

Instructions for Digitizing RTP Documents for Use with Interfolio

The following items will need to be scanned from faculty PAFs (PDF format). When you are ready with the files.

We will first focus only on faculty who are undergoing *performance reviews* (probationary faculty in their second year, and all other probationary faculty, including those applying for tenure/promotion to Associate or promotion to Full)

For all probationary faculty, including faculty who are applying for tenure:

1. Please scan ALL previous evaluations documents/letters (every level of review) for periodic and performance evaluations since they started their probationary appointment (one PDF).
LABEL: PREVIOUSVALS_FACULTY LAST NAME_YEARS INCLUDED
Example, PREVIOUSVALS_WONG_2014-2017
Upload must be completed by before file closure
2. Please scan all student opinion surveys since they started their probationary appointment (one PDF).
LABEL: SOS_FACULTY LAST NAME_YEARS INCLUDED
Example, SOS_WONG_2014-2017
Upload must be completed by before file closure
3. Please scan all peer observations since they started their probationary appointment (one PDF).
LABEL: PEEROBS_FACULTY LAST NAME_YEARS INCLUDED
Example, PEEROBS_WONG_2014-2017
Upload must be completed by before file closure

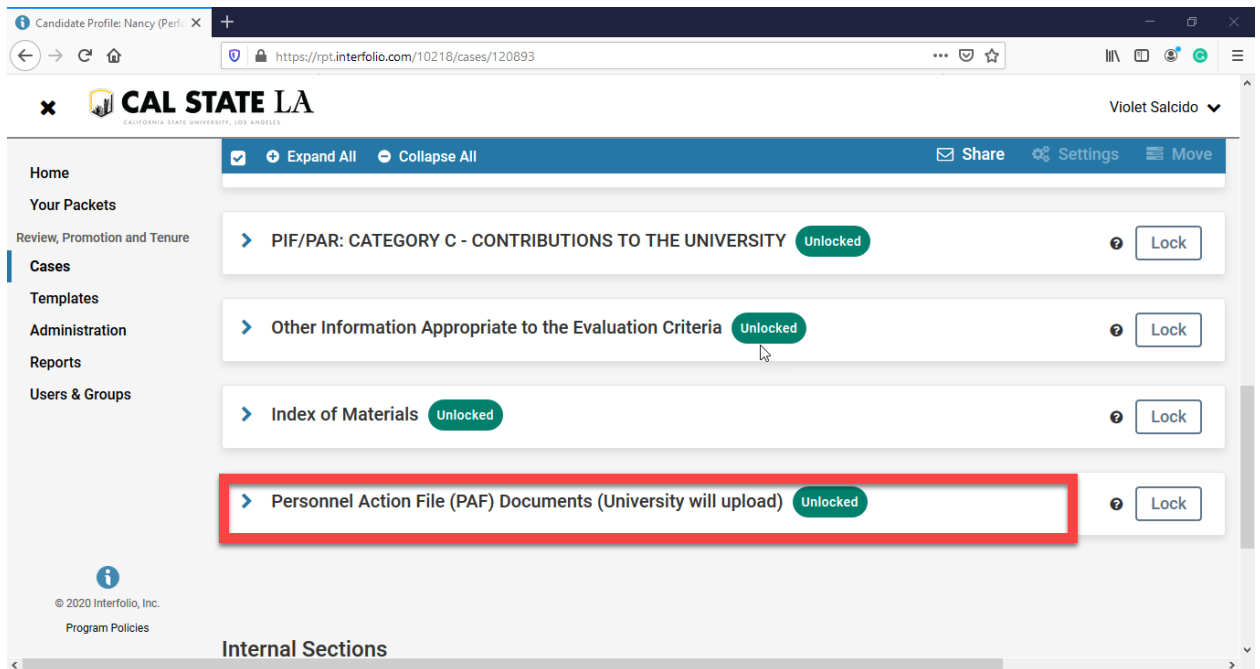
For Promotion to Full:

1. Please scan all student opinion surveys since the promotion to Associate (one PDF).
LABEL: SOS_FACULTY LAST NAME_YEARS INCLUDED
Example, SOS_HILL_2013-2017
Upload must be completed by before file closure
2. Please scan all peer observations since the promotion to Associate (one PDF).
LABEL: PEEROBS_FACULTY LAST NAME_YEARS INCLUDED
Example, PEEROBS_HILL_2013-2017
Upload must be completed by before file closure
3. Please scan ALL previous evaluations documents/letters (every level of review) including post-tenure reviews since the promotion to Associate (one PDF).
LABEL: PREVIOUSVALS_FACULTY LAST NAME_YEARS INCLUDED

Example, *PREVIOUSSEVALS_WONG_2014-2017*
Upload must be completed by **before file closure**

To Upload Files:

1. Click on faculty case
2. Scroll all the way down to “Personnel Action File (PAF) Documents (University will upload)”

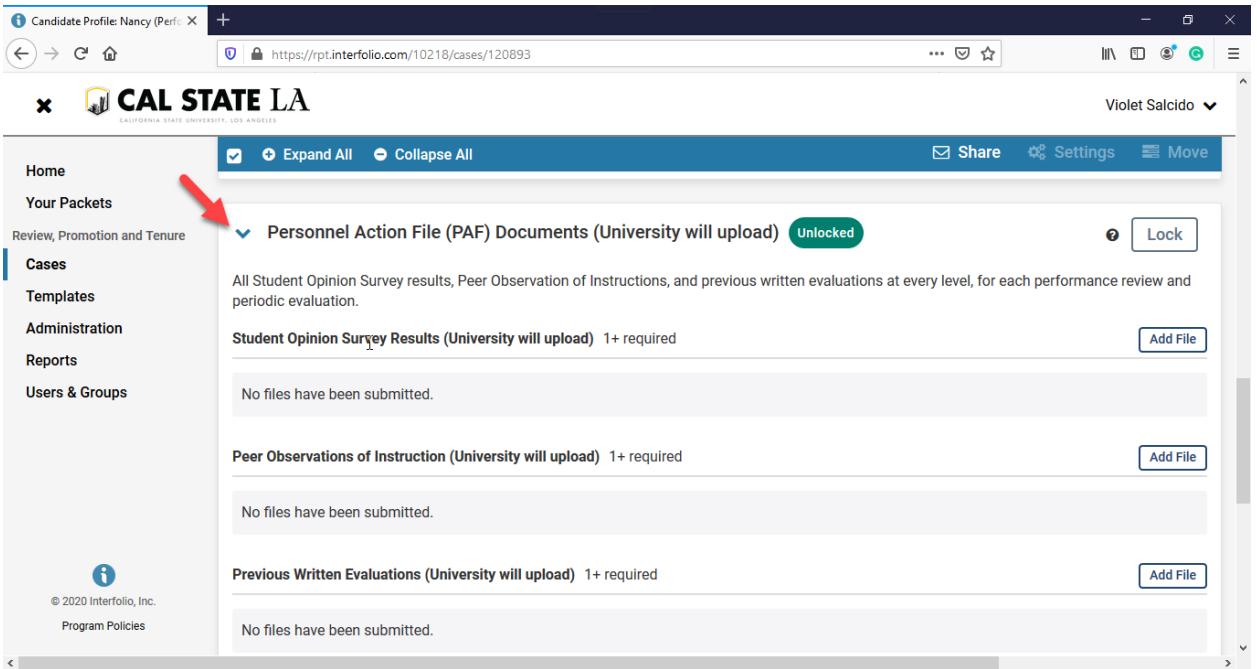


The screenshot shows a web browser window with the URL <https://rpt.interfolio.com/10218/cases/120893>. The page header includes the CAL STATE LA logo and the user name Violet Salcido. The main content area displays a list of cases under the heading "Cases". The cases are:

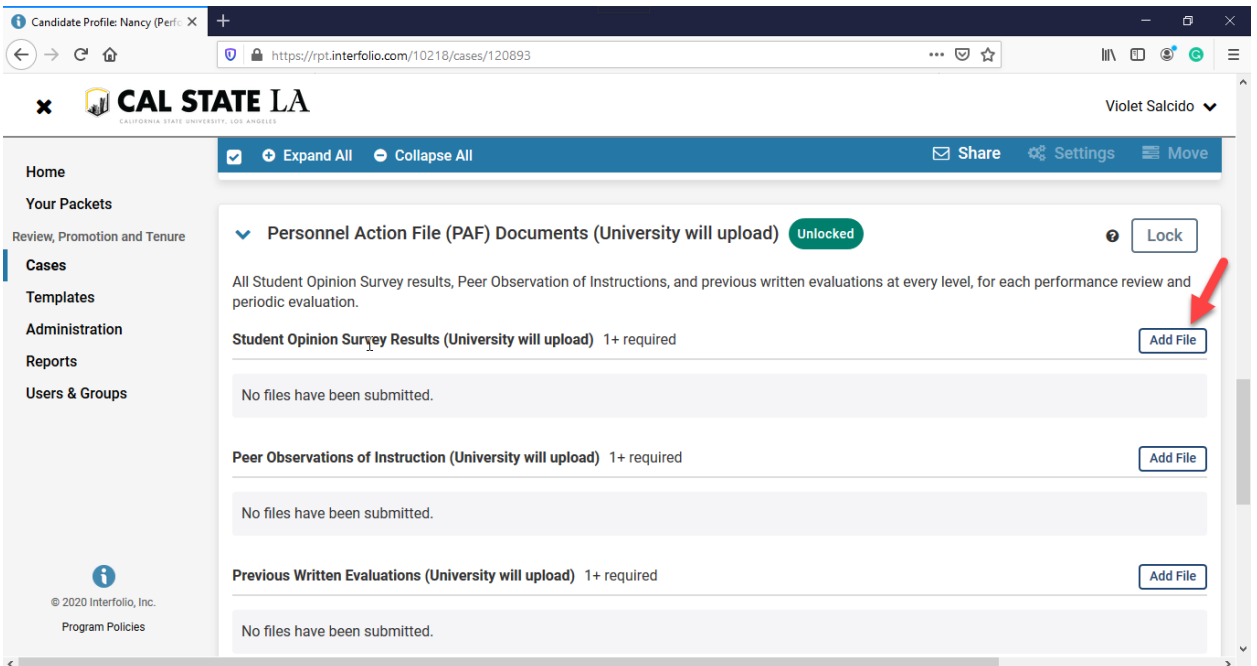
- PIF/PAR: CATEGORY C - CONTRIBUTIONS TO THE UNIVERSITY (Unlocked)
- Other Information Appropriate to the Evaluation Criteria (Unlocked)
- Index of Materials (Unlocked)
- Personnel Action File (PAF) Documents (University will upload) (Unlocked)

The "Personnel Action File (PAF) Documents (University will upload)" case is highlighted with a red rectangular box. Each case entry includes a right-pointing arrow, the case name, an "Unlocked" status indicator, a help icon, and a "Lock" button. The footer of the page includes the copyright notice "© 2020 Interfolio, Inc. Program Policies" and the text "Internal Sections".

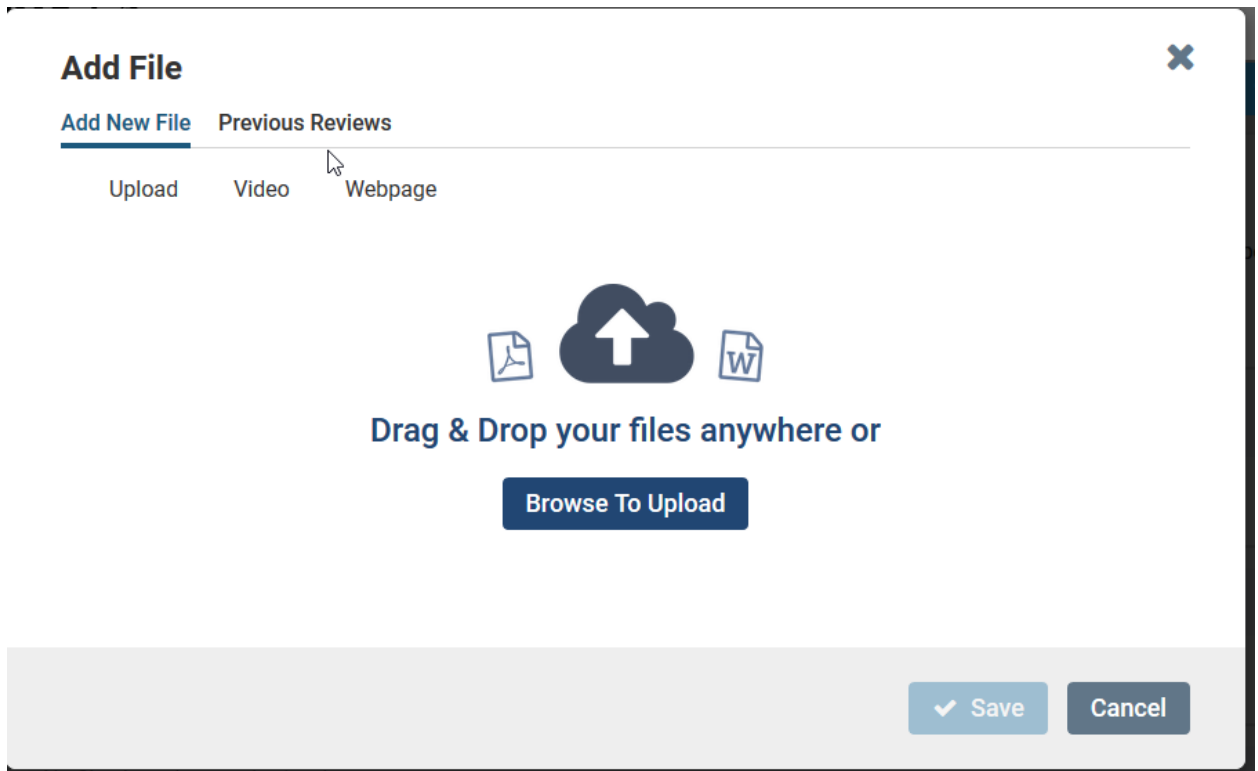
3. Click on the arrow



4. Click on “Add File”



5. Click on “Add New File”. You can drag & drop your files or you can browse to upload.



6. After you upload the files, click on "Save".

