Interfolio Reviewers

Electronic portfolios for CSUMB Retention,
Tenure, and Promotion reviews

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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

Reviewer sign-in

Home page

Case review

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

Case review (cont.)

Case review (cont.)

Upload recommendation

Upload recommendation (cont.)

Upload recommendation (cont.)

California State University-Monterey Bay > Cases >

Oscar Otter

Unit   **Status**
Cinematic Arts & Technology Department   Select Status

Case Materials   **Case Details**

⌄ Committee Members: 2   ✉ Email   ✏ Edit

Mark Alabanza
malabanza@csumb.edu

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

⌄ **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   ✏

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Rebuttal period

Rebuttal period (cont.)

Rebuttal period (cont.)

Rebuttal period (cont.)

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

Rebuttal period (cont.)

Rebuttal period (cont.)

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

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Questions?

Contact

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  Academic Personnel Analyst

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  Assoc. Director for Academic Personnel

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