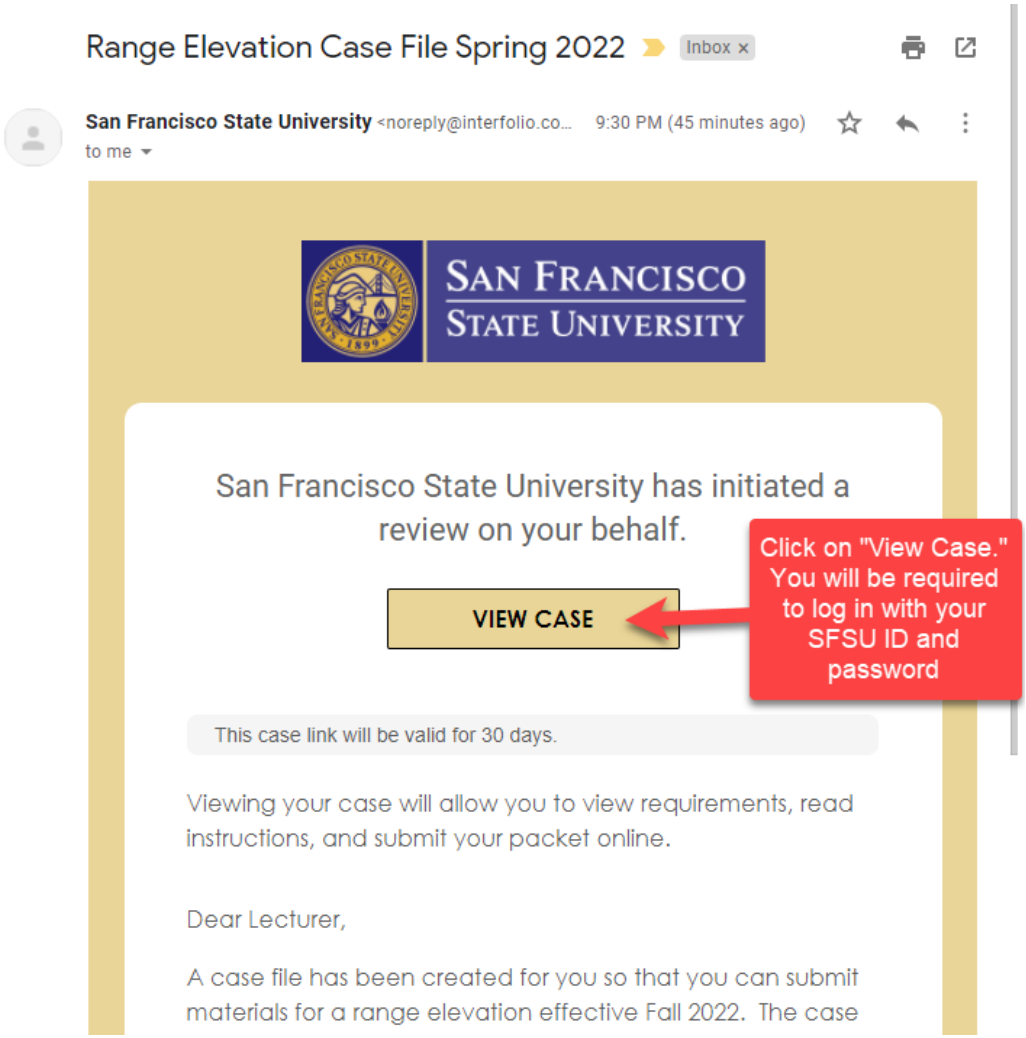
# Range Elevation Application Process

Interfolio System, Fall 2022
Office of Faculty Affairs & Professional Development (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 policy.
    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



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Interfolio System, Spring 2022

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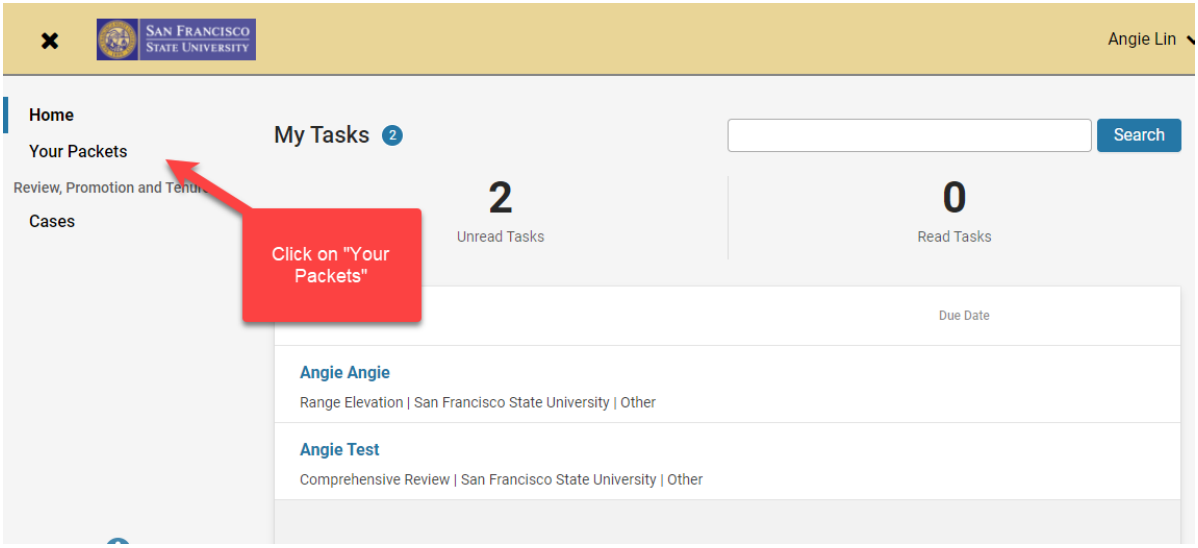


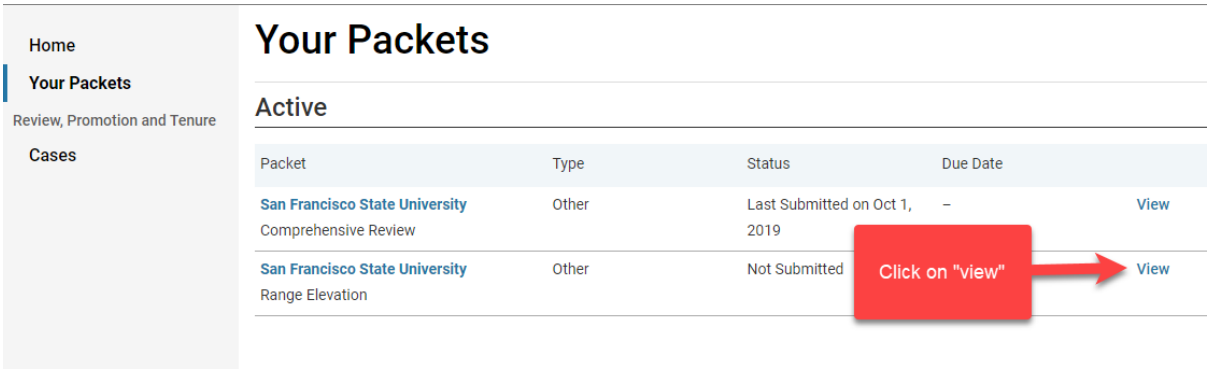


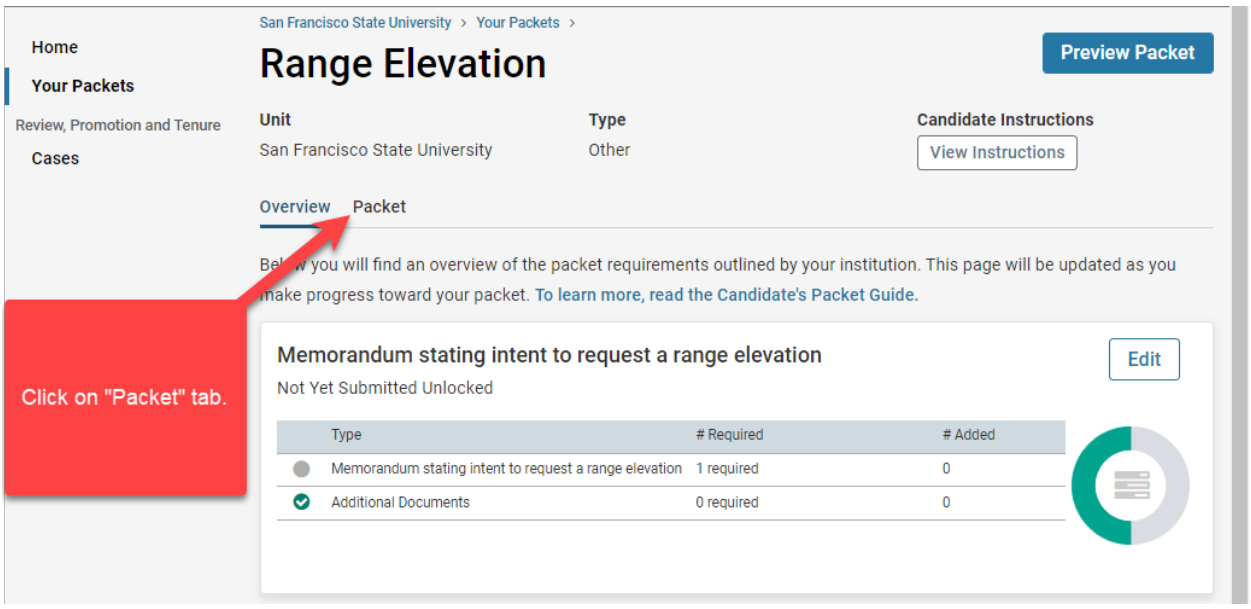

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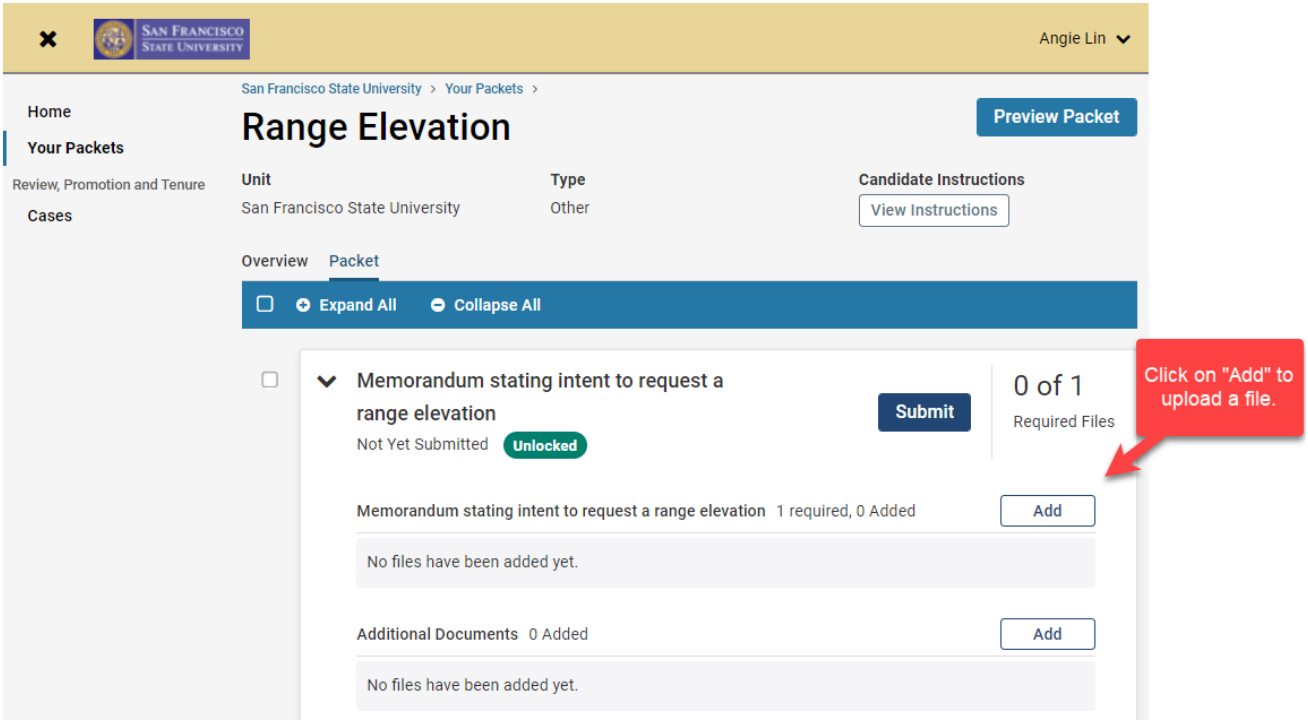


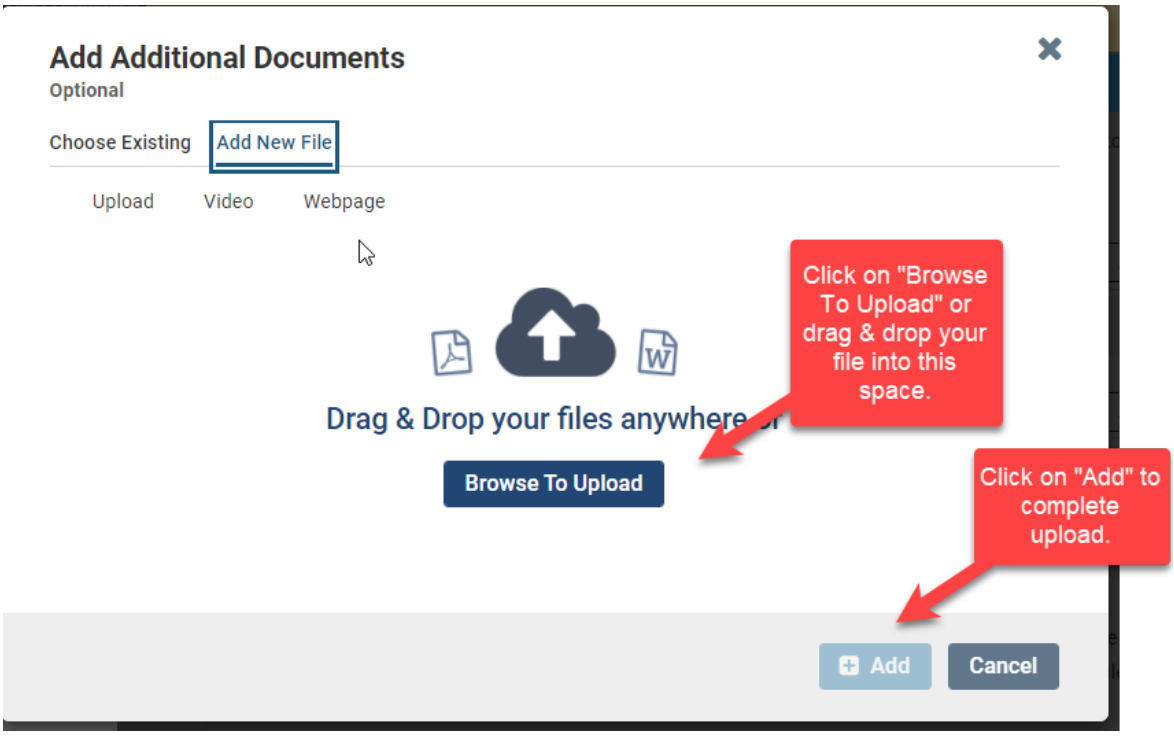

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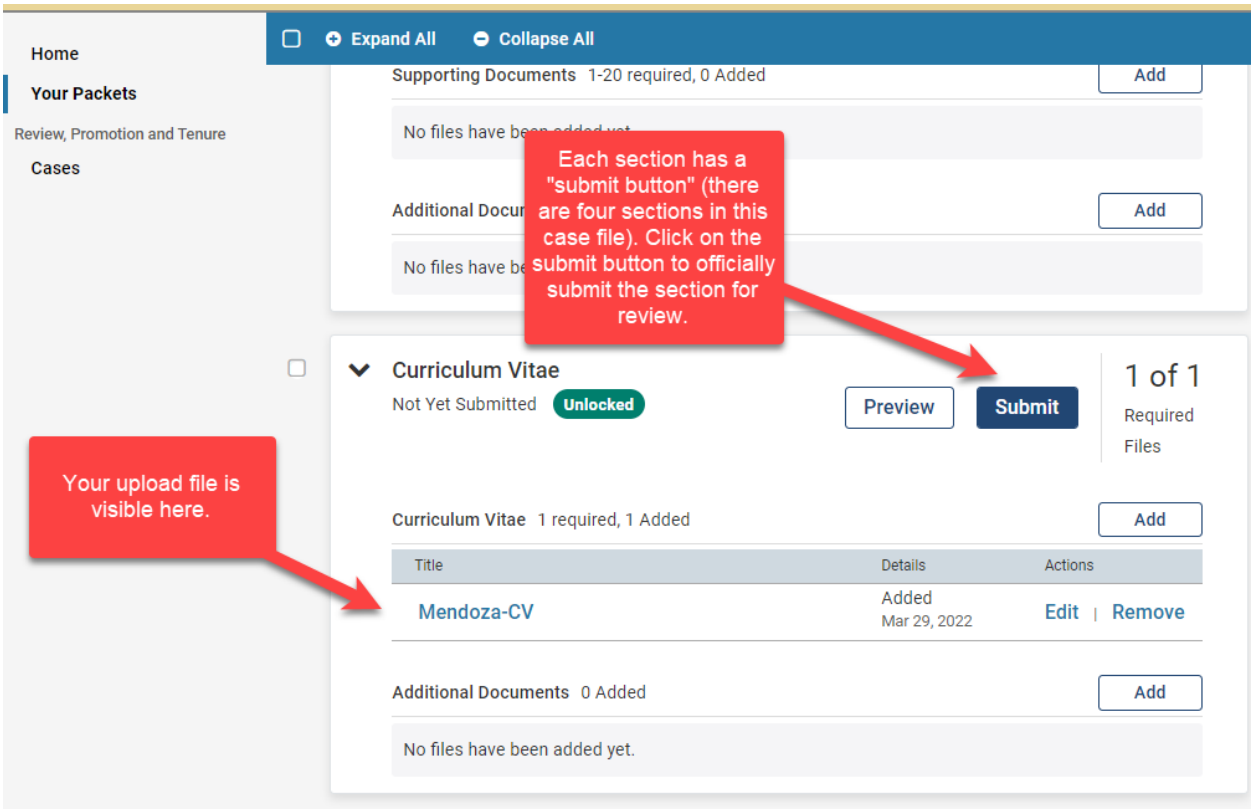


## After Submission

After you submit each section of your case file, Faculty Affairs will be notified by the online system. 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 will upload the final decision letter to your case file and notify you in early Fall.