

Reviewer Guide to Interfolio Performance Review (RTP)

Interfolio allows you to review evaluation cases and take notes on a digital platform. If you need assistance with this process, please contact your department coordinator and/or College RTP representative. You may also refer to the [Interfolio reviewer guides](#) or call Interfolio's help-line at 877-997-8807 for technical assistance.



Training

In preparation for peer evaluations, all reviewers should watch the [RTP Review Preparation video](#) prior to validation, reviews, and/or deliberations.



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.



Constituting Committees, Deliberation, Voting, and Confidentiality

Constituting Committees

- A minimum of three (3) tenured faculty members are needed to constitute a peer review committee, none of whom are up for promotion.
- Faculty participating in promotion to “Full” reviews are “Full” Professors.
- Faculty may not serve at multiple levels of review.
- Department chairs/school directors making a separate recommendation shall not participate as a member of the departmental peer review committee but may serve as an external member of another department or college committee.
- If a department/school does not have enough faculty to constitute a committee, it may elect members from related disciplines.

Deliberation & Voting

- A simple majority of the committee membership is needed for recommendation.
- Absences and abstentions are not counted as “no” votes.

Confidentiality

- Deliberations are to be held confidential.



Validation & Evaluation

Validation

- Please see [Validation Checklist](#) for validation guidelines.

Evaluation

- [Follow the Intefolio guide to review the case materials](#). Reviewers will only have access to cases currently at their level of review.
- When evaluation is complete, prepare your individual or committee recommendation letter (see [sample recommendation letter template](#) and [example of a past letter](#) for guidance) and provide it to your department coordinator or College RTP Representative, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies. Reviewers at the University level must use pre-approved templates to ensure equity, confidentiality, and compliance with all relevant policy and contractual requirements.



Notifications

When you receive a shared document, you will receive an email, follow the “View Files” link and you may access files that are shared with you, even if you no longer have access to a particular case. A link to the document will also be available on your Interfolio Homepage.



Response/Rebuttal

In the event of a response/rebuttal, you will be notified via email to log-in and review the letter. 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 ([Sample Response/Rebuttal Letter template](#)). Please coordinate with your department coordinator or College RTP Representative, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies.



Late-Add

In the event material has been approved and added to the WPAF after the closing date, you will be notified via email to log-in and review the documentation. If your original recommendation was positive, you will not be required to respond and will be receiving a copy simply as notification. If your original recommendation was unfavorable, you will be required to respond. Please see the [Late-Add Instructions](#) and [Sample Response to Late-Add Letter](#). Please coordinate with your department coordinator or College RTP Representative, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies.