

## **Naming Conventions and Uploading Files – eWPAF (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.
2. All files uploaded into Interfolio must use basic naming conventions designed to assist reviewers with identifying the file.
3. Student Opinion Surveys and Peer Observations uploaded by the University will use the following naming conventions (see examples). Please do not alter.

SOS\_LASTNAME\_2014-2018

PEEROBS\_LASTNAME\_2014-2018

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

### **Examples:**

SP19\_CV (**current term** and descriptor)

SP19\_Narrative Statement (**current term** and descriptor)

Syllabi\_2015-2020 (**supplemental 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 > **Periodic Evaluation for Probationary Faculty (CBE)** [Preview Packet](#)

Unit: Department of Management | Type: Review | [Candidate Instructions](#) | [View Instructions](#)

**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.](#)

Type	# Required	# Added
RTP Cover Sheet		
Not Yet Submitted Locked		
RTP Cover Sheet (Periodic Evaluation for Probationary Faculty)	3 required	0

[Edit](#)

Type	# Required	# Added
Curriculum Vita (CV)		
Not Yet Submitted Locked		
CV	1 required	0

[Edit](#)

Narrative Statement: Categories A, B, and C - Educational Performance, Professional Achievement, and Contributions to the [Edit](#)

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

Home  
Your Packets  
Review, Promotion and Tenure  
Cases

California State University-Los Angeles > Your Packets >  
**Periodic Evaluation for Probationary Faculty (CBE)** [Preview Packet](#)

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Overview    Packet

Expand All     Collapse All

**RTP Cover Sheet**  
Not Yet Submitted    **Unlocked**    **Submit**    0 of 0 Required Files

Please complete RTP Cover Sheet

RTP Cover Sheet (Periodic Evaluation for Probationary Faculty) 3 required questions.  
[Fill Out Form](#)

This form has not been complete.

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

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Expand All     Collapse All

**RTP Cover Sheet**  
Not Yet Submitted    **Unlocked**    **Submit**    0 of 0 Required Files

Please complete RTP Cover Sheet

RTP Cover Sheet (Periodic Evaluation for Probationary Faculty) 3 required questions.  
[Fill Out Form](#)

This form has not been complete.

**Curriculum Vita (CV)**  
Not Yet Submitted    **Unlocked**    **Submit**    0 of 1 Required Files

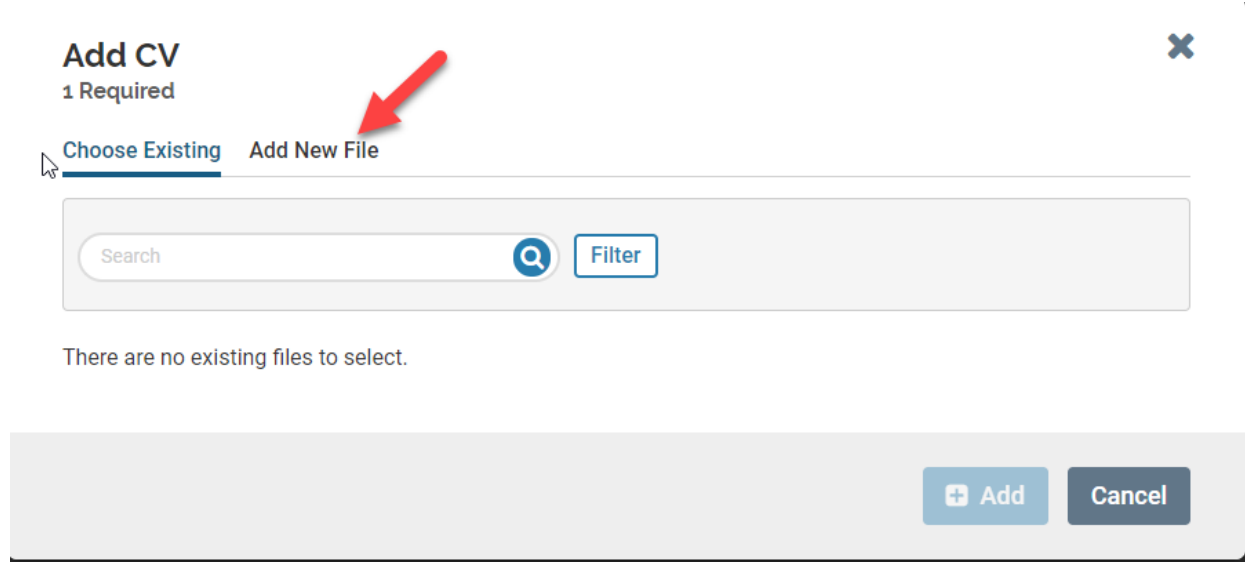
CV 1 required, 0 Added  
[Add](#)

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.

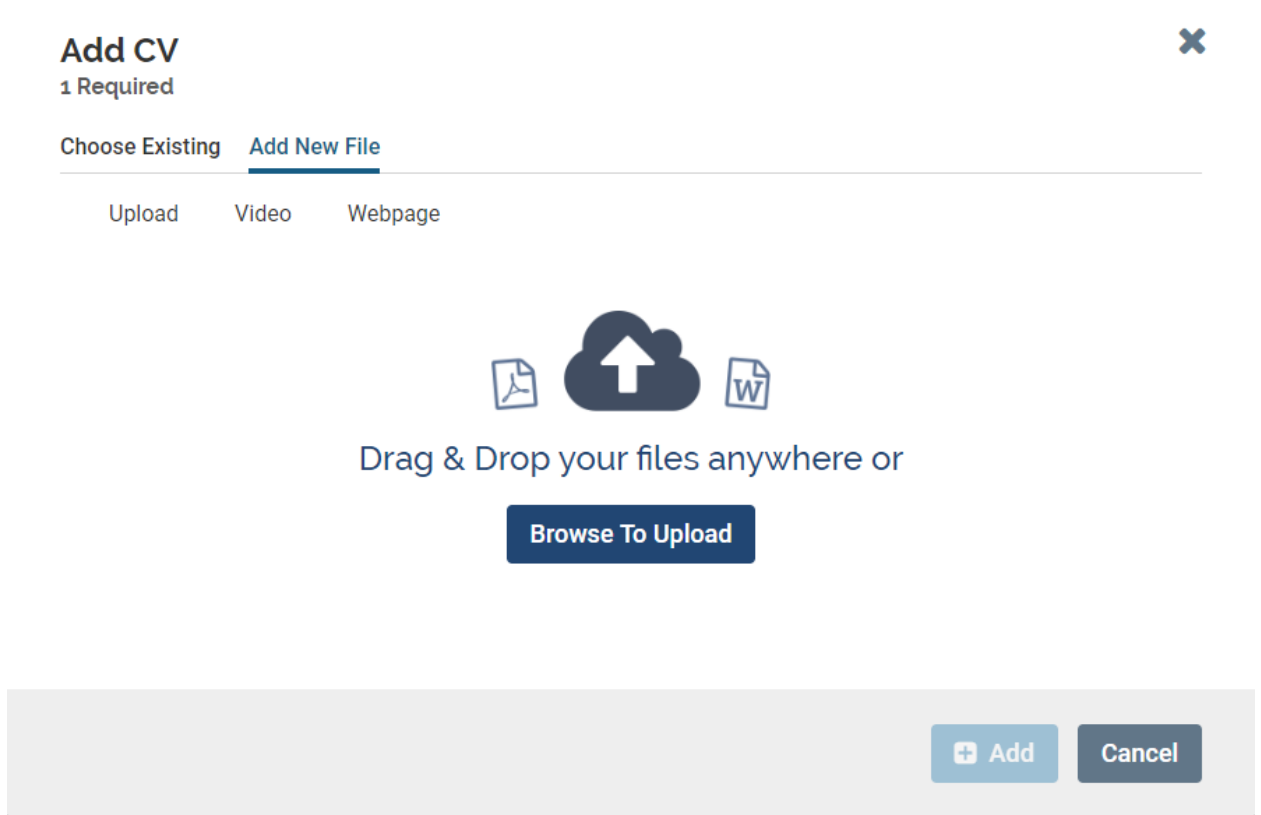
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- You can add a new file or you can choose existing files from previous packets.

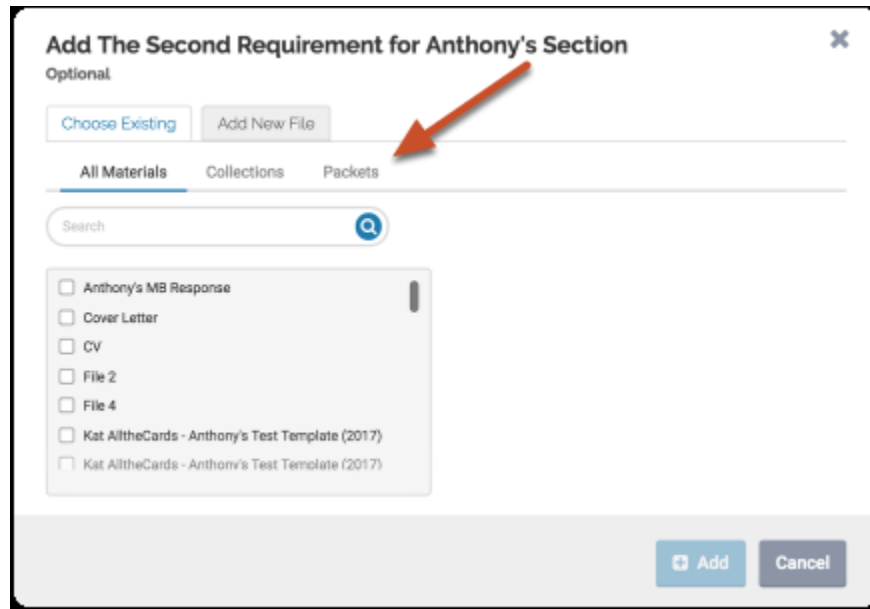
- To Add a New File, Click on the “Add New File” tab.



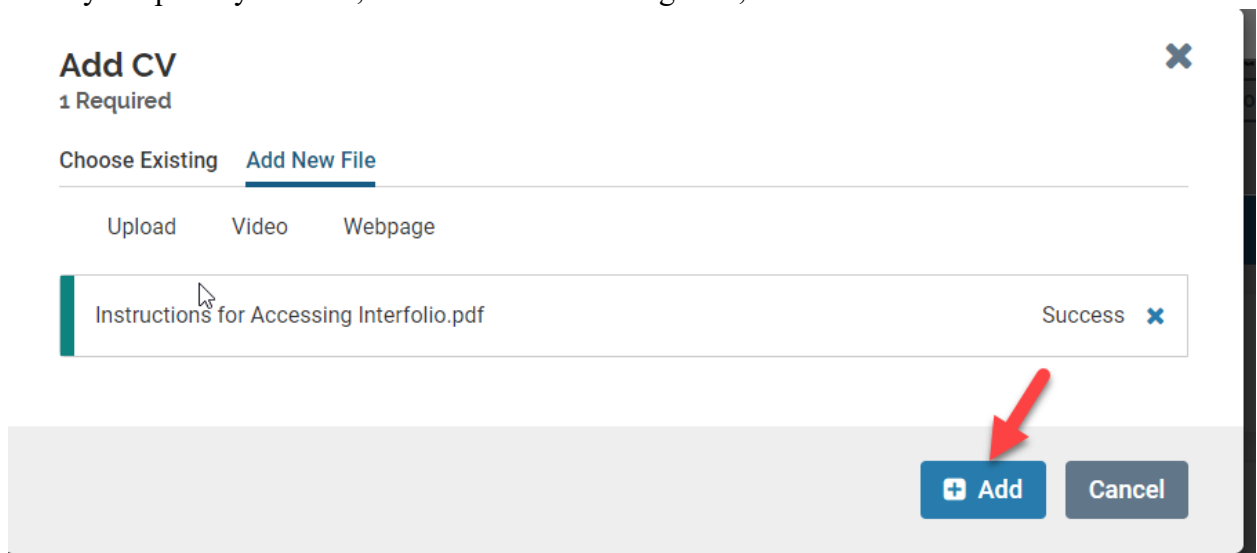
- You can drag & drop your files or you can browse to upload



- To add a file from a previous packet, under the “Choose Existing” tab, click on “Packets”.



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



10. After uploading all required files, go back and click on “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.

**CAL STATE LA** Violet Salcido

California State University-Los Angeles > Your Packets > **Periodic Evaluation for Probationary Faculty (CBE)** [Preview Packet](#)

Unit: Department of Management Type: Review Candidate Instructions: [View Instructions](#)

Overview Packet

Expand All Collapse All

- RTP Cover Sheet Submitted **Locked** 0 of 0 Required Files
- Curriculum Vita (CV) Not Yet Submitted **Unlocked** [Preview](#) [Submit](#) 1 of 1 Required Files
 

CV 1 required, 1 Added [Add](#)

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.

Title	Details	Actions
<a href="#">Instructions for Accessing Interfolio</a>	Added Jan 31, 2020	<a href="#">Edit</a>   <a href="#">Remove</a>
- Narrative Statement: Categories A, B, and C - Educational 0 of 1

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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.

Overview Packet Shared Committee Files

Expand All Collapse All

- RTP Cover Sheet Submitted **Unlocked** [Submit](#) 0 of 0 Required Files
- Curriculum Vita (CV) Not Yet Submitted **Unlocked** [Preview](#) [Submit](#) 1 of 1 Required Files
- Narrative Statement: Categories A, B, and C - Educational Performance, Professional Achievement, and Contributions to the University Submitted **Locked** [Preview](#) 1 of 1 Required Files
- Personnel Action File (PAF) Documents (University will upload) Not Yet Submitted **Unlocked** [Submit](#) 0 of 3 Required Files