

Reviewer Guide to Interfolio Temporary Faculty Periodic Evaluations

If you need assistance with this process, please contact your department coordinator and/or College RTP representative. You may also refer to the [Interfolio reviewer guides](#) or call Interfolio's help-line at 833-844-2118 / Interfolio-support@elsevier.com.



Log-in

Go to www.interfolio.com → Sign In → Partner Institution → San Diego State University → Single Sign-On → username is SDSUId and associated SDSUId password.



Constituting Committees, Deliberation, Voting, and Confidentiality

- A minimum of three (3) tenured faculty members of any rank are needed to constitute a peer review committee.
- A department chair or school director who makes a separate recommendation shall not participate as a member of the departmental peer review committee but may serve as an external member of another department or college committee.
- A simple majority of the committee membership is needed for recommendation; absences and abstentions are not counted as “no” votes.
- Deliberations are to be held confidential.



Evaluation

- [Follow the Interfolio guide to review the case materials.](#) Reviewers will only have access to cases currently at their level of review.
- All temporary faculty who are scheduled for evaluation are expected to provide a complete set of materials by the deadline. Temporary faculty who do not provide a complete set of materials by the deadline cannot be evaluated fairly by academic units and thus cannot be provided careful consideration for work in the subsequent AY. *Faculty and administrators who evaluate temporary faculty members should not offer an evaluation (i.e., “satisfactory” or “unsatisfactory”) if complete materials are not provided by the candidate.*
- When evaluation is complete, the individual reviewers and the committee chair will complete the required recommendation form (reviewers no longer need to prepare/submit letters). [Follow this Interfolio guide on how to complete and submit the form.](#) If the form is not appearing, please contact your department/school coordinator or College RTP representative to ensure you have been given access. Form includes:

Annual Evaluation

- Review Date (use due date on [timeline](#) and/or check with your department/school/college)
- Candidate Name
- Reviewer name(s) and title(s)
- Rating (Satisfactory or Unsatisfactory)
- Rationale for Rating (8000 character limit)

Cumulative Evaluation

- Review Date (use due date on [timeline](#) and/or check with your department/school/college)
- Candidate Name
- Reviewer name(s) and title(s)
- Rating (Satisfactory or Unsatisfactory)
- Rationale for Rating (8000 character limit)

Notify your department/school coordinator when your form is complete. Please do not move the case forward to the next level of review.

Interfolio Troubleshooting for Editing Forms: Please note that only the reviewer that completed the form is able to edit. If the edit option is not appearing, [please clear your cookies and cache](#). After doing this, you will need to return to the “Case Details” tab to “Edit Submission.”

NOTE: Reviews for SDSU-IV faculty annual evaluations consist of the SDSU-IV division peer review committee, and the SDSU-IV division chair; cumulative evaluations consist of the SDSU-IV division peer review committee, the SDSU-IV division chair; and the SDSU-IV dean.

Some reviewers report slow loading or downloading times, especially when working with large candidate files. If you are experiencing delays, please take the following steps:

- [Check for known outages](#).
- Try a different browser, or clear your cache. Cached data can interfere with functionality.
- Update your browser to the latest edition.
- Temporarily disable any browser extensions that may interfere with performance.
- Close other programs and tabs, as too many open programs and tabs can consume system resources.
- If working remotely, consider whether your proximity to your router or use of a "hotspot" may be an issue.
- Reach out to [Interfolio support](#) for assistance.



Response/Rebuttal

In the event of a response/rebuttal, you will be notified via email to log-in and review the letter. As per direction from the CSU Chancellor's Office, reviewers may only respond (within 10 days from the date of the response/rebuttal) if there is a change to their recommendation. Please coordinate with your department coordinator or College RTP Representative if you wish to change your recommendation.