Interfolio Reviewers

Electronic portfolios for CSUMB Retention, Tenure, and Promotion reviews
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

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
Home page
Case review

**Please note that course evaluations must still be reviewed at University Personnel.**
Case review (cont.)

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

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 unifies 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.

Prefatory Materials

Test Narrative

Appointment Letter
Case review (cont.)
Upload recommendation

<table>
<thead>
<tr>
<th>Unit</th>
<th>Status</th>
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<tbody>
<tr>
<td>Cinematic Arts &amp; Technology Department</td>
<td>Select Status</td>
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**Case Details**

- **Committee Members:** 2
  - Mark Alabanza
    - malabanza@csUMB.edu
  - Amy Thurman
    - 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

[California State University Monterey Bay]

Extraordinary Opportunity
Upload recommendation (cont.)
Upload recommendation (cont.)
Rebuttal period
Welcome back, Oscar Otter

Your Action Items

Oscar Otter  Response Requested
Tenure and Promotion Review | Cinematic Arts & Technology Department | Other
Rebuttal period (cont.)
Rebuttal period (cont.)
Rebuttal period (cont.)

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

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
Questions?
Contact

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  Academic Personnel Analyst
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  Assoc. Director for Academic Personnel