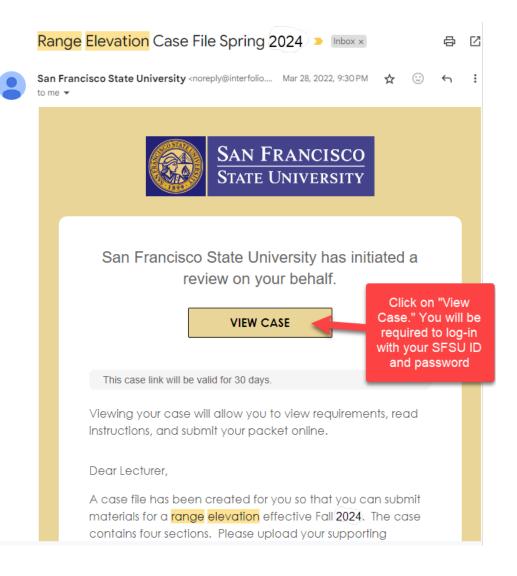
Interfolio System, Spring 2024 Office of Faculty Affairs & Professional Development (<u>facaffrs@sfsu.edu</u>)

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



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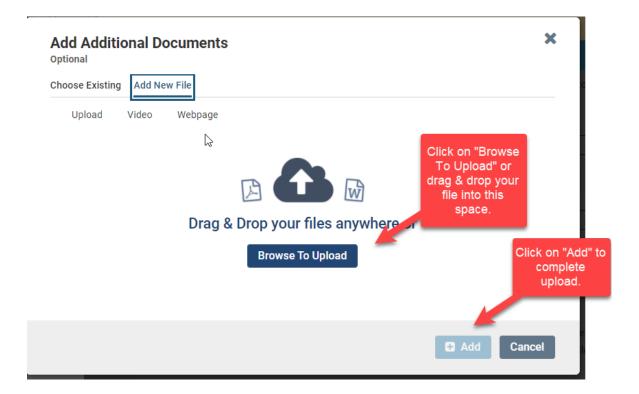
| X SAN FRANCISCO<br>STATE UNIVERSITY                          |                                     |  |            | Angie Lin 🥆 |
|--|-------------------------------------|--|------------|-------------|
| Home<br>Your Packets<br>Review, Promotion and Tenue<br>Cases | My Tasks 2 0                        |  |            |             |
|  | Click on "Your<br>Packets"          | Unread Tasks                                 | Read Tasks |             |
|  |                                     |  | Due Date   |             |
|  | Angie Angie<br>Range Elevation   Sa | an Francisco State University   Other        |            |             |
|  | Angie Test<br>Comprehensive Rev     | iew   San Francisco State University   Other |            |             |

| Comprehensive Review       2019         San Francisco State University       Other       Not Submitted       Click on "view"       V         Home       San Francisco State University > Your Packets >       Preview P         Your Packets       Mit       Type       Candidate Instructions         Review, Promotion and Tenure       Unit       Type       Candidate Instructions         Cases       Overview       Packet       View Instructions         Overview       Packet       View Instructions       View Instructions         Click on "Packet" tab.       Type       Candidate's Packet Guide.       Educed the index of the packet requirements outlined by your institution. This page will be updated as make progress toward your packet. To learn more, read the Candidate's Packet Guide.       Educed the index of the packet due to the | Home                         | Your Packets Active  |                                |               |                   |                |  |  |
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| Packet       Type       Status       Due Date         San Francisco State University       Other       Last Submitted on Oct 1, -       V         Comprehensive Review       2019       Click on "view"       V         San Francisco State University       Other       Not Submitted       Click on "view"       V         Home       Your Packets       Range Elevation       Preview P       V         Your Packets       Unit       Type       Candidate Instructions       Verview P         Cases       Unit       Type       Candidate Instructions       View Instructions         Overview       Packet       Depacket       View Instructions       View Instructions         Click on "Packet" tab.       Memorandum stating intent to request a range elevation       Ec         Click on "Packet" tab.       Type       # Required       # Added  |                              |  |                                |               |                   |                |  |  |
| Comprehensive Review       2019         San Francisco State University       Other       Not Submitted       Click on "view"       V         Home       San Francisco State University > Your Packets >       Preview P         Your Packets       Rege Elevation       Preview P         Review, Promotion and Tenure       Unit       Type       Candidate Instructions         Cases       Other       View Instructions       View Instructions         Overview       Packet       Packet       Elevation       View Instructions         Click on "Packet" tab.       Memorandum stating intent to request a range elevation       Ec       Ec         Type       # Required       # Added       Type       # Added       Ec  |                              | Packet   | Туре                           | Status        | Due Date          |                |  |  |
| Home<br>Your Packets       San Francisco State University > Your Packets ><br>Candidate University > Your Packets ><br>Cases       Preview P         Unit       Type       Candidate Instructions         Cases       Other       View Instructions         Overview       Packet       Packet         Ball of you will find an overview of the packet requirements outlined by your institution. This page will be updated as make progress toward your packet. To learn more, read the Candidate's Packet Guide.       Memorandum stating intent to request a range elevation         Click on "Packet" tab.       Type       # Required       # Added  |                              |  | Other                          |               | on Oct 1, –       | View           |  |  |
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|   | Click on "Packet" tab.       |  | tent to request a rar          | nge elevation |                   | Edit           |  |  |
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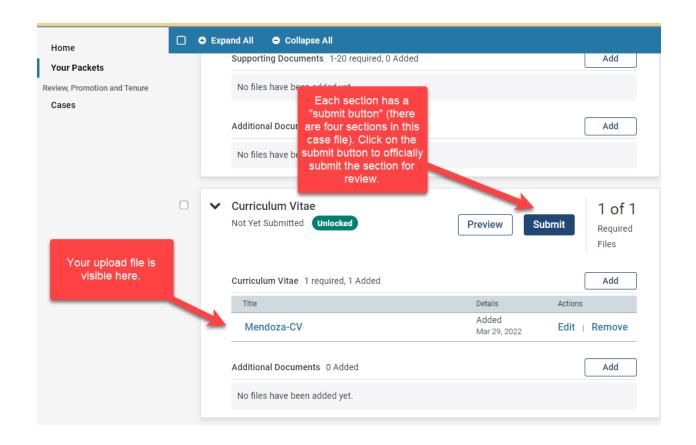
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| X SAN FRANCIS                         |                              |   |                      |                                   | Angie Lin 🗸              |                                     |
|---------------------------------------|------------------------------|---|----------------------|-----------------------------------|--------------------------|-------------------------------------|
| Home<br>Your Packets                  |                              | Elevation   | >                    |                                   | Preview Packet           |                                     |
| Review, Promotion and Tenure<br>Cases | <b>Unit</b><br>San Francisco | State University  | <b>Type</b><br>Other | Candidate Instr<br>View Instructi |                          |                                     |
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|                                       | •                            | Memorandum stat<br>range elevation<br>Not Yet Submitted | ing intent to reques | st a<br>Submit                    | 0 of 1<br>Required Files | Click on "Add" to<br>upload a file. |
|                                       |                              | Memorandum stating ir<br>No files have been add         |                      | elevation 1 required, 0 Added     | Add                      |                                     |
|                                       |                              | Additional Documents                                    | 0 Added              |                                   | Add                      |                                     |
|                                       |                              | No files have been add                                  | ded yet.             |                                   |                          |                                     |



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#### **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.