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

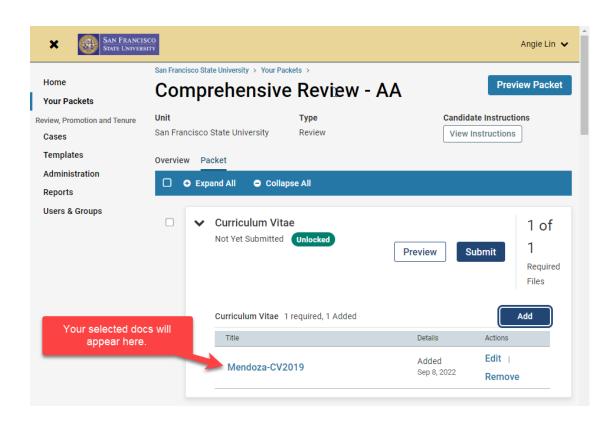
## Accessing your file

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

					Angie Lin 🗸
Home Your Packets	Your Packets	Click or	n "your packets"		
Review, Promotion and Tenure	Active				
Cases	Packet	Туре	Status	Due Date	
Templates Administration	San Francisco State University Short Review	Promotion	Last Submitted on Oct 24, 2019	-	View
Reports Users & Groups	San Francisco State University Comprehensive Review - AA	Review	Not Submitted	-	View
	San Francisco State University Promotion to Full Professor - AA	Review	Click on "view" to access	View	
	San Francisco State University Short Review - AA	Review	packet.		View

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Home Your Packets	San Francisco State University > Your Packe		Pi	eview Packet
view, Promotion and Tenure Cases	<b>Unit</b> San Francisco State University	<b>Type</b> Review	Candidate Instru View Instructio	
emplates Administration Reports Jsers & Groups	Overview Packet Below you will find an overview of the updated as you make progress toward		by your institution. This p ead the Candidate's Pack	-
	Curriculum Vitae Not Yet Submitted Unlocked			Edit
	Туре	# Required	# Added	
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In Francisco State University > Your	ve Review - AA			Р
nit	<b>Type</b> Review		Candidate Instru	
n Francisco State University rerview Packet	Review		View Instructio	ns
	ollapse All		d" in each section ase file to add	
Curriculum V Not Yet Submitt		ma	aterials.	Submit
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	een added yet. TP Criteria 1+ required, 0 Added			

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Choose Existing Add New File	Under "choose ex packet that conta	
All Materials Packets	would like to uplac	od to your current
Select a packet to view and add file(s) from that revi	ew.	
Packet	Туре	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
Required		×
Add New File All Materials Packets		× Select a different review
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## 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

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: Fac	<sub>cult</sub> section.
Sent by Maria Garrido-De La Cruz on Aug 18, 2020	the second s
🗌 🖻 Ipsom, Lauren - RTP Committee Report, Promo	to Full
Curriculum Vitae	
🗌 🕒 Ipsom, Lauren_CV_2020	
Narrative, Departmental Criteria, & Prior I	Retention Reports 💙
□ 🕒 Narrative	
🗆 🖻 hamilton	
🗌 🔁 Criminal Justice Studies RTP Criteria	