

Accessing your file

1. To log in through the website <https://account.interfolio.com/login>, click **SIGN IN** at the top right.



- From the log in page, search for **San Francisco State University** from the drop menu and select **SIGN IN**. Sign in with your SFSU credentials on the next page.

Already have an account?

[Sign In](#)

Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

San Francisco State University



[Sign In](#)

[Sign in with an Interfolio account >](#)

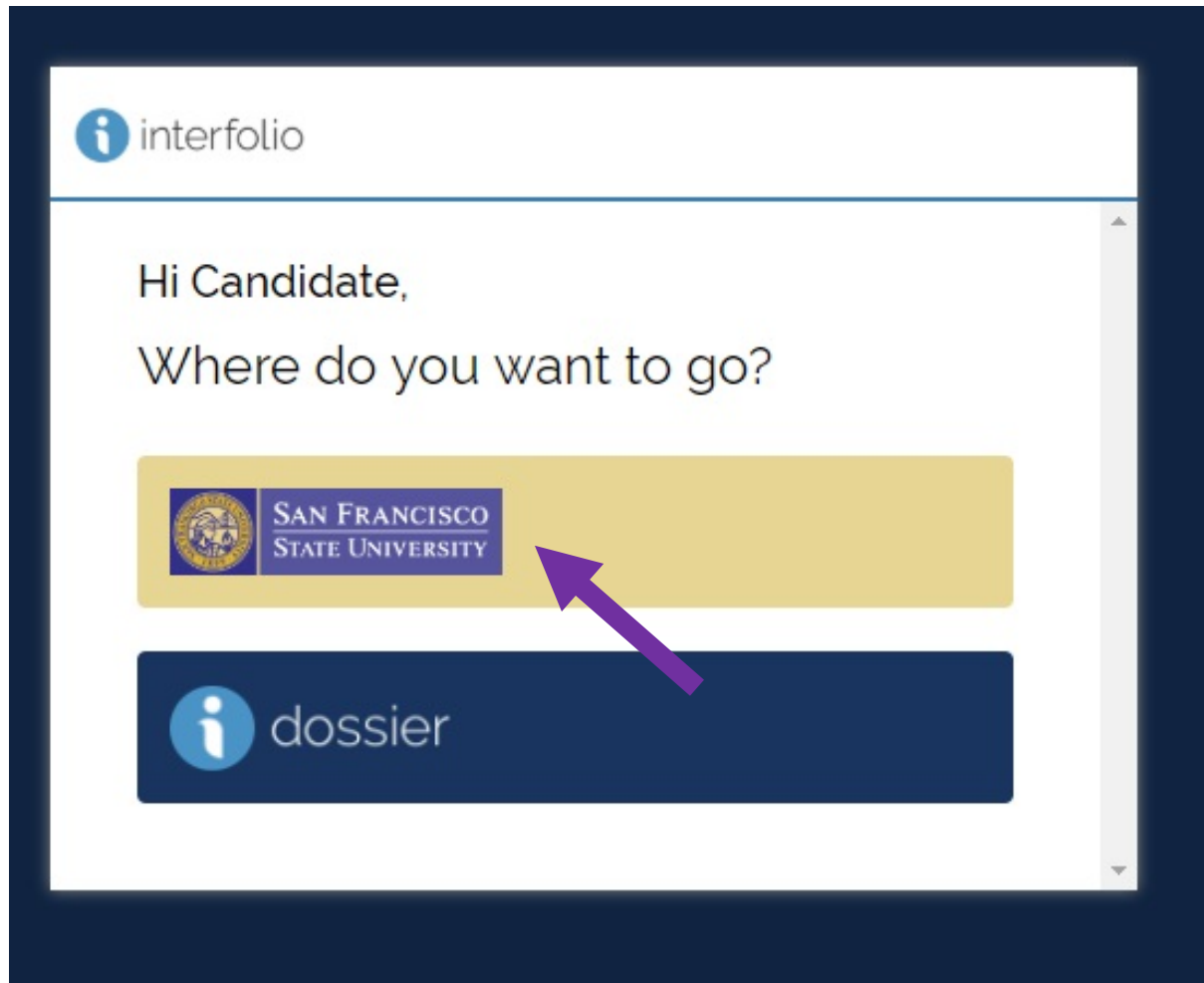
Don't have an account?

Sign up now.

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[Sign Up](#)

3. Click **San Francisco State University** logo to access your file



About your account

1. Select **“Your Packets”**.



The screenshot shows a vertical navigation menu with the following items: Home, Your Packets, Review, Promotion and Tenure, and Cases. A purple arrow points to the 'Your Packets' item.

Saturday, June 22: Planned System Maintenance

Interfolio will be unavailable on Saturday, June 22, 2019, from 8:00 to 9:00 AM Eastern Time, for scheduled system maintenance.

Welcome back, Candidate Gator

Your Action Items

Candidate Gator

Comprehensive Review | San Francisco State University | Review



Candidate Gator

Document Shared

Comprehensive Review | San Francisco State University | Review



2. Under “Your Packets”, select which review you are applying for. You can view the status of your case under “Status”.

Home

Your Packets

Review, Promotion and Tenure

Cases

Templates

Administration


Reports

Users & Groups

Your Packets

Active

Packet	Type	Status	Due Date	
San Francisco State University Comprehensive Review	Review	Submitted Apr 9, 2019	-	View
San Francisco State University Promotion to full Professor	Review	Not Submitted	-	View
San Francisco State University Comprehensive Review	Review	Not Submitted	-	View
San Francisco State University Short Review	Review	Not Submitted	-	View



Adding documents to your file

1. To begin adding materials into your packet, select the **Edit** button to the right of each section. For instructions on how to format a CV, view sample summary table of student evaluations, how to complete sections of the eWPAF, and give titles to uploaded documents, select **View Instructions**.

San Francisco State University > Your Packets >

Short Review

Unit: San Francisco State University Type: Review Candidate Instructions: [View Instructions](#)

[Preview Packet](#)

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Curriculum Vitae

Not Yet Submitted

Type	# Required	# Added
Curriculum Vitae	1 required	0

[Edit](#)

Departmental Criteria

Not Yet Submitted

Type	# Required	# Added
Departmental RTP Criteria	1 required	0

[Edit](#)

Rebuttal to RTP Committee Recommendation

Not Yet Submitted

Type	# Required	# Added
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[Edit](#)

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2. To add a new file from your computer, click on the **ADD** tab under each category—CV, Narrative, Teaching Effectiveness, etc

Home

Overview Packet

Expand All Collapse All

Curriculum Vitae
Not Yet Submitted Unlocked Submit 0 of 1 Required Files
Add
Curriculum Vitae 1 required, 0 Added
No files have been added yet.

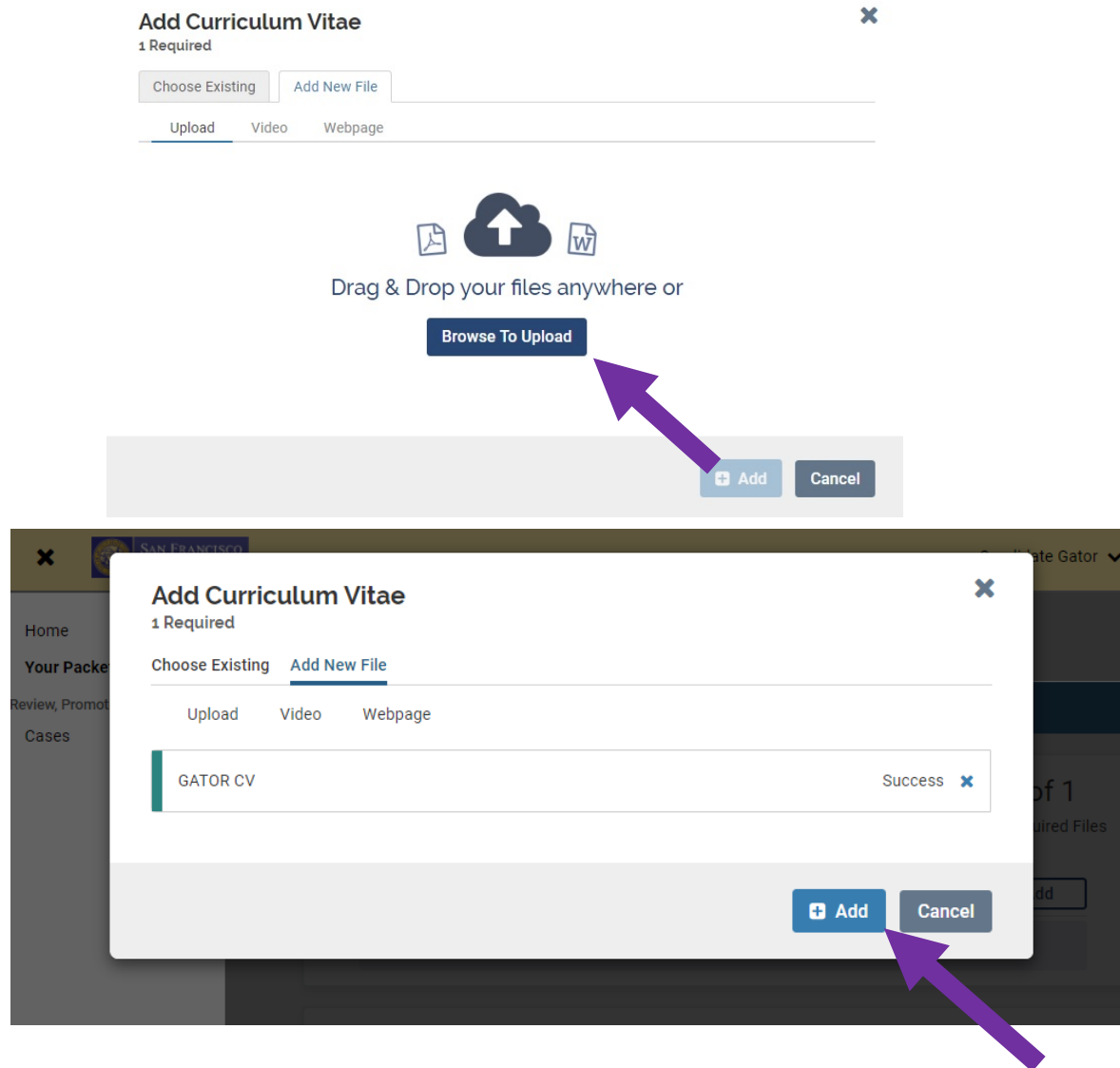
Departmental Criteria
Not Yet Submitted Unlocked Submit 0 of 1 Required Files
Add
Departmental RTP Criteria 1+ required, 0 Added
No files have been added yet.

Rebuttal to RTP Committee Recommendation
Not Yet Submitted Unlocked Submit 0 of 0 Required Files
Add
Faculty Rebuttal 0 Added
No files have been added yet.

Rebuttal to the Chair's/Director's Recommendation
Not Yet Submitted Unlocked Submit 0 of 0 Required Files

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3. Drag and drop a document directly from your computer, or click on **BROWSE TO UPLOAD** to search for files on your computer. Click the **ADD** button at the bottom once complete.



Submitting your file for review

1. It is highly recommended that you preview you preview your packet before submitting. To preview your packet, select Preview Packet at the top right corner. Confirm that your document was uploaded successfully by checking if the title of your file appears under “Title” next to the date stamp.

San Francisco State University > Your Packets >

Short Review

Unit: San Francisco State University | Type: Review | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All

Curriculum Vitae: Not Yet Submitted | Unlocked | Preview | Submit | 1 of 1 Required Files

Curriculum Vitae: 1 required, 1 Added | Add

Title	Details	Actions
GATOR CV	Added Jul 29, 2019	Edit Remove

2. The preview page will show you exactly what reviewers will see when you submit your packet. Make sure all your documents are in there before submitting.

Search PDF Search

▼ CURRICULUM VITAE

GATOR CV

- ▶ EXPERIENCE
- ▶ EDUCATION
- SKILLS
- ACTIVITIES

▶ NARRATIVE, DEPARTMENTAL CRITERIA, & PRIOR RETENTION REPORTS

▶ TEACHING EFFECTIVENESS

▶ PROFESSIONAL ACHIEVEMENT & GROWTH

▶ CONTRIBUTIONS TO CAMPUS & COMMUNITY

▶ REBUTTAL TO THE RTP COMMITTEE RECOMMENDATION

▶ REBUTTAL TO THE CHAIR'S/DIRECTOR'S RECOMMENDATION

▶ REBUTTAL TO THE DEAN'S RECOMMENDATION

▶ REBUTTAL TO UTPC RECOMMENDATION

▶ REBUTTAL TO THE PROVOST'S RECOMMENDATION

GATOR
1600 Holloway Avenue , San Francisco, CA
fcaffrs@sfsu.edu

To replace this text with your own, just click it and start typing. Briefly state your career objective, or summarize what makes you stand out. Use language from the job description as keywords.

EXPERIENCE

1899 – 2019
MASCOT, SAN FRANCISCO STATE UNIVERSITY
Describe your responsibilities and achievements in terms of impact and results. Use examples, but keep it short.

EDUCATION

CLASS OF 2100
BA, INTERNATIONAL RELATIONS
Deans' List

SKILLS

- Eating
- Swimming
- Gliding
- Catching bugs
- International Relations theory

ACTIVITIES

On a good day, read about constructivism, liberalism and realism; all the while hanging out in the swamps.

<https://apply.interfolio.com>

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3. To submit, you must select each **“Submit”** button **next to each section**. **Your case will not be submitted if information is missing.**

The screenshot shows a web application interface for 'Short Review' at San Francisco State University. The page is titled 'Short Review' and includes a 'Preview Packet' button in the top right. The main content area is divided into sections for 'Unit' (San Francisco State University) and 'Type' (Review). Below this, there are tabs for 'Overview' and 'Packet', with a blue bar containing 'Expand All' and 'Collapse All' options. The 'Curriculum Vitae' section is expanded, showing 'Not Yet Submitted' and 'Unlocked' status. It includes 'Preview' and 'Submit' buttons, and a '1 of 1 Required Files' indicator. A table below shows one file added: 'GATOR CV', added on Jul 29, 2019, with 'Edit' and 'Remove' actions. A purple arrow points to an 'Add' button located to the right of the table.

San Francisco State University > Your Packets > **Short Review** Preview Packet

Unit: San Francisco State University Type: Review Candidate Instructions: View Instructions

Overview Packet

Expand All Collapse All

Curriculum Vitae Not Yet Submitted Unlocked Preview Submit 1 of 1 Required Files

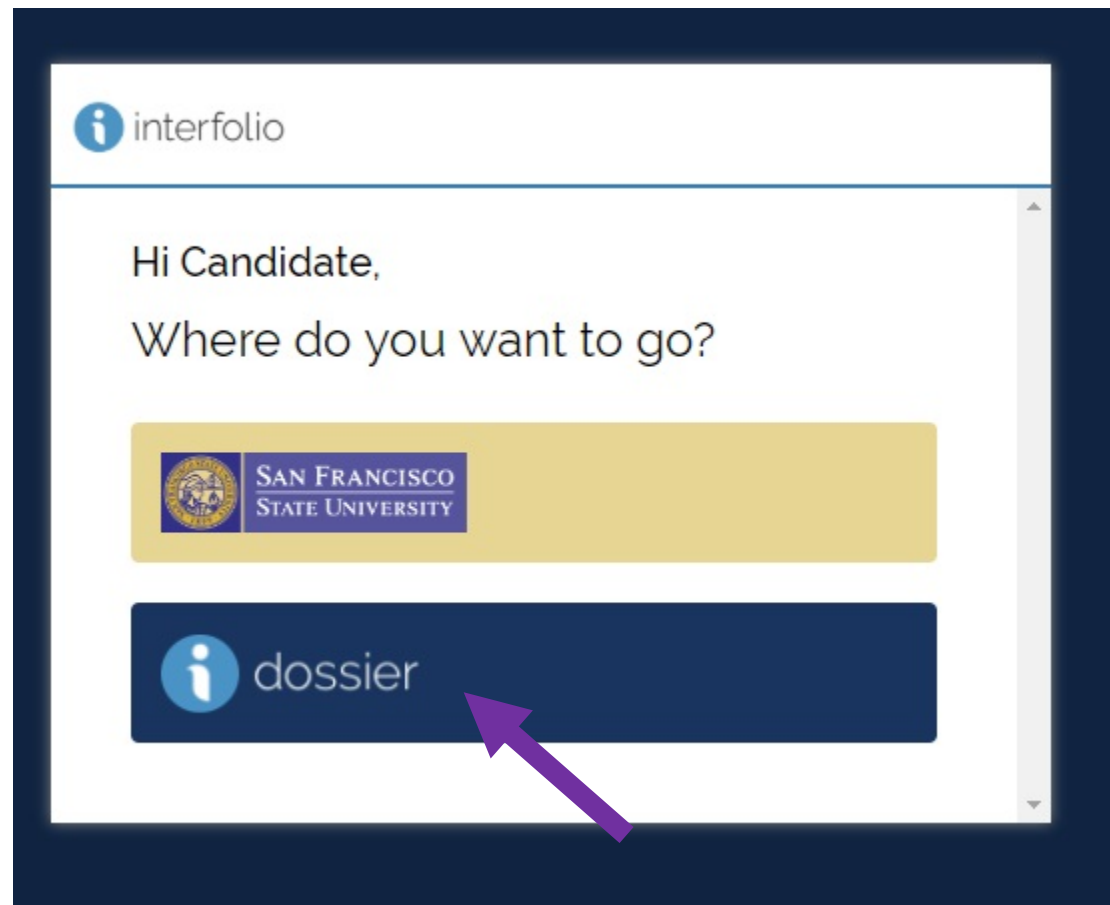
Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
GATOR CV	Added Jul 29, 2019	Edit Remove

Adding files to dossier

Each document added to your file (presently or previously) is automatically stored in your Dossier, similar to a Cloud account. You may also upload files directly into the Dossier to be retrieved in this or future review cycles.

1. To access the Dossier, select **DOSSIER** when logging in.



2. To view and add files, go to **MATERIALS**. To add a file, click the **ADD FILES** tab.

The screenshot shows a web interface for managing materials. On the left is a sidebar with a 'Collapse Menu' button and navigation links: Home, Deliveries, Letters, **Materials** (highlighted), Collections, and Shared with Me. The main content area is titled 'My Materials' and includes a 'Request Recommendation' button. Below the title is 'All Materials (13)', a search bar, a 'Filter' button, and a 'View Archived Materials' link. A prominent purple arrow points to the '+ Add Files' button. Below this is a table with columns for Title, Type, and Status.

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	GATOR CV <input type="text" value="None"/> <input data-bbox="783 959 821 992" type="button" value="+"/>	Curriculum Vitae	Received Jun 6, 2019 at 4:13 PM
<input type="checkbox"/>	RPTime_FA17 (2) <input type="text" value="None"/> <input data-bbox="783 1068 821 1101" type="button" value="+"/>	Research & Publications	Received Jun 27, 2018 at 1:53 PM

3. You can drag and drop a document directly from your computer, or click on **BROWSE TO UPLOAD** button to search for files on your computer. Click the **ADD** button at the bottom once complete.

NOTE: Items uploaded into your dossier are not uploaded into your packet. The dossier is for your reference and download of documents only.

