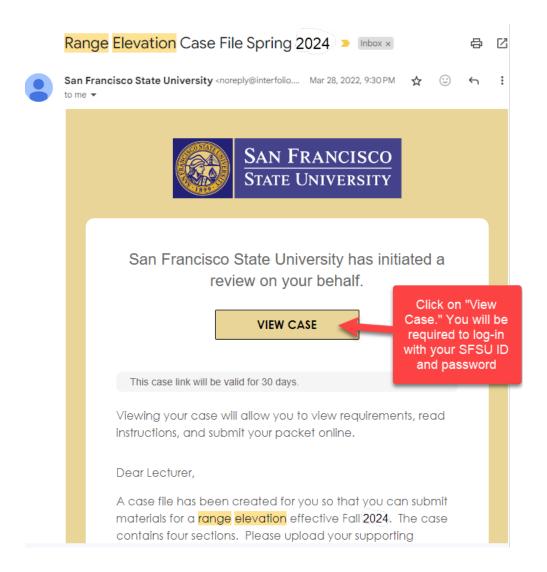
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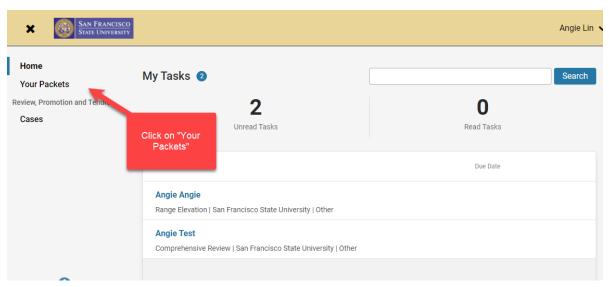
Notify Faculty Affairs of your intent to submit a range elevation application. Once your range elevation case file has been created, you will receive an email notification. Follow the steps below to access your case file, upload materials, and submit for review.

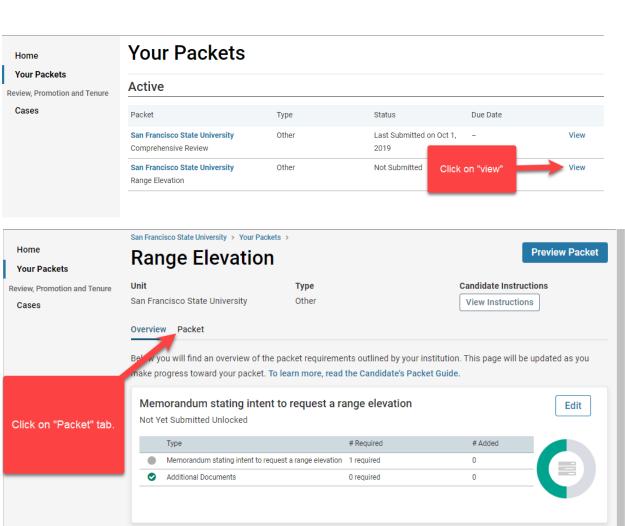
There are four sections of the case file:

- 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

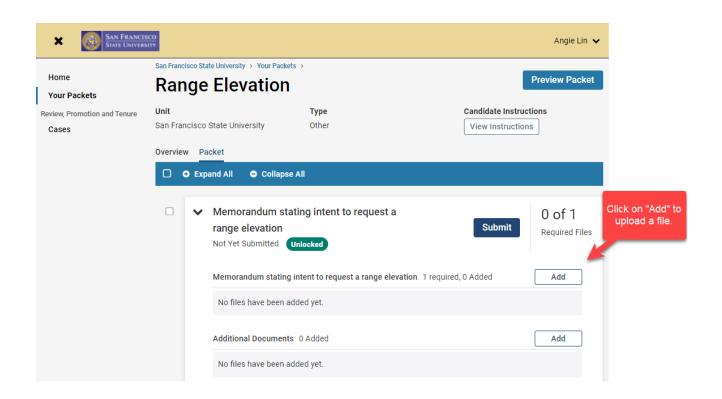


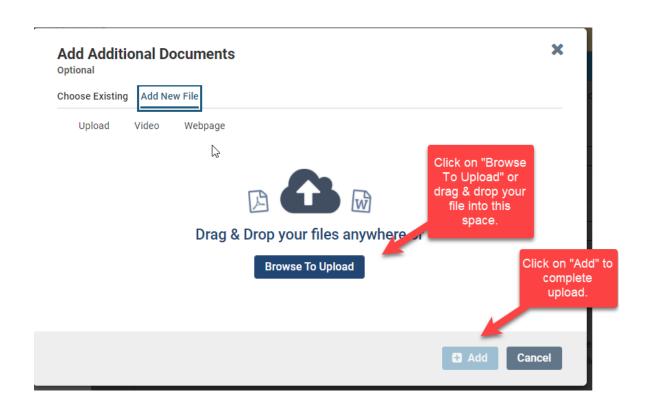
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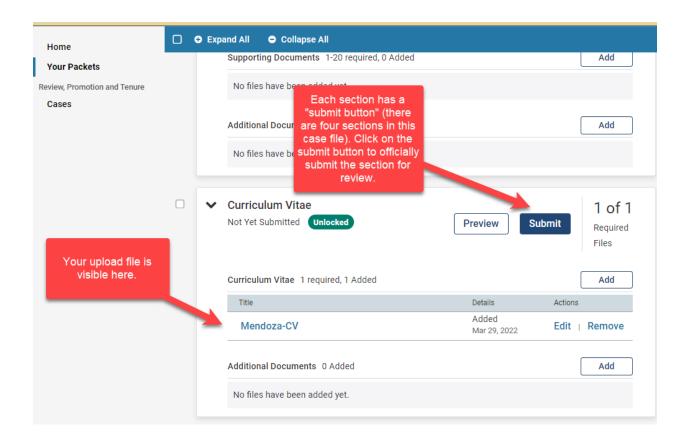


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#### **After Submission**

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.