

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

The screenshot shows an email interface with the subject "Range Elevation Case File Spring 2022". The sender is "San Francisco State University" with the email address "noreply@interfolio.co...". The email content features the SFSU logo and a message: "San Francisco State University has initiated a review on your behalf." Below this message 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 body continues with: "Viewing your case will allow you to view requirements, read instructions, and submit your packet online." and "Dear Lecturer, A case file has been created for you so that you can submit materials for a range elevation effective Fall 2022. The case".

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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

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

Your Packets

Active

Packet	Type	Status	Due Date	View
San Francisco State University Comprehensive Review	Other	Last Submitted on Oct 1, 2019	-	View
San Francisco State University Range Elevation	Other	Not Submitted		View

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

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

Edit

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The screenshot shows the 'Range Elevation' application page in the Interfolio system. The page header includes the San Francisco State University logo and the user name 'Angie Lin'. The main title is 'Range Elevation'. Below the title, there are fields for 'Unit' (San Francisco State University) and 'Type' (Other). A 'Candidate Instructions' section with a 'View Instructions' button is also present. The page is divided into 'Overview' and 'Packet' tabs. Under the 'Packet' tab, there are 'Expand All' and 'Collapse All' buttons. A list of items is shown, 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 says '0 of 1 Required Files'. There are 'Add' buttons for both the required files and additional documents. A red callout box points to the 'Add' button for required files 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. Below the title, it says 'Optional'. There are two tabs: 'Choose Existing' and 'Add New File', with 'Add New File' selected. Under the 'Add New File' tab, there are three options: 'Upload', 'Video', and 'Webpage'. A large blue cloud icon with an upward arrow is in the center, with the text 'Drag & Drop your files anywhere or' below it. A 'Browse To Upload' button is positioned below the cloud icon. 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 of the dialog, there are 'Add' and 'Cancel' buttons. Another 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, a sidebar contains 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases'. The main area displays sections for 'Supporting Documents' and 'Curriculum Vitae'. 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.' Another red callout box points to the 'Mendoza-CV' entry in the table, stating: 'Your upload file is visible here.' The 'Curriculum Vitae' section shows 'Not Yet Submitted' and 'Unlocked' status, with 'Preview' and 'Submit' buttons. Below, a table lists the uploaded file 'Mendoza-CV' with 'Added Mar 29, 2022' and 'Edit | Remove' actions.

Title	Details	Actions
Mendoza-CV	Added Mar 29, 2022	Edit Remove

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.