

## Reviewer Guide to Interfolio Periodic Evaluations

Interfolio allows you to review evaluation cases and take notes on a digital platform. There is no validation for periodic evaluations of faculty. 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.



### Log-in

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Go to [www.interfolio.com](http://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

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#### Constituting Committees

- A minimum of three (3) tenured faculty members of any rank are needed to constitute a peer review committee.
- A department chair or school director who makes 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.

#### 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.



### Evaluation

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- [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/form (for probationary tenured faculty - see [sample evaluation letter template](#) for guidance; for temporary faculty - see [evaluation form for department/school or dean/designee](#)) 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.



### Response/Rebuttal

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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.** 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.