

Downloading Instructions

From your “Candidate’s File View”

1. Select files by checking off the check box next to the file name. A green bar will appear with the download button.

The screenshot shows the San Francisco State University interface. At the top, there is a navigation bar with the university logo and name, and a user profile for Lizett Lopez with 148 notifications. Below this is a breadcrumb trail: "Back to Cases" | Administration | User & Group Management | Reports. The main header displays the candidate's name "Lizett Lopez" and "College of Business", along with a "Send Forward" button and a "TEST" dropdown menu. Below the header, there are tabs for "Case Materials" and "Case Details". The main content area shows "Reviewing as: RTP" and a search bar for "Search Case Materials". A green bar highlights the "Select All" button and the "Download" button. Below this bar, there are several file categories: "Reviewer Documents", "Candidate Form", "Curriculum Vitae", and "Narrative, Departmental Criteria, & Prior Retention Reports". The "CV-format-guide-F16.pdf" file is selected, and a blue arrow points to the "Download" button.

2. Click on download button and you will receive an email with the download link.

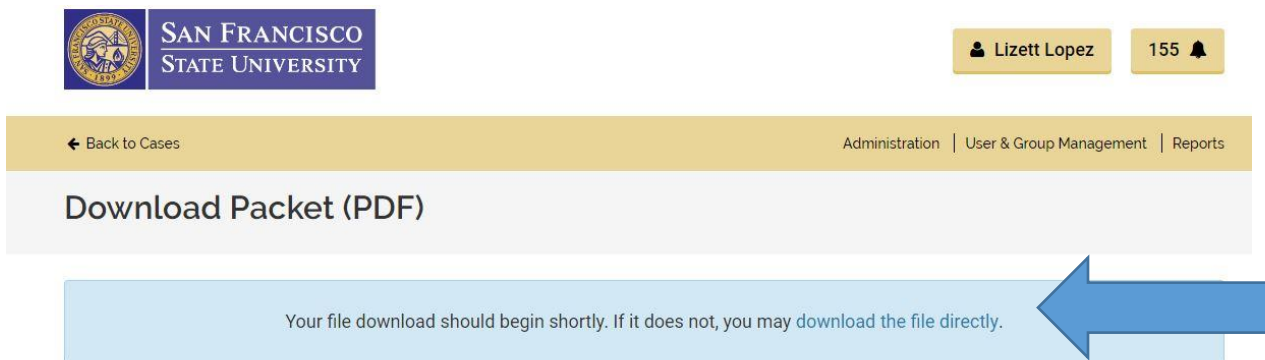
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3. Click on email link and Interfolio website will open to start the download process.

Mon 12/11/2017 9:42 AM
Interfolio <help@interfolio.com>
Your documents are ready
To: Lizett Lopez
[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

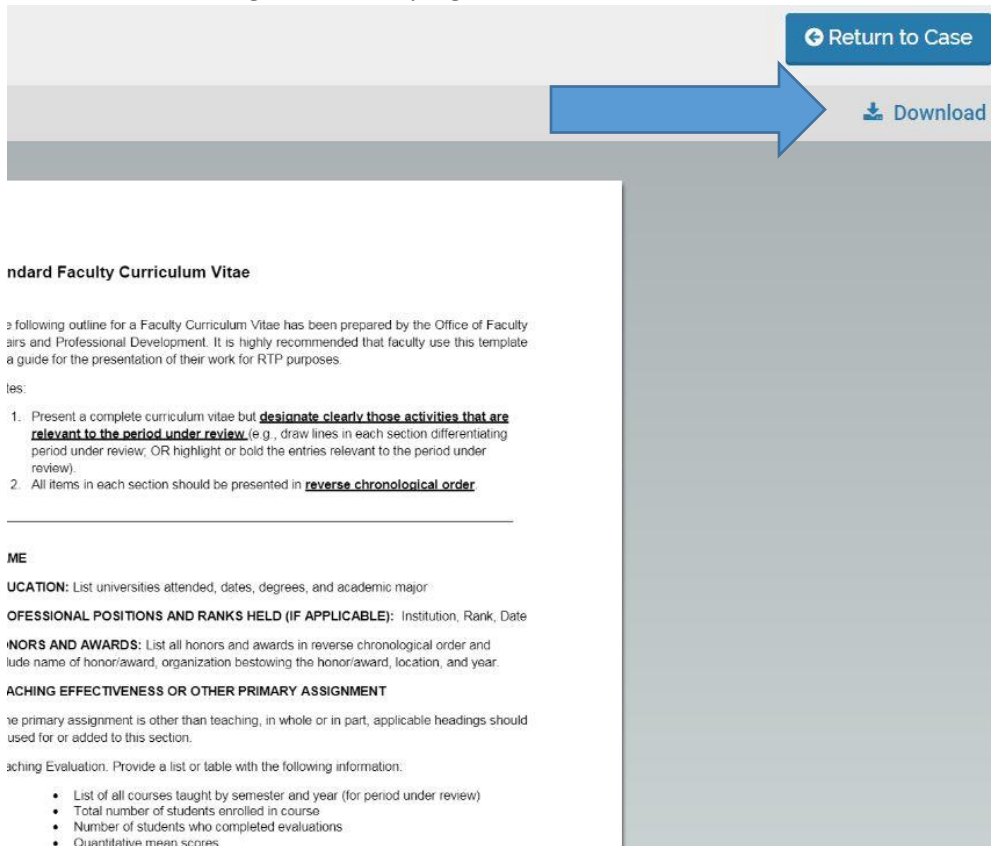


4. The PDF will download and open automatically. If it does not open, click on download the file directly, it will download automatically.



From your “Reader View”

1. Click on downloading button in top right corner.



The screenshot shows a web interface with a header area containing two buttons: "Return to Case" and "Download". A blue arrow points from the left towards the "Download" button. Below the header, the main content area displays the beginning of a "Standard Faculty Curriculum Vitae" document, including introductory text and a list of instructions.

Standard Faculty Curriculum Vitae

The following outline for a Faculty Curriculum Vitae has been prepared by the Office of Faculty Affairs and Professional Development. It is highly recommended that faculty use this template as a guide for the presentation of their work for RTP purposes.

Instructions:

1. Present a complete curriculum vitae but **designate clearly those activities that are relevant to the period under review** (e.g., draw lines in each section differentiating period under review, OR highlight or bold the entries relevant to the period under review).
2. All items in each section should be presented in **reverse chronological order**.

ME

EDUCATION: List universities attended, dates, degrees, and academic major.

PROFESSIONAL POSITIONS AND RANKS HELD (IF APPLICABLE): Institution, Rank, Date

HONORS AND AWARDS: List all honors and awards in reverse chronological order and include name of honor/award, organization bestowing the honor/award, location, and year.

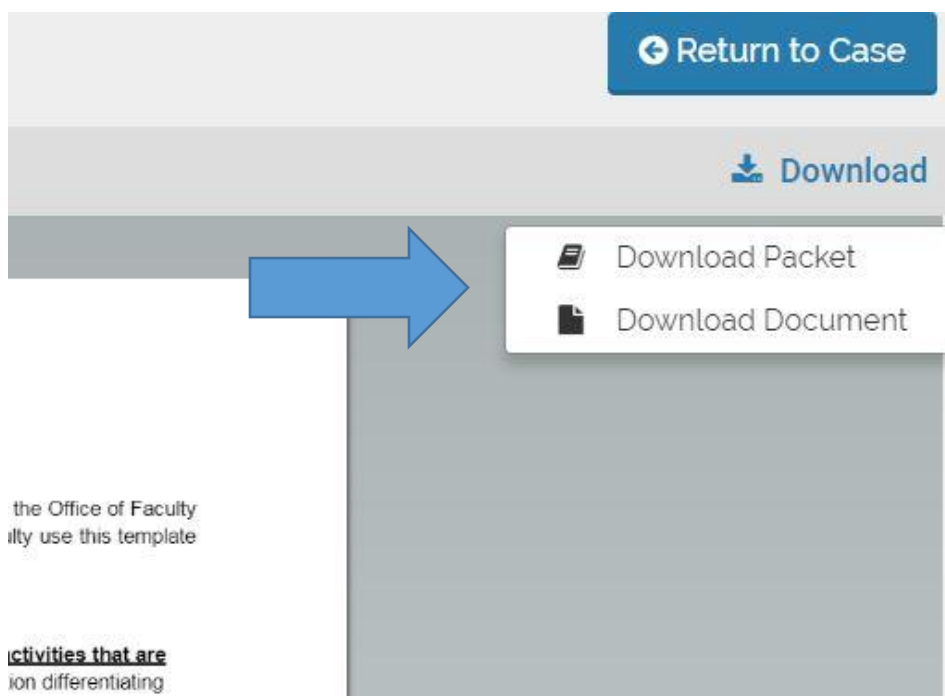
TEACHING EFFECTIVENESS OR OTHER PRIMARY ASSIGNMENT

If primary assignment is other than teaching, in whole or in part, applicable headings should be used for or added to this section.

Teaching Evaluation. Provide a list or table with the following information:

- List of all courses taught by semester and year (for period under review)
- Total number of students enrolled in course
- Number of students who completed evaluations
- Quantitative mean scores

2. Two options: Select “download packet” or “download document” a particular document.



The screenshot shows the same web interface as above, but with a dropdown menu open below the "Download" button. A blue arrow points from the left towards the dropdown menu. The dropdown menu contains two options: "Download Packet" and "Download Document".

Return to Case

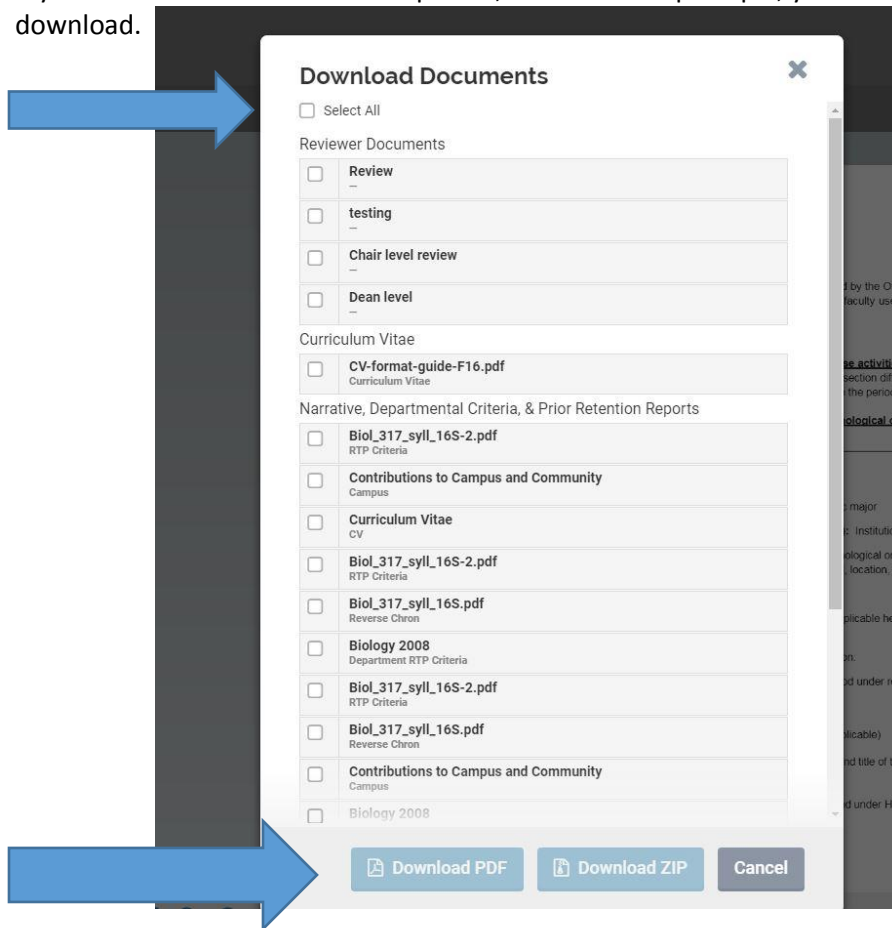
Download

- Download Packet
- Download Document

the Office of Faculty
ity use this template

activities that are
ion differentiating

3. If you choose to download entire packet, follow screen prompts; you will receive an email link to download.



4. If you choose to download a particular document, document will appear on web browser immediately