

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 promotion to full professor review has been created. eWPAF log-in instructions and guidelines are available on the Faculty Affairs website: <https://facaffairs.sfsu.edu/ewpaf-guidelines-3>

The RTP deadline calendar is available on the Faculty Affairs website: <https://facaffairs.sfsu.edu/retention-tenure-and-promotion-policies-and-resources> The deadline to submit your file for promotion to full professor review is **Monday, September 30, 2019**.

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.



- 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 >](#)

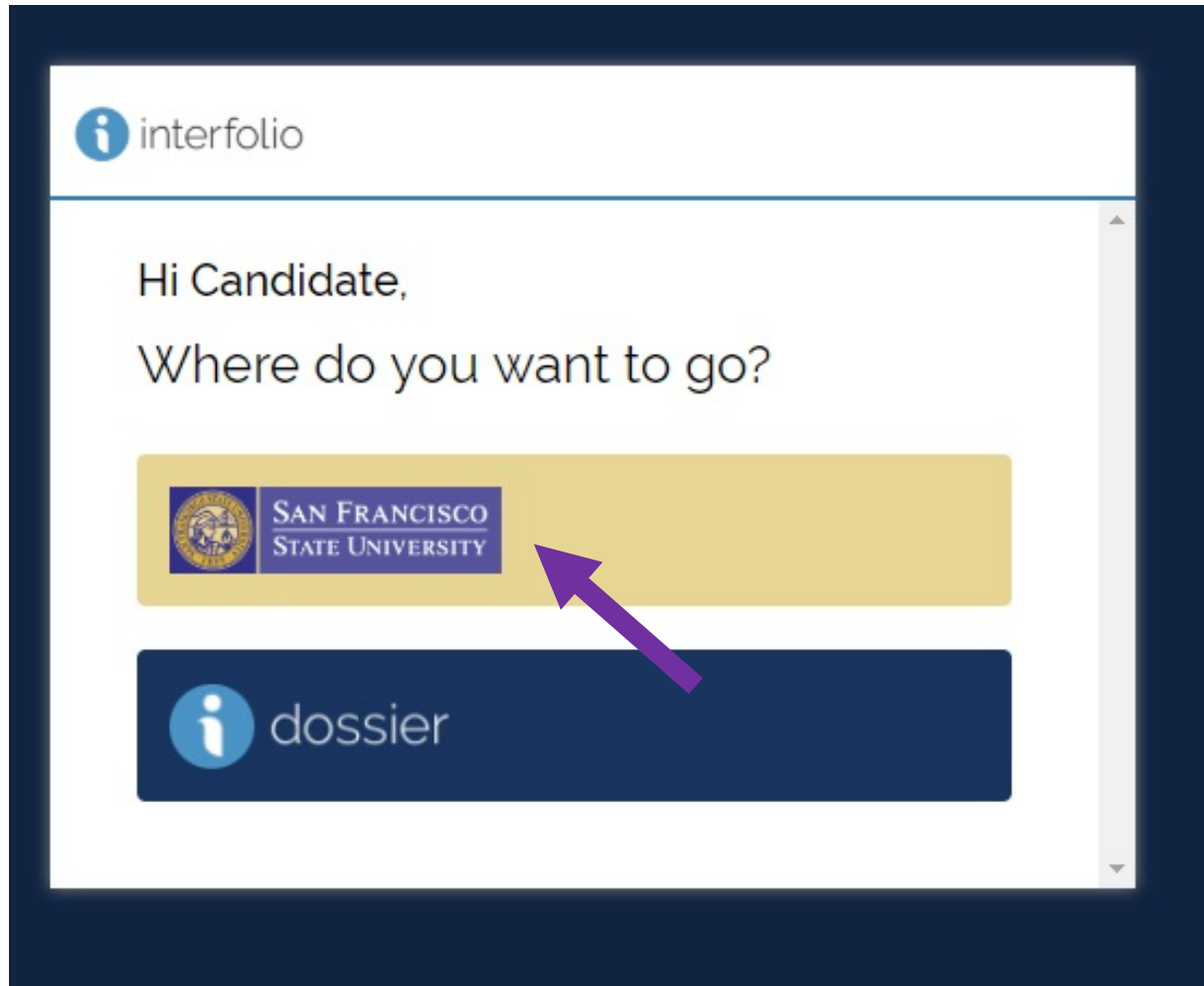
Don't have an account?

Sign up now.

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

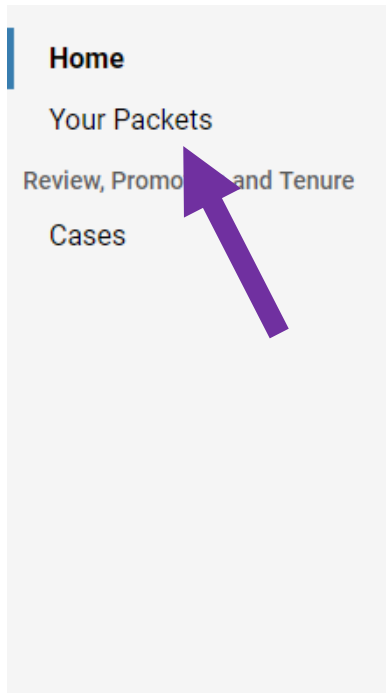
[Sign Up](#)

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



About your account

1. Under Your Action Items, select your name above the review for which you are applying. Alternatively, you can view your reviews under “Your Packets”.



Welcome back, Candidate Gator

Your Action Items

Candidate Gator

Promotion to full Professor | 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 under “Status”.

Home

Your Packets


Review, Promotion and Tenure

Cases

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



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 >

Promotion to full Professor

Unit: San Francisco State University | Type: Review

Candidate Instructions
View Instructions

Curriculum Vitae
Not Yet Submitted

Type	# Required	# Added
Curriculum Vitae	1 required	0

Narrative, Departmental Criteria, & Prior Retention Reports
Not Yet Submitted

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

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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 San Francisco State University Review View Instructions

Your Packets Overview Packet

Review, Promotion and Tenure Cases

Expand All Collapse All

Curriculum Vitae Not Yet Submitted Unlocked Submit 0 of 1 Required Files

Curriculum Vitae 1 required, 0 Added Add

No files have been added yet.

Narrative, Departmental Criteria, & Prior Retention Reports Not Yet Submitted Unlocked Submit 0 of 0 Required Files

Narrative 0 Added Add

No files have been added yet.

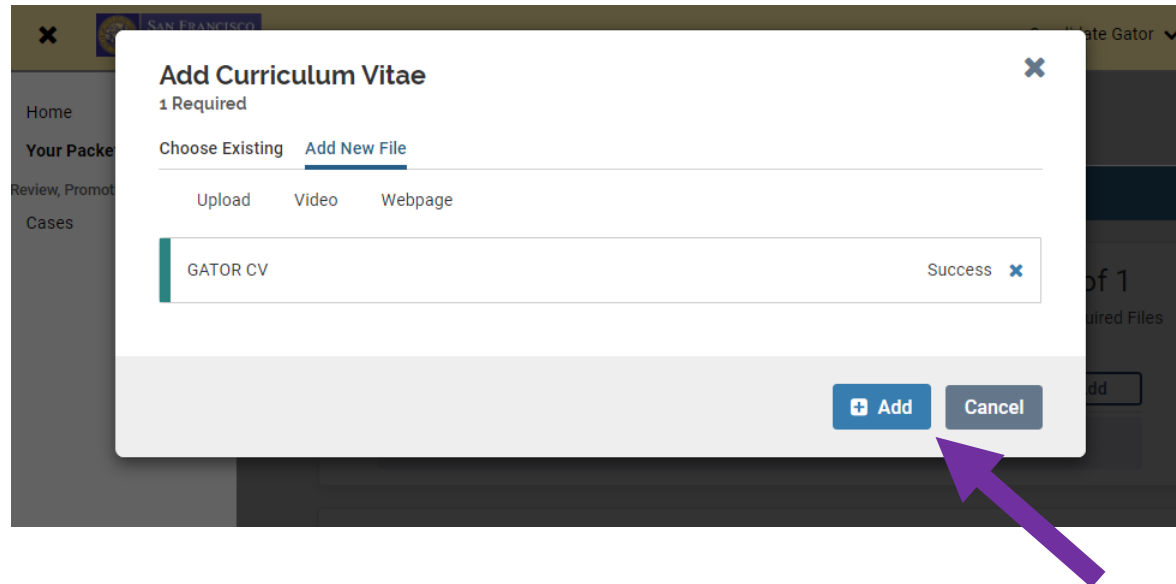
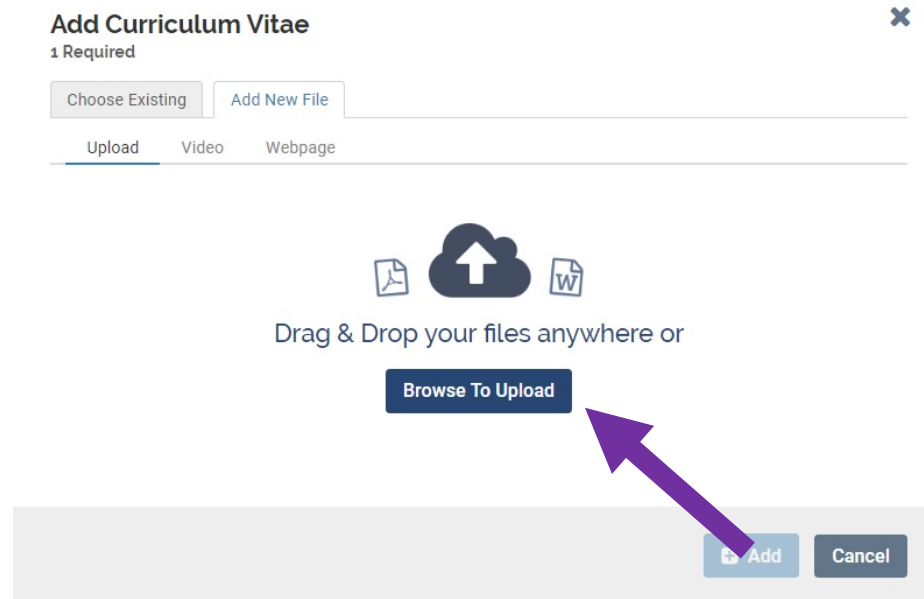
Departmental RTP Criteria 0 Added Add

No files have been added yet.

Prior Retention Reports 0 Added Add

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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 >

Promotion to full Professor

Unit: San Francisco State University | Type: Review

[Preview Packet](#) | [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 6, 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 > **Promotion to full Professor** [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 6, 2019	Edit Remove

Narrative, Departmental Criteria, & Prior Retention Reports
Not Yet Submitted **Unlocked**

Submit 0 of 0 Required Files

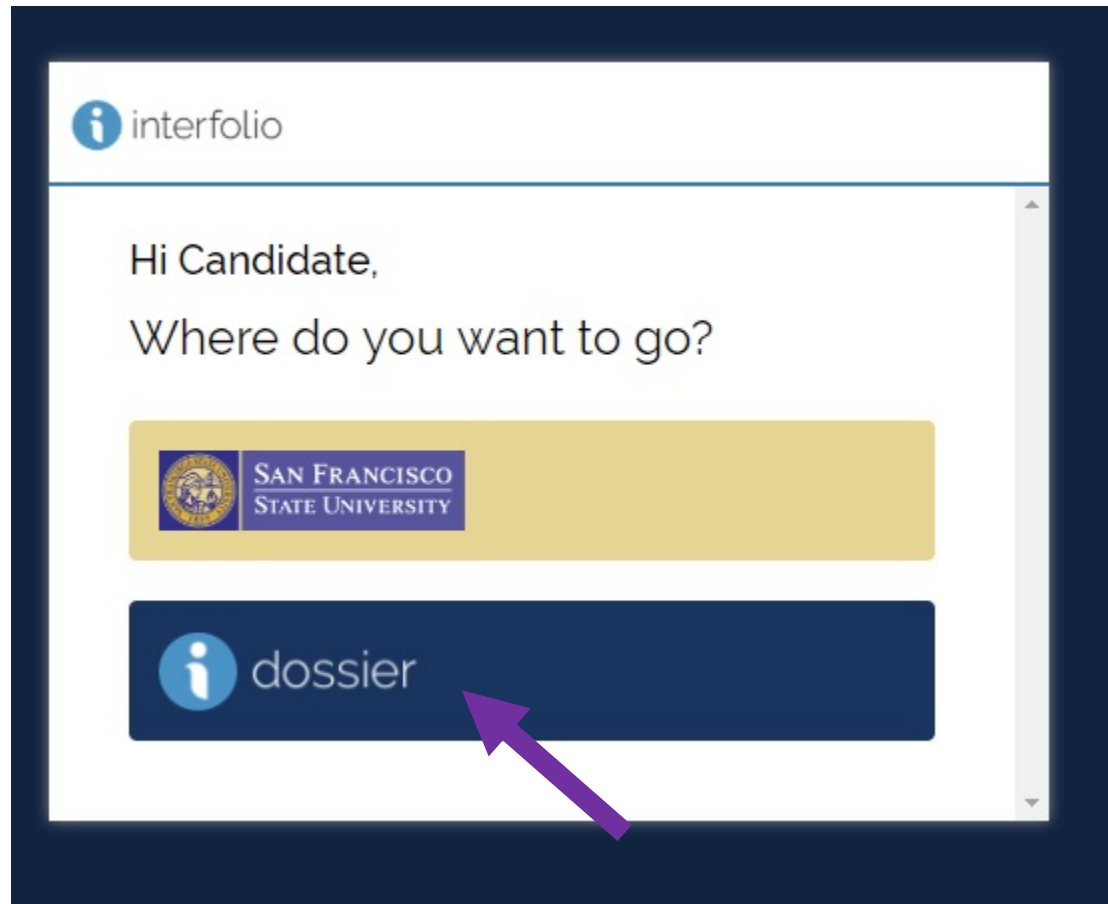
Narrative 0 Added [Add](#)

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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 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="781 959 821 990" 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="781 1068 821 1099" 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.

