SDSU | San Diego State University

Temporary Faculty Guide to Interfolio
Periodic Evaluations and Range Elevations

Temporary faculty on a **1-year contract** must undergo an **annual periodic evaluation**. Temporary faculty requesting an **initial 3-year contract** must undergo a **cumulative periodic evaluation**, after an entire 6-year period has been worked on a single campus in a single department to become eligible. Temporary faculty requesting **a subsequent 3-year contract** must undergo a **cumulative periodic evaluation** of the entire 3-year appointment prior to reappointment.

Eligible temporary lecturer or librarian faculty may use the cumulative periodic evaluation process to request range elevation. The following faculty are eligible for range elevation:
- faculty who have served five (5) years in their current range and are not eligible for additional Salary Step Increases (SSIs) (You may estimate your eligibility via PeopleSoft Self-Service - you will need to click on the date of change to see the range/grade information); OR
- faculty who had not exhausted SSI eligibility by the beginning of the 2024/2025 academic year and have six (6) or more years of FTAS. (To *estimate* your full-time adjust service (FTAS) years use the calculator provided by CFA.

The Senate Policy File criteria states to be considered for range elevation, candidates "shall present evidence of excellence in teaching or other assigned duties, and shall be allowed to present evidence of professional development or significant contributions to service in the department or school, college, university or community." If approved, range elevation salary increases shall be effective at the beginning of the first appointment in the academic year following the review.

Please contact your department/school coordinator or college representative to launch a case for range elevation.

Please prepare and upload your materials by the deadline posted in the Periodic Evaluation and Range Elevation Timeline on the Faculty Advancement website. Your department coordinator will be able to assist you with any questions. You may also 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.

🔔 Notifications

When a case has been created for you, you will receive an email with the subject line, "Interfolio Review, Promotion & Tenure: Case Available" from San Diego State University. You may navigate to your case via this email or by logging into Interfolio.

📋 Packet Requirements

- 📂 **Annual** or **Cumulative Cover Sheet** (as a form requirement in Interfolio)
- 📂 **Student Feedback Surveys** (formerly known as "student evaluations")
  For faculty undergoing cumulative evaluation: Spring 2020 and Spring 2022 are not required due to COVID. Faculty who have concerns about Fall 2022 or Spring 2023 response rates on feedback surveys are not required to include them; please discuss this with your chair/director to ensure that your WPAF presents sufficient data for your evaluation.

  Additional–please consult your school or department to confirm which of the following are required:
- 📂 **Narrative Statement** (as required by college or department policy)
  Narrative document describing your accomplishments, growth, and innovation in teaching effectiveness (library effectiveness, or SACD summary of work for review period)
- 📂 **Peer Observations** (as required by college or department policy)
- 📂 **Course Materials** (as required by college or departmental policy)
- 📂 **Curriculum Vitae** (as required by college or departmental policy - required for range elevation)

📁 **Other Materials** (as required by college or departmental policy)

Eligible faculty applying for range elevation should include among "Other Materials" "evidence of excellence in teaching or other assigned duties," and "evidence of professional development or significant contributions to service in the department or school, college, university or community" since initial appointment or last range elevation.

For Range elevation _only:_ candidates only need to submit a curriculum vitae and among "Other Materials" "evidence of excellence in teaching or other assigned duties," and "evidence of professional development or significant contributions to service in the department or school, college, university or community" or last range elevation.

Managing Materials

Collect your materials as PDF documents on your computer desktop.
- Please note: if you upload your document in a non-PDF format such as Microsoft Word, the styling (headings, subtitles, etc), anchors, bookmarks, etc. will carry over to the "Reader View" and make it difficult for reviewers to navigate.
  - How do I remove bookmarks in Adobe before uploading?
- **Document Naming Conventions**. Rename your documents so that the file names accurately indicate the contents:
  - Course Evaluations - Semester, Year, Course, Course Name (e.g., _Fall 2015 SOC 104 Introduction to Sociology_)
  - Reviewer Letters - Evaluator, Description - Candidate Last Name, First Initial (e.g., _Dean's Recommendation Letter – Smith,_ J)
  - Candidate Response Letters - Response to Evaluator, Description - Candidate Last Name, First Initial (e.g., _Response to Dean's Recommendation Letter – Smith, J_)
- Interfolio instructions for uploading links to digital materials (art, recordings, video, etc.) are available here.

Student Feedback Surveys

- Instructions on Downloading Archived Student Feedback Surveys from WEBPORTAL.
  After December 31, 2024, student feedback survey results on theWebPortal interface will be retired, and faculty seeking to access results for courses taught prior to Fall 2022 will submit a request using the ServiceNow ticketing system.
- Instructions on Accessing Student Feedback Surveys in my.SDSU/EXPLORANCE.
- Instructions on Rebutting Student Feedback Surveys.

Uploading Materials

Follow the Interfolio guide to upload your materials and submit your packet for review.
- Please note that after submission, you will not be able to edit the materials unless access is provided by your department coordinator.

Viewing Shared Files

You will be notified by email when your evaluation is complete. Follow the Interfolio guide to access your evaluation.

Response/Rebuttal

After viewing your shared files, if you are allowed to respond to the content of the file, you will see a link labeled "Send Response," and a due date for when your response is due (which is within 10 days following receipt of an evaluation). A Sample Response/Rebuttal Letter has been provided on the Faculty Advancement website for guidance. Also note: the "Response Due" date in the top left corner of the materials reader. The system will not allow you to upload a response or rebuttal after 11:59 pm EST / 8:59 pm PST on that date, or change or preview your response.