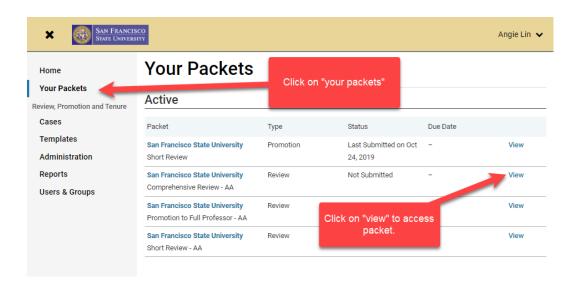
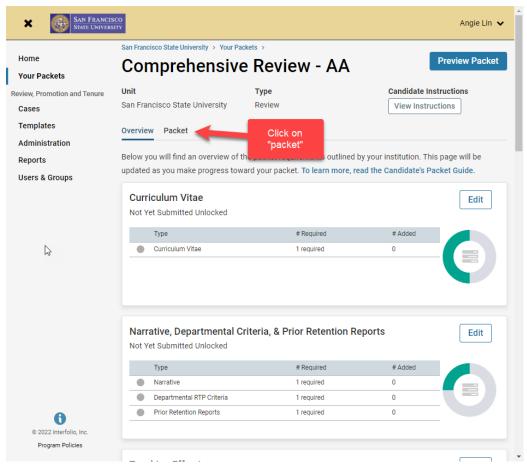
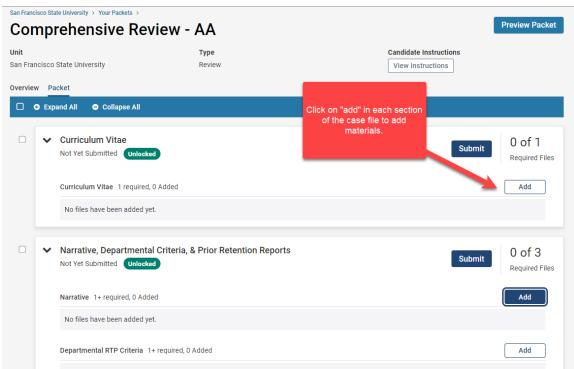
## RTP Guide: Pulling files from past case file to new case file

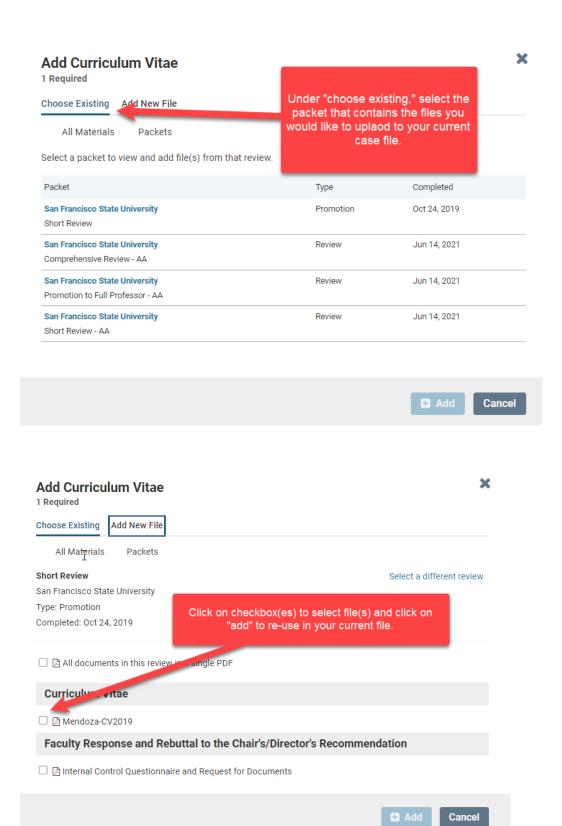
## Accessing your file

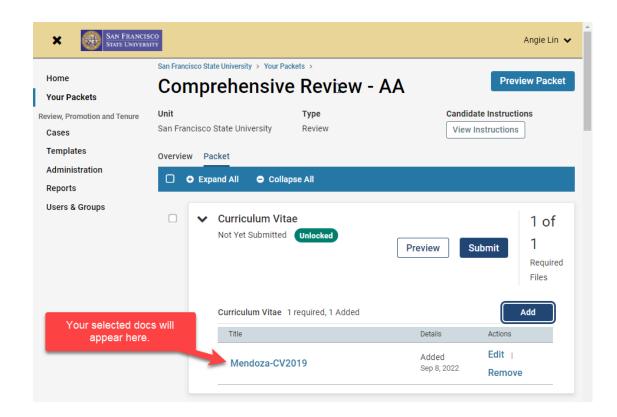
1. Access your file from the Welcome email by clicking VIEW CASE, or by going to <a href="https://account.interfolio.com/login">https://account.interfolio.com/login</a>











## 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	Retrieving Reports From Previous  Levels of Review: Note that selecting files from the "Committee Files" section does not work.
Committee Files	Instead, select reports from your
Sent by Katerin Pena on Jun 29, 2020	"NarrativePrior Retention Reports"
☐ 🖪 RTP Committee Short Review Form   Step 1: Facu	<sub>ult</sub> section.
Sent by Maria Garrido-De La Cruz on Aug 18, 2020	
☐ 🖪 Ipsom, Lauren - RTP Committee Report, Promo to	p Full
Curriculum Vitae	<b>I</b>
☐ ☐ Ipsom, Lauren_CV_2020	1
Narrative, Departmental Criteria, & Prior Retention Reports	
☐ ☐ Narrative	
☐ 🖺 hamilton	
☐ ဩ Criminal Justice Studies RTP Criteria	
☐ ☐ Ipsom, 2nd Year Retention Provost Summit	