GUIDELINES: FACULTY EVALUATION MATERIALS

FILE TYPES
- Accepted file types are available here.
- Links to videos hosted on YouTube and Vimeo can be added.
- Links to webpages can also be added.

FILE SIZE LIMIT
- File size limit is 100 MB.
- If your file is too large, contact help@interfolio.com for assistance in reformatting the file to an acceptable size.

FILE FORMAT
- Interfolio automatically converts all uploaded files to PDF format.
- Existing styles, headings, and bookmarks in Word documents convert to PDF bookmarks upon uploading.
- Best practice is to use Interfolio's Preview function to confirm all converted bookmarks are intentional.

LABELING
- Using naming conventions to label materials is beneficial to both the candidate and evaluator experience in Interfolio.
- Clear and consistent labeling allows the candidate to easily inventory materials prior to submitting their packet and provides clarity of content within the packet for evaluators.
- Candidates are encouraged to develop naming conventions intuitive to evaluators.

   Example:
   ART 310 – Fall 2020 – Syllabus
   ART 310 – Fall 2020 – Midterm
   ART 310 – Fall 2020 – Final Exam

QUESTIONS
- Inquiries related to the content of your packet or department and college evaluation policies and procedures should be directed to your Department Chair.
- Technical issues with Interfolio (i.e., navigation, accessing your packet, uploading materials) can be directed to helpdesk@csulb.edu or contact Interfolio Scholar Services at 877-997-8807 or help@interfolio.com.