

# Range Elevation Application Process

Interfolio System, Spring 2024  
Office of Faculty Affairs & Professional Development ([facaffrs@sfsu.edu](mailto: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 following elements:

- Subject:** Range Elevation Case File Spring 2024
- Sender:** San Francisco State University <noreply@interfolio...> (Mar 28, 2022, 9:30 PM)
- Header:** SAN FRANCISCO STATE UNIVERSITY logo and name.
- Body Text:** "San Francisco State University has initiated a review on your behalf."
- Button:** A yellow button labeled "VIEW CASE".
- Callout:** A red box with white text: "Click on 'View Case.' You will be required to log-in with your SFSU ID and password". A red arrow points from this box to the "VIEW CASE" button.
- Additional Text:** "This case link will be valid for 30 days." and "Viewing your case will allow you to view requirements, read instructions, and submit your packet online."
- Greeting:** "Dear Lecturer,"
- Content:** "A case file has been created for you so that you can submit materials for a range elevation effective Fall 2024. The case contains four sections. Please upload your supporting"

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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	-	<a href="#">View</a>
San Francisco State University Range Elevation	Other	Not Submitted		<a href="#">View</a>

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 [Edit](#)

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

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The screenshot shows the 'Range Elevation' application page. At the top, there is a navigation bar with the San Francisco State University logo and the user's name 'Angie Lin'. Below this, the page title 'Range Elevation' is displayed, along with a 'Preview Packet' button. The page is divided into sections for 'Unit' (San Francisco State University), 'Type' (Other), and 'Candidate Instructions' (View Instructions). A sidebar on the left contains navigation options: Home, Your Packets, Review, Promotion and Tenure, and Cases. The main content area shows 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'. Below this, there are two sections for adding files: 'Memorandum stating intent to request a range elevation' (1 required, 0 Added) and 'Additional Documents' (0 Added). Each section has an 'Add' button. A red callout box with an arrow points to the 'Add' button for the required files, 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 blue button labeled 'Browse To Upload' is positioned below the drag-and-drop area. A red callout box with an arrow points to this 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 process interface. On the left is a navigation menu with 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases'. The main area shows a 'Supporting Documents' section with '1-20 required, 0 Added' and an 'Add' button. Below it is an 'Additional Documents' section with 'No files have been added yet' and another 'Add' button. 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.' The 'Curriculum Vitae' section is expanded, showing 'Not Yet Submitted' and 'Unlocked' status, with 'Preview' and 'Submit' buttons. It also shows '1 of 1 Required Files'. Below this is a table of uploaded files:

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

A second red callout box points to the 'Mendoza-CV' entry in the table, stating: 'Your upload file is visible here.' Below the table is an 'Additional Documents' section with '0 Added' and an 'Add' button.

## 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 provide you the final decision letter in the summer.