

Steps to Create a CV for RTP Full Review

IMPORTANT: This process will work for faculty members who have completed their profiles in Interfolio Faculty360. The process will produce only a partial CV for other faculty members.

This process will generate an editable CV that meets the policy requirements for a full review in the retention, tenure, and promotion process.

1. Login to Interfolio and be sure that the profile is up to date and contains no errors or typos
 - a. Be sure to use the Intellectual Contributions flag for each RSCA achievement (allows separation of peer-reviewed and non-peer-reviewed achievements)
 - b. Be sure that the “status”/”term” field is correct for each activity (allows proper chronological sorting of activities)
2. Go to Faculty360 then “Vitas & Biosketches” then Vitas
3. With the Institutional Vitas tab showing, click the button to “+ADD NEW VITA”
 - a. Give the vita a name and use the “Curriculum Vitae (RTP – Full Review)” template
4. Click the button to “+ADD NEW VITA”
5. Use “Select Start Term” to select 1900 for the first part of the date range; then hit “refresh”
6. Export the CV in PDF format
7. Open the PDF and Export to Word format
8. Add your own page numbers in Word
9. Manually edit the CV in Word to fix any typos and to change the appearance to your liking

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