

# Range Elevation Application Process

Interfolio System, Spring 2025  
Office of Faculty Affairs & Professional Development ([facaffrs@sfsu.edu](mailto:facaffrs@sfsu.edu))

Notify Faculty Affairs of your intent to submit a range elevation application. Once your range elevation case file has been created, you will receive an email notification. Follow the steps below to access your case file, upload materials, and submit for review.

There are four sections of the case file:

1. Memorandum stating intent to request a range elevation
2. A summary of the applicant's contribution in areas as stated in the "criteria" section of the [Academic Senate Range Elevation Policy S24-211](#).
  - a. Evidence of excellence in teaching and/or other assigned duties (ex: annual evaluations, SETEs and/or peer reviews)
3. A current curriculum vitae
4. Optional: Supplementary materials as evidence and/or documentation of contributions

The screenshot shows an email interface. The subject line is "Range Elevation Case File Spring 2025". The sender is "San Francisco State University <noreply@interfolio...>". The email body features the SFSU logo and the text: "San Francisco State University has initiated a review on your behalf." Below this is a yellow button labeled "VIEW CASE". A red callout box with a white arrow pointing to the button contains the text: "Click on 'View Case.' You will be required to log-in with your SFSU ID and password". Below the button, a grey box states: "This case link will be valid for 30 days." The email continues with: "Viewing your case will allow you to view requirements, read instructions, and submit your packet online." and "Dear Lecturer," followed by: "A case file has been created for you so that you can submit materials for a range elevation effective Fall 2025. The case contains four sections. Please upload your supporting

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San Francisco State University | Angie Lin

Home | **Your Packets** | Review, Promotion and Tenure | Cases

**My Tasks** 2

Unread Tasks: 2 | Read Tasks: 0

Click on "Your Packets"

Due Date
Angie Angie Range Elevation   San Francisco State University   Other
Angie Test Comprehensive Review   San Francisco State University   Other

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## Your Packets

### Active

Packet	Type	Status	Due Date	
San Francisco State University Comprehensive Review	Other	Last Submitted on Oct 1, 2019	-	<a href="#">View</a>
San Francisco State University Range Elevation	Other	Not Submitted		<a href="#">View</a>

Click on "view"

San Francisco State University > Your Packets >

## Range Elevation

Unit: San Francisco State University | Type: Other | Candidate Instructions: [View Instructions](#)

Overview | **Packet**

Below you will find an overview of the packet 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.](#)

Click on "Packet" tab.

### Memorandum stating intent to request a range elevation

Not Yet Submitted Unlocked [Edit](#)

Type	# Required	# Added
Memorandum stating intent to request a range elevation	1 required	0
Additional Documents	0 required	0

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The screenshot shows the 'Range Elevation' application page in the Interfolio system. The header includes the San Francisco State University logo and the user name 'Angie Lin'. The main title is 'Range Elevation' with a 'Preview Packet' button. Below the title, there are fields for 'Unit' (San Francisco State University) and 'Type' (Other), along with a 'Candidate Instructions' section containing a 'View Instructions' button. A navigation bar shows 'Overview' and 'Packet' tabs, with 'Expand All' and 'Collapse All' options. The main content area displays a list of items, with the first item being 'Memorandum stating intent to request a range elevation'. This item is marked as 'Not Yet Submitted' and 'Unlocked'. To the right of the item, it shows '0 of 1 Required Files' and a 'Submit' button. Below the item, there are two sections for file uploads: 'Memorandum stating intent to request a range elevation' (1 required, 0 Added) and 'Additional Documents' (0 Added). Each section has an 'Add' button. A red callout box points to the 'Add' button in the 'Required Files' section with the text: 'Click on "Add" to upload a file.'

The screenshot shows the 'Add Additional Documents' dialog box. It has a title bar with a close button and the text 'Optional'. Below the title, there are two tabs: 'Choose Existing' and 'Add New File', with 'Add New File' selected. Underneath, there are three options: 'Upload', 'Video', and 'Webpage'. The main area features a large blue cloud icon with an upward arrow, flanked by document icons, and the text 'Drag & Drop your files anywhere'. Below this is a 'Browse To Upload' button. A red callout box points to this button with the text: 'Click on "Browse To Upload" or drag & drop your file into this space.' At the bottom right, there are 'Add' and 'Cancel' buttons. A second red callout box points to the 'Add' button with the text: 'Click on "Add" to complete upload.'

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The screenshot shows the Interfolio application process interface. On the left is a navigation menu with 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases'. The main area has a blue header with 'Expand All' and 'Collapse All' buttons. Below this are sections for 'Supporting Documents' and 'Additional Documents', each with an 'Add' button and a message 'No files have been added yet'. A red callout box points to the 'Submit' button in the 'Curriculum Vitae' section, stating: 'Each section has a "submit button" (there are four sections in this case file). Click on the submit button to officially submit the section for review.' Below the 'Curriculum Vitae' section, a table shows one file uploaded: 'Mendoza-CV', added on 'Mar 29, 2025'. A red callout box points to this entry, stating: 'Your upload file is visible here.' The 'Curriculum Vitae' section also has 'Preview' and 'Submit' buttons, and a '1 of 1 Required Files' indicator.

## After Submission

Faculty Affairs will be notified that your case file is ready to be reviewed. Faculty Affairs will notify your department chair and dean to begin the review process. Your reviewers will upload their recommendations to your case file and they will share a copy with you via the Interfolio system. Faculty Affairs provide you the final decision letter in the summer.