

How to upload previous reports from Interfolio

1. Click on case name.
2. Scroll down to the Internal section
3. Click on Personnel Action File. Click on "Add file" for each section you want to upload a file.

Personnel Action File (PAF) Documents (University will upload) Unlocked Lock

All Student Opinion Survey results, Peer Observation of Instructions, and previous written evaluations at every level, for each performance review and periodic evaluation.

Student Opinion Survey Results (University will upload) 1+ required Add File

No files have been submitted.

Peer Observations of Instruction (University will upload) 1+ required Add File

No files have been submitted.

Previous Written Evaluations (University will upload) 1+ required Add File

No files have been submitted.

Individualized Professional Plan (University will upload if one exists) up to 1 optional Add File

No files have been submitted.

4. Click on Previous Reviews. Click on the correct file.

Add File ×

Add New File Previous Reviews

Select Case *

Select review

Select review

Performance Review - Second Year (A&L) | Jun 13, 2019 - Mar 9, 2020

Save Cancel

5. Check the boxes of the reports you want to upload. Click Save.

Add File ✕

Select Case *

Performance Review - Second Year (A&L) | Jun 13, 2019 - Mar 9, 2020 ▼

Search by name or section

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<input type="checkbox"/> Name	Section
<input type="checkbox"/> PREVIOUSSEVALS_HEINTZ_2018-2019	Working Personnel Action File (WPAF) Documents
<input checked="" type="checkbox"/> Heintz committee report	Working Personnel Action File (WPAF) Documents
<input checked="" type="checkbox"/> Heintz committee report	Performance Review Report Submission (All Levels)
<input checked="" type="checkbox"/> Heintz committee report	Performance Review Report Submission (All Levels)
<input checked="" type="checkbox"/> FA19 Chair Report.Heintz	Performance Review Report Submission (All Levels)
<input type="checkbox"/> Heinz_RTP College report	Performance Review Report Submission (All Levels)