A Quick Guide to Interfolio for Reviewers

Each candidate case in Interfolio has been assigned the appropriate reviewers (Chair, members of their department personnel committee, Dean, and the appropriate Vice President, as needed). Reviewers will have access to candidate cases during their stage in the evaluation process (see FAR website for timetables).

1. Go to www.fullerton.edu and click Faculty & Staff.
2. Login with your credentials.

3. Click More Apps and Scroll Down to Interfolio.
4. Click Interfolio Login.

Interfolio

Beginning Fall 2017, the electronic RTP review process will be conducted through new, user-friendly Interfolio tools. Accessible via the Faculty Portal, Dossier and ByCommittee allow faculty to upload their portfolio materials and for authorized committee members and administrators to access them during the review period.

Interfolio Login is a personalized website that only faculty members who have access to it for years to come. It is a secure storage place where faculty can upload RTP and other materials. No one other than the faculty member has access to the Dossier site, it is private.

Interfolio ByCommittee is the electronic RTP system. Faculty members can easily move their relevant RTP material from Dossier to ByCommittee. Departmental Chairs, Department Personnel Committee members, Faculty Personnel Committee members, the Deans, the Provost, and the PAR office will have access to the candidate’s material as required during the appropriate stage of the review cycle.

WHAT IS INTERFOLIO?

With a focus on increasing efficiency, transparency, and equity around academic decisions in higher education, Interfolio provides enterprise software solutions for committee review processes, faculty hiring, promotion, and tenure. Interfolio has a faculty collaboration platform for documentation management as well as an academic committee workflow platform for data review by authorized coordinators, administrators, and committees. Currently utilized on several other CSU campuses, Interfolio is not only aware of the important issues encountered by higher education institutions, but also the specific priorities and needs of the CSU system.

Interfolio Lecturer

5. At your Dashboard, click View Cases.
6. Your Case List will appear, click the case you want to review.

7. Click Read to view the candidate’s materials.
8. Use the navigation links on the left to access materials within the various categories.

9. Department Chairs, Chairs of department personnel committees, and Deans will see the Send Forward option. Once the evaluation is complete at your stage, please click Send Forward so that the next reviewers will have access. You will see a confirmation screen that allows you to email the recipients at the next stage. Please do notify the next stage by adding a subject to the message.