SDSU | San Diego State University

Candidate Guide
to Interfolio Performance Review (RTP)

Interfolio allows you to assemble and share documents for review using a digital platform. Your department coordinator or College RTP Representative will be able to assist you with many questions. You may also refer to the [Interfolio candidate guides](#) or call Interfolio's help-line at 877-997-8807 for technical assistance.

🔓 Log-in

Go to www.interfolio.com → Sign In → Partner Institution → San Diego State University → Single Sign-On→ username is SDSUid and associated SDSUid password.

🔔 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. You may navigate to your case via this email or by logging into Interfolio.

📋 Packet Requirements

Select the embedded links in the respective section for more information on each requirement.

	Requirement	Details
Academic Affairs	📁 [Personnel Data Summary](#) (see PDS form for full details)	Include: ● Teaching Effectiveness Statement ([sample](#)) ● [Course Listing](#) ● Theses Chaired, Committee Memberships, Special Studies ● Professional Growth Statement ([sample](#)) ● Service Statement ● COVID Interruptions ● [Curriculum Vitae](#)
	📁 Prior Year's Periodic Evaluations	Optional
	📁 Prior Year's Performance Review Letters	
	📁 Department & College Criteria	Obtain a copy from your department/ school administrative coordinator
	📁 External Review Material	If applicable
	📁 Teaching Effectiveness	Include: ● Significant Items 1-5 ● [Student Feedback Surveys](#)[1] ● [Response/Rebuttals to Student Feedback Surveys](#) ● Major exams, and all significant assignments[2] ● Syllabi[3] ● [Peer Observations](#)
	📁 Professional Growth	● Significant Items 1-5

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[1] Quantitative and qualitative data for all courses within the last 6 active semesters
Spring 2020, Spring 2022, and Fall 2022 student feedback surveys are not required
[2] For all courses within the last 6 active semesters
[3] For all courses – not sections – within the last 6 active semesters

	📁 Service	● Significant Items 1-5
University Library	📁 [Personnel Data Summary](#) (see PDS form for full details)	Include: ● Library Service Effectiveness Statement ● Professional Growth Statement ● Service Statement ● COVID Interruptions ● [Curriculum Vitae](#) ● List of courses taught (if applicable) ● List of internships supervised or theses committee memberships (if applicable) ● Instructional/Course Materials (if applicable)
	📁 Prior Year's Performance Review Letters	Required if applicable
	📁 Peer Observation Letters	Not limited to LSE
	📁 Library Criteria	Obtain a copy from your RTP Representative
	📁 External Review Material	If applicable
	📁 Library Service Effectiveness[4]	● Significant Items 1-5
	📁 Professional Growth	● Significant Items 1-5
	📁 Service	● Significant Items 1-5
Student Affairs and Campus Diversity Faculty	📁 [Personnel Data Summary](#) (see PDS form for full details)	Include: ● Counseling Effectiveness Statement ● Professional Growth Statement ● Service Statement ● COVID Interruptions ● [Curriculum Vitae](#)
	📁 Prior Year's Performance Review Letters	
	📁 Division Policies/Criteria	Obtain a copy from your RTP Representative
	📁 External Review Material	If applicable
	📁 Counseling Effectiveness and Achievements	● Significant Items 1-5
	📁 Professional Growth	● Significant Items 1-5
	📁 Service	● Significant Items 1-5

Note: Significant items should represent efforts during the probationary period, or (for faculty seeking promotion to Professor/Librarian/SSPAR III) since last promotion. (Items from an academic appointment at another university are permitted so long as they date within the time in rank).

External Review
[Instructions for External Review Process](#). If you would like to request an external review, you may do so at any time during the performance review process.

Managing Materials
Collect your materials as PDF documents on your computer desktop.

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[4] For materials in Library Service Effectiveness, Professional Growth, and Service, use your last 6 active semesters.

- 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.
  - How do I remove bookmarks in Adobe before uploading?
- **Document Naming Conventions**. Rename your documents so that the file names accurately indicate the contents:
  - ▪ <u>Course Evaluations</u> - Semester, Year, Course, Course Name (e.g., *Fall 2015 SOC 104 Introduction to Sociology*)
  - ▪ <u>Reviewer Letters</u> - Evaluator, Description - Candidate Last Name, First Initial (e.g., *Dean's Recommendation Letter – Smith,* J)
  - ▪ <u>Candidate Response Letters</u> - Response to Evaluator, Description - Candidate Last Name, First Initial (e.g., *Response to Dean's Recommendation Letter – Smith, J*)
- . Interfolio instructions for uploading links to digital materials (art, recordings, video, etc.) are available here.

Student Feedback Surveys

- Instructions on Downloading Archived Student Feedback Surveys from WEBPORTAL.
- Instructions on Accessing Student Feedback Surveys in my.SDSU/EXPLORANCE.
- Instructions on Rebutting Student Feedback Surveys.

Uploading Materials

Follow the Interfolio guide to upload your materials and submit your packet for review.
- Please note that 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. Follow the Interfolio guide to access your evaluation.

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). Use the Sample Response/Rebuttal Letter 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 recommendation.

Late-Add

To add materials to the packet after the WPAF closing date, contact department coordinator or college RTP rep to initiate the late-add process within Interfolio; a case will be created for you to upload the late-add. Staff are not permitted to upload materials on your behalf. (See Late-Add Instructions for more details.)