

## 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 Interfolio user interface for San Francisco State University. The top navigation bar includes the university logo and the user's name, Angie Lin. A sidebar on the left contains links to 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 list of 'Active' packets. A red callout box points to the 'Your Packets' link in the sidebar, and another red callout box points to the 'View' links in the table.

Packet	Type	Status	Due Date	
San Francisco State University Short Review	Promotion	Last Submitted on Oct 24, 2019	-	<a href="#">View</a>
San Francisco State University Comprehensive Review - AA	Review	Not Submitted	-	<a href="#">View</a>
San Francisco State University Promotion to Full Professor - AA	Review			<a href="#">View</a>
San Francisco State University Short Review - AA	Review			<a href="#">View</a>

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SAN FRANCISCO STATE UNIVERSITY

Angie Lin

San Francisco State University > Your Packets >

Comprehensive Review - AA

Preview Packet

Unit

San Francisco State University

Type

Review

Candidate Instructions

View Instructions

Overview

Packet

Below you will find an overview of the requirements 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

Edit

Type	# Required	# Added
Curriculum Vitae	1 required	0

Narrative, Departmental Criteria, & Prior Retention Reports

Not Yet Submitted Unlocked

Edit

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

Home

Your Packets

Review, Promotion and Tenure

Cases

Templates

Administration

Reports

Users & Groups

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Program Policies

San Francisco State University > Your Packets >

Comprehensive Review - AA

Preview Packet

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View Instructions

Overview

Packet

Expand All

Collapse All

Curriculum Vitae

Not Yet Submitted Unlocked

Submit

0 of 1 Required Files

Add

Curriculum Vitae 1 required, 0 Added

No files have been added yet.

Narrative, Departmental Criteria, & Prior Retention Reports

Not Yet Submitted Unlocked

Submit

0 of 3 Required Files

Add

Narrative 1+ required, 0 Added

No files have been added yet.

Departmental RTP Criteria 1+ required, 0 Added

Add

Click on "add" in each section of the case file to add materials.

## 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

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Candidate Instructions

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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
Mendoza-CV2019	Added Sep 8, 2022	<a>Edit</a>   <a>Remove</a>

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.”

(Rev: FA25)

## 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.