

## 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.

Dear Faculty,

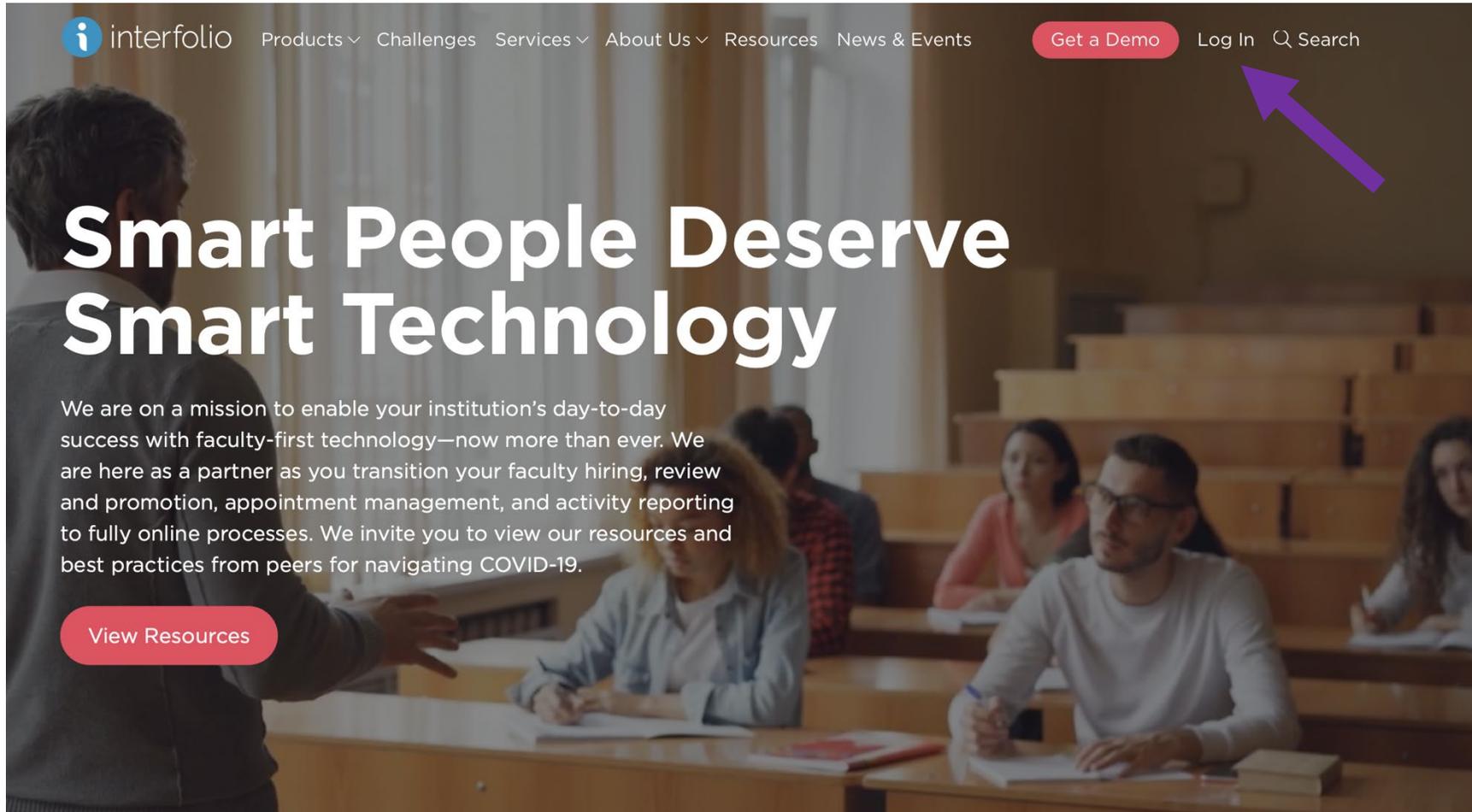
Your eWPAF for promotion to full professor review has been created. eWPAF log-in instructions and guidelines are available on the Faculty Affairs website: <https://facaffairs.sfsu.edu/ewpaf-guidelines-3>

The RTP deadline calendar is available on the Faculty Affairs website: <https://facaffairs.sfsu.edu/retention-tenure-and-promotion-policies-and-resources>

Please contact the Office of Faculty Affairs with any questions.

Thank you,

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?](#)

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

Or sign in with:

Partner Institution

Google

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. Under Your Action Items, select your name above the review for which you are applying. Alternatively, you can view your reviews under “Your Packets”.

Home

Your Packets

Review, Promotion and Tenure

Cases

# Welcome back, Lauren Ipsom

## Your Action Items

[Lauren Ipsom](#)

Promotion to full Professor | San Francisco State University | Review

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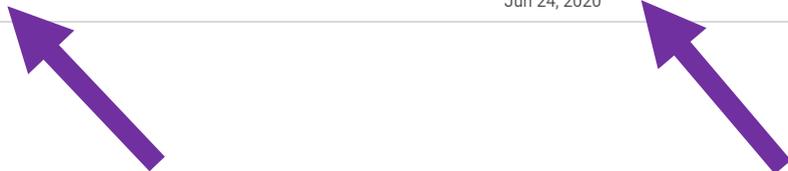
2. Under “Your Packets”, select which review you, are applying for. You can view the status under “Status”.

San Francisco State University logo and navigation menu (Home, Your Packets, Review, Promotion and Tenure, Cases) are visible on the left. The main header shows the user name "Lauren Ipsom".

## Your Packets

Active

Packet	Type	Status	Due Date
<a href="#">San Francisco State University</a> Promotion to Full Professor	Review	In Progress (Not Yet Submitted) Jun 24, 2020	<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 >

# Promotion to Full Professor

Preview Packet

Unit: San Francisco State University | Type: Review

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.](#)

### Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
✓ Curriculum Vitae	1 required	1

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

The screenshot displays the 'Promotion to Full Professor' application interface. At the top, the San Francisco State University logo is on the left, and the user's name 'Lauren Ipsom' is on the right. Below the header, the page title 'Promotion to Full Professor' is centered, with a 'Preview Packet' button to its right. The interface includes a navigation bar with 'Overview' and 'Packet' tabs, and a control bar with 'Expand All' and 'Collapse All' options. Two main sections are visible: 'Curriculum Vitae' and 'Narrative, Departmental Criteria, & Prior Retention Reports'. Each section shows submission status (e.g., 'Not Yet Submitted', 'Unlocked'), a 'Submit' button, and a file count (e.g., '0 of 1 Required Files'). Below the file count, there is an 'Add' button. Two purple arrows point to these 'Add' buttons, indicating where to click to upload files. The 'Curriculum Vitae' section also shows 'Curriculum Vitae 1 required, 0 Added' and 'No files have been added yet.' The 'Narrative' section shows 'Narrative 1+ required, 0 Added' and 'No files have been added yet.'

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.

### Add Curriculum Vitae ✕

1 Required

Choose Existing Add New File

Upload Video Webpage



Drag & Drop your files anywhere or

**Browse To Upload**

+ Add Cancel

### Add Curriculum Vitae ✕

1 Required

Choose Existing Add New File

Upload Video Webpage

Ipsom, Lauren\_CV\_2020.docx Success ✕

+ Add Cancel

## 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.

The screenshot displays the 'Your Packets' page for a 'Promotion to Full Professor' packet. The page includes a navigation menu on the left, a header with the university logo and user name 'Lauren Ipsom', and a main content area. The main content area features a 'Preview Packet' button in the top right corner. Below this, there are sections for 'Unit' (San Francisco State University), 'Type' (Review), and 'Candidate Instructions' (View Instructions). The 'Curriculum Vitae' section is expanded, showing 'Not Yet Submitted' and 'Unlocked' status. A table lists the uploaded files, with one entry: 'Ipsom, Lauren\_CV\_2020' added on 'Jun 24, 2020'. The table has columns for 'Title', 'Details', and 'Actions' (Edit, Remove). Three purple arrows point to the 'Preview Packet' button, the file title, and the date stamp.

Title	Details	Actions
<a href="#">Ipsom, Lauren_CV_2020</a>	Added Jun 24, 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 displays 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 document categories, each with a right-pointing arrow: "CURRICULUM VITAE", "NARRATIVE, DEPARTMENTAL CRITERIA, & PRIOR RETENTION REPORTS", "TEACHING EFFECTIVENESS", and "PROFESSIONAL ACHIEVEMENT & GROWTH". Under "PROFESSIONAL ACHIEVEMENT & GROWTH", there are four items: "External Review Dr. Diaz, 2018", "External Review Dr. Smith, 2019", "Journal Publication, 2019" (highlighted in grey with a purple arrow pointing to it), and "Research Article Acceptance Letter, 2018". Below these are "Book Chapter, 2017" and "Creative works, 2018". The main area on the right shows a preview of a journal article. At the top right of the preview area is a search bar with the text "Search PDF" and a blue "Search" button. The article title is "A Systematic Social Observation Study of Police De-Escalation Tactics" by Natalie Todak<sup>1</sup> and Lois James<sup>2</sup>. The journal information is "Police Quarterly 2018, Vol. 21(4) 509-543 © The Author(s) 2018". 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. Refer to your departmental RTP Criteria and consult with your department RTP Committee regarding further documentation for your file.

San Francisco State University > Your Packets >

## Promotion to full Professor

Unit: San Francisco State University | Type: Review | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All

- Curriculum Vitae** (1 of 1 Required Files)  
Not Yet Submitted | Unlocked | Preview | **Submit**
- Narrative, Departmental Criteria, & Prior Retention Reports** (3 of 3 Required Files)  
Not Yet Submitted | Unlocked | Preview | **Submit**
- Teaching Effectiveness** (15 of 6 Required Files)  
Submitted | Locked | Preview

Summary Table of Courses 1+ required, 1 Added

Title	Details
<a href="#">Teaching Summary Table, 2018-2020</a>	Added Jun 15, 2020

Teaching Materials/Syllabus 1+ required, 4 Added

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## 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 shows the user interface for a Dossier. At the top, the San Francisco State University logo and name are visible. The user's name, "Lauren Ipsom", is displayed in the top right corner with a dropdown arrow. A purple arrow points to this name. Below the header, the breadcrumb "San Francisco State University > Your Packets >" is shown. The main title is "Promotion to Full Professor". Underneath, the "Unit" is "San Francisco State University" and the "Type" is "Review". A "Candidate Instructions" section has a "View Instructions" button. Below this, there are tabs for "Overview" and "Packet". A blue bar contains "Expand All" and "Collapse All" buttons. The "Curriculum Vitae" section is expanded, showing "Not Yet Submitted" and an "Unlocked" status. It indicates "1 required, 1 Added" and has an "Add" button. A table lists the added file:

Title	Details	Actions
<a href="#">Ipsom, Lauren_CV_2020</a>	Added Jun 24, 2020	<a href="#">Edit</a>   <a href="#">Remove</a>

Other visible elements include a "Preview" button, a "Submit" button, and a "Required Files" section. A dropdown menu is open, showing options: "Switch Accounts", "Interfolio Dossier", "San Francisco State University", "Account Options", "Account Settings", "My Contacts", "Resources", "Product Help", and "Sign Out". A purple arrow points to the "Interfolio Dossier" option.

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

The screenshot displays the 'My Materials' page. On the left is a sidebar with 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, a 'View Archived Materials' link, and an 'Add Files' button (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.

