

# 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	-	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

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

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. At the top, there is a navigation bar with the San Francisco State University logo and the user's name 'Angie Lin'. Below this, a sidebar on the left contains links for 'Home', 'Your Packets', 'Review, Promotion and Tenure', and 'Cases'. 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. A tabbed interface 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, there is a 'Submit' button and a '0 of 1 Required Files' indicator. Below the item, there are two sections: '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 in the 'Required Files' section, containing the text: 'Click on "Add" to upload a file.'

The screenshot shows the 'Add Additional Documents' dialog box. It has a title bar with a close button (X) and the text 'Optional'. Below the title, there are two tabs: 'Choose Existing' and 'Add New File', with 'Add New File' selected. Underneath, there are three options: 'Upload', 'Video', and 'Webpage'. A large central area contains a cloud icon with an upward arrow and a document icon, with the text 'Drag & Drop your files anywhere'. Below this is a 'Browse To Upload' button. 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 right of the dialog, 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 displays several sections: 'Supporting Documents' (1-20 required, 0 Added), 'Additional Documents' (0 Added), and 'Curriculum Vitae' (1 required, 1 Added). The 'Curriculum Vitae' section is expanded, showing a table with one entry: 'Mendoza-CV' added on Mar 29, 2022. A 'Submit' button is visible in the top right of the 'Curriculum Vitae' section. Two red callout boxes with arrows provide instructions: one points to the 'Submit' button, 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 other points to the 'Mendoza-CV' entry in the table, stating 'Your upload file is visible here.'

## 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.