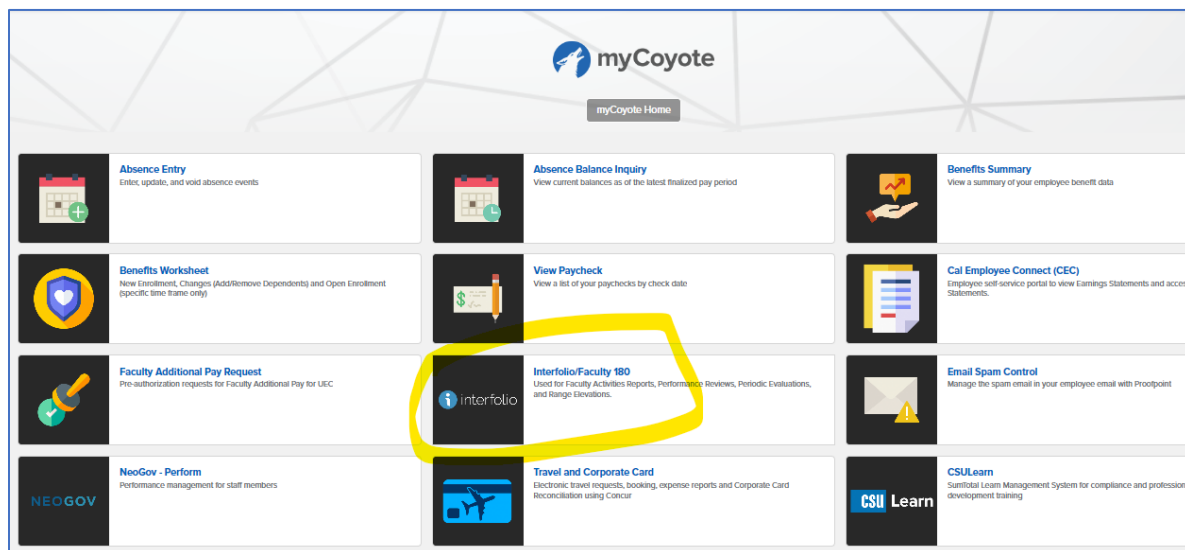
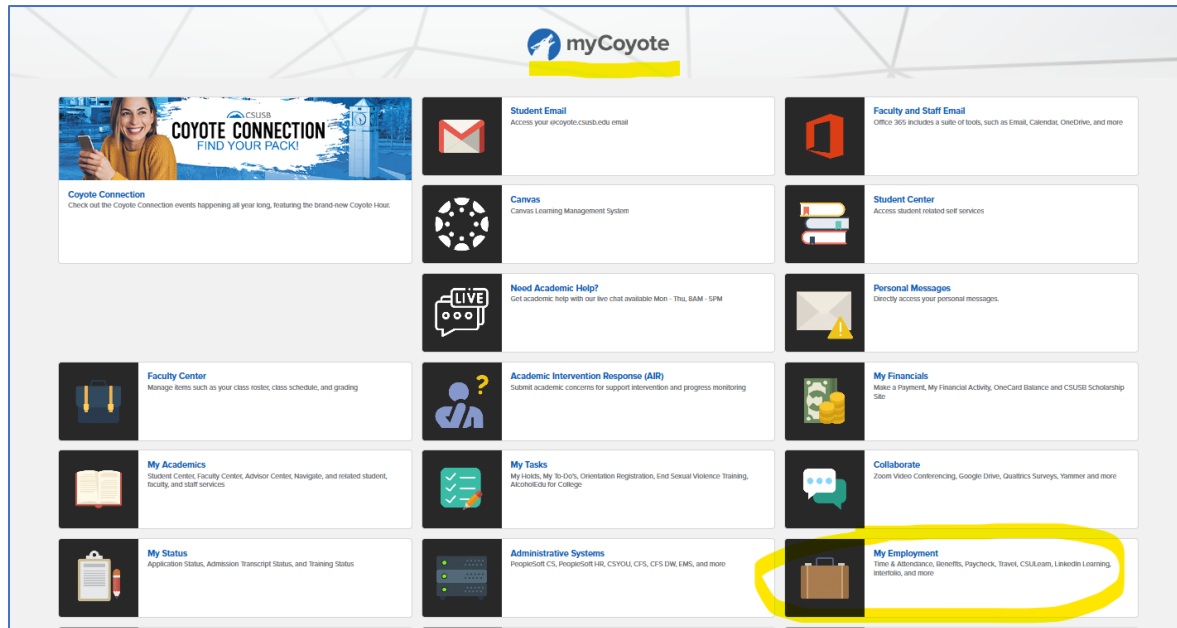


Interfolio: How to submit your report

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 (facultyaffairsanddevelopment@csusb.edu).

[Interfolio Sign-in](#)



Sign in through your institution

If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

San Bernardino

California State University-San Bernardino

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.

<ul style="list-style-type: none"> Home <li style="background-color: yellow;">Your Packets Review, Promotion and Tenure Cases Templates Administration Reports Users & Groups 	<h2 style="margin: 0;">Your Packets</h2> <p style="margin: 0;">Active</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="text-align: left;">Packet</th> <th style="text-align: left;">Type</th> <th style="text-align: left;">Status</th> </tr> </thead> <tbody> <tr> <td style="background-color: yellow;">World Languages and Literatures</td> <td>Review</td> <td>Not Submitted</td> </tr> <tr> <td>Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures</td> <td></td> <td></td> </tr> <tr> <td>College of Business and Public Administration, Jack H. Brown 9, Range Elevation</td> <td>Review</td> <td>Not Submitted</td> </tr> </tbody> </table>	Packet	Type	Status	World Languages and Literatures	Review	Not Submitted	Periodic Evaluation – 1st, 3rd, 5th year faculty - World Languages and Literatures			College of Business and Public Administration, Jack H. Brown 9, Range Elevation	Review	Not Submitted
Packet	Type	Status											
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College of Business and Public Administration, Jack H. Brown 9, Range Elevation	Review	Not Submitted											

To begin uploading document, click on “Edit”.

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

Preview Packet

Unit	Type	Candidate Instructions
World Languages and Literatures	Review	View Instructions

[Overview](#) [Packet](#)

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.](#)

Faculty Activity Report Edit

Not Yet Submitted Unlocked

Type	# Required	# Added
<input checked="" type="checkbox"/> Faculty Activity Report	1 required	3
<input checked="" type="checkbox"/> Faculty Data Form	5 required	5

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

Unit: World Languages and Literatures | Type: Review | Candidate Instructions: View Instructions

Overview Packet

Expand All Collapse All

- 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]

Overview Packet

Expand All Collapse All

- Faculty Activity Report (Not Yet Submitted, Unlocked) [Preview] [Submit] 3 of 1 Required Files

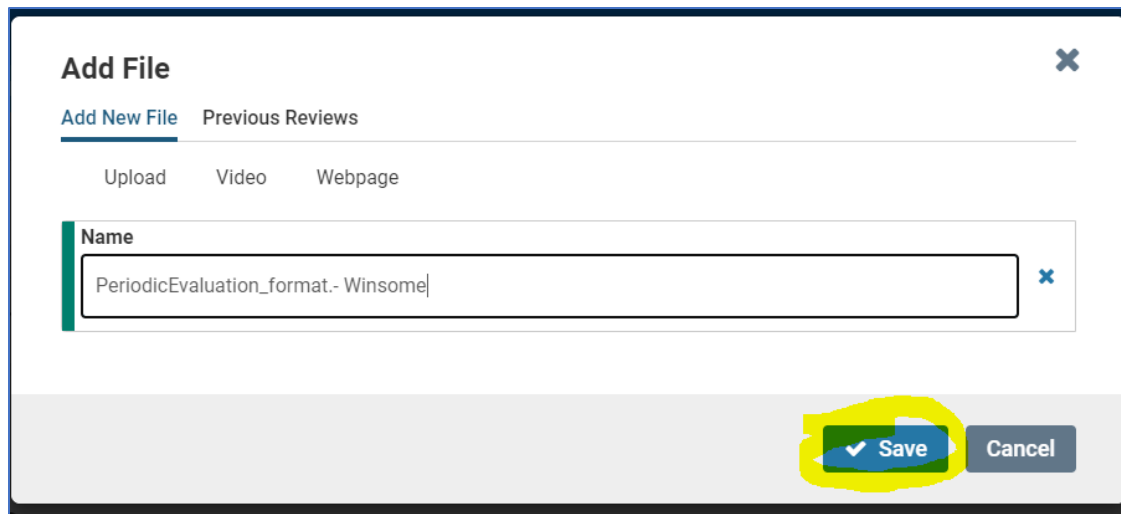
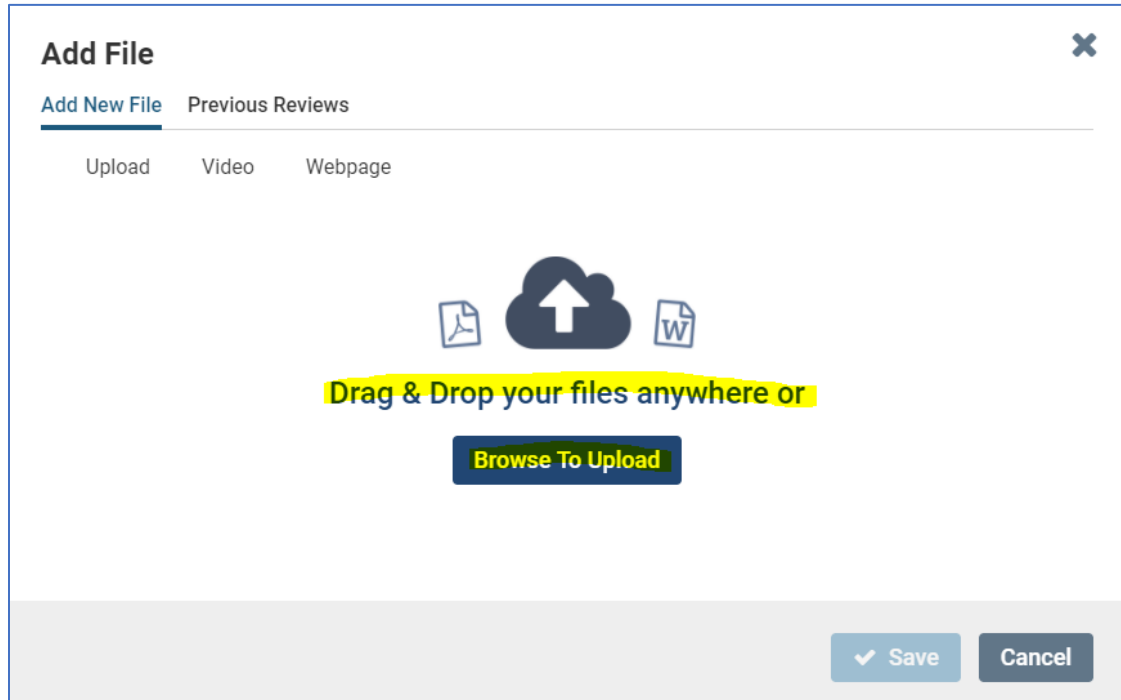
Faculty Activity Report 1-4 required, 3 Added [Add]

Faculty Activities 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 the most recent FAR.

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”.

Overview Packet

Expand All Collapse All

Faculty Activity Report
Not Yet Submitted **Unlocked** Preview Submit 3 of 1
Required Files

Faculty Activity Report 1-4 required, 3 Added Add

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You can find the FAR template [here](#)

Title	Details	Actions
FACULTYACTIVITIESREPORT - test	Added Jan 26, 2021	Edit Remove
Revised Y1 FAR DOCUMENT EXAMPLE with Explanations - Dr. Mendoza	Added Nov 5, 2020	Edit Remove
PerformanceReviewRecommendationCEC (11-20-20)	Added Dec 11, 2020	Edit Remove

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](#)