

Interfolio Reviewers

Electronic portfolios for CSUMB Retention,
Tenure, and Promotion reviews



California State University
MONTEREY BAY
Extraordinary Opportunity

What is it?

- Dossier is a private repository for faculty documents
 - No storage limit
 - Can be used as staging area for reviews
- CSUMB section is for review processes
 - Faculty submit materials for review
 - Committee members review materials
- Cloud-based




Reviewer notification

Ready for Review (Otter) Interfolio x

California State University-Monterey Bay
to me

Thu, Aug 23, 4:07 PM (7 days ago) ☆ ↶ ⋮



Oscar Otter's case is now available for your review.

[REVIEW CANDIDATE](#)

Dear committee members,

This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.

Best,
Melissa Manivanh

The following documents must be uploaded before sending the case to the next step.

- University RTP Committee's Recommendation

Powered by Interfolio | Support



Reviewer sign-in

Mark's Dashboard ×

Mail Calendar CMS Employee Resources Zoom.us 25Live SSL VPN SkillPort Training ↑

Hiring Committee Drive CalState S4 Facilities workorder CSYou iLearn **Interfolio** OASIS OnBase Edit

Class schedule
You have no current courses.

- 🕒
- 💰
- 🖨️
- 🍴
- ☀️
- 👤
- ✍️

NEWS

View archived messages

Madness on the Border: Child/Family Separations - MSW Panel
Tuesday, October 16
2:00pm — 3:50pm

MCAT Strategy Session with the Princeton Review
Thursday, October 11
6:00pm — 7:00pm

Teknova Information Session
Thursday, October 18
12:15pm — 1:30pm

Zumba with Monte!
Sunday, October 14

Home page

The screenshot shows a user dashboard for Oscar Otter. At the top right, the user's name "Oscar Otter" is displayed with a dropdown arrow. A dropdown menu is open, showing options under "Switch Accounts" (Interfolio Dossier, California State University-Monterey Bay) and "Account Options" (Account Settings, My Contacts, Product Help, Sign Out). The "Interfolio Dossier" option is circled in blue. On the left sidebar, a navigation menu includes "Home" (circled in blue), "Your Packets", "Retention, Tenure, and Promotion", and "Cases". The main content area features a "Welcome back, Oscar Otter" message, a "Your Action Items" section (circled in blue), and a list of items including "Oscar Otter" and "Tenure and Promotion Review | Cinematic Arts & Technology Department | Other".

×

Oscar Otter ▾

Switch Accounts

- Interfolio Dossier
- California State University-Monterey Bay

Account Options

- Account Settings
- My Contacts
- Product Help
- Sign Out

Home

- Your Packets
- Retention, Tenure, and Promotion
- Cases

Welcome back, Oscar Otter

Your Action Items

Oscar Otter

Tenure and Promotion Review | Cinematic Arts & Technology Department | Other



Case review

California State University-Monterey Bay >

Case List

Create Case

Search cases Filter Clear Filters

Unit: All Units Type: All Types Active or Closed?: Active

1 of 1 cases

<input type="checkbox"/> Name	Type	Template Name	Status
<input type="checkbox"/> Oscar Otter Cinematic Arts & Technology Department	Other	Tenure and Promotion Review	

Step 2 of 7: Department Committee Review | Feb 8, 2019 ▲ Required Documents

****Please note that course evaluations must still be reviewed at University Personnel.****



Case review (cont.)

Home
Retention, Tenure, and Promotion
Cases
Templates
Administration
Reports
Users & Groups

California State University-Monterey Bay > Cases >
Oscar Otter

Send Case ▾ Case Options ▾

Unit: Cinematic Arts & Technology Department
Status: Select Status
Reviewing as: Department Committee Placeholder

Case Materials Case Details 1

Search Case Materials **Read Case**

Index Add File

The first section of the Scholarly Portfolio shall include an index of ALL materials in the portfolio, followed by prefatory materials that provide context for subsequent descriptions and documentation of scholarly achievements.

Index Index of Portfolio Sections and All Supporting Documentation Aug 30, 2018 at 8:06 AM

Integrative Narrative Add File

The Scholarly Portfolio shall include a **three to five page** Integrative Narrative that synthesizes and interconnects the candidate's achievements in the four areas of scholarship. The Integrative Narrative unites all sections of the portfolio and ties achievements to the CSUMB Vision Statement. The narrative shall emphasize collaborative and integrative activities. It shall also provide an opportunity to reflect on professional growth and/or areas needing improvement.

Test Narrative Integrative Narrative Aug 30, 2018 at 8:06 AM

Prefatory Materials Add File

Test Appointment Letter Appointment Letter Aug 30, 2018 at 8:06 AM

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Case review (cont.)

California State University-Monterey Bay > Cases >

Oscar Otter

Send Case **Case Options**

Unit
Cinematic Arts & Technology Department

Status
Select Status

Reviewing as
Test - Department RTP Committee

Case Materials **Case Details**

Committee Members: 2 **Email** **Edit** **Voting**

Amy Thurman
athurman@csumb.edu **MANAGER**

Mark Alabanza
malabanza@csumb.edu

2 Conversation **Turn Off Comments**

Add VIEW: ALL | MINE | OTHERS

AT Amy Thurman
I attest that I have reviewed all ...

I attest that I have reviewed all materials submitted for this RTP review. 8/23/18.
Amy Thurman
Aug 23, 2018 at 2:52 PM

Reply **Delete**



Upload recommendation

Unit	Status
Cinematic Arts & Technology Department	Select Status

Case Materials Case Details **1**

▼ Committee Members: 2 Email Edit

Mark Alabanza
malabanza@csumb.edu

Amy Thurman
athurman@csumb.edu MANAGER

▼ Required Documents 1 missing

All required documents must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Department Level Recommendation + Add



Upload recommendation (cont.)

Add Department Level Recommendation ✕

[Upload a new file](#) [Select file from case](#)

Please select the section of the packet where this file will appear. Select the appropriate section from the dropdown menu below.

Name *	Section *
<input type="text" value="Test Department RTP recommendation"/>	<div><input type="text" value="Index"/> ▼</div> <ul style="list-style-type: none">IndexIntegrative NarrativePrefatory MaterialsTeaching and LearningDiscovery, Creation and IntegrationProfessional ApplicationUniversity ServiceDepartment Committee RecommendationDean RecommendationUniversity RTP Committee RecommendationProvost RecommendationPresident's Decision

+ Add Cancel

Administrator with access to this case.



Upload recommendation (cont.)

Home

Retention, Tenure, and Promotion

Cases

Templates

Administration

Reports

Users & Groups

California State University-Monterey Bay > Cases >

Oscar Otter

Unit
Cinematic Arts & Technology Department

Status
Select Status

Case Materials Case Details

▼ Committee Members: 2 Email Edit

Mark Alabanza
malabanza@csumb.edu

Amy Thurman
athurman@csumb.edu MANAGER

▼ **Required Documents**

All required documents must be completed before the case can advance to the next step. Files can be added by any Committee Manager or Administrator with access to this case.

Department Level Recommendation Complete

Test Department RTP recommendation




Rebuttal period

Department Level Recommendation Inbox x

Melissa Manivanh <noreply@interfolio.com>
to me ▾

Thu, Aug 23, 3:01 PM (7 days ago) ☆ ↶ ⋮



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Melissa Manivanh has shared files with you.

[VIEW FILES](#)

You will be required to sign in to your account to view the shared files.



Please log in to view.....

Powered by Interfolio | [Support](#)



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Rebuttal period (cont.)

Home
Your Packets
Retention, Tenure, and Promotion
Cases

Welcome back, Oscar Otter



Your Action Items

Oscar Otter **Response Requested**

Tenure and Promotion Review | Cinematic Arts & Technology Department | Other



Rebuttal period (cont.)

Home

Your Packets

Retention, Tenure, and Promotion

Cases

Your Packets

Active

Packet	Type	Status
Cinematic Arts & Technology Department Tenure and Promotion Review	Open for Response Other	Submitted Aug 30, 2018



Rebuttal period (cont.)

California State University
MONTEREY BAY

Oscar Otter ▾

Committee Files

Home

Your Packets

Attention, Tenure, and Promotion Cases

Overview

Oscar Otter

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward submitting your packet.

[Edit Packet](#) [Preview Packet](#)

Index

LOCKED SUBMITTED AUG 30, 2018



Rebuttal period (cont.)

Sent by Melissa Manivanh on Aug 23, 2018

[View](#)

Test Department RTP recommendation

[Copy to Dossier](#) | [Download](#)

Response Requested

To learn more, read about how to [View and Respond to Files Shared with You by a Committee](#)

Response Requested

Due: Sep 5, 2018

[Send Response](#)

Test Department RTP recommendation

[Copy to Dossier](#) | [Download](#)

Response

Rebuttal

Sent: Aug 30, 2018




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Rebuttal period (cont.)

Rebuttal from Oscar Otter Interfolio x

Melissa Manivanh
to me, Amy ▾

Thu, Aug 23, 3:11 PM (7 days ago) ☆ ↶ ⋮



Melissa Manivanh has shared files with you.

[VIEW FILES](#)

You will be required to sign in to your account to view the shared files.

Please see rebuttal.....

Powered by Interfolio | [Support](#)

[Oscar Otter](#)

Document Shared

Cinematic Arts & Technology Department | Other | Tenure and Promotion Review | Review, Promotion and Tenure

Due: Feb 8, 2019



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Rebuttal period (cont.)

The screenshot shows a web application interface for California State University Monterey Bay. At the top left is the university logo and name. At the top right, the user name "Mark Alabanza" is displayed with a dropdown arrow. A navigation sidebar on the left includes links for Home, Retention, Tenure, and Promotion, Cases, Templates, Administration, Reports, and Users & Groups. The main content area features a search bar labeled "Search Case Materials" and a "Read Case" button. Below this is a list of case categories, each with a right-pointing chevron, a lock icon, and an "Add File" button. The categories are: Index, Integrative Narrative, Prefatory Materials, Teaching and Learning, Discovery, Creation and Integration, Professional Application, and University Service. The "Department Committee Recommendation" category is expanded, showing two items: "Test Department RTP recommendation" (dated Aug 30, 2018 at 11:31 AM) and "Rebuttal" (dated Aug 30, 2018 at 1:21 PM). Each item has a checkbox and a document icon.

California State University
MONTEREY BAY

Mark Alabanza

Home

Retention, Tenure, and Promotion

Cases

Templates

Administration

Reports

Users & Groups

Search Case Materials

Read Case

- > Index [+ Add File](#)
- > Integrative Narrative [+ Add File](#)
- > Prefatory Materials [+ Add File](#)
- > Teaching and Learning [+ Add File](#)
- > Discovery, Creation and Integration [+ Add File](#)
- > Professional Application [+ Add File](#)
- > University Service [+ Add File](#)
- ▼ Department Committee Recommendation [+ Add File](#)

Test Department RTP recommendation Aug 30, 2018 at 11:31 AM

Rebuttal Rebuttal Aug 30, 2018 at 1:21 PM



Review completion

- All review levels will take place as outlined in the preceding slides
- University Personnel will facilitate process and provide reminders
- Process will follow schedule on Academic Personnel calendar
- Faculty will have access to packet and all shared committee recommendations upon completion



Questions?



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Contact

- **Melissa Manivanh, mmanivanh@, x4124**
Academic Personnel Analyst
- **Mark Alabanza, malabanza@, x4642**
Assoc. Director for Academic Personnel

