

## Accessing your file

1. Access your file from the Welcome email by clicking **VIEW CASE**, or by going to <https://account.interfolio.com/login>



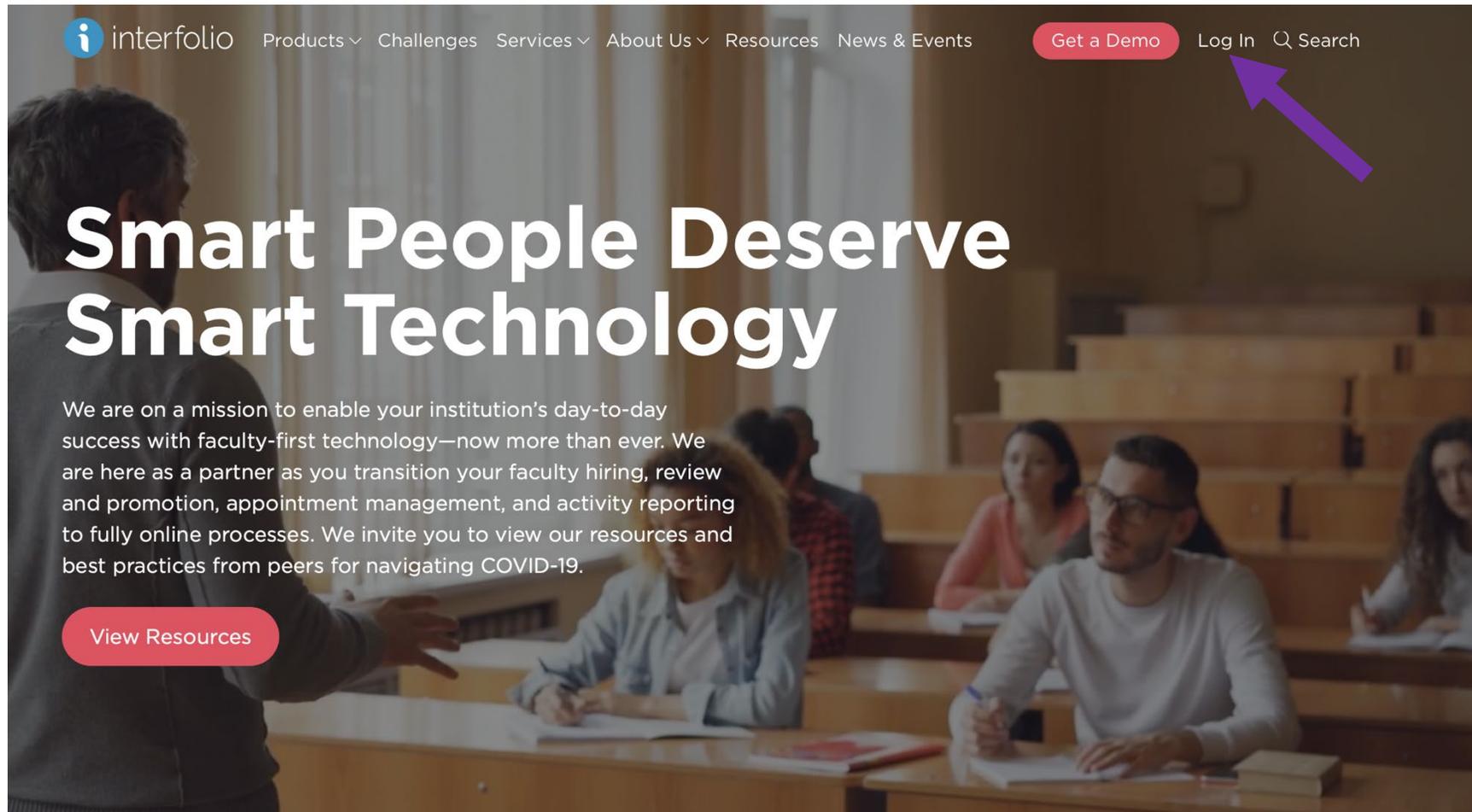
San Francisco State University has initiated a review on your behalf.

**VIEW CASE**

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Powered by **Interfolio** | [Support](#)

2. If you are signing in through the website <https://account.interfolio.com/login>, click **LOG IN** at the top right.



- From the log in page, click on **PARTNER INSTITUTION** and then search for San Francisco State University from the drop down menu and select **SIGN IN**. Sign in with your SFSU credentials on the next page.

**Sign In**

Sign in with email

Email \*  
Enter Email

Password \*  
Enter Password

Sign In

Forgot your password?

Or sign in with:

Partner Institution

Google

Don't have an account?  
Use Interfolio's suites of services to simplify your academic life.  
[Create an account](#)

interfolio

Already have an account? [Sign In](#)

### Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

San Francisco State University

Sign In

Sign in with an Interfolio account >

Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.

Sign Up

## About your account

1. Select **"Your Packets."**

The screenshot shows a user interface for San Francisco State University. At the top, there is a header with the university logo and the name 'Lauren Ipsom'. Below the header is a navigation menu on the left with options: Home, Your Packets (highlighted with a purple arrow), Review, Promotion and Tenure, and Cases. The main content area displays a welcome message 'Welcome back, Lauren Ipsom' and a section titled 'Your Action Items'. This section contains three items, each with a blue arrow pointing right:

- Lauren Ipsom  
Promotion to Full Professor | San Francisco State University | Review
- Lauren Ipsom  
Short Review - AA | San Francisco State University | Review
- Lauren Ipsom  
Comprehensive Review - AA | San Francisco State University | Review

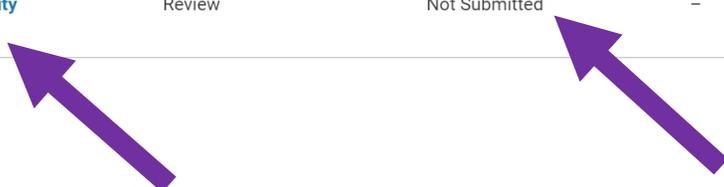
2. Under “Your Packets,” select which review you are applying for. You can view the status of your case under “Status.”

San Francisco State University logo and navigation menu (Home, Your Packets, Review, Promotion and Tenure Cases).

## Your Packets

### Active

Packet	Type	Status	Due Date	
<a href="#">San Francisco State University</a> Promotion to Full Professor	Review	Submitted Jun 29, 2020	-	<a href="#">View</a>
<a href="#">San Francisco State University</a> Short Review - AA	Review	In Progress (Not Yet Submitted) Jun 25, 2020		<a href="#">View</a>
<a href="#">San Francisco State University</a> Comprehensive Review - AA	Review	Not Submitted	-	<a href="#">View</a>



## Adding documents to your file

1. To begin adding materials into your packet, select the **Edit** button to the right of each section. For instructions on how to format a CV, view sample summary table of student evaluations, how to complete sections of the eWPAF, and give titles to uploaded documents, select **View Instructions**.

San Francisco State University > Your Packets >

# Comprehensive Review - AA

Unit: San Francisco State University      Type: Review

**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.](#)

### Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
● Curriculum Vitae	1 required	0

[Edit](#)

### Narrative, Departmental Criteria, & Prior Retention Reports

Not Yet Submitted Unlocked

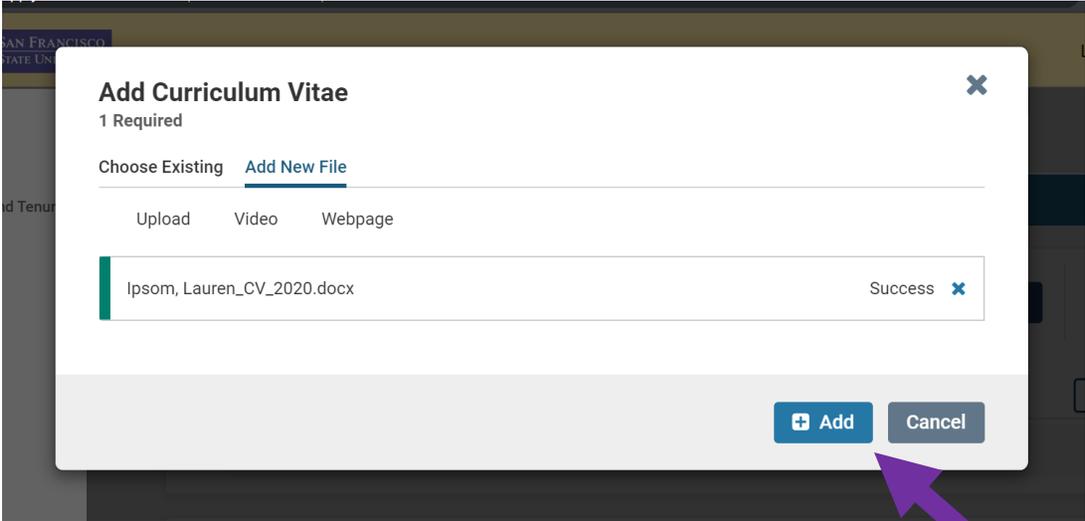
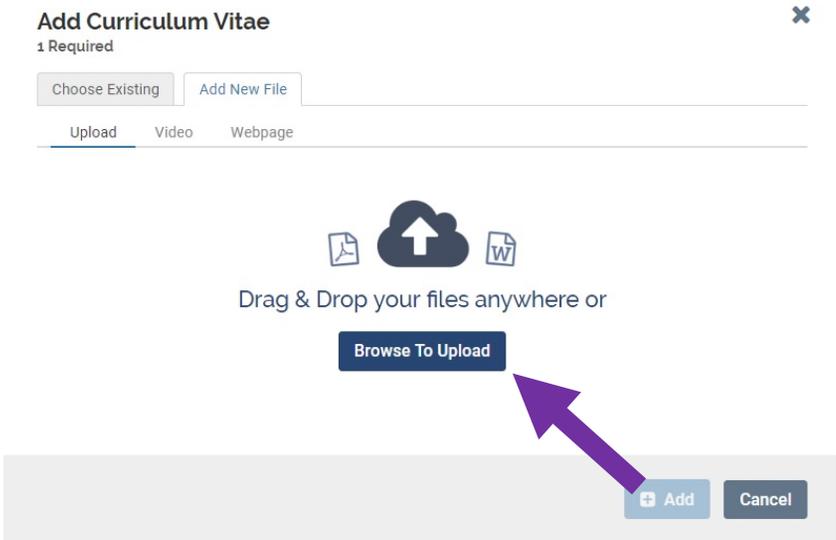
Type	# Required	# Added
● Narrative	1 required	0
● Departmental RTP Criteria	1 required	0
● Prior Retention Reports	1 required	0

[Edit](#)

2. To add a new file from your computer, click on the **ADD** tab under each category—CV, Narrative, Teaching Effectiveness, etc.

The screenshot shows a web interface for a 'Comprehensive Review - AA' submission. At the top, there is a breadcrumb 'San Francisco State University > Your Packets >', the title 'Comprehensive Review - AA', and a 'Preview Packet' button. Below this, there are fields for 'Unit' (San Francisco State University), 'Type' (Review), and 'Candidate Instructions' (View Instructions). A navigation bar includes 'Overview' and 'Packet' tabs, along with 'Expand All' and 'Collapse All' options. The main content area is divided into three categories, each with a 'Submit' button and a file count: 'Curriculum Vitae' (0 of 1 Required Files), 'Narrative, Departmental Criteria, & Prior Retention Reports' (0 of 3 Required Files), and 'Teaching Effectiveness' (0 of 5 Required Files). Each category is marked as 'Not Yet Submitted' and 'Unlocked'. Under each category, there are sub-sections with their respective requirements and 'Add' buttons. Purple arrows point to these 'Add' buttons: one to the CV 'Add' button, and three to the 'Add' buttons for Narrative, Departmental RTP Criteria, and Prior Retention Reports.

3. Drag and drop a document directly from your computer, or click on **BROWSE TO UPLOAD** to search for files on your computer. Click the **ADD** button at the bottom once complete.



## Submitting your file for review

1. **It is highly recommended that you preview your packet before submitting.** To preview your packet, select Preview Packet at the top right corner. Confirm that your document was uploaded successfully by checking if the title of your file appears under “Title” next to the date stamp.

San Francisco State University > Your Packets >

# Comprehensive Review - AA

Unit: San Francisco State University      Type: Review      Candidate Instructions: [View Instructions](#)

Overview   **Packet**

**Expand All**    **Collapse All**

**Curriculum Vitae**   Not Yet Submitted   **Unlocked**   [Preview](#)   [Submit](#)   1 of 1 Required Files

Curriculum Vitae 1 required, 1 Added   [Add](#)

Title	Details	Actions
<a href="#">Ipsom, Lauren_CV_2020</a>	Added Jun 29, 2020	<a href="#">Edit</a>   <a href="#">Remove</a>

- 2. The preview page will show you exactly what reviewers will see when you submit your packet. Make sure all your documents are in there before submitting.

The screenshot shows a web interface for document management. On the left is a sidebar with a menu icon and a checkbox labeled "Only show submitted sections." Below this are several categories: "CURRICULUM VITAE", "NARRATIVE, DEPARTMENTAL CRITERIA, & PRIOR RETENTION REPORTS", "TEACHING EFFECTIVENESS", and "PROFESSIONAL ACHIEVEMENT & GROWTH". Under "PROFESSIONAL ACHIEVEMENT & GROWTH", there are sub-items: "External Review Dr. Diaz, 2018", "External Review Dr. Smith, 2019", "Journal Publication, 2019" (highlighted with a purple arrow), "Research Article Acceptance Letter, 2018", "Book Chapter, 2017", and "Creative works, 2018". The "Journal Publication, 2019" item has three sub-links: "table-fn1-1098611118784007", "table-fn2-1098611118784007", and "table-fn3-1098611118784007".

The main preview area on the right shows a document titled "A Systematic Social Observation Study of Police De-Escalation Tactics" by Natalie Todak<sup>1</sup> and Lois James<sup>2</sup>. The document is from "Police Quarterly", 2018, Vol. 21(4) 509-543. The abstract states: "This study analyzes 131 police-citizen interactions observed during Fall 2016 and coded through systematic social observation. We assessed how often officers use de-escalation tactics, factors associated with their use, and the relationship between de-escalation and calm citizen demeanor. We found officers frequently employed de-escalation tactics, including the 'respect' tactic of treating citizens in a respectful manner, the 'human' tactic of getting on the citizen's level and reducing power imbalances, and the 'honest' tactic of being up front about the facts of the situation. Officers were more influenced by citizen demeanor than demographics in their use of de-escalation. The use of several tactics, including 'human' (reducing the power differential between the cop and the citizen) and 'calm' (the officer making an effort to control his or her own emotions), was associated with calm citizen demeanor. Directions for future research on this important topic are offered." The keywords are "police, de-escalation, systematic social observation, use of force, police-citizen".

3. To submit, you must select each **“Submit”** button **next to each section** in order for reviewers to see the information. **Note that Interfolio will not allow you to submit the section if “Required File” is missing.**

Overview Packet

Expand All  Collapse All

Curriculum Vitae **Submitted** **Locked** Preview 1 of 1 Required Files

Curriculum Vitae 1 required, 1 Added

Title	Details
<a href="#">Ipsom, Lauren_CV_2020</a>	Added Jun 29, 2020

Narrative, Departmental Critique, & Prior Retention Reports **Not Yet Submitted** **Unlocked** Preview **Submit** 1 of 3 Required Files

> Teaching Effectiveness **Not Yet Submitted** **Unlocked** **Submit** 0 of 5 Required Files

**Confirm** ✕

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Curriculum Vitae at this time?

Yes No

## Adding files to dossier

Each document added to your file (presently or previously) is automatically stored in your Dossier, similar to a Cloud account. You may also upload files directly into the Dossier to be retrieved in this or future review cycles.

1. To access the Dossier, select your name on the top right corner and then select **INTERFOLIO DOSSIER** from the drop menu.

The screenshot displays the Interfolio interface for a 'Comprehensive Review - AA' packet. At the top right, the user's name 'Lauren Ipsom' is shown with a dropdown arrow. A purple arrow points to this name. Below the name, a dropdown menu is open, listing options under three categories: 'Switch Accounts' (Interfolio Dossier, San Francisco State University), 'Account Options' (Account Settings, My Contacts), and 'Resources' (Product Help, Sign Out). Another purple arrow points to the 'Interfolio Dossier' option. In the background, the main content area shows the packet title, unit information (San Francisco State University), and a 'Candidate Instructions' button with a 'View Instructions' link. At the bottom, there are 'Expand All' and 'Collapse All' buttons, and a 'Curriculum Vitae' section with a dropdown arrow. A 'Preview' button and '1 of 1' indicator are also visible at the bottom right.

2. To view and add files, go to **MATERIALS**. To add a file, click the **ADD FILES** tab.

The screenshot shows the 'My Materials' page for user Lauren Ipsom. The left sidebar contains navigation options: Home, Deliveries, Letters, **Materials** (highlighted with a purple arrow), Collections, and Shared with Me. The main content area is titled 'My Materials' and includes a search bar, a 'Filter' button, and a 'View Archived Materials' link. A '+ Add Files' button is located in the top right of this area, also highlighted with a purple arrow. Below these elements is a table of materials.

<input type="checkbox"/>	Title ↕	Type ↕	Status ▾
<input type="checkbox"/>	<b>Narrative</b> None +	Narrative	Received Jun 15, 2020 at 5:58 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_CV_2020</b> None +	Curriculum Vitae	Received Jun 15, 2020 at 5:56 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_CV_2020</b> None +	Curriculum Vitae	Received Jun 15, 2020 at 5:28 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_Curricular Innovations</b> None +	Curricular Innovations	Received Jun 9, 2020 at 1:03 PM
<input type="checkbox"/>	<b>Ipsom, Lauren_Community Service_2018</b> None +	Community	Received Jun 9, 2020 at 1:03 PM

3. You can drag and drop a document directly from your computer, or click on **BROWSE TO UPLOAD** button to search for files on your computer. Click the **ADD** button at the bottom once complete.

NOTE: Items uploaded into your dossier are not uploaded into your packet. The dossier is for your reference and download of documents only.

