

Range Elevation Application Process

Interfolio System, Spring 2023
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 titled "Range Elevation Case File Spring 2023" from San Francisco State University. The email content includes the university's logo and a message stating: "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 2023. The case".

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San Francisco State University

Angie Lin

Home

Your Packets

Review, Promotion and Tenure

Cases

My Tasks ²

2 Unread Tasks

0 Read Tasks

Search

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	
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

Preview Packet

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.](#)

Memorandum stating intent to request a range elevation [Edit](#)

Not Yet Submitted Unlocked

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

Click on "Packet" tab.

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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 content area is titled 'Range Elevation' and includes 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. 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 shows '0 of 1 Required Files'. Below the item name, it says '1 required, 0 Added'. There are two 'Add' buttons: one for the required file and one for 'Additional Documents'. A red callout box with an arrow points to the 'Add' button for the required file, containing the text: 'Click on "Add" to upload a file.'

The screenshot shows the 'Add Additional Documents' dialog box. The title is 'Add Additional Documents' with a close button (X) in the top right corner. Below the title, it says 'Optional'. There are two tabs: 'Choose Existing' and 'Add New File', with 'Add New File' being the active tab. Under the 'Add New File' tab, there are three options: 'Upload', 'Video', and 'Webpage'. Below these options, there is a large area with a cloud icon and an upward arrow, and the text 'Drag & Drop your files anywhere'. A 'Browse To Upload' button is located below this area. A red callout box with an arrow points to the 'Browse To Upload' button, containing the text: 'Click on "Browse To Upload" or drag & drop your file into this space.' At the bottom of the dialog box, there are two buttons: 'Add' and 'Cancel'. A red callout box with an arrow points to the 'Add' button, containing the text: 'Click on "Add" to complete upload.'

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The screenshot shows the Interfolio application interface. On the left is a navigation menu with '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 Curriculum Vitae table, stating: 'Your upload file is visible here.' The Curriculum Vitae section shows '1 of 1 Required Files' and a 'Submit' button. Below it, 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

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.