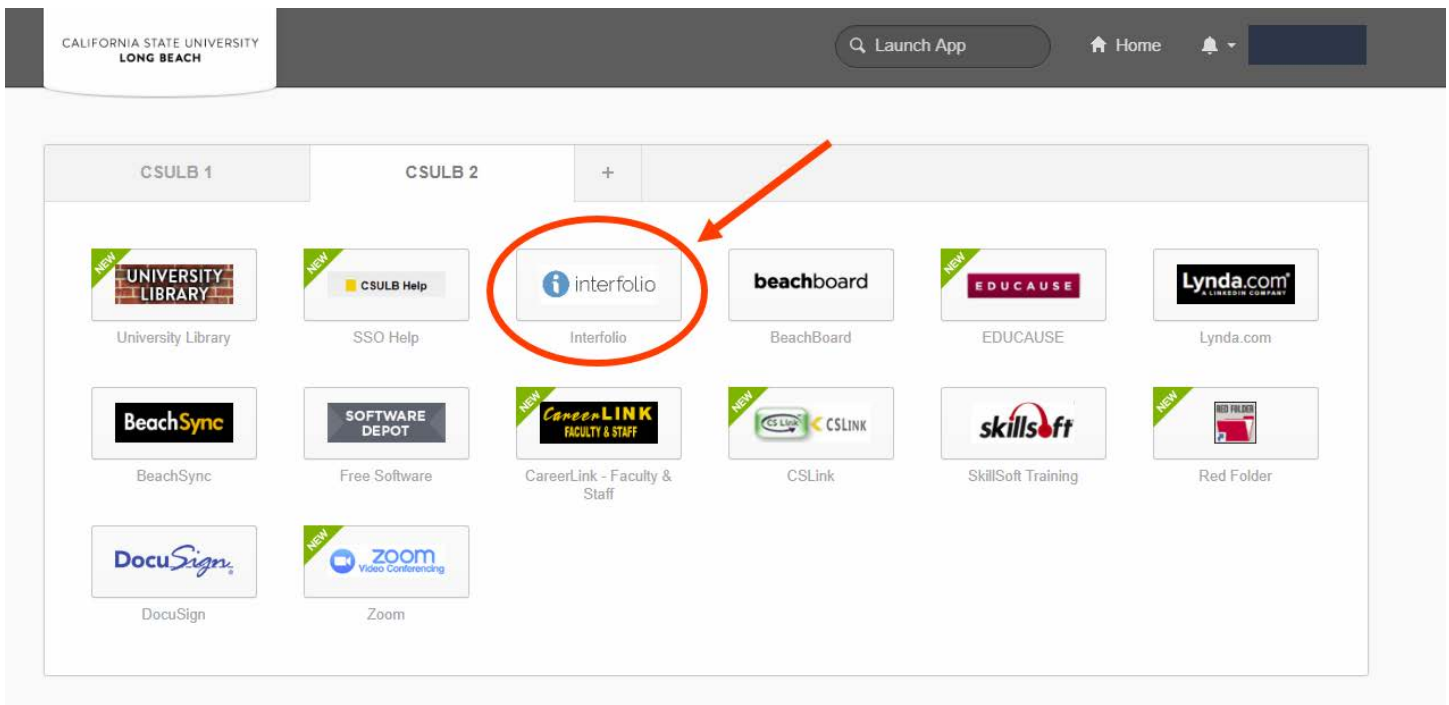
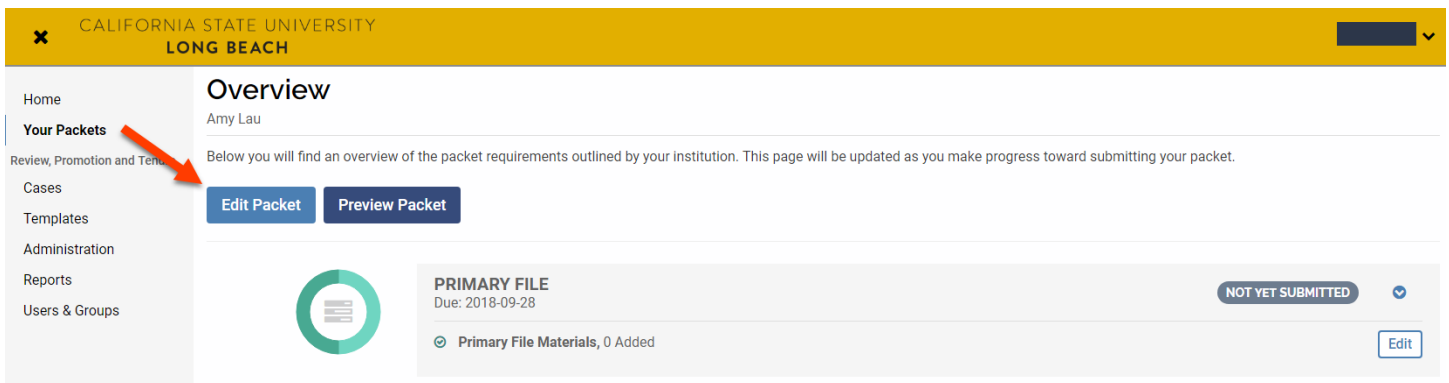
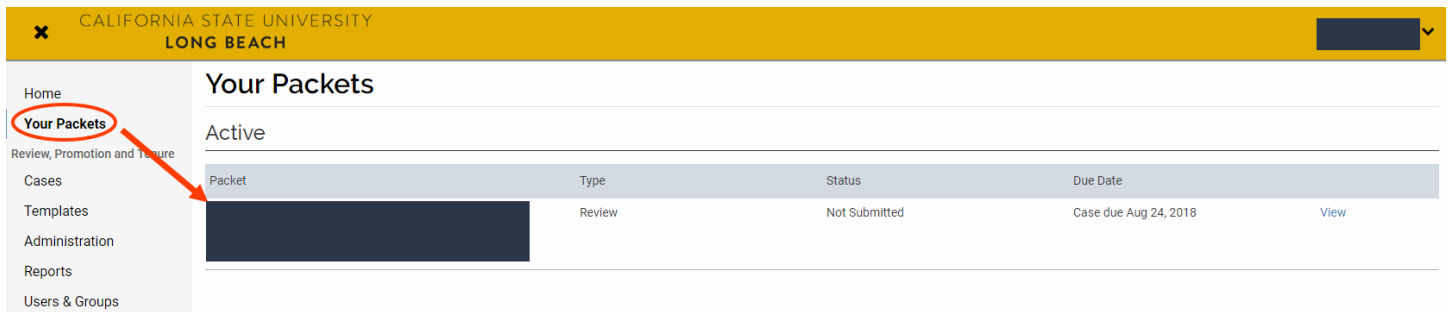


**Step 1:** Access Interfolio via CSULB’s [Single Sign-On \(SSO\)](#)



**Step 2:** Access Your Packet and Click on “Edit Packet”



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

REQUEST - Non-Consideration for Promotion  
Due: Aug 30, 2018

Complete this section **ONLY** if you are scheduled to undergo a **Promotion Review** but would like to **opt-out** for the current review cycle.

○ INCOMPLETE 0 / 1 REQUIRED

○ 2018-19 Request for Non-Consideration for Promotion Required **View**

**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**

CALIFORNIA STATE UNIVERSITY  
LONG BEACH

Home > California State University-Long Beach > Overview > Requirements > 2018-19 Request for Non-Consideration for Promotion  
Amy Lau

You are currently schedule to undergo a promotion review during the 2018-19 RTP Review Cycle.  
If you do NOT wish to be considered for promotion during the 2018-19 RTP Review Cycle, please respond below by August 30, 2018.

I hereby request NOT to be considered for promotion during the 2018-19 RTP Review Cycle.

**Return to Packet**

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

CALIFORNIA STATE UNIVERSITY  
LONG BEACH

Home > Your Packets > Review, Promotion and Tenure > Cases > RSCA - Additional  
Due: Sep 28, 2018

○ COMPLETE 0 / 1 OPTIONAL

○ Additional RSCA Optional **Add File**

Home > Your Packets > Review, Promotion and Tenure > Cases > PRIOR EVALUATIONS  
Due: Sep 28, 2018

○ COMPLETE 0 / 1 OPTIONAL

○ Prior Evaluations Optional **Add File**

Home > Your Packets > Review, Promotion and Tenure > Cases > REQUEST - Non-Consideration for Promotion  
Due: Aug 30, 2018

○ COMPLETE 1 / 1 REQUIRED

○ 2018-19 Request for Non-Consideration for Promotion Required **View**

**Review & Submit**

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Users & Groups

<input checked="" type="checkbox"/>	<b>RSCA - Peer Reviewed</b> Due: Sep 28, 2018	NOT YET SUBMITTED	
<input checked="" type="checkbox"/>	<b>RSCA - Works In Progress</b> Due: Sep 28, 2018	NOT YET SUBMITTED	
<input checked="" type="checkbox"/>	<b>RSCA - Additional</b> Due: Sep 28, 2018	NOT YET SUBMITTED	
<input checked="" type="checkbox"/>	<b>PRIOR EVALUATIONS</b> Due: Sep 28, 2018	NOT YET SUBMITTED	
<input checked="" type="checkbox"/>	<b>REQUEST - Non-Consideration for Promotion</b> Due: Aug 30, 2018	NOT YET SUBMITTED	

Preview Submission



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Program Policies

Submit Section(s)

Cancel