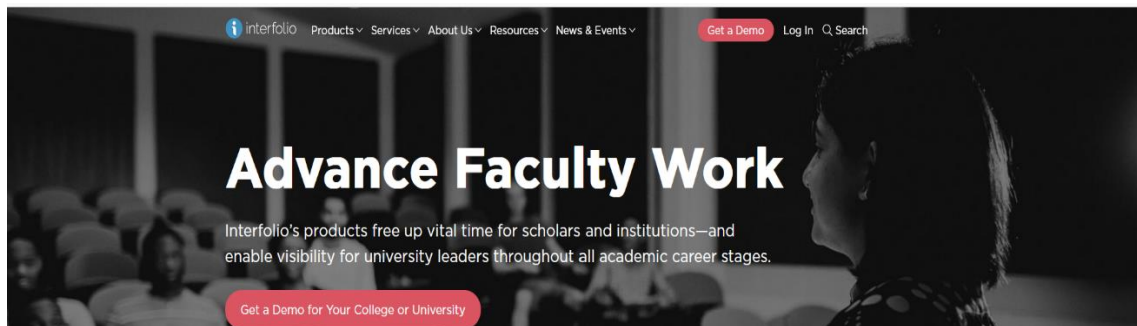


## Interfolio Instructions for Lecturer Faculty

### Instructions for Accessing Interfolio

It is recommended that you use Google Chrome, Firefox, or Safari (Mac) as your browser when accessing the Interfolio website.

1. Go to [www.Interfolio.com](http://www.Interfolio.com) Click LOG IN
2. Click on Partner Institution
3. Type California State University, Los Angeles on the drop-down menu. (If you start with “Los” it should auto find the correct campus.) Click SIGN IN.
4. Sign in using your campus email and password.
5. Click on the Cal State LA logo.
6. If your case is ready, it will be under: “Your Action Items.”

A screenshot of the Interfolio sign-in page. At the top left is the Interfolio logo. The main heading is "Sign In". Below this, there are two sections: "Sign in with email" and "Other Sign In Options". The "Sign in with email" section has two input fields: "Email \*" with a placeholder "Enter Email" and "Password \*" with a placeholder "Enter Password". Below these fields is a blue "Sign In" button. Underneath the button is a link "Forgot your password?". The "Other Sign In Options" section has two buttons: "Sign in with Partner Institution" (highlighted with a red arrow) and "Sign in with Google". At the bottom of the page, there is a section "Don't have an account?" with the text "Use Interfolio's suites of services to simplify your academic life." and a link "Create an account".

### Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

  
  
[Sign in with an Interfolio account >](#)

Don't have an account? Sign up now.  
Use Interfolio's suite of services to simplify your academic life.



### Sign in

  
[Can't access your account?](#)

### Enter password

  
[Forgot my password](#)

## Interfolio Instructions

### Lecturer Faculty Instructions

Preparing Your Documents for the Working Personnel Action File (WPAF)

The University will upload these items from your Permanent Personnel Action File (PPAF):

- Student Opinion Survey Summary Scores (aka Student Evaluations of Teaching)
- Peer Observations
- Previous Evaluations (all levels) and any Responses/Rebuttals

You will need to prepare the following for upload:

- An updated CV

(It is highly recommended that you organize your CV in the order of the main categories of evaluation:)

- Teaching Performance
- Related Educational Activities (if applicable)

- Currency in the Field (which can include trainings, workshops, CETL activities, professional achievements, or service to the University)
- Narrative Statement: Describing your Teaching Performance, Related Educational activities (if applicable), and Currency in the Field
- Index of Materials (a simple outline listing of materials uploaded for easy reference for reviewers)

### **Instructions on how to Upload Materials**

Please Note: Do not make your PDF into a Portfolio PDF. Portfolio PDFs are not visible to the committees.

#### Naming Conventions and Uploading Files – WPAF (Interfolio)

1. All files are converted in PDF format upon upload. It is not necessary to convert MS Word files or other file types to PDFs format prior to upload. (PDF Portfolios cannot be accessed by reviewers in Interfolio.)
2. All files uploaded into Interfolio must use basic naming conventions designed to assist reviewers with identifying files.
3. Student Opinion Survey Summary Scores and Peer Observations uploaded by the University will use the following naming conventions (see examples). Please do not alter.  
SOS\_LASTNAME\_2020-2023  
PEEROBS\_LASTNAME\_2020-2023
4. Files that you upload will begin with the initial semester of inclusion, except for your CV and Narrative Statement. Your CV and Narrative Statement should have the current term.  
Examples:  
SP24\_CV (current term and descriptor)  
SP24\_Narrative Statement (current term and descriptor)  
Syllabi\_2022-2023 (as an example of supplemental files to be used for evidence; files can be combined and uploaded into one file instead of individual files)

5. To upload files under each required section, click on “Edit”

California State University - Los Angeles > Your Packets >

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
College of Business & Economics	Review	Soft Deadline	

[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.](#)

### RTP Cover Sheet

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="radio"/> RTP Cover Sheet (Periodic Evaluation for Probationary Faculty)	3 required	0

[Edit](#)

### Curriculum Vita (CV)

Not Yet Submitted Unlocked

Type	# Required	# Added
<input type="radio"/> CV	1 required	0

[Edit](#)

6. Click on “Fill Out Form” for the RTP Cover Sheet. After you enter the information, click on “Submit”

[View Instructions](#) [Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
College of Business & Economics	Review	Soft Deadline	

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

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

**RTP Cover Sheet** 2.

Not Yet Submitted Unlocked 0 of 0 Required Files

Please complete RTP Cover Sheet

**RTP Cover Sheet (Periodic Evaluation for Probationary Faculty)** 3 required questions, 1.

This form has not been completed. [Fill Out Form](#)

[Submit](#)

7. Click on “Add” for all other sections required.

▼ Curriculum Vita (CV)  
Not Yet Submitted **Unlocked**

CV 1 required, 0 Added

Please upload your CV here.

It is highly recommended that you organize your CV in the order of the main categories of evaluation:

- A. Educational Performance
- B. Professional Achievement
- C. Contributions to the University.

No files have been added yet.

0 of 1 Required Files

**2.** → **Submit**

**1.** → **Add**

8. You can add a new file or you can choose existing files from previous packets.

- To Add a New File, Click on the “Add New File” tab.

**Add CV**  
1 Required

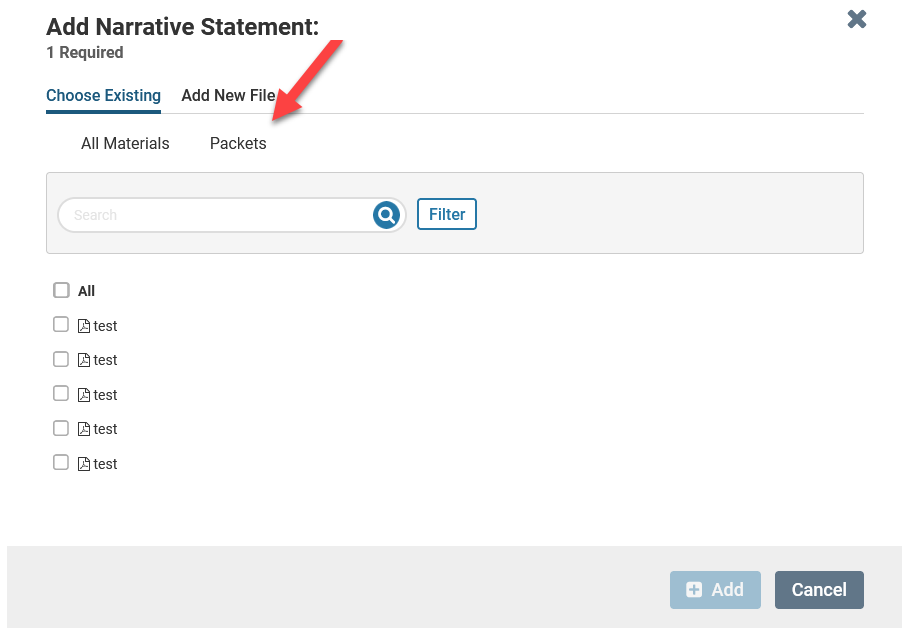
**Choose Existing** **Add New File**

All Materials Packets

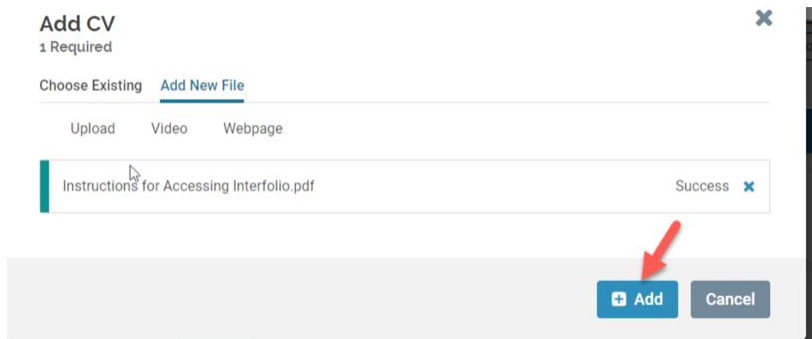
Search  **Filter**

There are no existing files to select.

**Add** **Cancel**

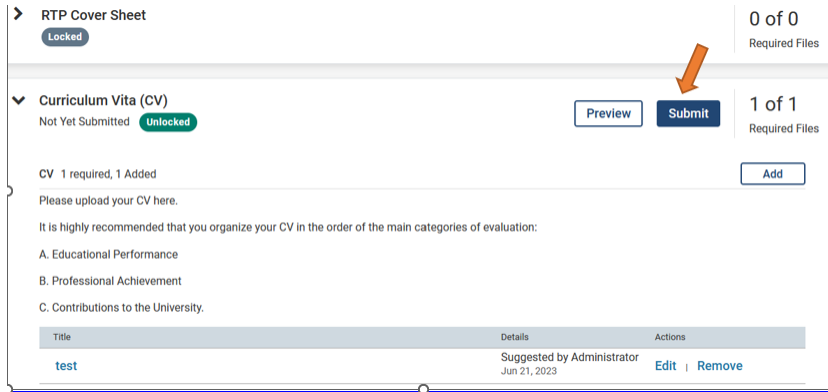


9. After you upload your files, or choose from existing files, click on “Add”.

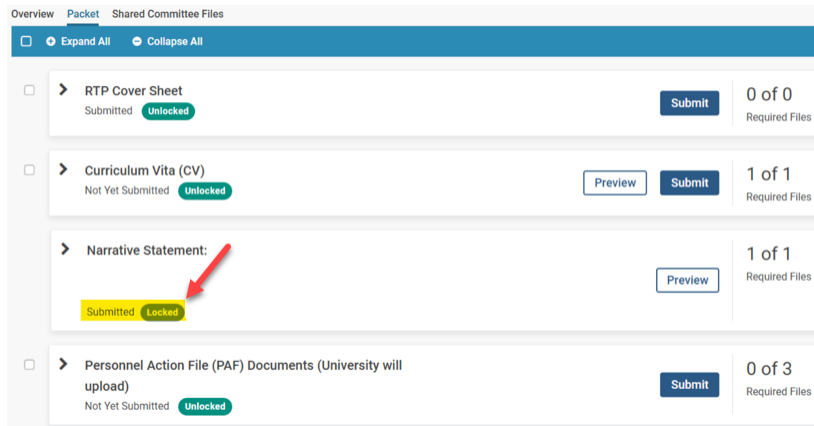


10. After uploading all required files, click “Submit” for all sections.

- Please keep in mind that once you click submit for a section, you will not be able to edit that section anymore. If you need to edit a submitted section and it is still before the deadline, please contact Faculty Affairs.



11. You will not receive an email confirmation from Interfolio that your file has been submitted. You can verify that each section has been submitted when you see that it is locked. Please make sure that all sections have been submitted and locked.

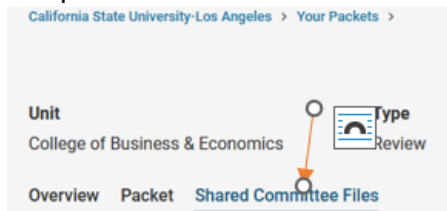


## How to View/Download Committee Reports and Submit a Response/Rebuttal

1. Click on "Your Packets" in the left-hand navigation and select the case



2. Open the "Shared Committee Files" tab of the case packet.




3. Files shared with you will appear listed. You can download the file or copy it to your Dossier, where it will appear in your Dossier materials.

Unit: College of Business & Economics | Type: Review | Packet Deadline Type: Soft Deadline | Packet Due Date: Jun 23, 2023

Overview | Packet | **Shared Committee Files**

Below you will see files that have been sent to you by committee members. Actions

▼ Sent by Jennifer Duarte on Jun 22, 2023

Shared Files	Actions
test	 <a href="#">Copy to Dossier</a>   <a href="#">Download</a>

**Open for Response**  
To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

**Due**  
Due: Jun 27, 2023

[Send Response](#)

If you click "Copy to Dossier," you will have the option to add the file directly to a collection of materials (if you have any collections available).

### Copy 1 File To My Dossier Account

**Copying To**  
My Dossier Account (xxjrrrrr@demo.edu)

**Add to this collection (optional)**  
Collections let you group together documents in your Dossier for easy submission to review cases, or searches.

Utah Job

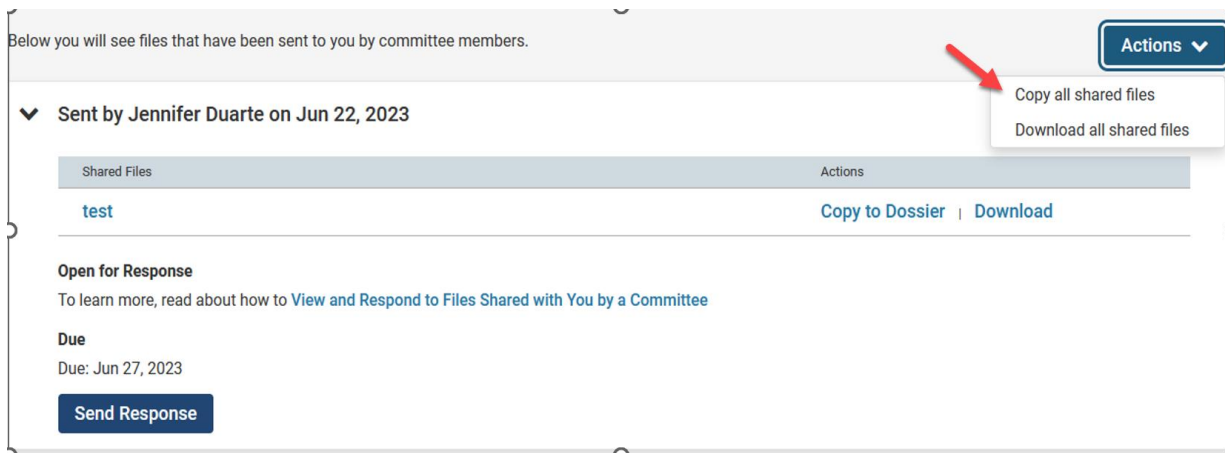
**Shared Files**

Department Chairs Report

[Copy](#) [Cancel](#)

You can also click the "Actions" button to the right of the page to copy or download all shared files.



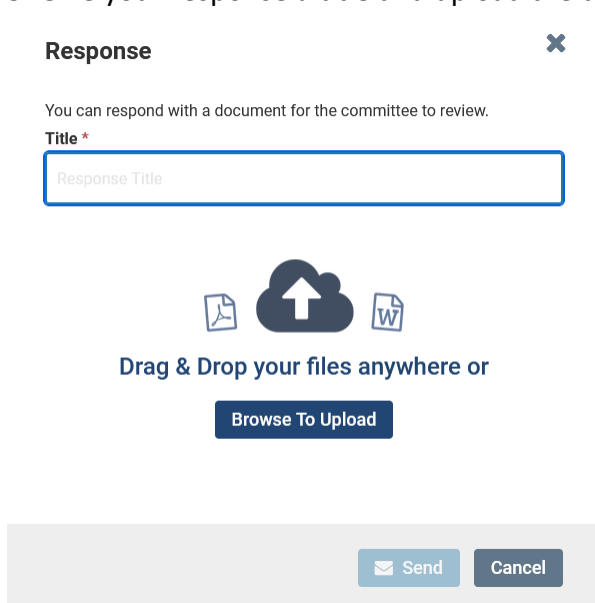


4. Click "Send Response" to respond to the file. If you are allowed to respond to the file's content, you will see a link labeled "Send Response," and a due date for when your response is due.

**Please Note:** This is a hard deadline, and you must respond to shared files by the due date.



5. Give your response a title and upload the document file.



6. Your response will appear in the list of shared files.

▼ Sent by Jennifer Duarte on Jun 22, 2023

Shared Files	Actions
test	Copy to Dossier   Download

Response

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Shared	Details
test	Sent: Jun 22, 2023

## How to add a link or webpage

1. Open the webpage tab of the “Add File” window.

**Add File** [Close]

Add New File Previous Reviews

Upload Video **Webpage**

Drag & Drop your files anywhere or

Browse To Upload

[Save] [Cancel]

2. Give your webpage a title.

**Add File** [Close]

Add New File Previous Reviews

Upload Video Webpage

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

**Title \***

MUS 212\_Fall\_2006 [Checkmark]

3. Enter the URL of the webpage.

**Add File** [Close]

Add New File Previous Reviews

Upload Video Webpage

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

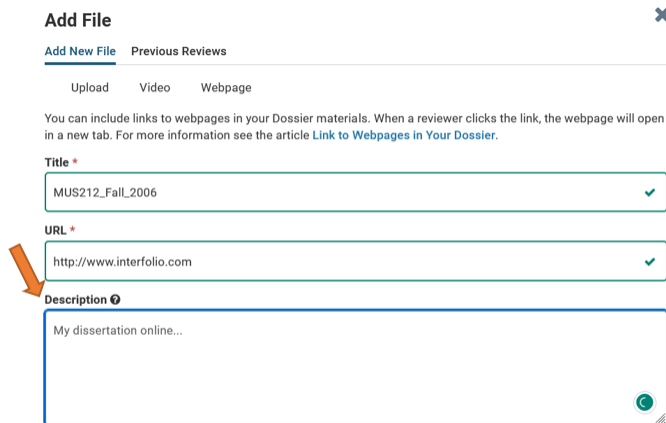
**Title \***

MUS212\_Fall\_2006 [Checkmark]

**URL \***

http://www.interfolio.com [Checkmark]

4. Enter a description to provide information or context for your webpage.



**Add File** ✕

[Add New File](#) [Previous Reviews](#)

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

**Title \***

MUS212\_Fall\_2006 ✓

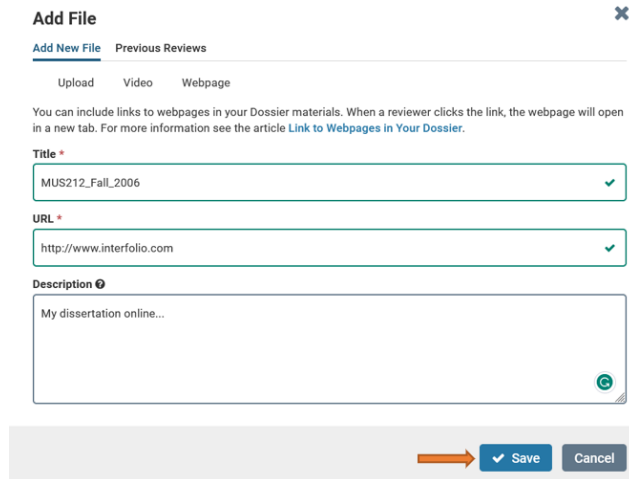
**URL \***

http://www.interfolio.com ✓

**Description ⓘ**

My dissertation online...

5. Click “Save,” and the link to your webpage will be added to the list of materials in your Dossier.



**Add File** ✕

[Add New File](#) [Previous Reviews](#)

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

**Title \***

MUS212\_Fall\_2006 ✓

**URL \***

http://www.interfolio.com ✓

**Description ⓘ**

My dissertation online...

➔ [Save](#) [Cancel](#)

If after referring to these instructions you find that you are still having trouble, please contact the Office of Faculty Affairs between 8:00 – 5:00 Monday through Friday at 323-343-3810 or email us at [RTP\\_Interfolio\\_Help@calstatela.edu](mailto:RTP_Interfolio_Help@calstatela.edu). We are here to help.