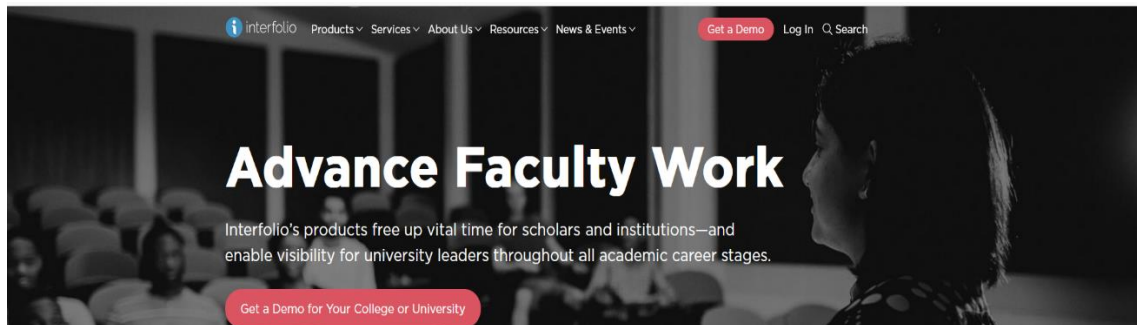==Tenured Library Performance for Promotion to Full Librarian Interfolio Instructions==

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 Click LOG IN
2. Click on Partner Institution
3. Type California State University, Los Angeles on the drop-down menu. 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."

Interfolio Instructions

Tenured, Associate Librarian Instructions (Performance Review for Promotion to Full Librarian)

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

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

- Student Opinion Survey Summary Scores (aka Student Evaluations of Teaching)
- Peer Observation(s)
- Previous evaluations (all levels) and any rebuttal/responses

You will need to prepare the following for your WPAF upload:

- Current Statement of Responsibility

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

  A. Professional Librarian Responsibilities

  B. Professional Achievement

  C. Contributions to the University

- Personal Integrative Statements for Categories A, B, and C:

  (A. Professional Librarian Responsibilities, B. Professional Achievement, and C. Contributions to the University

- Supporting Documents as evidence of your performance, achievements, and contributions

- Additional documentation for library faculty active in programs outside the library, when applicable.

- 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 PDF files into a Portfolio PDF. Portfolio PDFs are not visible to the committees when uploaded to Interfolio.

Naming Conventions and Uploading Files – Working Personnel Action File (WPAF) in Interfolio

1. All files are converted into PDF format upon upload. It is not necessary to convert MS Word files or other file types to PDFs format prior to upload. (Reminder: 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 consistently 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_2019-2023

PEEROBS_LASTNAME_2019-2023

4. Files that you upload will begin with the semester of the initial inclusion, except for your CV and Personal Integrative Statement. Your CV and Personal Integrative Statement should have the current term/date.

Examples:

F23_CV (current term and descriptor)

F23_Personal Integrative Statement (current term and descriptor)

Syllabi_2019-2023 (supplemental files such as syllabi or workshops can be combined and uploaded as one file instead of individual files, but please do not use PDF portfolio.)

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

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

7. Click on "Add" for all other sections required.

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

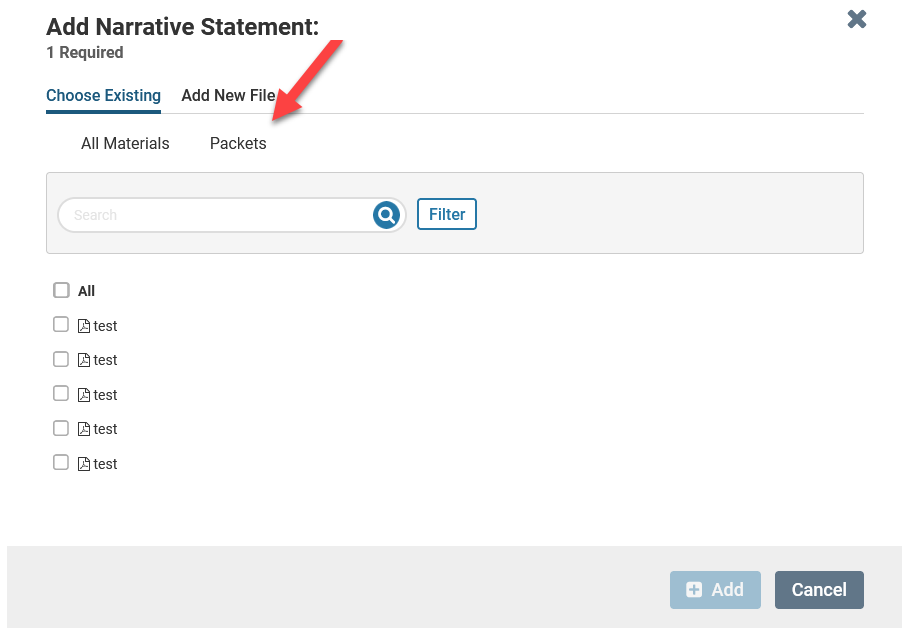   • To Add a New File, Click on the "Add New File" tab.

9. After you upload your files, or choose from existing files, click on "Add".
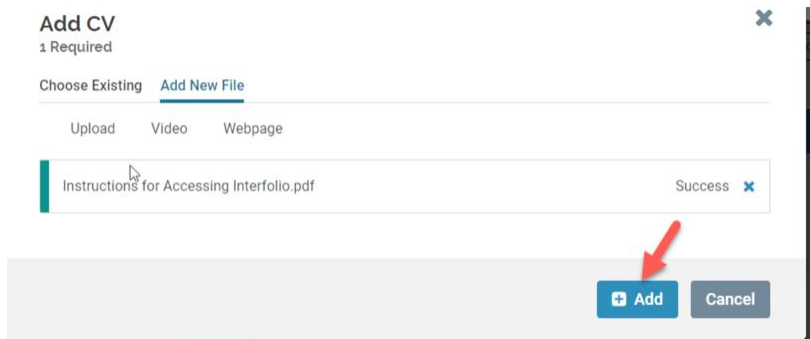
10. After uploading all required files, click "Submit" for all sections.

• 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 at 323-343-3810 or by email at RTP_Interfolio_Help@calstatela.edu.
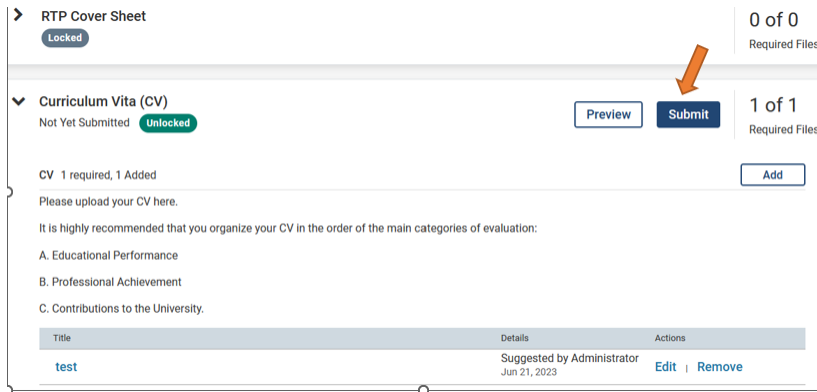
11. You will not receive an email confirmation from Interfolio that your file has been submitted. You can verify that each section has been submitted when you see that it is locked. Please make sure that all sections have been submitted and show as locked.
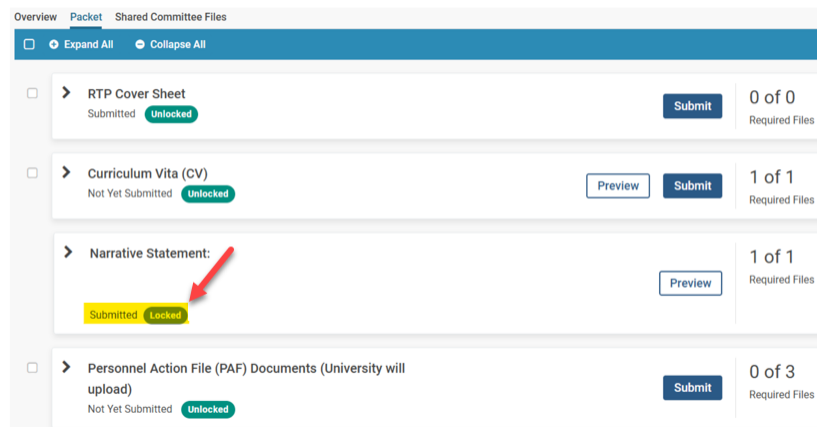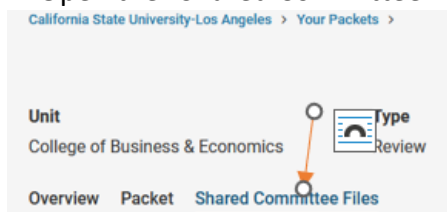

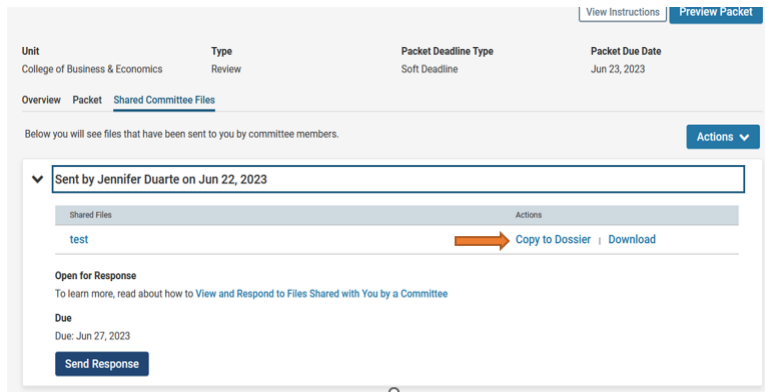## How to view/download a Committee Report and Submit a Response/Rebuttal

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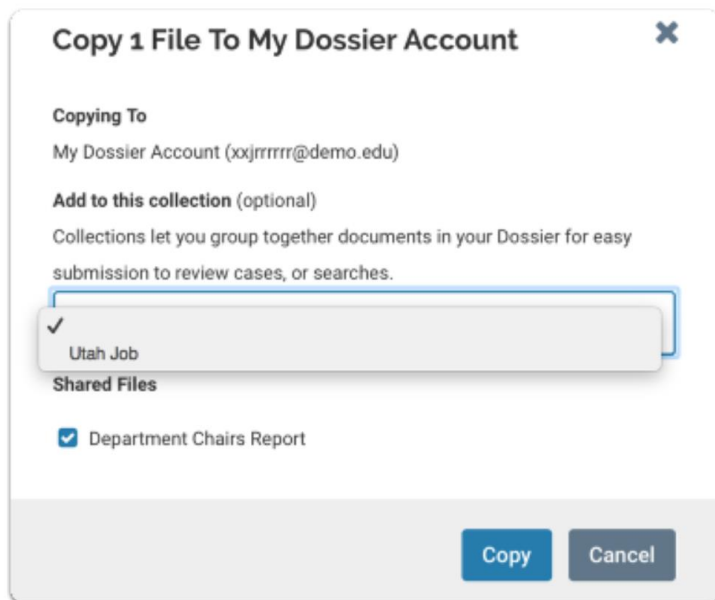

2. Open the "Shared Committee Files" tab of the case packet

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 Interfolio Dossier materials.

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).
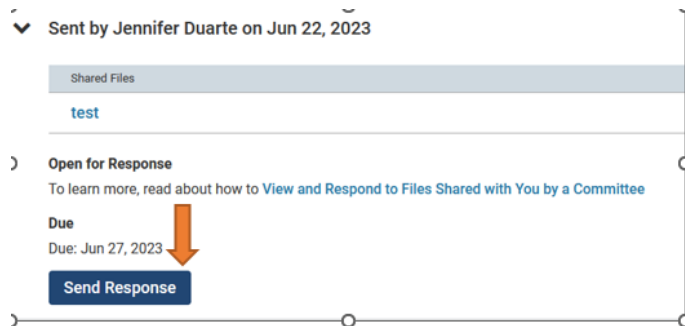

You can also click the "Actions" button to the right of the page to copy or download all shared files.
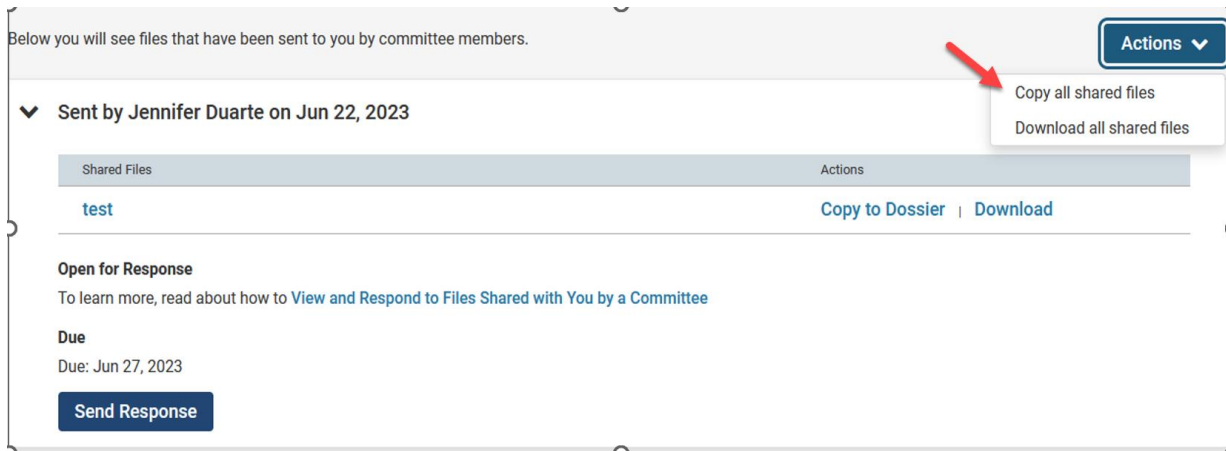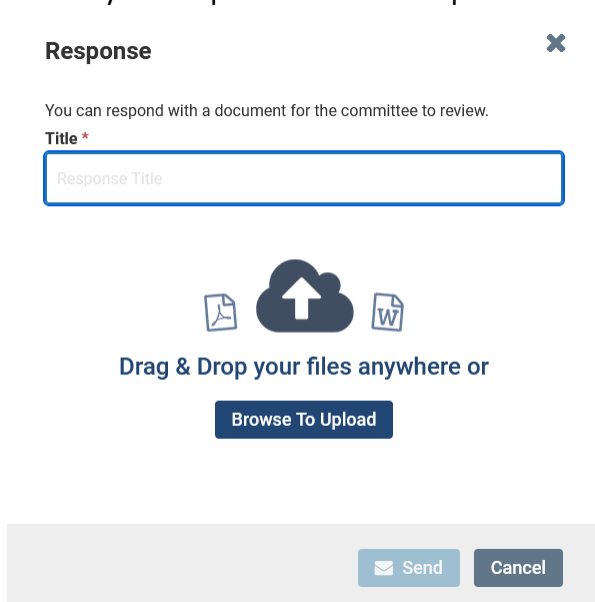
4. Click "Send Response" to respond to the file. If you are allowed to respond to the file's content, you will see a link labeled "Send Response," and a due date for when your response is due.

Please Note: This is a hard deadline; 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.

How to add a link or webpage

1. Open the webpage tab of the "Add File" window.

2. Give your webpage a title

3. Enter the URL of the webpage

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

5. Click "Add," and the link to your webpage will be added to the list of materials in your Dossier.

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. We are here to help.