

How to submit your completed RTP Portfolio

Tuesday, October 1, 2019

2:14 PM

Once you are done uploading, titling, and ordering the documents you wish to submit for evaluation for either an RTP, PTR, or Lecturer Evaluation portfolio, it is time to **SUMBIT** your packet.

Please NOTE: you need to be in the Interfolio product "Review, Promotion, and Tenure," **NOT** Dossier. You also need to be in your current Interfolio Review packet and in Edit mode

1. When you open your active or open review packet in Interfolio's Review, Promotion, and Tenure" product the default mode is "Overview"
 - a. To get out of "overview" mode and into Edit mode click either "packet" or the "Edit" button in any of the review packet sections

California State University-Fullerton > Your Packets > 2019 - FAR - Sample Department - PTR

Unit: Sample Department | Type: Review | Candidate Instructions: View Instructions

Overview **Packet**

Below you will find an overview of the packet required for your institution. This page will help you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

Curriculum Vitae
Due: 2019-10-01 | Not Yet Submitted

Type	# Required	# Added
✔ Curriculum Vitae	1 required	1

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2. Once you are in "edit mode" make sure that you have uploaded the minimum number of required documents to each section.
 - a. There are 3 methods available to submit your Portfolio Materials
 - i. Clicking the blue Submit Button in each review packet section

*****CONTINUE TO NEXT PAGE FOR NEXT STEP*****

Overview Packet

+ Expand All - Collapse All

Curriculum Vitae Preview **Submit** 1 of 1 Required Files

Due: Oct 1, 2019 | Not Yet Submitted **Unlocked**

An updated Curriculum Vita that includes information about teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service, and indicates activities completed during the periodic evaluation period. Activities should be listed in reverse chronological order. (Section II.J.1)

Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
Titan Portfolio Vita	Added Sep 23, 2019	Edit Remove

Click HERE (with arrow pointing to Submit button)

ii. Clicking the "submit all tick or check box at the top of the packet when it is in "Edit" mode

California State University-Fullerton > Your Packets >

2019 - FAR - Sample Department - PTR Preview Packet

Unit: Sample Department | Type: Review

Candidate Instructions: [View Instructions](#)

Overview Packet

Preview Sections **Submit Sections** + Expand All - Collapse All

Click HERE SECOND. NOTE, this button will not work unless you have met all required document minimums

Curriculum Vitae Preview **Submit** 1 of 1 Required Files

Submitted **Unlocked**

Click Here FIRST (with arrow pointing to Submit Sections button)

Due: Oct 1, 2019 | Not Yet Submitted **Unlocked**

An updated Curriculum Vita that includes information about teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service, and indicates activities completed during the periodic evaluation period. Activities should be listed in reverse chronological order. (Section II.J.1)

Curriculum Vitae 1 required, 1 Added Add

Title	Details	Actions
Titan Portfolio Vita	Added Sep 23, 2019	Edit Remove

Quantitative SOQ data and Comment Reports Preview **Submit** 3 of 1 Required Files

Due: Oct 1, 2019 | Not Yet Submitted **Unlocked**

iii. Clicking the tick or check box next to one or more review packet sections to submit them as a group

*****CONTINUE TO NEXT PAGE FOR NEXT STEP*****

Click HERE last

Preview Sections Submit Sections Expand All Collapse All

Curriculum Vitae Due: Oct 1, 2019 | Not Yet Submitted Unlocked Preview Submit 1 of 1 Required Files

An updated Curriculum Vita that includes information about teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service, and indicates activities completed during the periodic evaluation period. Activities should be listed in reverse chronological order. (Section II.J.1)

Curriculum Vitae 1 required, 1 Added Add

Title	Actions
Titan Portfolio Vita	Edit Remove

By clicking these two check boxes, these will be submitted when I click "Submit Sections"

Quantitative SOQ data and Comment Reports Due: Oct 1, 2019 | Not Yet Submitted Unlocked Preview Submit 3 of 1 Required Files

Summaries of student opinion questionnaires (SOQs) including the quantitative data and comments for all courses taught during the periodic evaluation period (Section II.J.2). For EACH class, you will need to upload the report with **your username**, for example, "titan" for Tuffy Titan, and the word "statistics" or "comments" in the document title, to this section.

- Each submission method will require you to confirm submission, since once review packet sections are submitted, you as the candidate can no longer edit or add to your Interfolio review packet

Confirm X

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the section Curriculum Vitae at this time?

Click HERE to confirm Submission

Yes No

Candidate Instructions View Instructions

Curriculum Vitae Due: Oct 1, 2019 | Not Yet Submitted Unlocked Preview Submit

Updated Curriculum Vita that includes information about teaching or the equivalent area of evaluation for Librarians and Counselors, scholarly/creative activities, and service, and indicates activities completed during the periodic evaluation period. Activities should be listed in reverse chronological order.

- Click "yes" to finalize submission
 - If you accidentally submit review packet sections before you are ready, an administrator will need to unlock the section(s) you need in order for you to work in them again
 - Prior to your submission deadline, contact the FAR office
 - On and after your submission deadline, contact your department chair, he or she will be responsible for opening the sections you need to change

*****END OF TUTORIAL*****