Interfolio: How to submit your report

This is a quick user guide with steps on how to upload documents to a faculty Case/Packet in Interfolio. You can sign into Interfolio through myCoyote with your SSO. If you have trouble logging in or are unable to upload the documents, please contact Faculty Affairs for assistance (facultyaffairsanddeveloment@csusb.edu).

Interfolio Sign-in
You will then be redirected to Interfolio Portal

To upload the documentation to your Case in Interfolio, you will first need to be in your Packet.

To begin uploading document, click on “Edit”.

Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate’s Packet Guide.
Select the appropriate section you will be uploading your documents to. Then click on “Add”.

Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures

Overview  Packet

- **Faculty Activity Report**
  - Not Yet Submitted
  - Unlocked
  - Preview
  - Submit

- **Joint Activity Report (JAR)**
  - Not Yet Submitted
  - Unlocked
  - Submit

- **Index of Attachments**
  - Not Yet Submitted
  - Unlocked
  - Preview
  - Submit

- **I. Teaching**
  - Not Yet Submitted
  - Unlocked
  - Preview
  - Submit

- **II. Research, Scholarly, or Creative Contributions**
  - Not Yet Submitted
  - Unlocked
  - Submit

- **III. University and/or Community Service**
  - Not Yet Submitted
  - Unlocked
  - Submit

Faculty Activity Report

Faculty Activity Reports (FARs) FARs shall be submitted by all faculty members subject to performance review and by probationary faculty members subject to periodic evaluation. These shall cover all three areas of evaluation: teaching, research, scholarly or creative contributions, and University and/or community service.

The Faculty Activities Report should cover the following periods of time:

- For all probationary faculty being considered for retention or tenure, the FAR should be cumulative since appointment.
- For faculty applying for promotion, the FAR should be cumulative since the last promotion or since initial appointment, whichever is most recent. (NOTE: The FAR should include activities since the FAR submission date for the last successful promotion.)
- For all others (e.g., tenured faculty subject to periodic evaluation and full-time temporary faculty), the FAR should be cumulative since the submission of their last Farrell Report.

3 of 1 Required Files

Add
You have the option to drag & drop OR upload from your desktop the documents, then click “Save”. Please note that multiple documents can be add at one time but only one document can be deleted at one time.

The title of the document can be changed by clicking “Edit”.

The document can be deleted by clicking “Remove”.

AS OF 8/15/2023
Further information is available in the links below from Interfolio or you can view the recorded “How to submit your Range Elevation (RER)/Faculty Activity Report (FAR) for review using Interfolio” workshop located on the Faculty Center for Excellence website.

FCE – workshop (Scroll to November 2020 Workshops)

https://www.csusb.edu/faculty-center-for-excellence/workshops

Below are some other resources from Interfolio that you may find helpful.

Best Practices and Resources for Candidates (see links to specific videos 1 and 3 below)

- First video: Logging into Interfolio and Dashboard
- Third video: Populating Documents to Candidate Packet
Candidate’s Guide to Review, Promotion, and Tenure