

CANDIDATE'S QUICK REFERENCE GUIDE

Review, Promotion & Tenure



How Do I Access My Packet?

To access your packet, locate the menu on the left and click **Your Packets**.

The screenshot shows the top navigation bar with 'CALIFORNIA STATE UNIVERSITY LONG BEACH' and the user name 'Liz Harris'. On the left is a navigation menu with 'Your Packets' highlighted by a red arrow. The main content area displays 'Welcome back, Liz Harris' and a 'Your Action Items' card. The card lists a review for 'Liz Harris' with a due date of 'Sep 28, 2018' and a right-pointing arrow icon.

In the **Active** section, click the [link](#) to your packet for the current review cycle.

Your Packets

Active

| Packet | Type | Status | Due Date | |
|---|--------|---------------|-----------------------|----------------------|
| American Indian Studies Program AIS - Reappointment, Tenure, and Promotion (RTP) | Review | Not Submitted | Case due Sep 28, 2018 | View |

Completed

| Packet | Type | Responded | Completed | |
|---|--------|-----------|---------------|----------------------|
| American Indian Studies Program AIS - Reappointment, Tenure, and Promotion (RTP) | Review | | June 30, 2018 | View |

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.