

Accessing your file

1. Access your file from the Welcome email by clicking **VIEW CASE**, or by going to <https://account.interfolio.com/login>



San Francisco State University has initiated a review on your behalf.

VIEW CASE

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Dear Faculty,

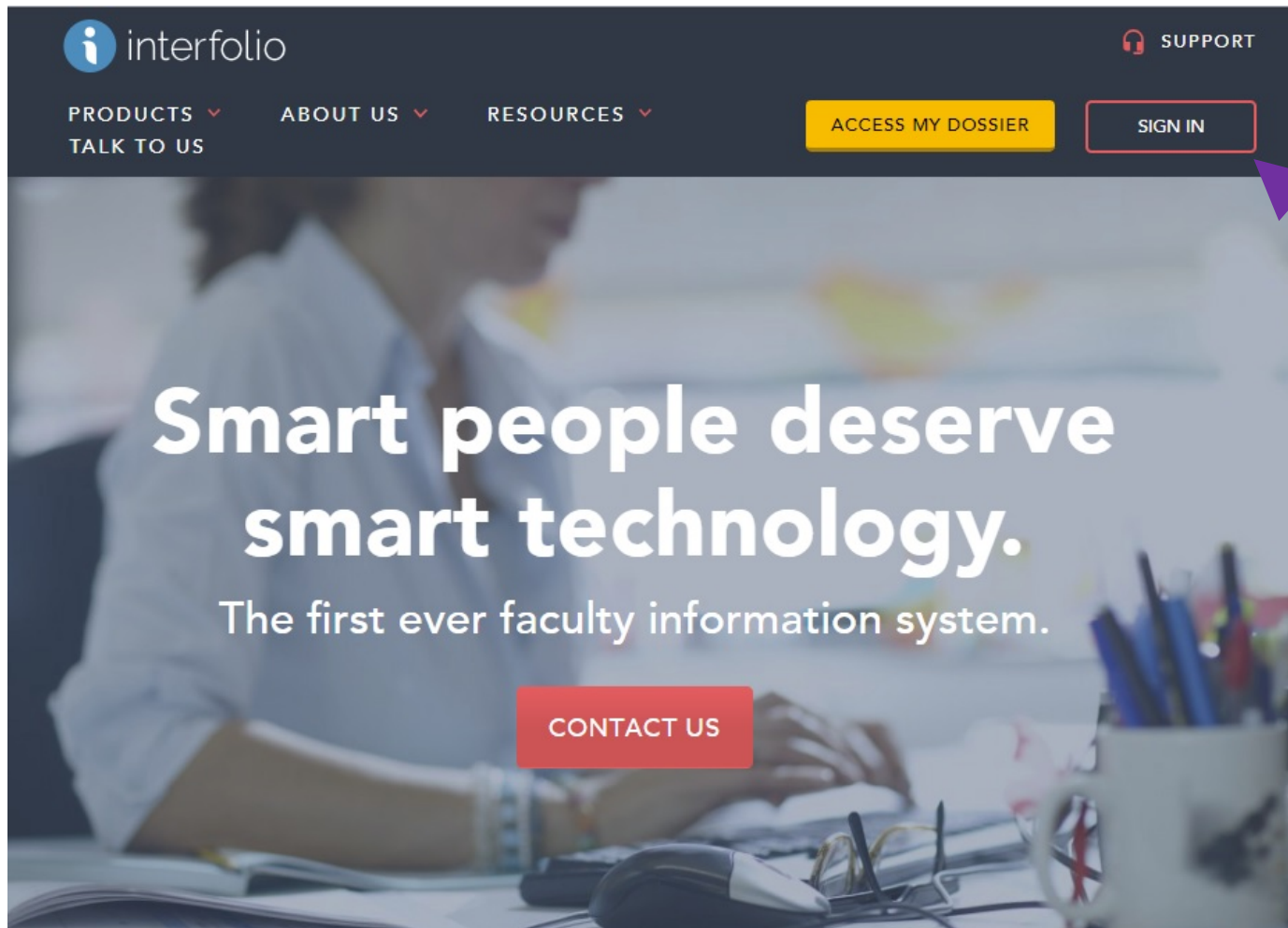
Your eWPAF for retention review is now available. eWPAF log-in instructions and guidelines are available on the Faculty Affairs Website: <https://facaffairs.sfsu.edu/ewpaf-guidelines-3>

RTP Deadline Calendar: <https://facaffairs.sfsu.edu/sites/default/files/2019-2020-RTP-Calendar.pdf>

Please contact the Office of Faculty Affairs with any questions.

Thank you,

2. If you are signing in through the website <https://account.interfolio.com/login>, click **SIGN IN** at the top right.



3. 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 >

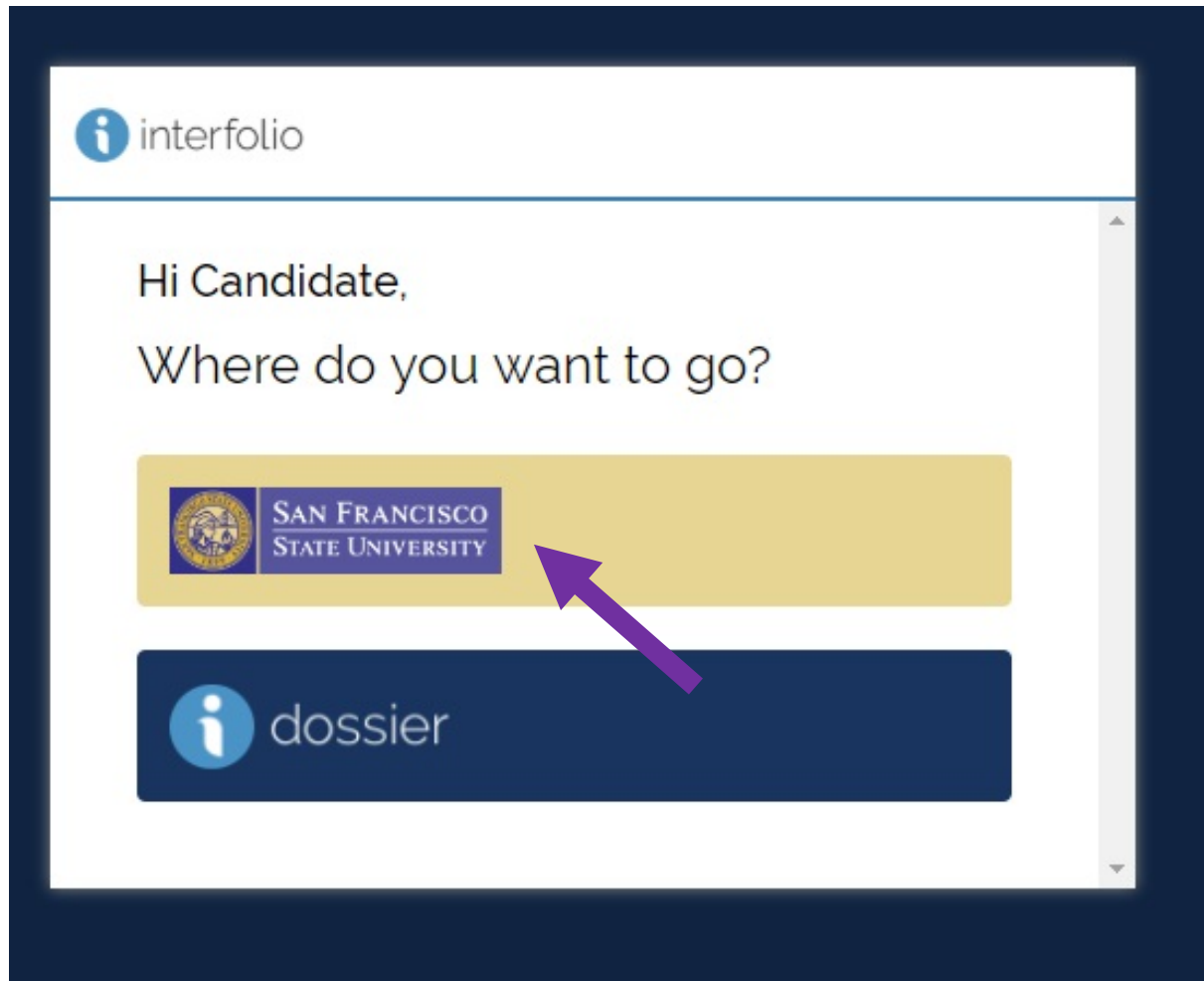
Don't have an account?

Sign up now.

Use Interfolio's suite of services to simplify your academic life.

Sign Up

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



About your account

1. Select **“Your Packets”**.



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

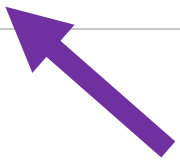
Document Shared

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	<h2>Your Packets</h2>			
Your Packets	Active			
Review, Promotion and Tenure				
Cases				
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



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 > **Comprehensive Review** Preview Packet

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

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 Edit

Type	# Required	# Added
● Curriculum Vitae	1 required	0

Narrative, Departmental Criteria, & Prior Retention Reports

Not Yet Submitted Edit

Type	# Required	# Added
✓ Narrative	0 required	0
✓ Departmental RTP Criteria	0 required	0
✓ Prior Retention Reports	0 required	0

Teaching Effectiveness

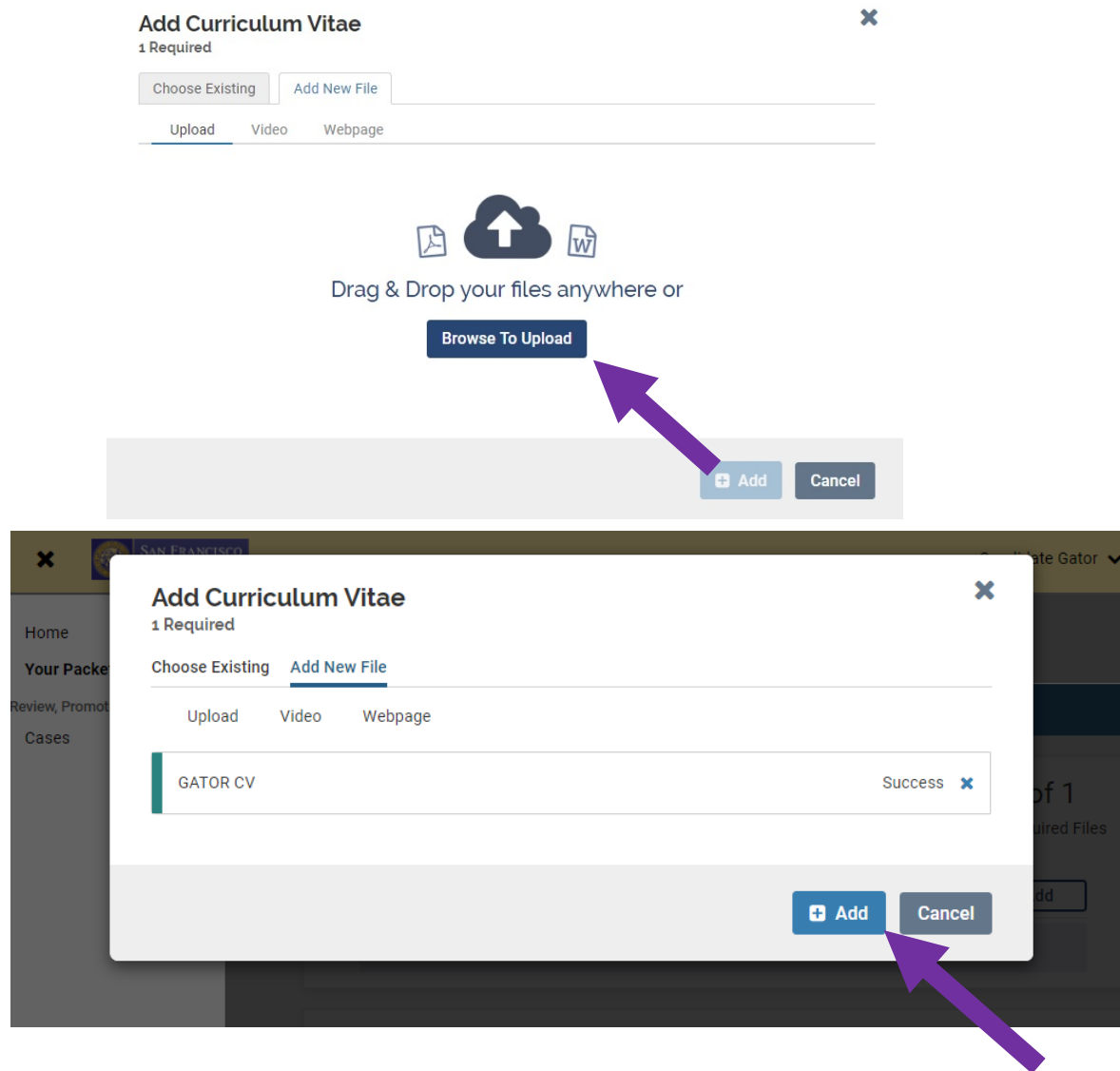
Not Yet Submitted Edit

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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

The screenshot displays a web interface for San Francisco State University. At the top, there is a navigation bar with "Home", "San Francisco State University", "Review", and a "View Instructions" button. Below this, a sidebar on the left contains "Your Packets" and "Review, Promotion and Tenure Cases". The main content area is titled "Overview Packet" and includes "Expand All" and "Collapse All" buttons. Two main sections are visible: "Curriculum Vitae" and "Narrative, Departmental Criteria, & Prior Retention Reports". Each section has a "Submit" button and a status indicator "Not Yet Submitted Unlocked". The "Curriculum Vitae" section shows "0 of 1 Required Files" and an "Add" button. The "Narrative, Departmental Criteria, & Prior Retention Reports" section shows "0 of 0 Required Files" and three "Add" buttons for "Narrative", "Departmental RTP Criteria", and "Prior Retention Reports". Each "Add" button is highlighted with a purple arrow. A footer at the bottom left contains an information icon, "© 2019 Interfolio, Inc.", and "Program Policies".

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 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 > Comprehensive 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 Jun 20, 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>

1 / 1

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

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

Your Packets
Review, Promotion and Tenure
Cases

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

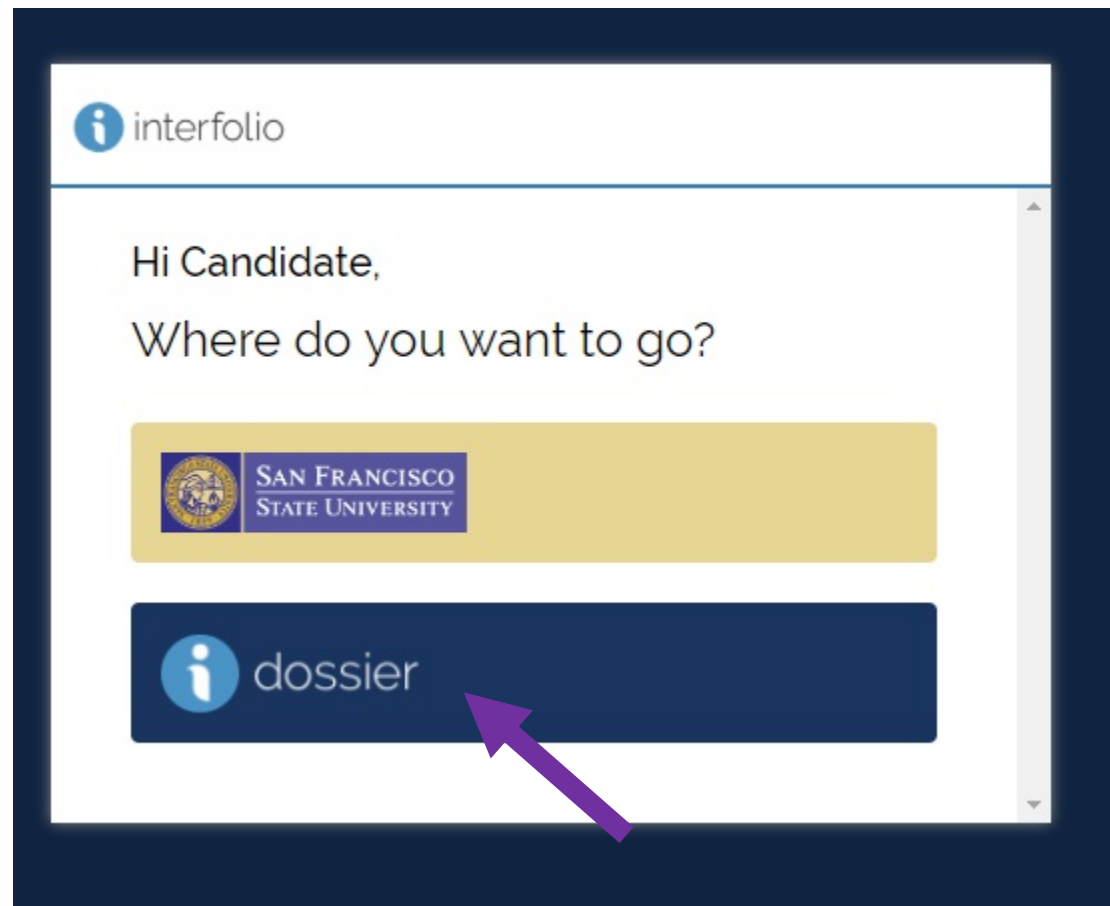
Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
GATOR CV	Added Jun 20, 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 displays the 'My Materials' page. 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 of materials with columns for Title, Type, and Status.

<input type="checkbox"/>	Title	Type	Status
<input type="checkbox"/>	GATOR CV <input type="text" value="None"/> +	Curriculum Vitae	Received Jun 6, 2019 at 4:13 PM
<input type="checkbox"/>	RPTime_FA17 (2) <input type="text" value="None"/> +	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.

