Step 1: Access Interfolio via CSULB's Single Sign-On (SSO)

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	CSULB Help	() interfolio	beachboard	EDUCAUSE	
University Library	SSO Help	Interfolio	BeachBoard	EDUCAUSE	Lynda.com
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Step 2: Access Your Packet and Click on "Edit Packet"

CALIFORN	IA STATE UNIVERSITY							
Home	Your Packets							
Your Packets Review, Promotion and Tonure	Active							
Cases	Packet	Туре	Status	Due Date				
Templates Administration Reports		Review	Not Submitted	Case due Aug 24, 2018	View			
Users & Groups								
× CALIFORN	IA STATE UNIVERSITY ONG BEACH							
Home	Overview Amy Lau							
eview, Promotion and Tenu.	Below you will find an overview of	the packet requirements outlined by your instituti	ion. This page will be updated as you make	progress toward submitting your packet.				
Cases Templates	Edit Packet Preview Pa	cket						
Administration								
Reports		PRIMARY FILE Due: 2018-09-28		NOTY	ET SUBMITTED			
osers & oroups		Primary File Materials, 0 Added			Edit			

Step 3: Scroll down to the last section of your packet and click on "View" to the right of "REQUEST – Non-Consideration for Promotion"



Step 4: Check the box in order to confirm your request for non-consideration for the 2018-19 RTP Review Cycle then **Return to Your Packet**



Step 5: Submit Your Packet by clicking "Review & Submit" and then "Submit Section(s)"

Home	 RSCA - Additional Due: Sep 28, 2018 				
Your Packets vview, Promotion and Tenure Cases Templates Administration Reports	@ COMPLETE	0 / 1 OPTIONAL			
	O Additional RSCA		Optional Add Fi		
	 PRIOR EVALUATIONS Due: Sep 28, 2018 				
ers & Groups	Please include all prior evaluations (Periodic "Mini", RTP, an	d/or ETF) as specified below:			
	Reappointment file: all evaluations since appointment. Tenure file: all evaluations since appointment. Promotion file: all evaluations since appointment or since COMPLETE	e the last promotion, whichever is more recent, 0 / 1 OPTIONAL			
	O Prior Evaluations		Optional 🖸 Add F		
	 REQUEST - Non-Consideration for Pror Due: Aug 30, 2018 	notion			
	Complete this section ONLY if you are scheduled to undergo a Promotion Review but would like to opt-out for the current review cycle.				
	© COMPLETE	1 / 1 REQUIRED			
	2018-19 Request for Non-Consideration for Promotion		Required Vie		

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Home Your Packets Review, Promotion and Tenure Cases Templates Administration Reports Users & Groups		RSCA - Peer Reviewed Due: Sep 28, 2018	NOT YET SUBMITTED	
		RSCA - Works In Progress Due: Sep 28, 2018	NOT YET SUBMITTED	
		RSCA - Additional Due: Sep 28, 2018	NOT YET SUBMITTED	
		PRIOR EVALUATIONS Due: Sep 28, 2018	NOT YET SUBMITTED	
		REQUEST - Non-Consideration for Promotion Due: Aug 30, 2018	NOT YET SUBMITTED	
	Preview Submission			
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