

## Sign In

Sign in with email

Email \*

Enter Email

Password \*

Enter Password

Sign In

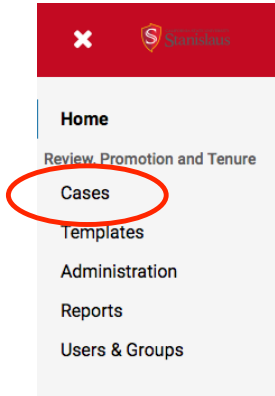
[Forgot your password?](#)

Or sign in with:

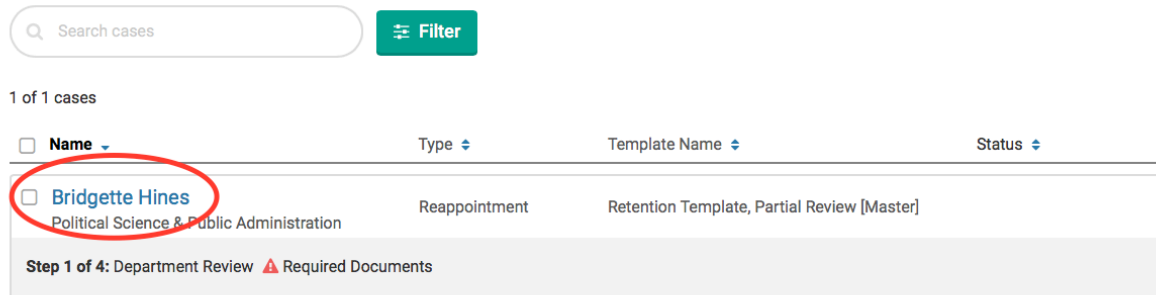
Partner Institution

Google

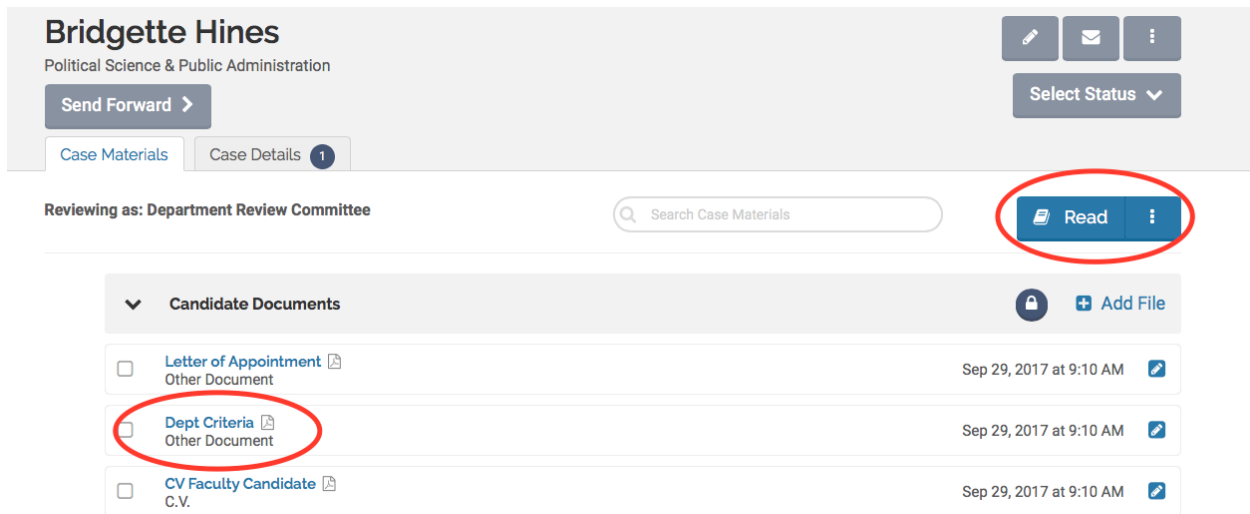
2. Click Cases on the left-hand bar



3. Click on a name to review the faculty member's RPT file



4. Click Read to view the entire file or click on an individual document



5. Committee Chair, Dean, Provost, President: Select the Case Details tab and upload the tentative recommendation or decision letter. *Be sure to place your evaluation summary in the appropriate section of the file.*

**Bridgette Hines**  
Political Science & Public Administration

Send Forward >

Case Materials | **Case Details 1**

Select Status v

Reviewing as: Department Review Committee

Search Case Materials

Read

**Candidate Documents** Add File

- Letter of Appointment  
Other Document Sep 29, 2017 at 9:10 AM
- Dept Criteria  
Other Document Sep 29, 2017 at 9:10 AM

> Committee Members: 1 Email Edit

**Required Documents** 1 missing

All required documents must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Evaluation summary **+ Add**

### Add Evaluation summary

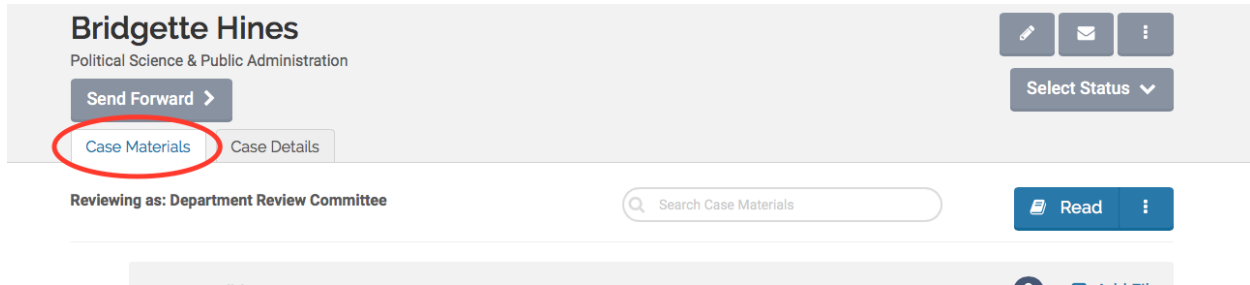
Upload a new file | Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

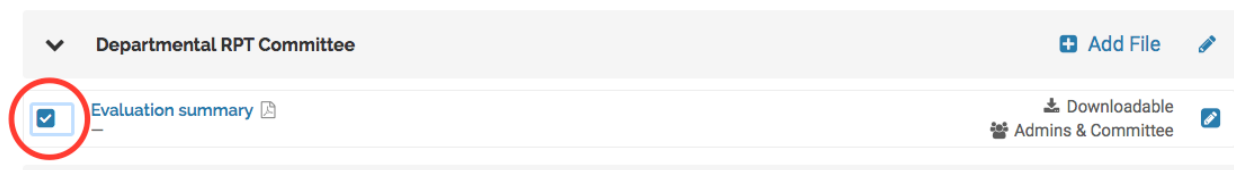
<b>Name *</b> Evaluation summary	<b>Section *</b> Departmental RPT Committee v
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6. Committee Chair, Dean, Provost, President: Share your tentative recommendation or decision with the candidate

Select the Case Materials tab



Check the box next to the tentative recommendation or decision letter (*you may need to wait a few minutes after uploading for the document to be processed*)



Click the Share button

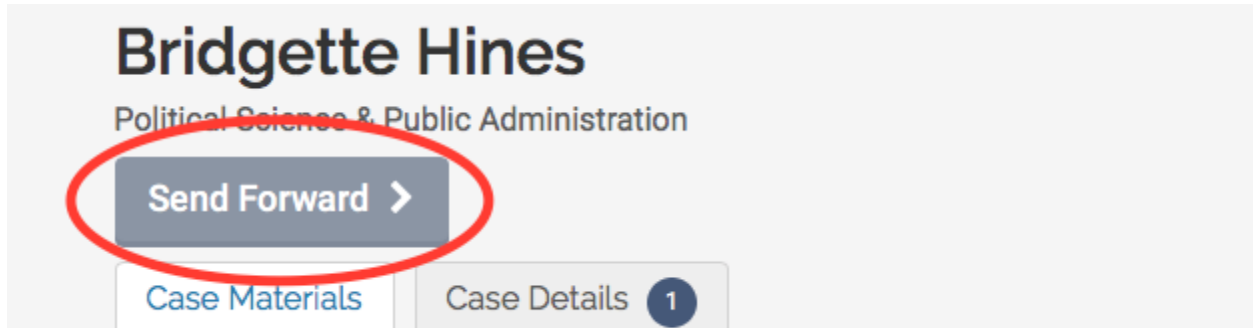


Enable response (to allow the candidate to submit a rebuttal) and send

The screenshot shows a 'Details' form for enabling a response. The 'Enable' checkbox is circled in red. The form includes the following fields:

- Direct email reply:** jcm Myers@csustan.edu
- File Response:**  Enable
- Message Reason:** e.g. rebuttal, reminder
- Deadline:** MMM D, YYYY
- Section for Response:** -- Select Section --

7. Department Committee Chair, Dean Provost: If necessary, delete tentative letter and upload final version, then send the case forward to the next level of review. *Do not use the Select Status drop-down.*



8. President: If necessary, delete tentative letter and upload final version, then use the Select Status drop-down to grant or deny tenure and/or promotion.

