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.

There are two places to locate your active review packets or cases for the current review cycle. Each one will ultimately direct you to the SAME place to upload your materials for Evaluation.

1. The Home Page
   a. On the Home Page to get to your active packet either click your hyperlinked name or the blue arrow under the "Your Action Items" section

   c. There are several pieces of information in the title of each active review that will be useful to you
      i. **2019** = This is a place holder for the portion of the academic year the review will take place in
      ii. **FAR** = This is the place holder for your college acronym
      iii. **Sample Department** = this will be replaced with your department name
      iv. **Due: Oct 1, 2019** = This is the submission due date for the entire review packet and will be updated for each review cycle
         1. Reviews with **ONLY** these four pieces of information are Full RTP Reviews for both Tenure-Track and Tenured Faculty
      v. Other portions of the packet title can help identify what type of Review you are undergoing
         1. For Tenured Faculty
            a. **PTR** = post-tenure review
         2. For Tenure-Track Faculty
            a. **Abbreviated** = abbreviated review
         3. For Lecturers

***CONTINUE ONTO NEXT PAGE FOR FURTHER INSTRUCTION***
2. The "Your Packets" page
   a. To get to the "Your Packets" page click the words "Your Packets" on the left-hand menu
   
   b. On the "Your Packets" page to get to your active review packets or cases click on the hyperlinked department name or the word "view"

   d. On this screen you can:
      i. Check the status of your active review packets
ii. See your due date(s)
iii. When you are a repeat interfolio user you will be able to see your previously completed review(s)
e. The same pieces of information in the review packet title on the Home page are also visible here
   i. 2019 = This is a place holder for the portion of the academic year the review will take place in
   ii. FAR = This is the place holder for your college acronym
   iii. Sample Department = this will be replaced with your department name
   iv. Due: Oct 1, 2019 = This is the submission due date for the entire review packet and will be updated for each review cycle
   1. Reviews with ONLY these four pieces of information are Full RTP Reviews for both Tenure-Track and Tenured Faculty
v. Other portions of the packet title can help identify what type of Review you are undergoing
   1. For Tenured Faculty
      a. PTR = post-tenure review
   2. For Tenure-Track Faculty
      a. Abbreviated = abbreviated review
   3. For Lecturers
      a. Range Elevation = range elevation review

<table>
<thead>
<tr>
<th>Sample Department</th>
<th>Review</th>
<th>In Progress</th>
<th>Case due Oct 1, 2019</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 - FAR - Sample Department</td>
<td>Review</td>
<td>Not Submitted</td>
<td>Case due Oct 1, 2019</td>
<td>View</td>
</tr>
</tbody>
</table>

3. When looking for your active review packets, do not click on the word "Cases" under "Review, Promotion, and Tenure" on the left-hand menu of the interfolio interface
   a. The word "cases" should only be used by CSUF faculty who are serving as individual evaluators or on review committees.