

Range Elevation Application Process

Interfolio System, Spring 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" and an "Inbox x" label. 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 is a yellow "VIEW CASE" button. 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," followed by the start of a paragraph: "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	
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](#) | [Preview Packet](#)

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 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 name, there is a section for 'Memorandum stating intent to request a range elevation' with '1 required, 0 Added' files and an 'Add' button. A message below states 'No files have been added yet.' There is also an 'Additional Documents' section with '0 Added' files and another 'Add' button. A red callout box with an arrow pointing to the 'Add' button says '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 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 pointing to the 'Browse To Upload' button says 'Click on "Browse To Upload" or drag & drop your file into this space.' At the bottom of the dialog, there are two buttons: 'Add' and 'Cancel'. A red callout box with an arrow pointing to the 'Add' button says 'Click on "Add" to complete upload.'

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The screenshot shows the Interfolio application process interface. A sidebar on the left contains navigation links: Home, Your Packets, Review, Promotion and Tenure, and Cases. The main content area is titled 'Supporting Documents' and shows a list of sections. 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 is expanded, showing a table with one entry: 'Mendoza-CV', added on Mar 29, 2022. The table has columns for Title, Details, and Actions. The 'Actions' column contains 'Edit' and 'Remove' links. The 'Submit' button is highlighted in blue.

Home

Your Packets

Review, Promotion and Tenure

Cases

Supporting Documents 1-20 required, 0 Added

Add

No files have been added yet.

Additional Documents 0 Added

Add

No files have been added yet.

Curriculum Vitae

Not Yet Submitted **Unlocked**

Preview Submit

1 of 1 Required Files

Curriculum Vitae 1 required, 1 Added

Add

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

Additional Documents 0 Added

Add

No files have been added yet.

Your upload file is visible here.

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.

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.