

RTP Guide: Pulling files from past case file to new case file

Accessing your file

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

The screenshot shows the 'Your Packets' section of the Interfolio interface. The header includes the San Francisco State University logo and the user name 'Angie Lin'. A sidebar on the left contains navigation options: Home, Your Packets, Review, Promotion and Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Your Packets' and shows a table of 'Active' packets. A red callout box points to the 'Your Packets' menu item with the text 'Click on "your packets"'. Another red callout box points to a 'View' link in the table with the text 'Click on "view" to access packet.'.

Packet	Type	Status	Due Date	
San Francisco State University Short Review	Promotion	Last Submitted on Oct 24, 2019	-	View
San Francisco State University Comprehensive Review - AA	Review	Not Submitted	-	View
San Francisco State University Promotion to Full Professor - AA	Review			View
San Francisco State University Short Review - AA	Review			View

San Francisco State University > Your Packets >

Comprehensive Review - AA

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

Overview **Packet**

Below you will find an overview of the materials 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 Unlocked

Type	# Required	# Added
Curriculum Vitae	1 required	0

Narrative, Departmental Criteria, & Prior Retention Reports

Not Yet Submitted Unlocked

Type	# Required	# Added
Narrative	1 required	0
Departmental RTP Criteria	1 required	0
Prior Retention Reports	1 required	0

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San Francisco State University > Your Packets >

Comprehensive Review - AA

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

Overview **Packet**

Expand All Collapse All

Curriculum Vitae Not Yet Submitted Unlocked

Curriculum Vitae 1 required, 0 Added

No files have been added yet.

Submit 0 of 1 Required Files

Add

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

Narrative 1+ required, 0 Added

No files have been added yet.

Departmental RTP Criteria 1+ required, 0 Added

Submit 0 of 3 Required Files

Add

Add Curriculum Vitae

1 Required

Choose Existing Add New File

All Materials Packets

Select a packet to view and add file(s) from that review.

Packet	Type	Completed
San Francisco State University Short Review	Promotion	Oct 24, 2019
San Francisco State University Comprehensive Review - AA	Review	Jun 14, 2021
San Francisco State University Promotion to Full Professor - AA	Review	Jun 14, 2021
San Francisco State University Short Review - AA	Review	Jun 14, 2021

Under "choose existing," select the packet that contains the files you would like to upload to your current case file.

Add

Cancel

Add Curriculum Vitae

1 Required

Choose Existing Add New File

All Materials Packets

Short Review

Select a different review

San Francisco State University

Type: Promotion

Completed: Oct 24, 2019

Click on checkbox(es) to select file(s) and click on "add" to re-use in your current file.

All documents in this review in a single PDF

Curriculum vitae

Mendoza-CV2019

Faculty Response and Rebuttal to the Chair's/Director's Recommendation

Internal Control Questionnaire and Request for Documents

Add

Cancel

San Francisco State University > Your Packets >

Comprehensive Review - AA

Unit: San Francisco State University | Type: Review

Overview | **Packet**

Expand All | Collapse All

Curriculum Vitae
Not Yet Submitted | Unlocked

Preview | Submit

Curriculum Vitae 1 required, 1 Added

Title	Details	Actions
Mendoza-CV2019	Added Sep 8, 2022	Edit Remove

1 of 1 Required Files

Add

Your selected docs will appear here.

System Bug Regarding Previously Submitted Packets (Reviewer/Committee Reports)

NOTE for candidates: When you add prior retention reports, you will see a committee files section. However, the export of these files from this area does not work/load in your current case file. Instead, add your previous reports from "Narrative, Departmental Criteria, and Prior Retention Report."

Add Narrative

1+ Required

Choose Existing Add New File

All Materials Packets


Promotion to Full Professor

[Select a different review](#)

San Francisco State University


Type: Review

Completed: Oct 6, 2021


 All documents in this review in a single PDF

Committee Files

Sent by Katerin Pena on Jun 29, 2020

 RTP Committee Short Review Form | Step 1: Facult

Sent by Maria Garrido-De La Cruz on Aug 18, 2020


 Ipsom, Lauren - RTP Committee Report, Promo to Full


Curriculum Vitae

 Ipsom, Lauren_CV_2020

Narrative, Departmental Criteria, & Prior Retention Reports

 Narrative

 hamilton

 Criminal Justice Studies RTP Criteria

 Ipsom, 2nd Year Retention Provost Summit

Retrieving Reports From Previous Levels of Review: Note that selecting files from the "Committee Files" section does not work.

Instead, select reports from your "Narrative...Prior Retention Reports" section.