

Reviewer Guide to Interfolio Probationary and Tenured Periodic Evaluations

Interfolio allows you to review evaluation cases and take notes on a digital platform. There is no validation for periodic evaluations of faculty. 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 877-997-8807 for technical assistance.



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

Constituting Committees

- 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.

Confidentiality

- Deliberations are to be held confidential.

❖ Gen AI Usage: NEW

The Senate Faculty Affairs Committee recommends that if either candidates or reviewers use AI, they need to be aware of its limitations, including errors and hallucinations, and furthermore, should edit the output very carefully. Uploading any portion of candidate dossiers to ChatGPT or similar platforms violates confidentiality laws.



Evaluation

- [Follow the Interfolio guide to review the case materials.](#) Reviewers will only have access to cases currently at their level of review.
- When evaluation is complete, prepare your individual or committee recommendation letter/form (for probationary/tenured faculty - see [sample evaluation letter template](#) for guidance) and provide it to your department coordinator or College RTP Representative, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies. *Please note there is a 4 page maximum recommended for recommendation letters.¹*
- Faculty in their first probationary year may undergo a mentoring meeting in lieu of an evaluation via Interfolio. A [Mentoring Meeting Checklist](#) should be completed if selecting this option.

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.

¹ Senate Faculty Affairs Committee recommends a maximum limit of no more than 4 pages for reviewer recommendation letters.

- 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, who will review, upload into Interfolio, and send to the candidate and previous reviewing bodies.