How to Find your Review Packet after Logging in

After Logging into Interfolio following one of the two options outlined in the Log-in tutorial, CSUF faculty undergoing review, will be redirected to the "Home" page of their Interfolio User Profile

1. On the "Home" screen will be a list of your action items, otherwise known as review packets, which have been created for you to submit documents for your various types of reviews.
   a. Your review committees **CANNOT** see any of your portfolio or evaluation materials until they are uploaded and submitted through one of these review packets.

   b. So even if you have uploaded your documents into Interfolio’s corresponding product "Dossier," your reviewers will **NOT** have access to those materials until they are submitted through one of these packets
      i. *For further instructions please refer to either the How to Add Existing or How to Add New Documents to Interfolio tutorials

   c. For **tenure track** faculty the types of reviews you will see are:
      i. Full Performance reviews
      ii. Abbreviated reviews (usually delineated from Full performance by "Abbreviated" in the subtitle

   d. For **Lecturers or Temporary Faculty** the types of reviews you will see are:
      i. Scheduled evaluations
         1. Annual Periodic Review
         2. 3 Year Periodic Review
         3. 6 Year Comprehensive Review
      ii. Requested Range Elevations
         1. Range Elevations are completely voluntary evaluations that Lecturers choose to undergo, when they are declared eligible by HRDI, in order to apply for an increased salary range.
a. FAR **needs** to be notified that you would like to apply for a range elevation, via the completion of the Range Elevation Declaration form, a copy is posted on the FAR website, http://www.fullerton.edu/far/evaluations/RangeElevationDeclarationForm.pdf
   i. Failure to complete this form or to deliver it HARD COPY to FAR will result in **NO** case being created for you through Interfolio
2. These evaluations are ultimately evaluated by the CSUF Provost
3. This type of review requires data from your previous 5 years of employment at CSUF

2. On the packets listed under "Action Items" on the Home Screen, there are several important pieces of Identifying Information that will help you understand which reviews you are currently undergoing
   a. Your **NAME** is listed in **blue** as the primary title

<table>
<thead>
<tr>
<th>Your Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuffy Titan</strong></td>
</tr>
<tr>
<td>2018-2019 Range Elevation for Lecturers</td>
</tr>
</tbody>
</table>

   ii. The year of the review, the type of review| your Department| the word "review" will be listed in a secondary title
   1. The YEAR of the review is how you know which packet is for your most currently scheduled review

<table>
<thead>
<tr>
<th><strong>Tuffy Titan</strong></th>
</tr>
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<tbody>
<tr>
<td>2018-2019 Abbreviated Review Template</td>
</tr>
</tbody>
</table>

   a. **EX**: if you are being evaluated in the 2018-2019 academic year, look for the secondary title that has "2018-2019", "2018", or "2019" listed in it.
b. **Click** on your name in **blue** above the review that has the corresponding year during which you are being evaluated and you will be redirected to the review packet attached to your name

<table>
<thead>
<tr>
<th><strong>Tuffy Titan</strong></th>
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<tbody>
<tr>
<td>2018-2019 Part-time Lecturer Eval Template (Annual Reviews ONLY)</td>
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</tbody>
</table>

   By clicking on either of these objects you will be able to get to your review packet overview

This is the deadline for submitting your materials

***CONTINUE ONTO NEXT PAGE FOR NEXT STEP***
3. The second page available on your Interfolio user profile and which can also be used to view your review packets, both submitted and in progress, on Interfolio is the "your packets" page in the left hand menu under "home"
   a. To get to this page click "your packets"
      
      ![Image of packet overview screen]

      Click HERE

   b. On this page you can see all the packets that have been created in your name and all those which you have already submitted, if you have used Interfolio for a previous review
4. On the packets listed on your "Your Packets" Screen, there are several important pieces of identifying information that will help you understand which reviews you are currently undergoing
   a. Your **DEPARTMENT** is listed in blue as the primary title
      i. The **YEAR** of the review is how you know which packet is for your most current, scheduled review
      
      ii. The year of the review, college, department, and your review type or lecturer status will be listed in a secondary title in the same format as one of the options below
          1. **EX:** 2018- HSS - Anthropology
             a. this is indicative of a tenure track Full performance review
          2. **EX:** 2018 - MCBE - Accounting - Abbreviated

***CONTINUE ONTO NEXT PAGE FOR NEXT STEP***
a. this is indicative of a tenure track Abbreviated performance review

3. EX (for Lecturers): 2019 - EDUC - Elementary & Bilingual Education - Full-time Lecturers
   a. This indicates that you are confirmed by your department as a Full-time Lecturer, who is scheduled for an evaluation
      i. If you are unsure what type of lecturer you are, please contact your Department or HRDI

5. A page you need to avoid clicking on, when in your Interfolio user profile is the "Cases" page under "Review, Promotion, and Tenure"
   a. This page only will be populated with information if you are participating in the evaluation process as a REVIEWER, not the one being REVIEWED.
      i. This page exists on your Interfolio user profile because it is assumed that ALL CSUF Faculty have the potential to participate in different review committee levels as their careers go on.
      ii. Unless you are participating in a Review Committee for your department, clicking on "Cases" will result in this screen

6. When you click on a packet listed on either your "home" page or your "Your Packets" page, this is the screen to which you will be redirected
   a. On this screen is where you can:
      i. Add files to your packet, by clicking the "Edit" button
      ii. Check your progress on uploading files, by looking at the green or green/grey circles
         1. A second method for this function is to also click the "Preview Packet" button which will allow you to see your review packet as your reviewer does
      iii. Read instructions provided be FAR by clicking the "View Instructions" button

***CONTINUE ONTO NEXT PAGE FOR NEXT STEP***
b. Example #1 - Lecturer Packet

c. Example #2 - Tenure-Track RTP Packet
8. When you click the "Edit" button this is what you will see after you are re-directed, for further explanation of the features displayed on the screenshot below and instructions on how to add documents, please refer to the How to Add New or How to Add Existing Documents to Interfolio.