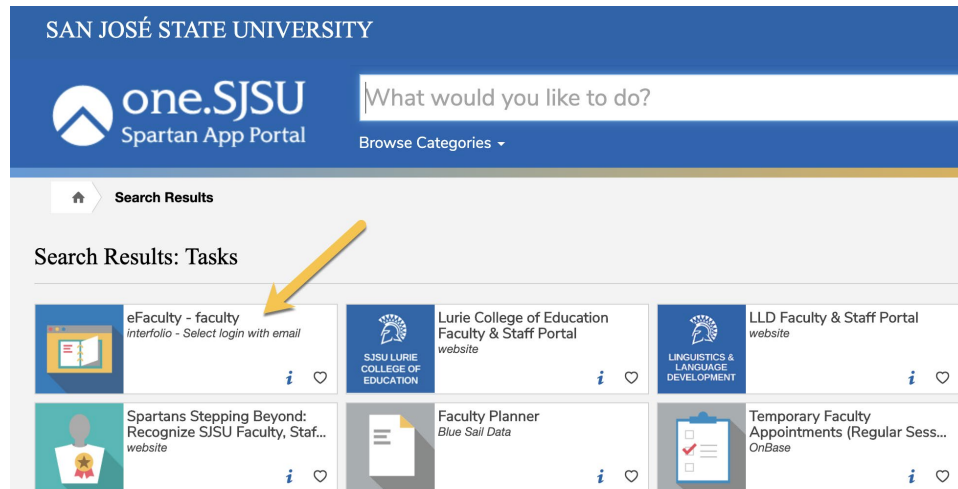


# Interfolio Quick Tips For Reviewers

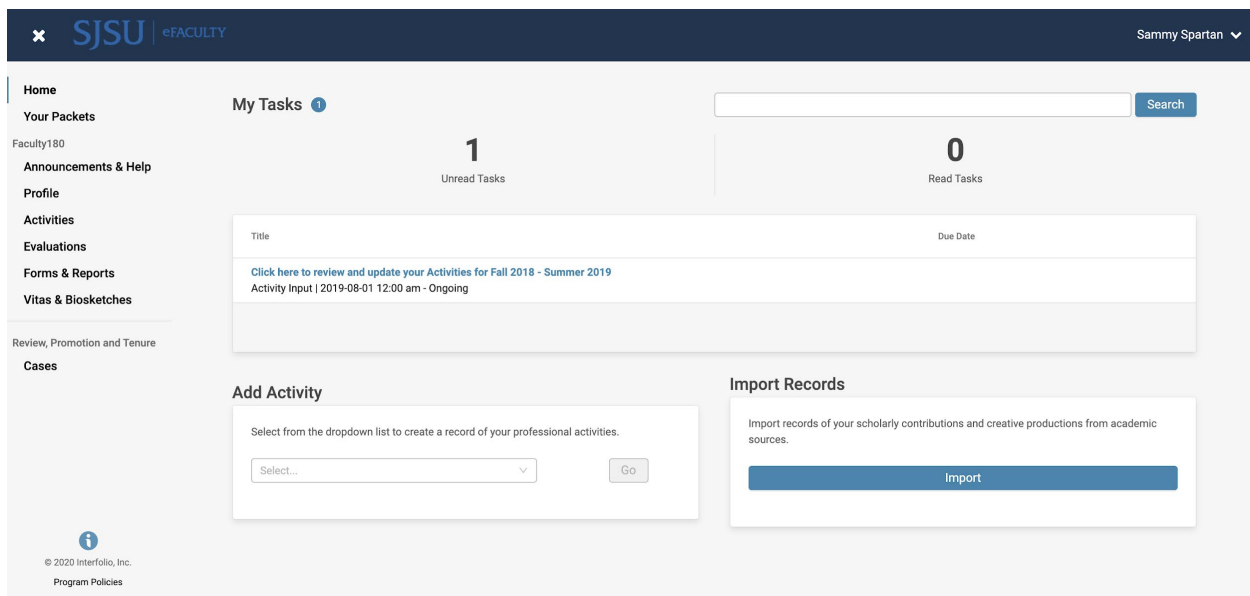
How to Log In	2
View and Manage Your Case List	5
Read and Evaluate Case Materials using the Document Reader	6
Leave Comments and Export Annotations on Case Materials	8
View and Respond to Files Shared with Your Committee	11

# How to Log In

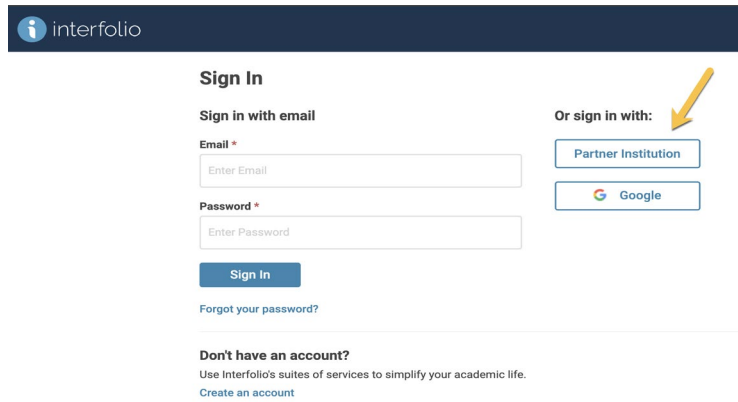
1. Log in through <https://one.sjsu.edu/> and select “eFaculty”



2. You will be directed to eFaculty’s homepage and you will see “My Tasks”

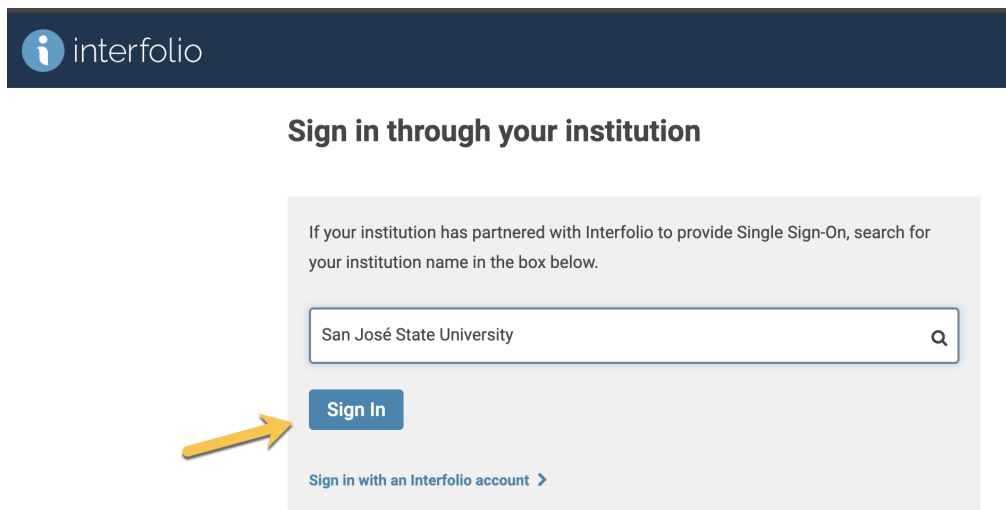


3. You can also log in by visiting <https://home.interfolio.com/> and selecting “Partner Institution.”



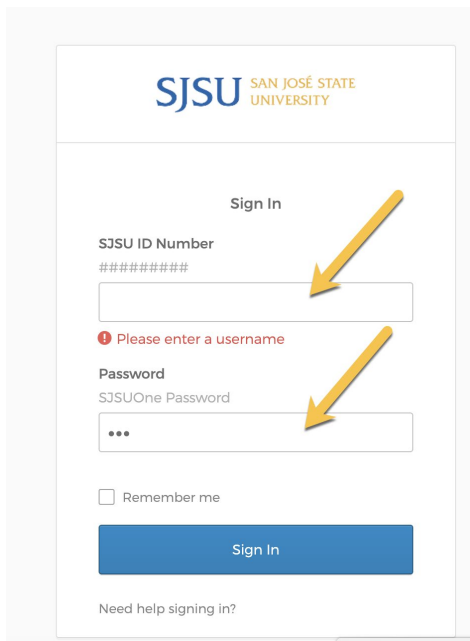
The image shows the Interfolio 'Sign In' page. At the top left is the Interfolio logo. The main heading is 'Sign In'. Under 'Sign in with email', there are two input fields: 'Email \*' with the placeholder 'Enter Email' and 'Password \*' with the placeholder 'Enter Password'. Below these is a blue 'Sign In' button. To the right, under 'Or sign in with:', there are two buttons: 'Partner Institution' and 'Google'. A yellow arrow points to the 'Partner Institution' button. Below the email sign-in section is a link for 'Forgot your password?'. At the bottom, there is a section for 'Don't have an account?' with a link to 'Create an account'.

4. Enter “San Jose State University” and the option will appear. Select “Sign In”



The image shows the 'Sign in through your institution' page. At the top left is the Interfolio logo. The heading is 'Sign in through your institution'. Below this is a text box that says: 'If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.' Below the text is a search input field containing 'San José State University' and a search icon. Below the search field is a blue 'Sign In' button, which is pointed to by a yellow arrow. At the bottom, there is a link: 'Sign in with an Interfolio account >'.

5. Enter your SJSU Credentials



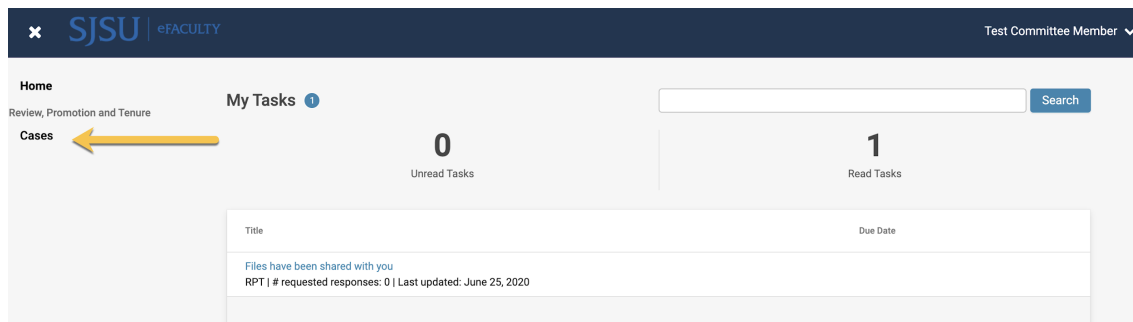
6. You will then be directed to the eFaculty's home page you will see "My Tasks"

# View and Manage Your Case List

You will see all cases on your case list. When a case is moved, the case will no longer appear in your list.

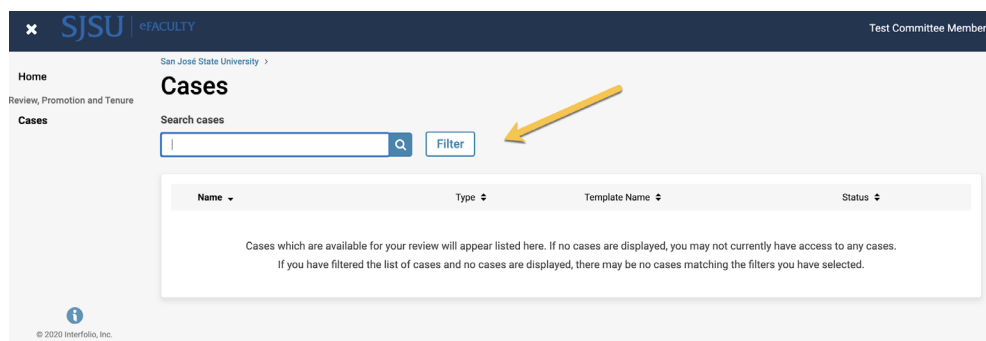
## Access Your list of Cases

1. Select “Cases” from the side navigation menu
2. To open the case, select the name on the case



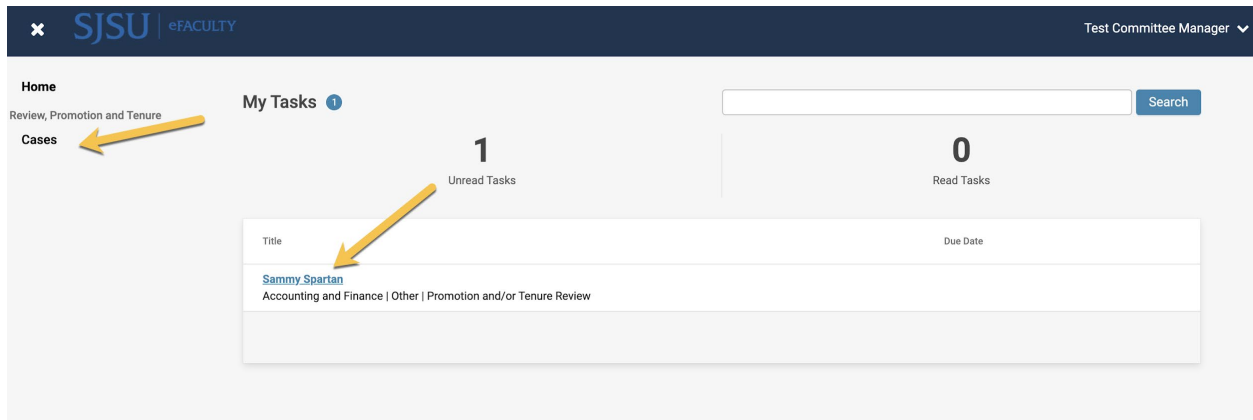
## Filter the List

1. Select “Filter” to sort by unit, case type, status, and active or closed cases
2. Select the “Reset Filters” to remove the selected filter

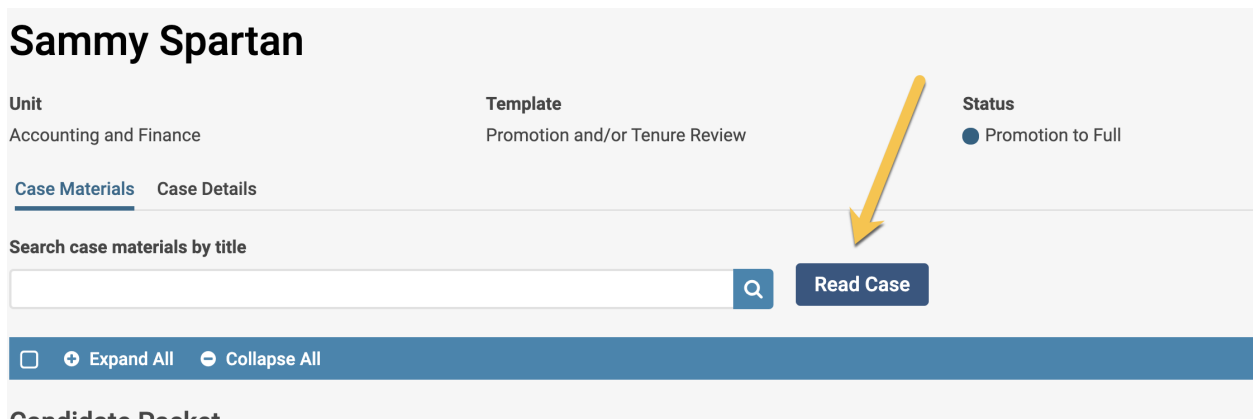


# Read and Evaluate Case Materials using the Document Reader

1. Select “Cases” from the left hand navigation menu or select the name of the applicant to open the case.



2. Select “Read Case”



3. The next window will be the “Document Reader”.
  - a. Annotations will appear in their own table in the reader **(A)**
  - b. Packet sections are bookmarked to the left **(B)**
  - c. If the text data is stored, you may be able to “Search PDF” **(C)**

Sammy Spartan

Return to Case

Download Search PDF Search

Packet Annotations

FACULTY180 VITAE

Retention, Tenure, Promotion Dossier

Attachments from Retention, Tenure, Promotion Dossier

APPROVED LATE ADD MATERIALS

DEPARTMENT COMMITTEE

DEPARTMENT CHAIR

DEPARTMENT LEVEL OPTIONAL RESPONSE

COLLEGE COMMITTEE

COLLEGE DEAN

COLLEGE LEVEL OPTIONAL RESPONSE

LATE ADD COMMITTEE

Sammy Spartan  
Fall 2016 - Fall 2020  
Retention, Tenure, Promotion Dossier  
Assistant Professor  
sammy.spartan@sjsu.edu

Review: Retention, Tenure, Promotion - Dossier Front Matter

RTP Dossier Front Matter

Select from list	Start Semester	End Semester
Tenure Clock Stop Memo (if applicable)	Spring 2019	Ongoing
Chair's Description of Academic Assignment (signed and dated)	Fall 2017	Spring 2018
Current Dossier Index	Fall 2017	Spring 2018
Comprehensive Curriculum Vitae	Fall 2016	Fall 2018
Current Dossier Index	Fall 2016	Fall 2019
Current Dossier Index	Fall 2016	Fall 2018
Candidacy Narrative Statement	Spring 2016	Ongoing
Letter of Appointment	Spring 2006	Ongoing

Classes Taught at SJSU

Fall 2016

Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Credit Hours
Fall 2016	ACCT	282	a	Principles of Managerial Accounting	32	0
Fall 2016	ACCT	282	b	Principles of Managerial Accounting	25	0
Spring 2016					57	0

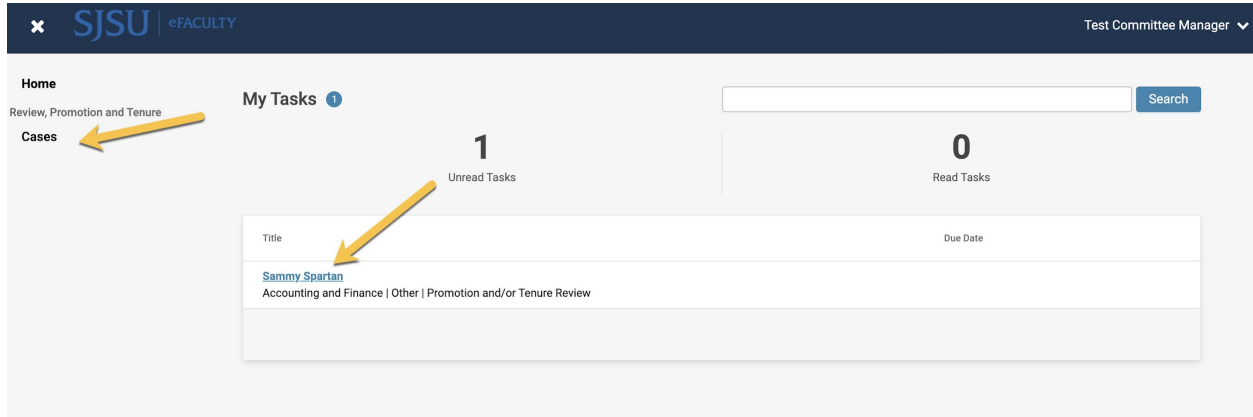
Spring 2016

Previous Material < 1 / 4 > Next Material

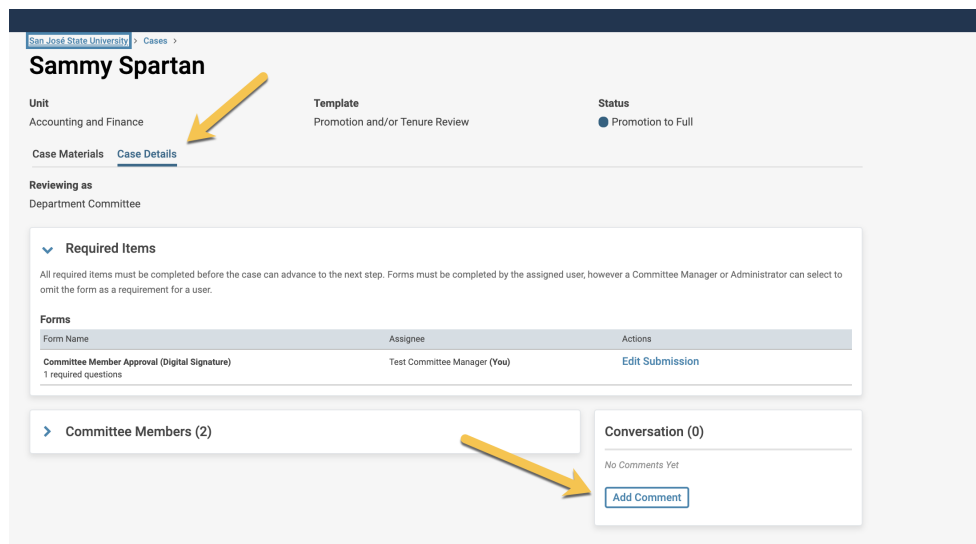
4. Please note that you may not download the packet. This allows us to protect the confidentiality of the review process.

# Leave Comments and Export Annotations on Case Materials

1. Select the applicant's case either by selecting "Cases" or selecting on the name of the applicant.

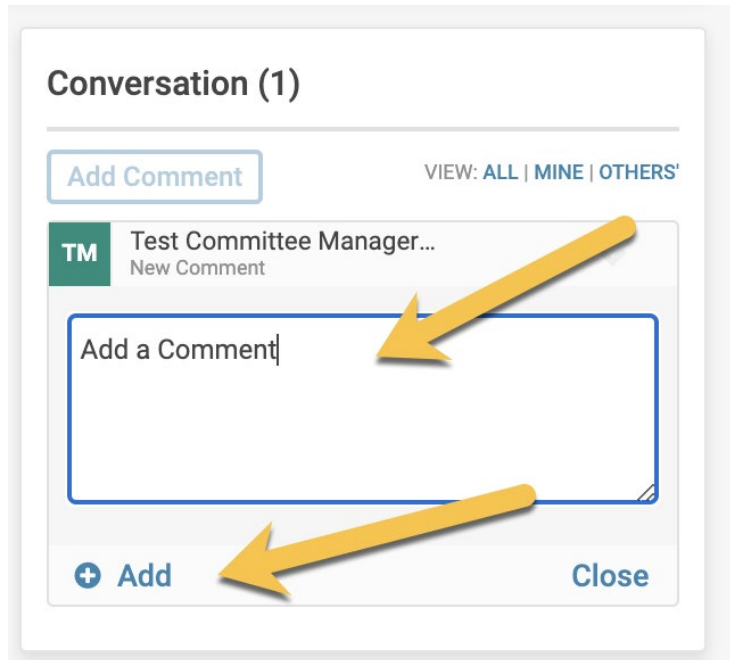


2. Select "Case Details" and look for the "Conversation" panel on the bottom right of the page.

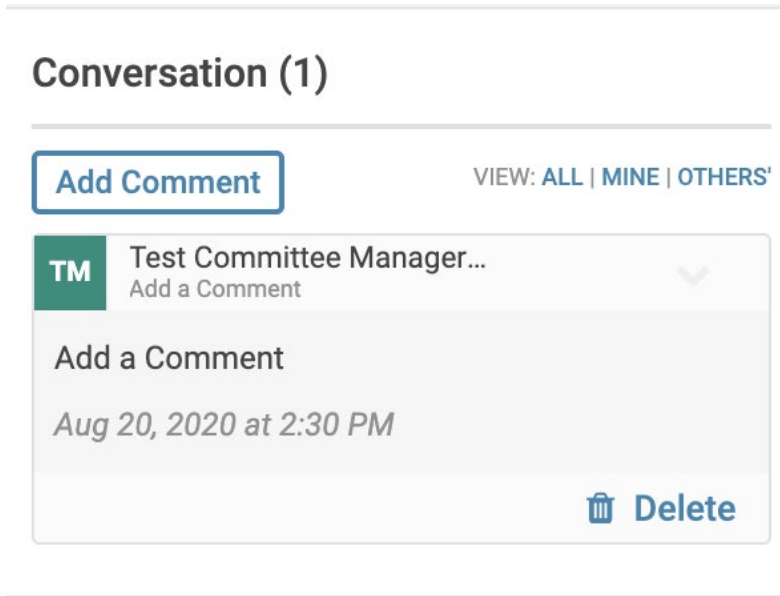


3. Enter a comment and select "Add"





4. Your comment will appear, along with the date and time. You also have the option to delete your comment.




5. You will be able to “Reply” to other comments as well.

1 Conversation

Turn Off Comments

+ Add

VIEW: ALL | MINE | OTHERS'

BB Blothar Brown  
Has Eric weighed in on the ADS ar... 

Has Eric weighed in on the ADS article?

Dec 16, 2016 at 12:00 AM

 Reply

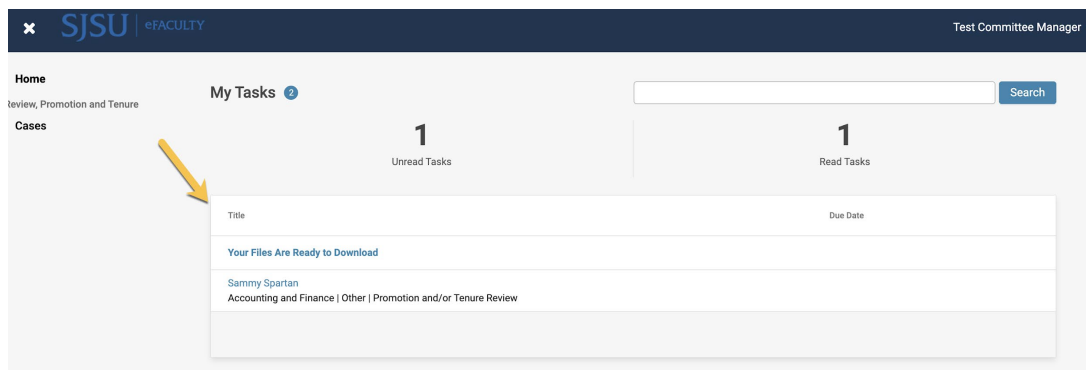
 Delete

# View and Respond to Files Shared with Your Committee

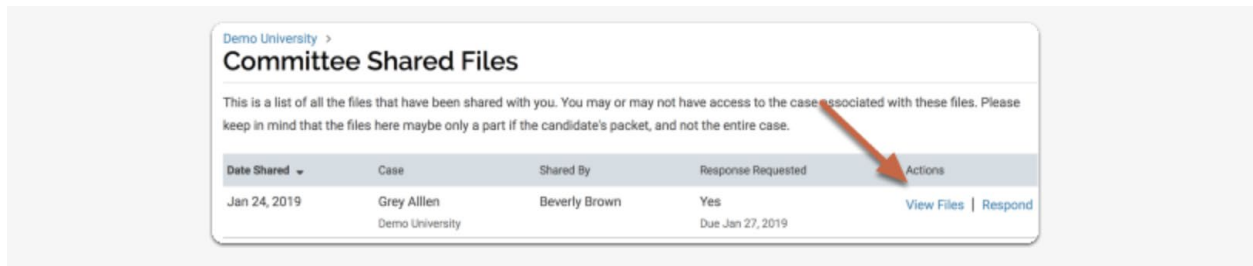
1. When files are shared with you, you will receive an email in your SJSU email prompting you to log into your account to view the files.



2. If a response is requested, you will see a message on your homepage along with a due date to respond



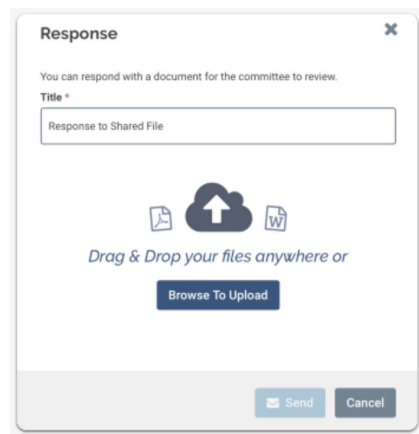
3. Select “View Files” on the “Committee Shared Files” page



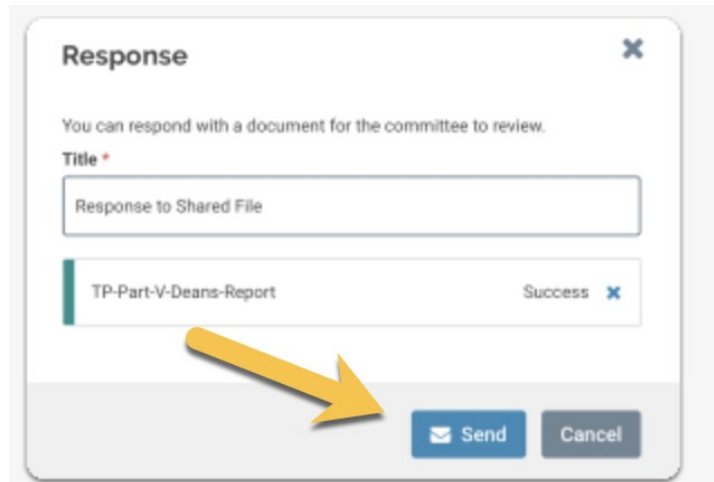
4. Select “Respond” to upload your response.



5. Give your response a title to upload the file



6. Select “Send” to send your response.



## 7. Files will load in the “Document Reader”

Viewing Shared Files for Bob Pnt [Return to Notifications](#)

SENT BY BEVERLY BROWN: DEC 18, 2016

Report One

BYCOMMITTEE PROMOTIONS & TENURE USER ROLE CAPABILITIES				
	Institution Administrator	Administrator	Committee Manager	Committee Member
<b>User Management and Administrative Settings</b>				
Administer and manage organizational units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer and manage users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign users to one or more units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manage users Administration or Committee Managers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign users to a committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and manage user roles from the System (if a restriction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and manage user roles from the System (APPROX) a candidate or user	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish/define committees for an institution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enable/Disable download for an institution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administer system knowledge (tags and content)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create table institution-wide custom database	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set up committee voting/tracking features and add institution-wide voting options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committees</b>				
Create/manage standing committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temporarily add/remove users to/from standing committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create/Modify user specific ad hoc committees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add/remove user specific ad hoc committees to or from a case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit cases, institutions (the date of a case specific committee)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Add users to, or remove users from a case specific committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assign temporary members to a standing committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Temporarily remove/insert members from a standing committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Record the results of a committee vote	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Templates &amp; Cases</b>				
Create/Modify a template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create/Modify a case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1 / 2