

Interfolio: How to submit your report

Please be aware, currently there are only two reviewers that have access to upload the reports to the faculty member's case file. This is the Department Chair and the Chair of the Evaluation Committee. If you are unable to upload the report, please contact Faculty Affairs for assistance.

[Interfolio Sign-in](#)

To upload the completed report in Interfolio, you will first need to be in the faculty members Case file.

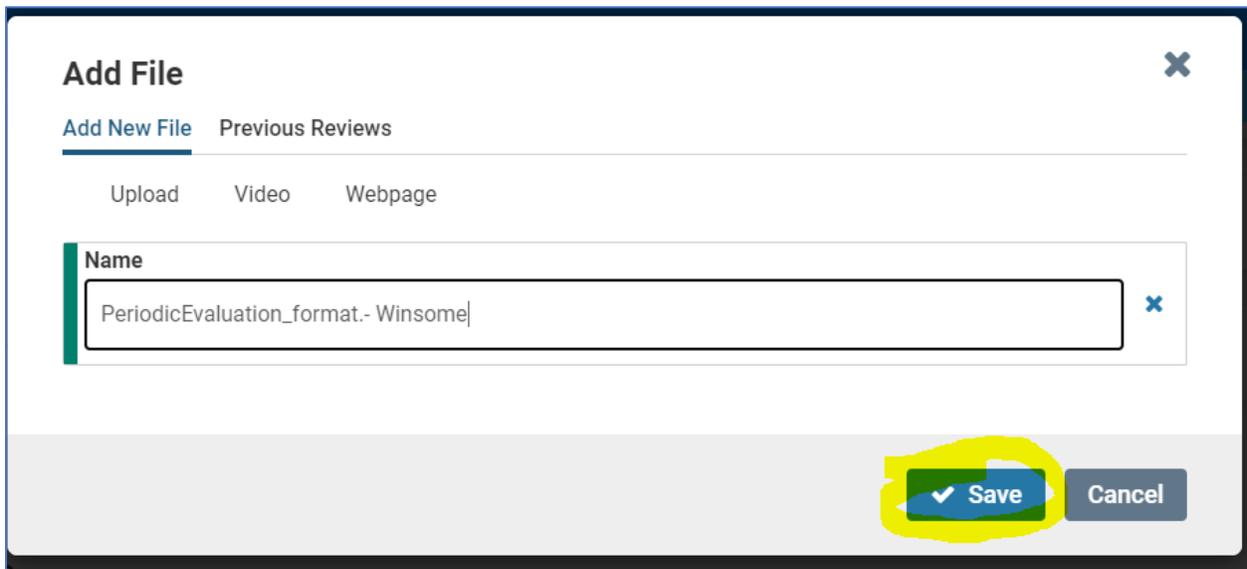
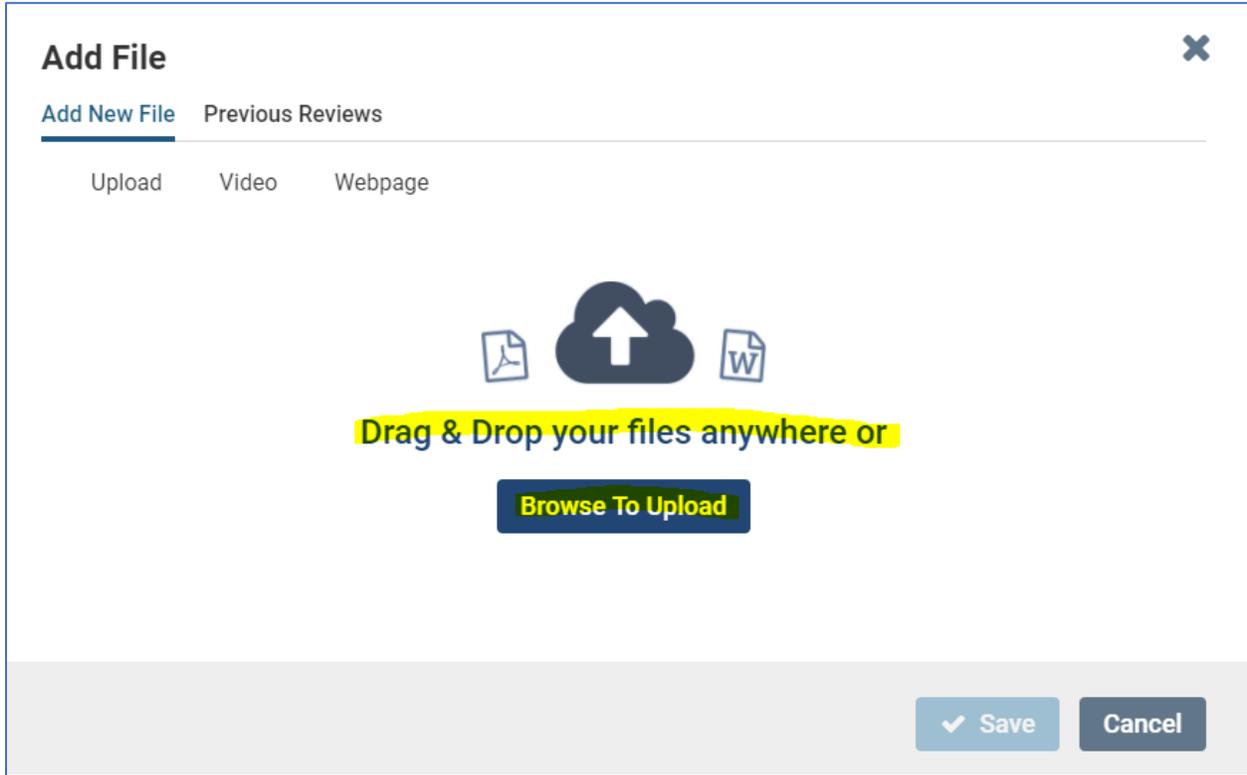
The screenshot shows the Interfolio interface for a case file. At the top, it says "California State University-San Bernardino > Cases >". The main heading is "Winsome Torres". Below this, there are three sections: "Unit" (World Languages and Literatures), "Template" (Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures), and "Case Materials" (Case Details). There is a search bar for "Search case materials by title" and a "Read Case" button.

Scroll down to the “Internal Section” of the Case file and in the “Report Submission” section, click “Add File”.

The screenshot shows the "Internal Sections" section of the case file. It contains a list of sections with "Add File" buttons. The "Report Submission" section is highlighted in yellow.

Section Name	Buttons
External Evaluations	Request Evaluation, Add File
Working Personnel Action File (WPAF) Documents	Edit, Add File
Student Opinion of Teaching Effectiveness (SOTES)	Edit, Add File
Periodic Evaluation Report Submission	Edit, Add File

You have the option to drag & drop OR upload from your desktop the signed report, then click “Save”.



You can check to see if the report has been saved by returning to the “Internal Section” and click on the drop-down arrow next to “Report Submission” section.

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that these sections will not be shared with the candidate by an administrator or committee manager.

- > External Evaluations
- > Working Personnel Action File (WPAF) Documents
- > Student Opinion of Teaching Effectiveness (SOTES)

 **Periodic Evaluation Report Submission**

The report must be signed by *all* reviewers prior to submission.

Please use this template for the report: [Periodic Evaluation For Tenured Faculty and First, Third, And Fifth Year Probationary](#)

You can find a list of all templates on the [RPT page for CSU-SB Academic Personnel](#).

Materials

Title	Details
<input type="checkbox"/> PeriodicEvaluation_format.- Winsome	Added by Rosalinda Torres Nov 9, 2020