

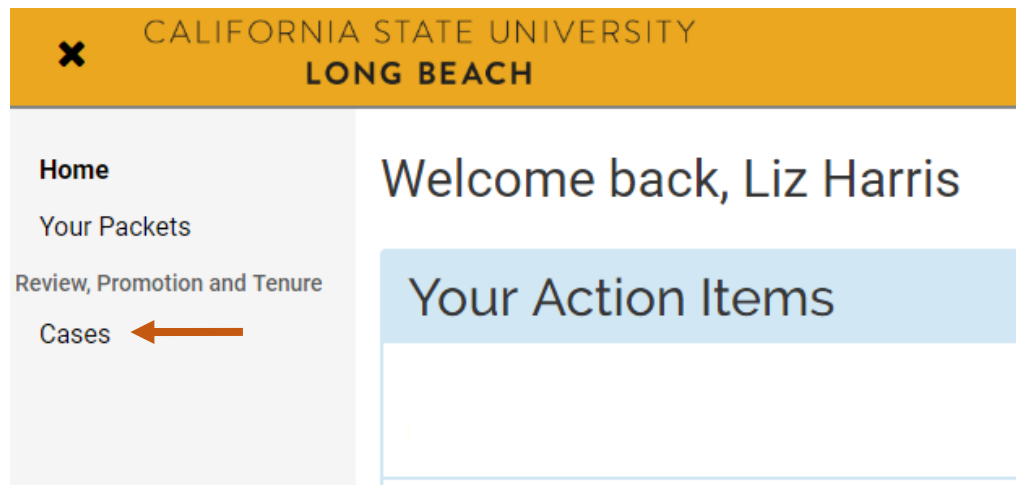
EVALUATOR'S QUICK REFERENCE GUIDE TO INTERFOLIO

How Do I Access Interfolio?

Interfolio is available via CSULB's Single Sign-On at <https://myapplications.microsoft.com/> Simply log in with your CSULB credentials AND click on the  interfolio chiclet.

How Do I Access A Candidate's Case?

To access a candidate's case, click **Cases** located in the menu on the left.

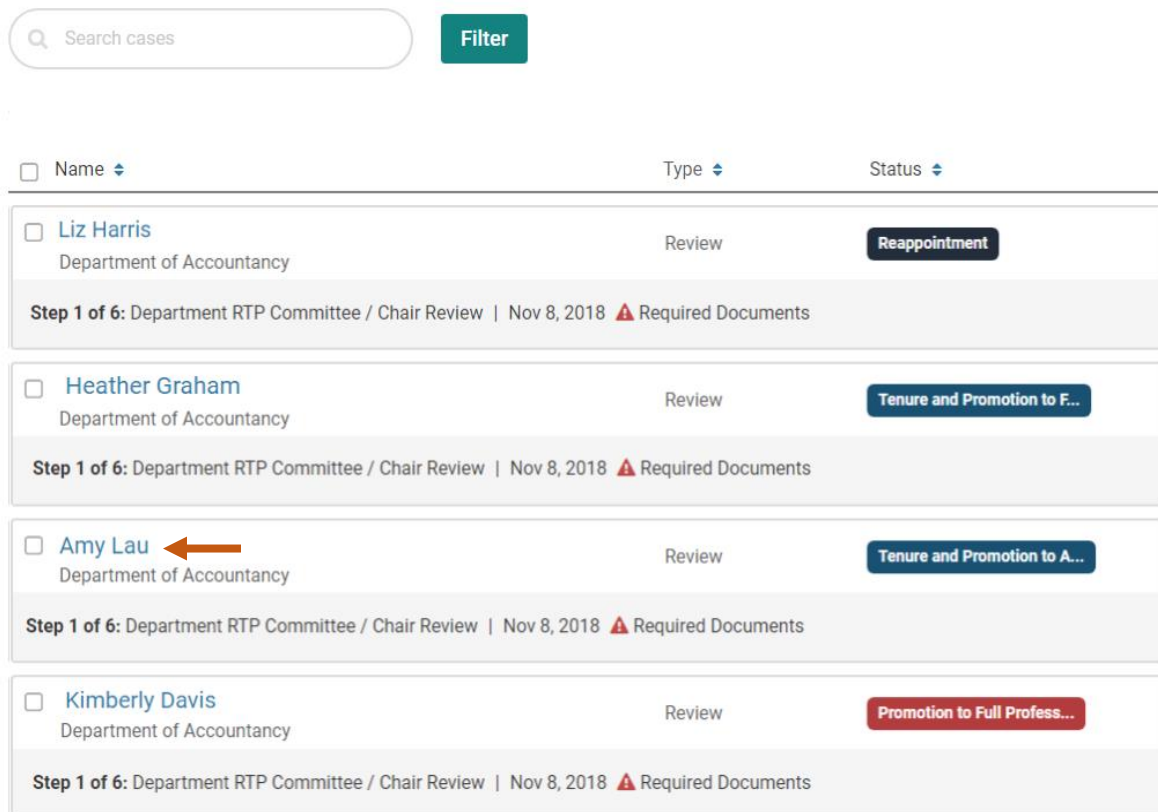


Only cases relevant to your role(s) as an evaluator will display.

To access a specific case, click on candidate's **name**.

California State University-Long Beach >

Case List



<input type="checkbox"/>	Name	Type	Status
<input type="checkbox"/>	Liz Harris Department of Accountancy	Review	Reappointment
Step 1 of 6: Department RTP Committee / Chair Review Nov 8, 2018 Required Documents			
<input type="checkbox"/>	Heather Graham Department of Accountancy	Review	Tenure and Promotion to F...
Step 1 of 6: Department RTP Committee / Chair Review Nov 8, 2018 Required Documents			
<input type="checkbox"/>	Amy Lau Department of Accountancy	Review	Tenure and Promotion to A...
Step 1 of 6: Department RTP Committee / Chair Review Nov 8, 2018 Required Documents			
<input type="checkbox"/>	Kimberly Davis Department of Accountancy	Review	Promotion to Full Profess...
Step 1 of 6: Department RTP Committee / Chair Review Nov 8, 2018 Required Documents			

EVALUATOR'S QUICK REFERENCE GUIDE TO INTERFOLIO (continued)

How Do I Access Case Materials?

Click **Read Case** to review the case materials.

California State University-Long Beach > Cases > Amy Lau

Unit: California State University-Long Beach | Template: CSULB Reappointment, Tenure, and Promotion (RTP) | Status: Tenure and Promotion to Associate Professor/Associate Librarian/SSP-AR II

Search case materials by title: **Read Case**

Expand All | Collapse All | Download | Share | Settings | Move

Candidate Packet
Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

- PRIMARY FILE (Locked) [Unlock]
- INSTR - Course Materials (Locked) [Unlock]
- INSTR - SPOT Summary Forms (Locked) [Unlock]

A table of contents will display on the left, with a view of the content on the right.

Click on a section to view the materials within the section OR click on a specific document or file to view.

Amy Lau [Return to Case]

Download | Search PDF | Search

Packet | Annotations

- PRIMARY FILE
- INSTR - COURSE MATERIALS
- INSTR - SPOT SUMMARY FORMS
 - SPOT Fall 2017
 - SPOT Spring 2016 ←
 - SPOT Spring 2017
 - SPOT Fall 2016
- INSTR - ADDITIONAL INSTRUCTIONALLY RELATED ACTIVITY
- SERVICE - DEPT/COLLEGE/UNIVERSITY
- SERVICE - PROFESSION/COMMUNITY
- RSCA - PEER REVIEWED
- RSCA - WORKS IN PROGRESS
- RSCA - ADDITIONAL
- PRIOR EVALUATIONS
- REQUEST - NON-CONSIDERATION FOR PROMOTION
- OPEN PERIOD
- DEPARTMENT RTP COMMITTEE EVALUATION


CALIFORNIA STATE UNIVERSITY, LONG BEACH
STUDENT PERCEPTIONS OF TEACHING (SPOT) SUMMARY
Spring 2016
Enrollment: 21
Name: _____

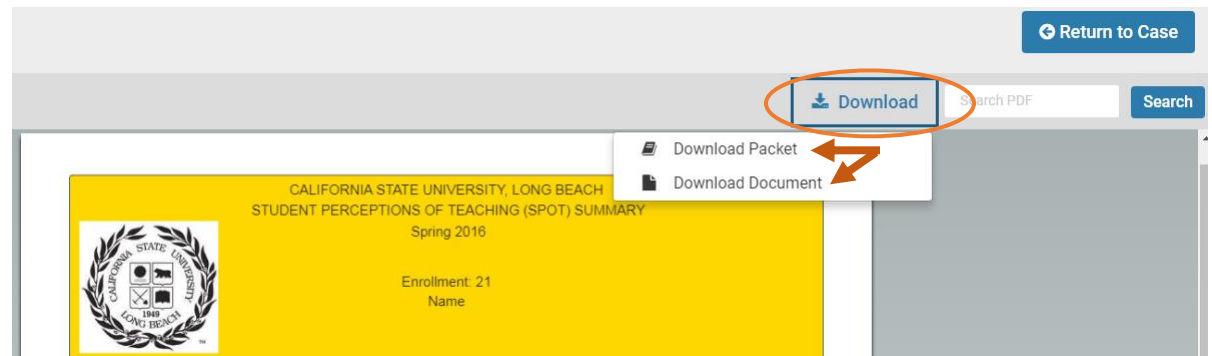
Item	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Course	Department	College
1.1 Class time was used efficiently.	2	0	0	4	10	n=17 av=5.06 md=6.00 dev=1.64	n=1059 av=5.43 md=5.00 dev=1.13	n=10277 av=5.55 md=6.00 dev=0.95
1.2 Concepts were presented in a manner that helped me learn.	2	0	0	3	11	n=17 av=5.12 md=6.00 dev=1.65	n=1039 av=5.38 md=6.00 dev=1.12	n=10251 av=5.52 md=6.00 dev=0.98
1.3 Assignments contributed to my learning.	1	0	0	2	12	n=16 av=5.44 md=6.00 dev=1.31	n=1050 av=5.50 md=6.00 dev=1.06	n=10137 av=5.54 md=6.00 dev=0.97
1.4 The instructor responded respectfully to student questions and viewpoints.	1	1	0	8	9	n=18 av=5.06 md=5.50 dev=1.43	n=1038 av=5.53 md=6.00 dev=1.11	n=10154 av=5.69 md=6.00 dev=0.96
1.5 The instructor was effective at teaching the subject matter in this course.	1	1	0	4	10	n=17 av=5.12 md=6.00 dev=1.50	n=1048 av=5.48 md=6.00 dev=1.10	n=10262 av=5.61 md=6.00 dev=0.94
1.6 This instructor communicates well.	2	0	1	2	11	n=17 av=5.00	n=1048 av=5.48	n=10275 av=5.50

Previous Material < 1 / 1 > Next Material

EVALUATOR'S QUICK REFERENCE GUIDE TO INTERFOLIO (continued)

How Do I Download Case Materials?

Click  **Download** and select  Download Packet OR  Download Document .



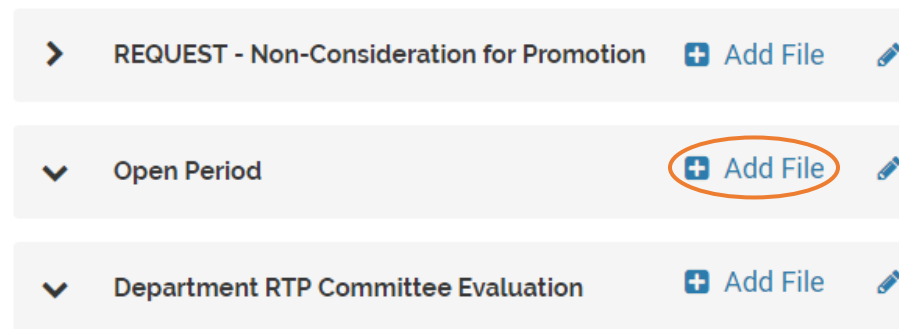
Evaluation materials and recommendations are confidential.

CSULB's Information Security Policies, Standards and Procedures are available [here](#) for your reference.

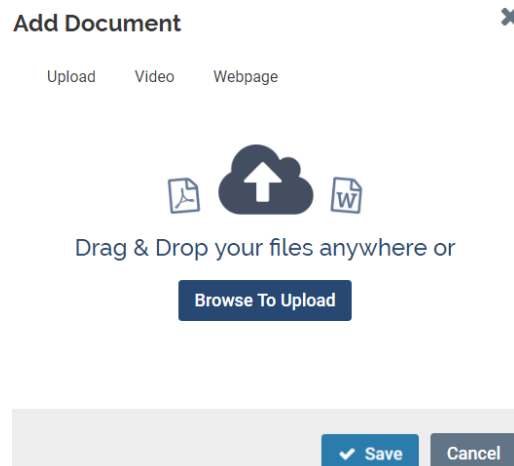
How Do I Upload Open Period Materials to the Case?

Dept Committee Chairs ONLY

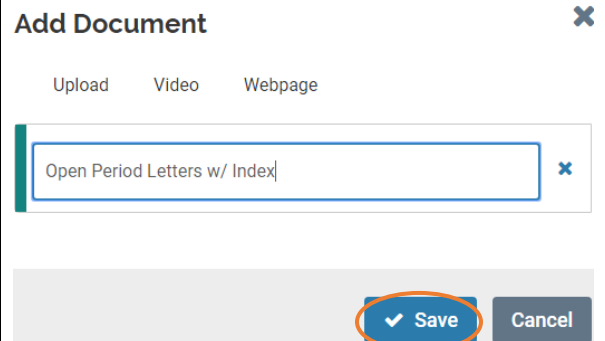
Scroll down to the **Open Period** section of the case and click  **Add File** .



Click **Browse To Upload** or use "Drag and Drop" to upload the Open Period materials with Index.



Click **Save** .



EVALUATOR'S QUICK REFERENCE GUIDE TO INTERFOLIO (continued)

How Do I Upload The Committee's Evaluation to the Case?

Dept & College Committee Chairs ONLY

1. Navigate to the **Case Details** tab.

California State University-Long Beach > Cases >

Amy Lau

Unit

Department of Accountancy

Case Materials Case Details **1**

Search Case Materials

Read Case

2. Under Required Documents, click **+ Add**.

3. Click **Browse To Upload** or use "Drag and Drop" to upload the committee's evaluation.

Add Department RTP Committee's Recommendation

Upload a new file Select file from case

Drag & Drop your files anywhere or

Browse To Upload

Add Cancel

4. Select the **Section** to which the evaluation should be uploaded (i.e., Department RTP Committee Recommendation) and click **+ Add**.

Add Department RTP Committee's Recommendation

Upload a new file Select file from case

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name * ACCT RTP Committee Evaluation

Section * Department RTP Committee Evaluation

Add Cancel

How Do I Upload The Department Chair's Review? (OPTIONAL)

Dept Chairs ONLY

To upload your evaluation of the candidate, scroll down to the **Department Chair's Review** section of the case and click **Add File**.

Click **Browse To Upload** or use "Drag and Drop" to upload the review.

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Save Cancel

Click **Save**.

Add Document

Upload Video Webpage

Dept Chair's Review

Save Cancel

EVALUATOR'S QUICK REFERENCE GUIDE TO INTERFOLIO (continued)

How Do I Upload Missing Or New Material To A Case?

Dept & College
Committee Chairs
ONLY

Scroll to the section of the case to which the missing or new material should be added and click **+ Add File**.

▼ RSCA - Peer Reviewed **+ Add File**

SIAM REVIEW Sep 27, 2018 at 10:52 AM

ACTA MATHEMATICA Sep 27, 2018 at 11:02 AM

Requests to add new material to an RTP file after the submission deadline must be approved by the College RTP Committee.

Click **Browse To Upload** or use “**Drag and Drop**” to upload the missing or new material to the appropriate case section.

Add Document

Upload Video Webpage

Drag & Drop your files anywhere or

Browse To Upload

Save Cancel

Click **Save**.

Add Document

Upload Video Webpage

ANNALS OF MATHEMATICS

Save Cancel

How Do I View A Candidate's Response or Rebuttal?

Scroll down to the **Candidate's Response(s) / Rebuttal(s)** section of the case file, and click on the document within that section to view.

> Dean's Review / Decision **+ Add File**

▼ **Candidate's Response(s) / Rebuttal(s)** **+ Add File**

Rebuttal To Dept Chair's Review Nov 10, 2018 at 4:11 PM

▼ Provost's Decision **+ Add File**

EVALUATOR'S QUICK REFERENCE GUIDE TO INTERFOLIO (continued)

How Do I View An Evaluation From A Prior Or Subsequent Review Level?

Scroll down to the section of the case designated for the review level's evaluation (i.e., **College RTP Committee Evaluation**) and click on the document within that section to view.

The screenshot displays a list of evaluation sections in Interfolio. Each section is a light gray box with a dropdown arrow on the left, a title in the center, and '+ Add File' and edit icons on the right. Below each section is a list of documents, each with a checkbox, a title, a document icon, and a timestamp with an edit icon.

- Department RTP Committee Evaluation** (Nov 8, 2017 at 3:36 PM)
 - MATH RTP Committee Recommendation
- Department Chair's Review (OPTIONAL)** (Nov 8, 2017 at 5:04 PM)
 - Dept Chair's Review
- College RTP Committee Evaluation** (Feb 10, 2018 at 5:57 PM)
 - CNSM RTP Committee Recommendation
- Dean's Review / Decision** (March 20, 2018 at 8:01 AM)
 - Dean's Recommendation

Technical Questions?

A link to **Product Help** is located on your Interfolio Dashboard. Interfolio can also be contacted directly at help@interfolio.com or (877) 997-8807. If you need further assistance, please contact Somone Washington in Faculty Affairs at Somone.Washington@csulb.edu or 562.985.2267 or Liz Harris at Liz.Harris@csulb.edu or 562.985.1764.