SDSU | San Diego State University

Temporary Faculty Guide to Interfolio
Periodic Evaluations

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.

Evaluation is required for reappointment. Faculty must provide complete evaluation materials.

[Period of Review chart](#)

Please prepare and upload your materials by the deadline posted in the Periodic Evaluation 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.

  Please consult your school or department to confirm which of the following are required in your unit:
- 📁 **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 departmental policy)
- **Course Materials** (as required by college or departmental policy)
- **Curriculum Vitae** (as required by college or departmental policy)
- **Other Materials** (as required by college or departmental policy)

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:

- ▪ <u>Course Evaluations</u> - Semester, Year, Course, Course Name (e.g., *Fall 2015 SOC 104 Introduction to Sociology*)
  - ▪ <u>Reviewer Letters</u> - Evaluator, Description - Candidate Last Name, First Initial (e.g., *Dean's Recommendation Letter – Smith,* J)
  - ▪ <u>Candidate Response Letters</u> - 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 Accessing Student Feedback Surveys in my.SDSU/EXPLORANCE.
- Faculty seeking to access results for courses taught prior to Fall 2022 will need to contact their department/school coordinator.
- 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.