From: California State University-Fullerton
To: Faculty Affairs and Records
Subject: [External] Tuffy"s interfolio cases for demonstration purposes
Date: Tuesday, January 14, 2020 11:25:05 AM

California State University-Fullerton has initiated a review on your behalf.

VIEW CASE

Viewing your case will allow you to view requirements, read instructions, and submit your packet online.

Dear Tuffy Titan,

Your Interfolio case for your required Spring 2020 evaluation has been created. Faculty are required to have their Working Personnel Action File submitted through Interfolio and the hard-copy, checklist form to their Chair by 5 pm on **2/17/2020.**

It is recommended that Interfolio users first gather all of their PDF documents and create their Table of Contents. Please use a naming convention for your documents so that reviewers can distinguish them from one another and identify the contents by the name. There are 12 categories within Interfolio for faculty to upload their documents.

Resources are available to assist with the Lecturer Evaluation process on FAR's Full-time Lecturer and Part-Time Lecturer webpages. Please do not hesitate to contact us with any questions.

Sincerely,

Faculty Affairs and Records

Pollak Library South, Rm. 290

P: (657) 278 – 2125 | E: far@fullerton.edu

http://www.fullerton.edu/far/

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