

CANDIDATE'S QUICK REFERENCE GUIDE

Review, Promotion & Tenure



How Do I Add Materials To My Packet?

To add materials to your packet, select the **Packet** tab.

California State University-Long Beach > Your Packets >

CSULB Reappointment, Tenure, and Promotion (RTP)

Unit	Type	Candidate Instructions
California State University-Long Beach	Review	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.](#)

Locate the section to which you would like to add materials and click [Add](#).

[Overview](#) [Packet](#)

[Expand All](#) [Collapse All](#)

PRIMARY FILE Not Yet Submitted Unlocked Submit 0 of 0 Required Files

Primary File Requirements:

- Candidate Status Sheet
- Professional Data Sheet
- Narrative
- Curriculum Vitae (if required by College RTP Policy)
- Index of Supplemental Materials

Primary File Materials 0 Added [Add](#)

No files have been added yet.

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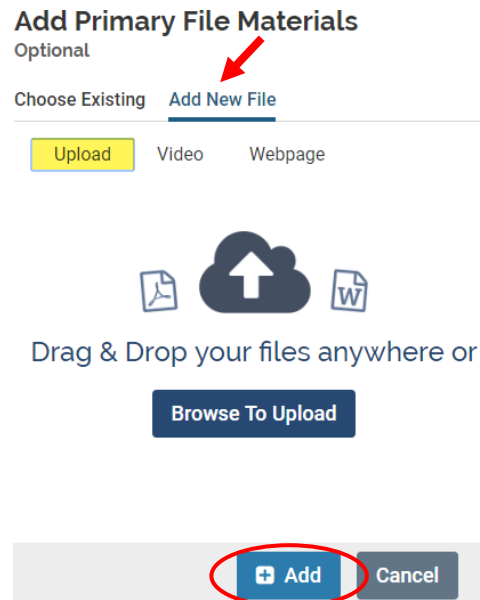
Review, Promotion & Tenure



From here, you can **Upload New Files, Add Materials From A Prior Packet, or Add From Dossier** (Interfolio's free online cloud based storage tool).

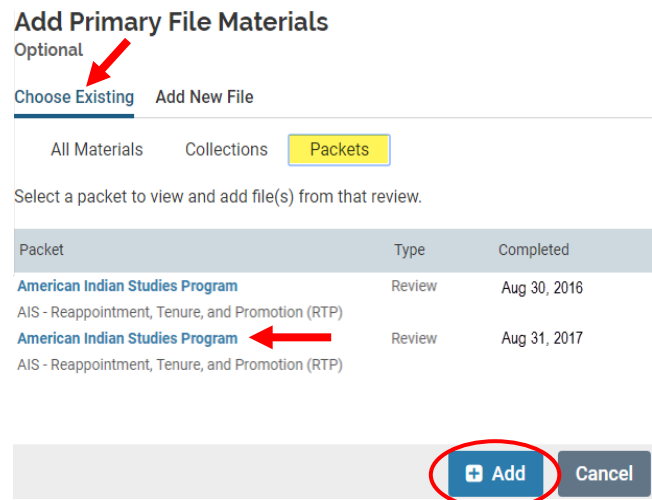
A. To Upload A New File(s):

1. Click the **Add New File** tab,
2. Select **Upload**,
(To add a link(s), select Video or Webpage)
3. Use "Drag & Drop" or click **Browse To Upload** to add one or more files to your packet,
4. Click **Add**.



B. To Add Materials From A Prior Packet: *(i.e., SPOT Summary Forms, Prior Evaluations)*

1. Navigate to the **Choose Existing** tab,
2. Select **Packets**,
3. Select the **link** to the prior packet,
4. Select one or more materials to upload to your new packet,
5. Click **Add**.



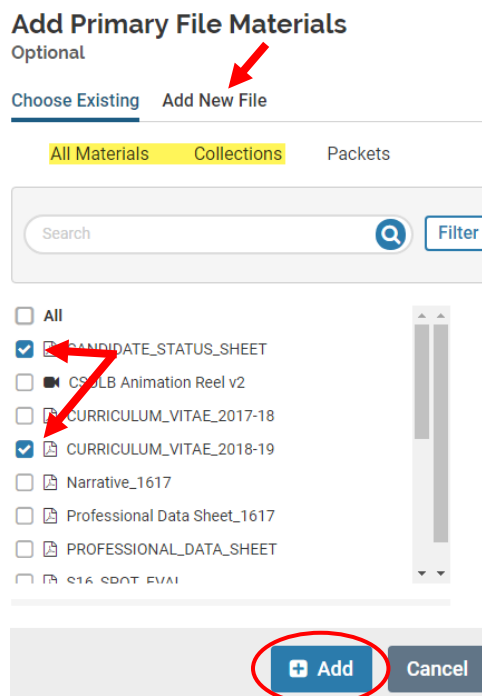
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C. To Add Materials From Dossier: *(Interfolio's free online cloud based storage tool)*

1. Navigate to the **Choose Existing** tab,
2. Select one or multiple files to add to your packet from **Dossier's All Materials** or **Collections**,
3. Click **+ Add**.



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.