Interfolio System, Spring 2023 Office of Faculty Affairs & Professional Development (<u>facaffrs@sfsu.edu</u>)

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. <u>Optional</u>: Supplementary materials as evidence and/or documentation of contributions

Range Elevation Case File Spring 2023 > Inbox × 🖶 🖸					
San to me	Francisco State University <noreply@interfolio.co (45="" 9:30="" ago)="" minutes="" pm="" 📩="" 🔦<br="">e 🝷</noreply@interfolio.co>	:			
	SAN FRANCISCO STATE UNIVERSITY				
	San Francisco State University has initiated a review on your behalf. VIEW CASE VIEW CASE VIEW CASE				
	This case link will be valid for 30 days.				
	Viewing your case will allow you to view requirements, read instructions, and submit your packet online.				
	Dear Lecturer,				
	A case file has been created for you so that you can submit materials for a range elevation effective Fall 2023. The case				

Interfolio System, Spring 2023

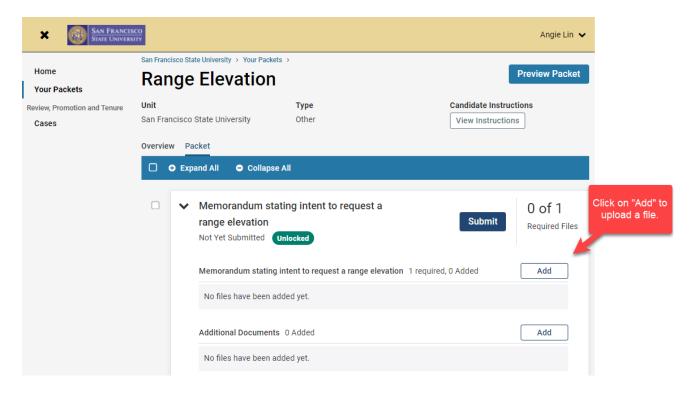
Office of Faculty Affairs & Professional Development (facaffrs@sfsu.edu)

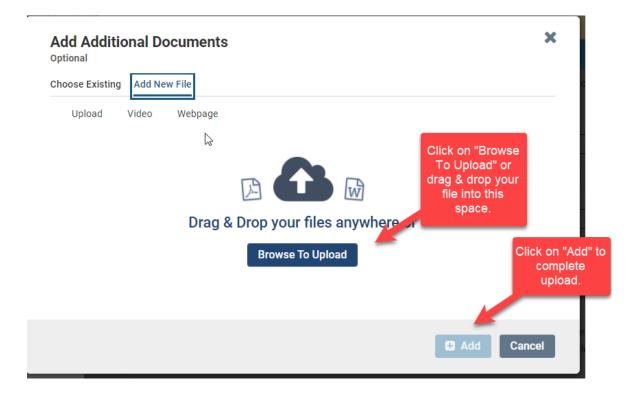
X SAN FRANCISCO STATE UNIVERSITY				Angie Lin 🥆
Home Your Packets Review, Promotion and Tentre	My Tasks 💈	2	0	Search
Cases	Click on "Your Packets"	Unread Tasks	Read Tasks	
	Angie Test	San Francisco State University Other view San Francisco State University Other	Due Date	
0				

Your Packets Home Your Packets Active Review, Promotion and Tenure Cases Packet Status Due Date Туре San Francisco State University Other Last Submitted on Oct 1, View Comprehensive Review 2019 San Francisco State University Other Not Submitted Click on "view" View Range Elevation San Francisco State University > Your Packets > Home **Preview Packet Range Elevation Your Packets** Review, Promotion and Tenure Unit Туре **Candidate Instructions** San Francisco State University Other **View Instructions** Cases Overview Packet you will find an overview of the packet requirements outlined by your institution. This page will be updated as you Be nake progress toward your packet. To learn more, read the Candidate's Packet Guide. Memorandum stating intent to request a range elevation Edit Not Yet Submitted Unlocked Click on "Packet" tab. Туре # Required # Added Memorandum stating intent to request a range elevation 1 required 0 Additional Documents 0 required 0

Interfolio System, Spring 2023

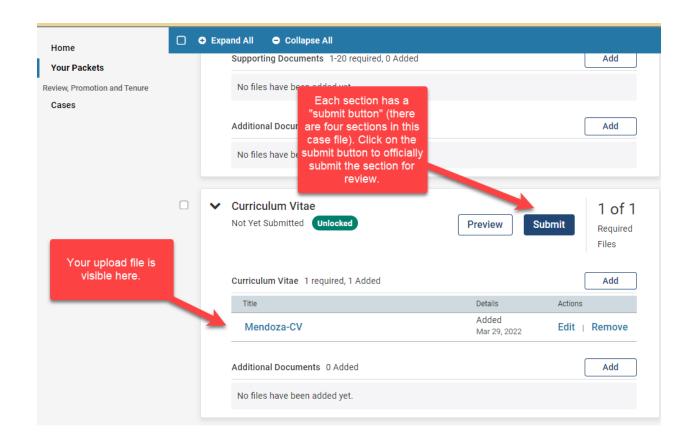
Office of Faculty Affairs & Professional Development (facaffrs@sfsu.edu)





Interfolio System, Spring 2023

Office of Faculty Affairs & Professional Development (facaffrs@sfsu.edu)



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 will upload the final decision letter to your case file and notify you in the summer.