Cleveland State University

Office of the Provost

Reappointment, Promotion and Tenure

eDossier/Interfolio Step-by-Step Instructions – for the Faculty Candidate

Table of Contents

Important/Useful Tips to Remember

- Do not submit section by section - the system automatically saves any documents you upload in any section so there is no need to submit that section when you are finished. Also, once you submit a section you will be locked out of it for editing purposes. Submit your dossier when it is complete (see page 41).

- When uploading files, make sure you give the materials in your packet/eDossier a meaningful title to guide reviewers and ensure efficiency in reviewing your packet/eDossier (see page 25).

- Select "Preview Packet" (see page 39) to see exactly how your eDossier will appear to reviewers.

- Faculty should send R/S/CA accepted after submission of their eDossier to their Dean's Office so the appropriate reviewer can upload to the eDossier system.

- Make sure weblinks/videos/urls you upload/share in your eDossier are active and easily accessible to reviewers to ensure efficiency in reviewing your packet/eDossier (see page 33).

- To access the attachments you uploaded into the eFAAR Teaching: Courses Taught section, follow the step-by-step instructions on page 27.

- You cannot upload more than one file/document if only one is required in that section. You will receive a system error (when you try to submit) that will not let you submit your eDossier (look for other sections such as those labeled "Other" to upload those files to (see page 45).

- 1 required = only one upload is required and allowed in this section.

- 1+ required = only one upload is required in this section, however more than one document/file can be uploaded if you wish.

- 0 of 0 Required = Optional = no uploads are required in this section however the space is provided should candidates wish to use it.

- Packet = eDossier.

Receiving Notification Email/Beginning Your Review

You will be notified that your case is ready via email. The email notification will include instructions and links to this document and others to review as well.
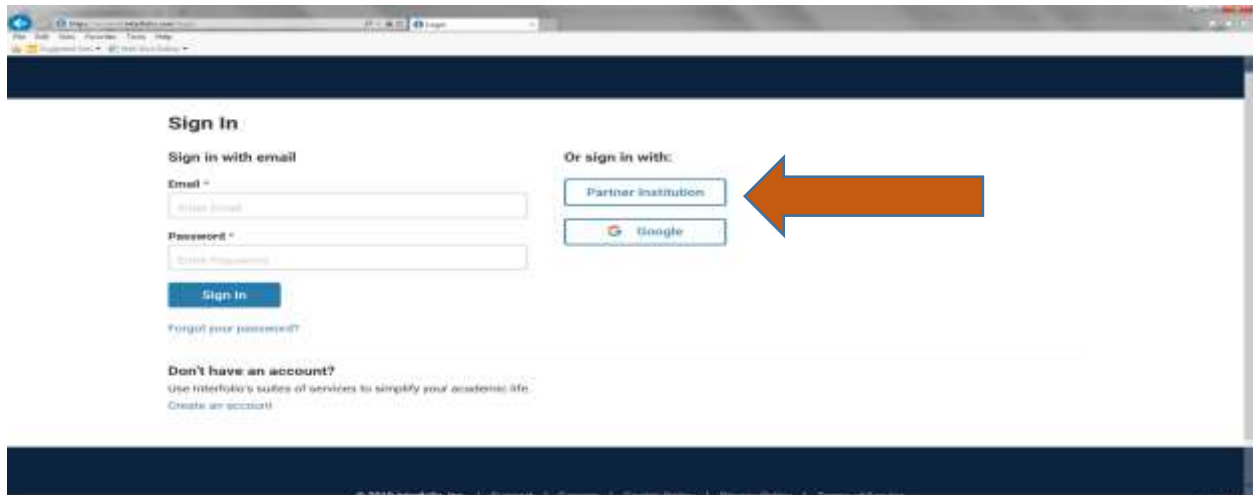
Cleveland State University
engaged*learning*

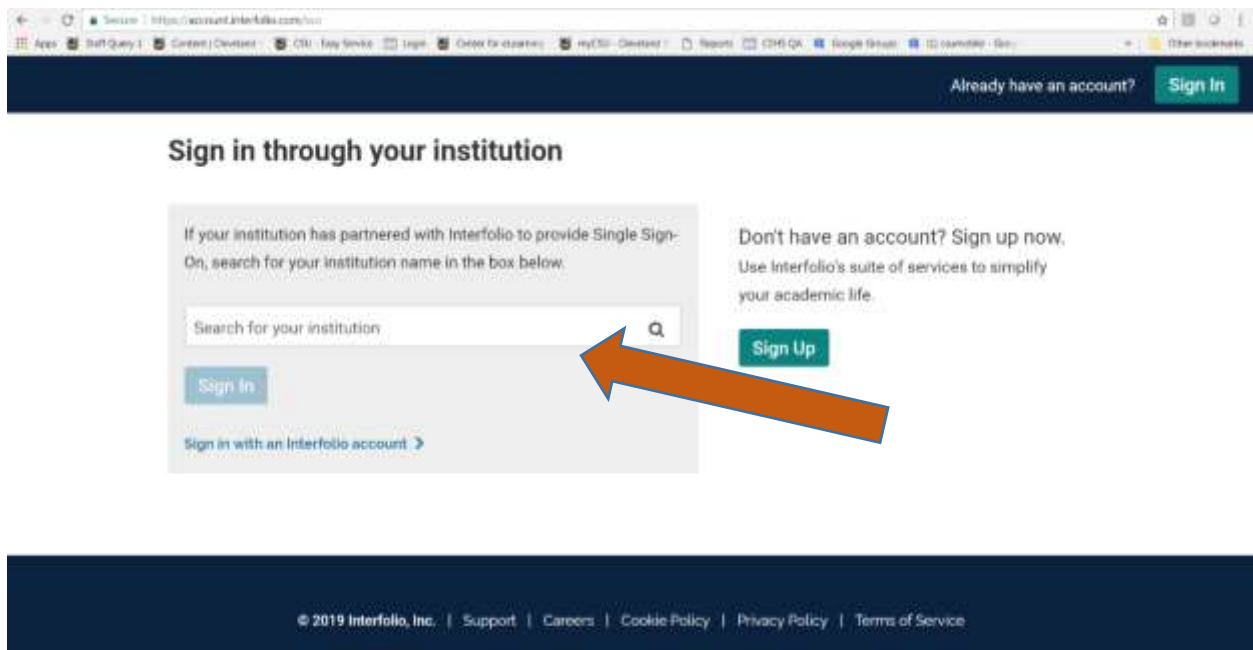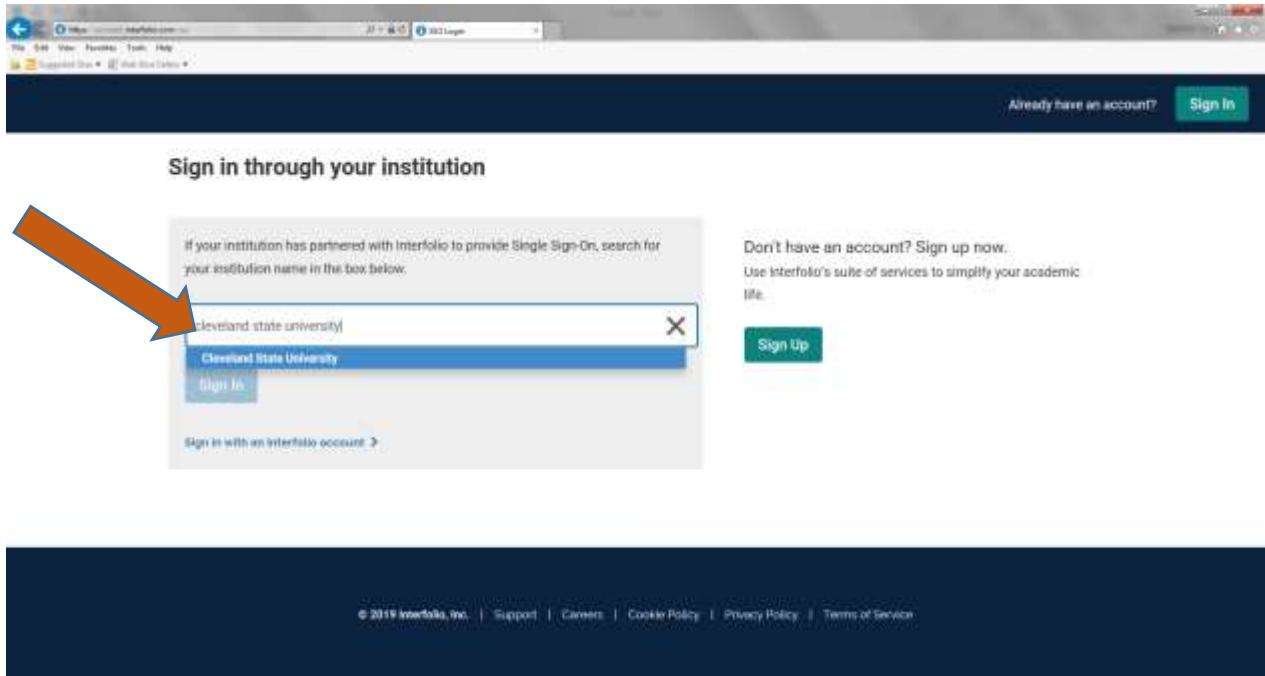Cleveland State University has initiated a review on your behalf.

VIEW CASE

VIEW CASE

Select "View Case" in the notification email which will take you to your account dashboard to login.

The first time you login you will see this screen. This login page may appear and look different from what you are used to. After the first time you will be directed to your normal login page. Select "Partner Institution".
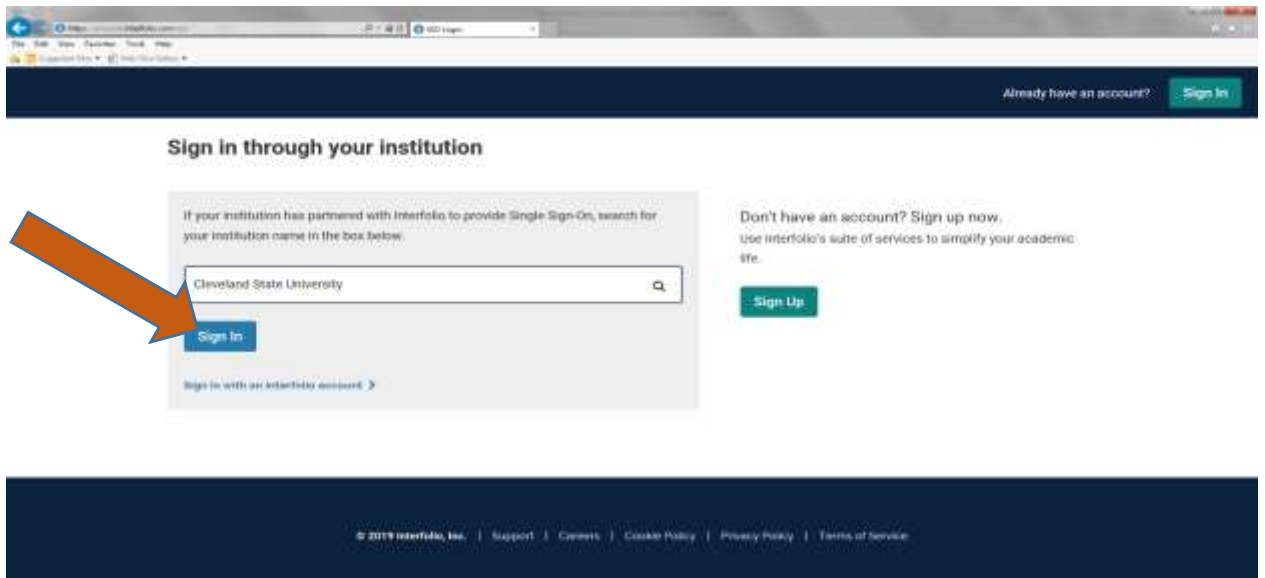

Type in "Cleveland State University" in the "Search for your institution" field.

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.

cleveland state university

Cleveland State University

Sign In

Sign in with an Interfolio account >

Don't have an account? Sign up now.

Use Interfolio's suite of services to simplify your academic life.

Sign Up

Select sign in which will take you to your normal login page.

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.

Cleveland State University

Sign In

Sign in with an Interfolio account >

Don't have an account? Sign up now.

Use Interfolio's suite of services to simplify your academic life.

Sign Up

Sign in with your CSU credentials.

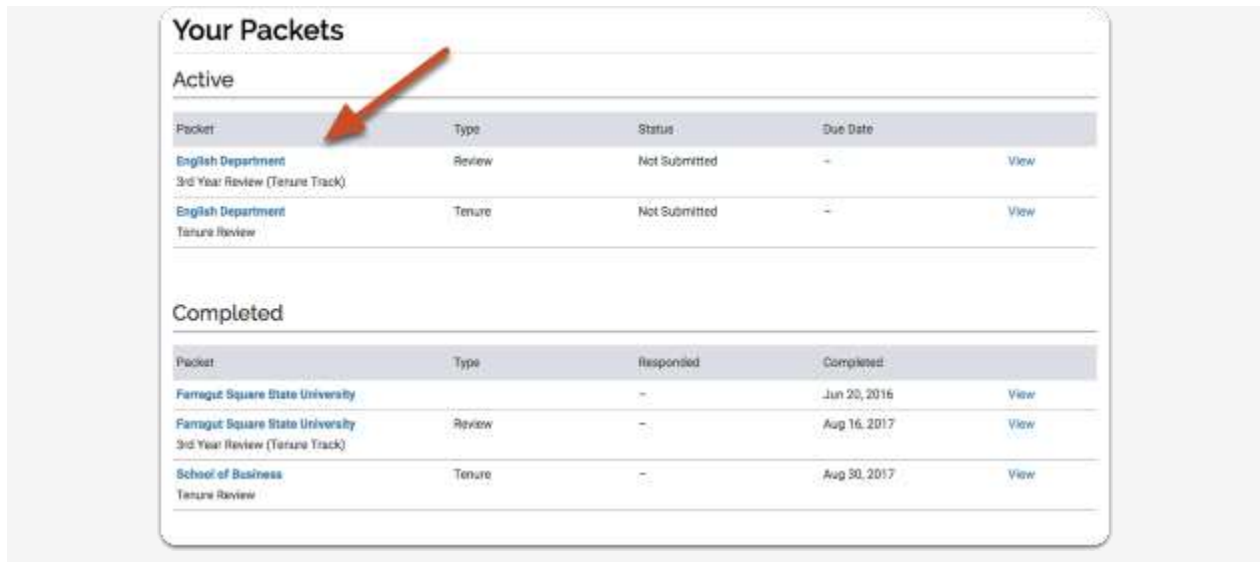# Viewing Your Packet/eDossier Instructions and Requirements

Once you have logged in to your Faculty180 account,

**Click the link to "Your Packets" from the navigation bar, or use the link in your homepage action items**
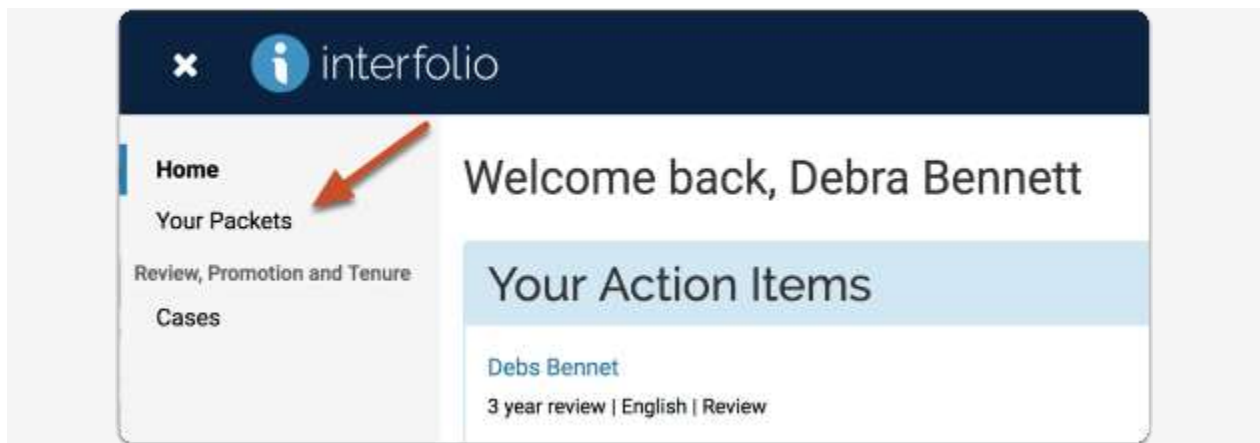
Select the packet you want to work on

Tip: **You can view past packets in the section below the Active Packets**

You will see an "Overview" page listing the required materials and forms you will need to add to your packet/eDossier.

Click "View Instructions" to read instructions provided by your institution for assembling and submitting your packet/eDossier.
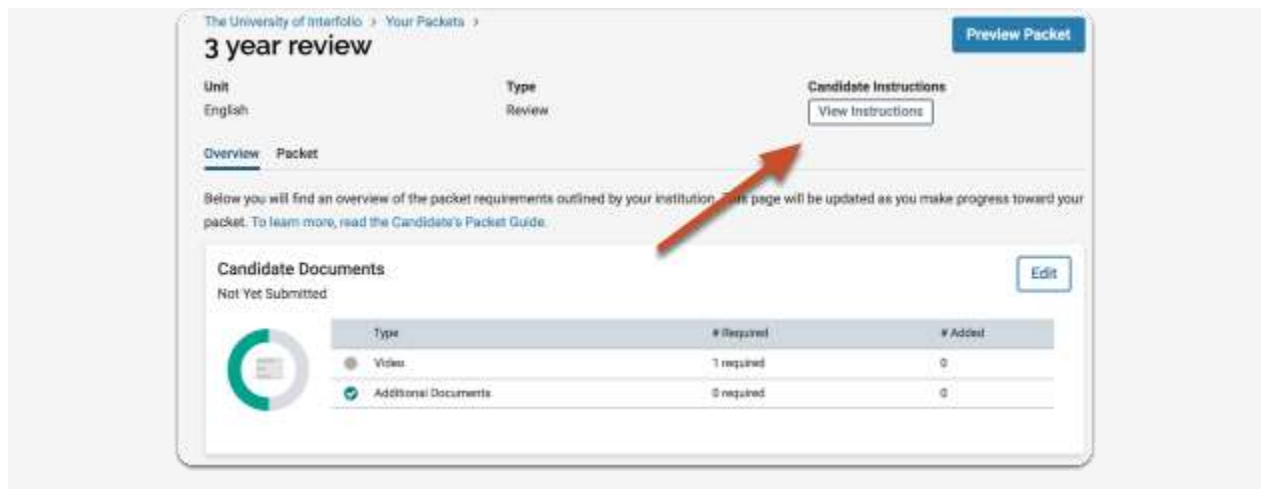
Your packet will likely be divided into sections, each with a list of materials you will need to upload in order to complete each section.

There is no need to submit a section when you have completed it. The files you upload and information you enter automatically save.

Required Sections in eDossier (corresponding to eDossier Information document)

List of Sections in a Probationary, Tenure/Promotion, or Reappointment Dossier

1. **Introductory Materials**
   a. Current CV
   b. Signed Copy of Appointment Letter of Intent (LOI) (for all but full professor candidates, lecturer/Professor of Practice, or faculty candidate in 9th year or 12th year review).
   c. Tenure/Promotion/Reappointment Guidelines of Department/School or College
   d. Other (optional). Upload and attach any supplementary material or additional items you wish to include in this section (e.g. Tenure Clock Extension Documentation).

2. **Personal Summary Statement.** This should be a succinct (suggested ten pages maximum) overview and self-assessment of the significance of one's instructional, scholarly/creative, and other professional accomplishments and associated future plans.

3. **Teaching Report.** Candidates must be sure that the evidence they present is convincing. Student evaluations are important, and this year we have attached the university policy on student evaluations (see first paragraph) for your assistance. Peer and department chair assessments based on classroom/laboratory visitations are essential supplements to student evaluations. These should be longitudinal, based on a number of classroom visitations, rather than impressions recorded of a single visit. In addition, candidates might present copies of particularly useful syllabi and essays that they may have written about teaching. Candidates should also be sensitive to national accreditation standards regarding student outcome assessment; contributions to departmental activities in this area should be highlighted. Appended are further recommendations on how to document full competence, exceptional achievement, sustained excellence, or long-term and outstanding record of distinguished teaching, whichever is applicable.
   a. Teaching Statement. Concisely describe one's teaching activities, referencing and explaining the evidence in the sections b-e.

b. Peer Observation Reports
c. Student Evaluations (table with Blue/SEI Scores). Present summary table that includes summary statistics for **each** course you have taught (average ratings, comparison averages, response rates, etc.). Please follow any instructions you received from your college regarding the amount of detail to be presented for student evaluations.
d. Representative Syllabi. Include one copy of syllabus per course unless substantial revision of course has occurred.
e. eFAAR Information - Teaching: Courses Taught. The eFAAR Information - Teaching: Courses Taught data must be imported into this section of the eDossier as a PDF. Please refer to the Faculty Candidate eDossier Instruction Guide for more information.
f. Other (optional). Upload and attach any supplementary material or additional items you wish to include in this section.

4. **Research/Scholarship/Creative Activity Report** (for lecturers/Professors of Practice this R/S/CA section is optional and not required).
   a. Research/Scholarship/Creative Activity Statement.
      Beyond the overview presented in the personal statement, present a brief summary of the content and significance of each publication or other creative product, referencing the content in the next section (b) as appropriate.
   b. Published/Juried/Accepted Products. Upload or attach copies of/or weblinks to your publications (journal articles, book chapters, etc.) in this section.
   c. External Funding/Grant Proposals & Awards (if applicable/optional). Candidates will need to upload or attach grant award notifications and/or grant reviewer feedback for unsuccessful proposals in this section.
   d. Other (optional). For publications/activities on which the candidate is a co-author/co-collaborator, include here a statement from the senior/corresponding author or team leader explaining the nature of the candidate's contribution. Include evidence of the professional eminence and readership of one's publication venues (e.g. impact factors, rejection rates or status of publication outlet, if applicable).

5. **Service Report**
   a. Service Statement. A short narrative with evidence that documents being an effective university citizen, professional community outreach, and/or significant professional association activity.
   b. Service to CSU/Internal Service. This may include service to your department/school, college, and the university.
   c. External Service (if applicable). This may include clinical, community engagement, and service to your discipline.
   d. Other (if applicable). This may include letters acknowledging a significant external service activity. Upload and attach any supplementary material or additional items you wish to include in this section.

6. **Awards/Recognitions (if applicable/optional).** List all awards/recognitions in one document and upload or attach in this section. **NOTE: Grant Awards go in section 4.c. External Funding/Grant Proposals & Awards**

7. **Prior Probationary Review Letters**
   a. Reports from 3rd Year Review - assistant professors only
   b. Reports from 4th Year Review - assistant college lecturers/professors of practice only
   c. Reports from 5th Year Review - assistant professors only

Completing and Submitting Your Preliminary Dossier for External Evaluation

Once you have logged in to your Faculty180 account, click the link to "Your Packets" from the navigation bar.

Select the packet you want to work on.

Click the "Packet" tab.



Select "Add" to begin adding files to this section.

You can either select "Choose Existing" if you have used the system before to create a dossier for review or select "Add New File" if you wish to search your computer.
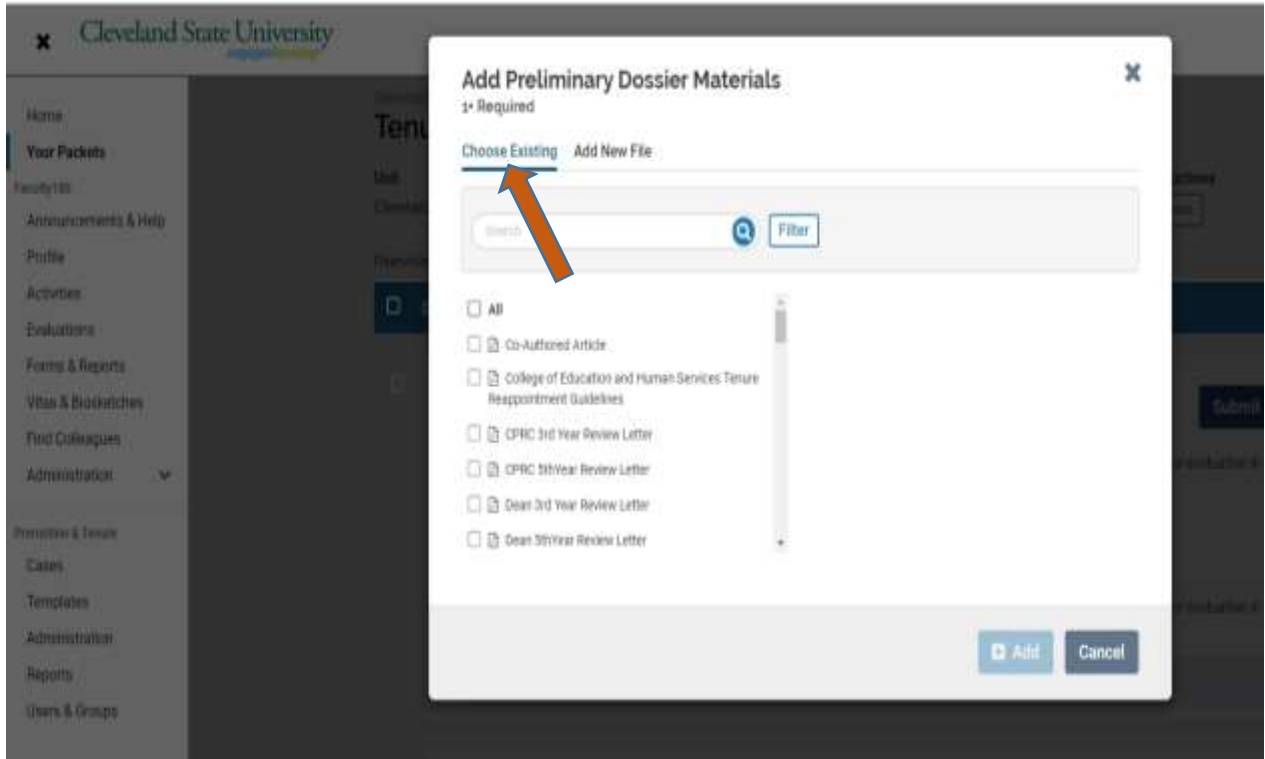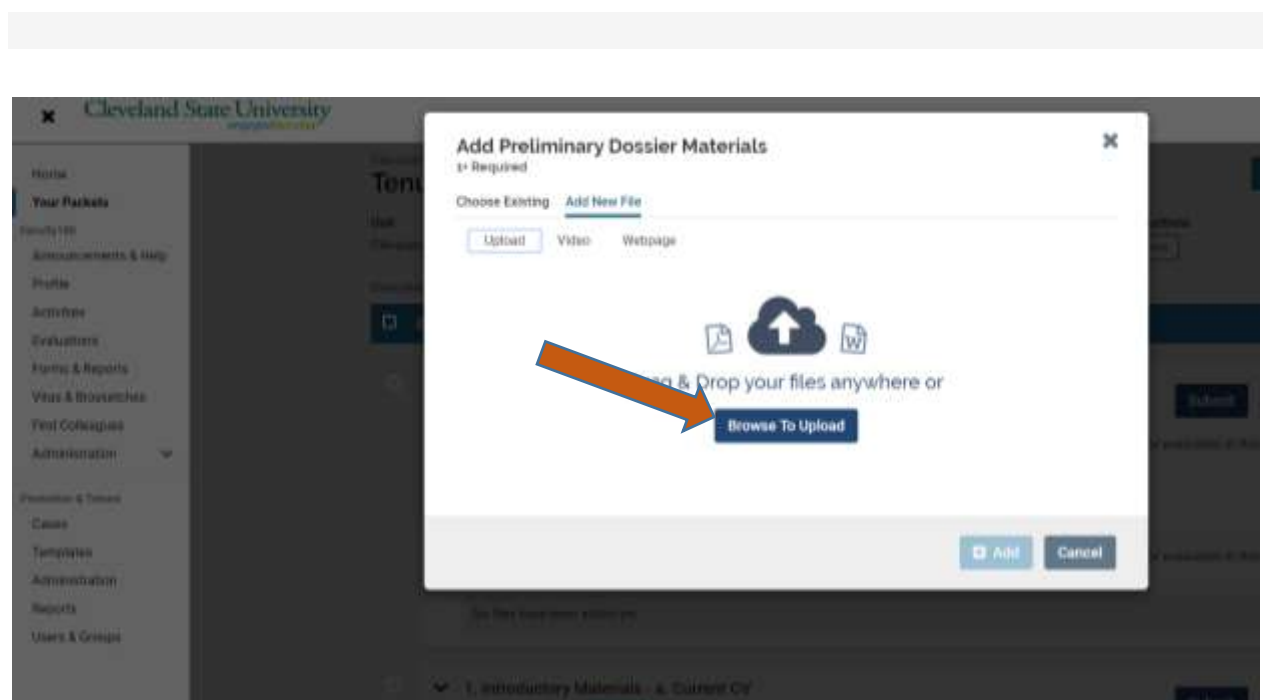

If you select "Choose Existing", select the box to the left of the file you wish to reuse and then select "Add".
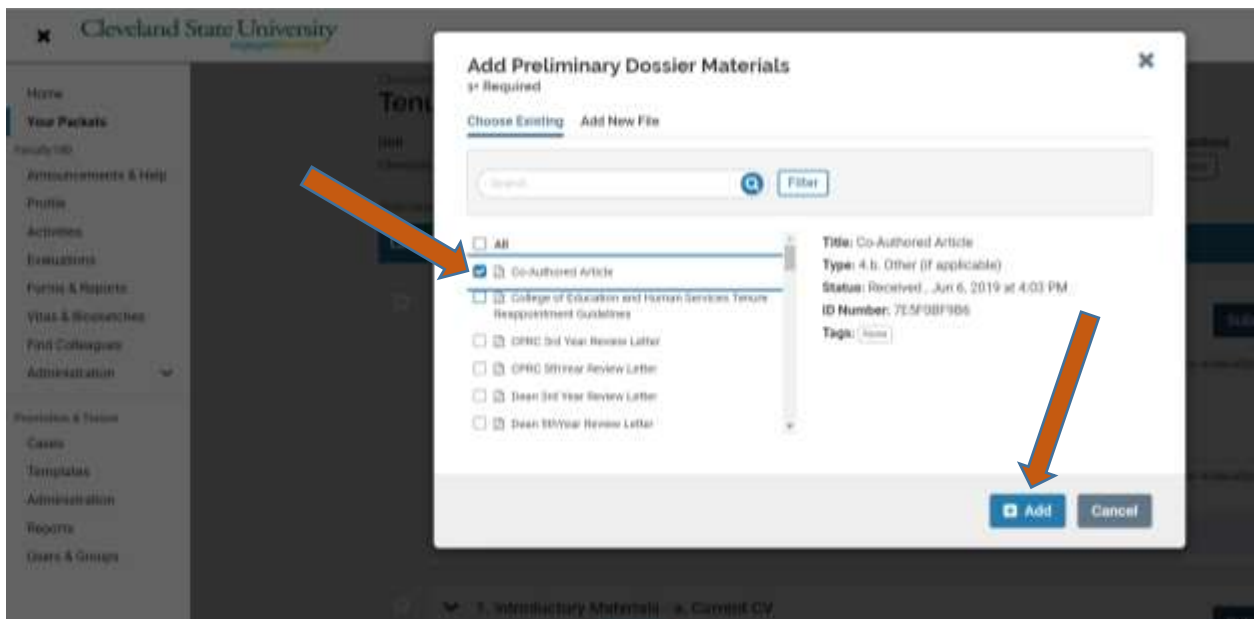
You can add new files by selecting "Add New File" including video and webpages:
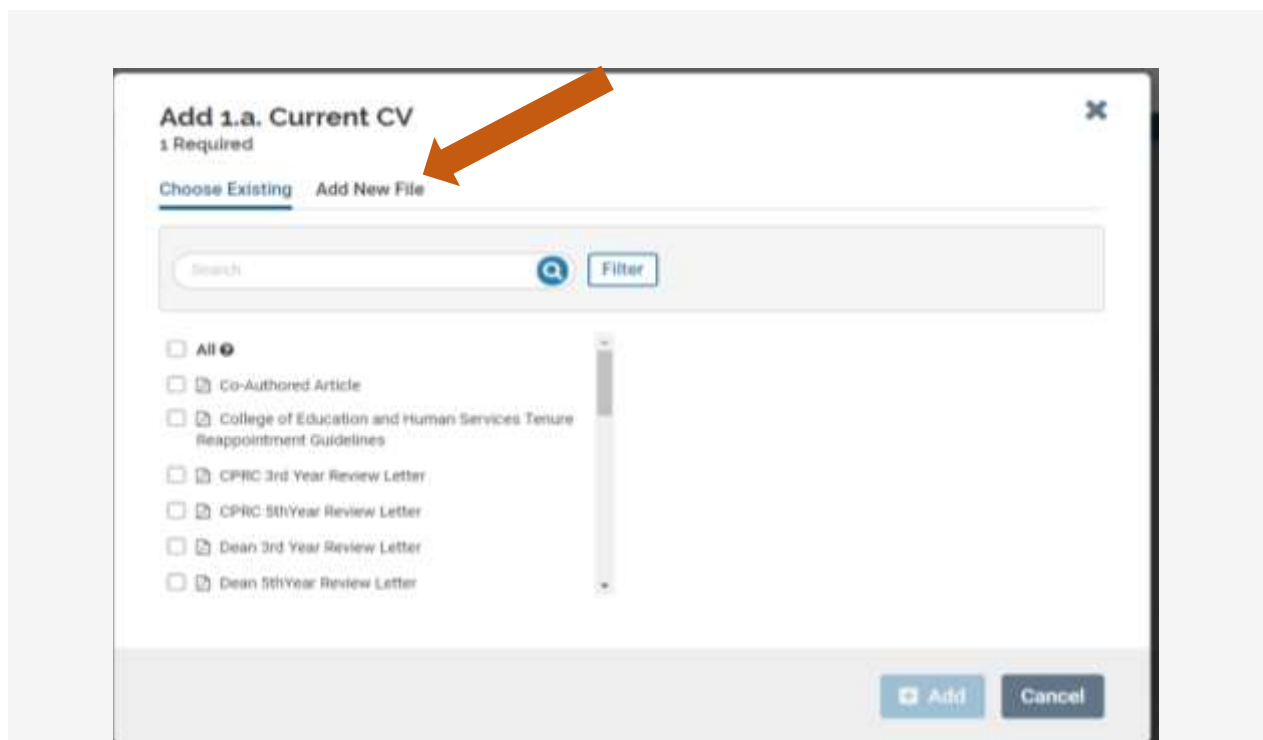
Select "Browse To Upload" to search your computer.

Select the file you wish to upload from your computer/hard drive and select "Open".
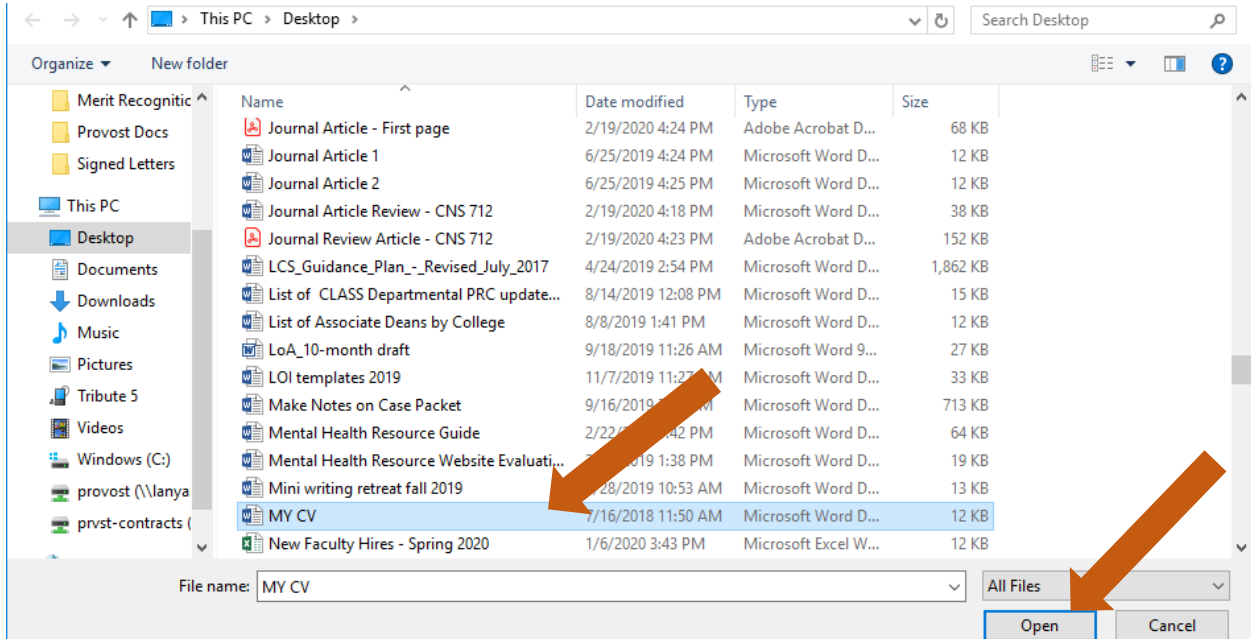
Select "Add".
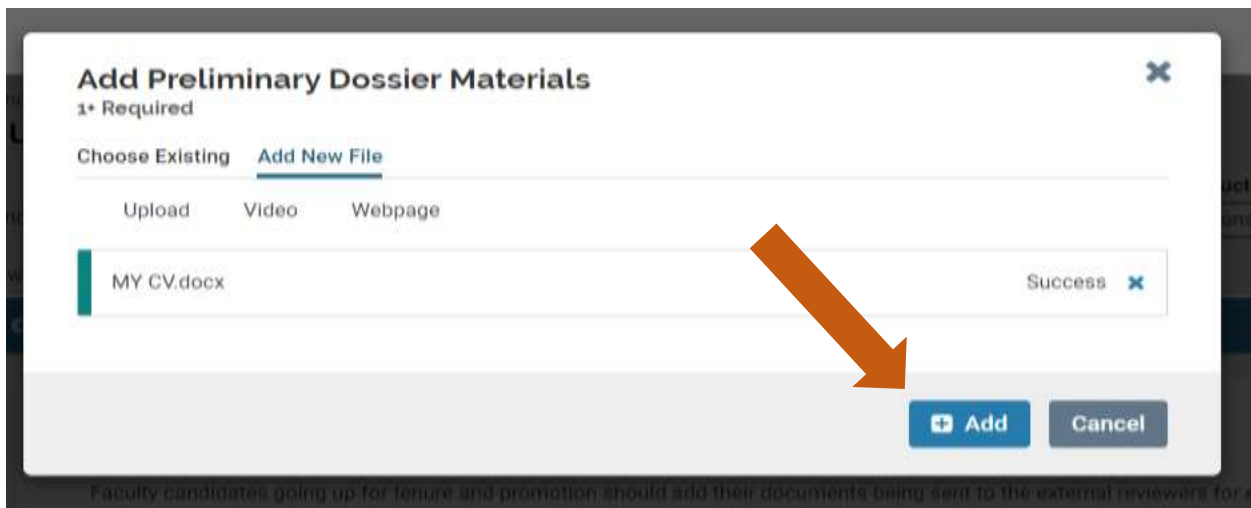
When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents (see page 25 for details).

Once you have uploaded all files/materials you wish to share with external reviewers, you are ready to submit this section to your respective chair or PRC who sends these materials to external reviewers. Select "Submit".
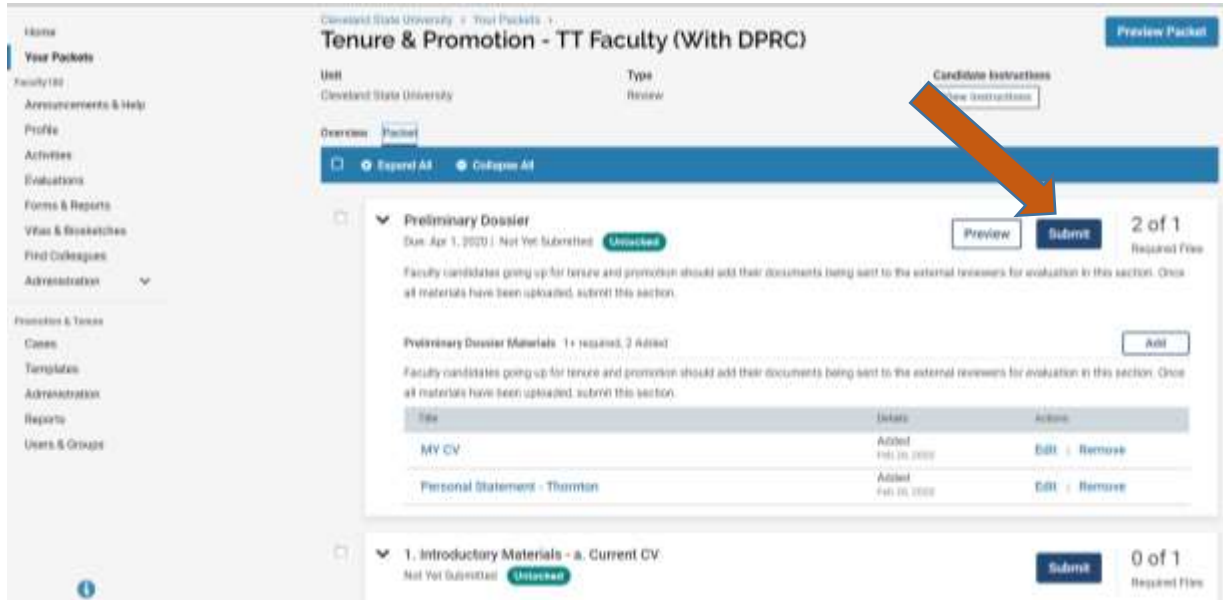
You will receive this warning message letting you know once you submit this section that it will be locked for editing. If ready to submit, select "Yes". If you submit and need to edit this section, please contact the Provost Office (see Need Help? Important Contact Information on Page 56).
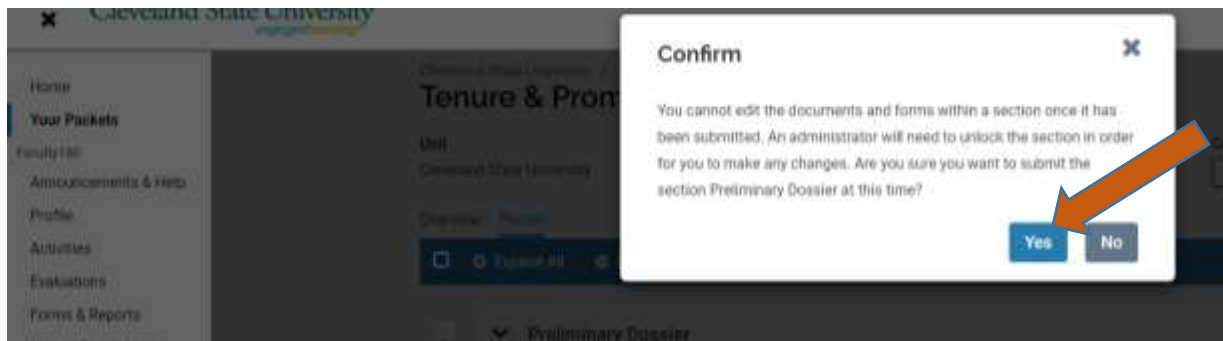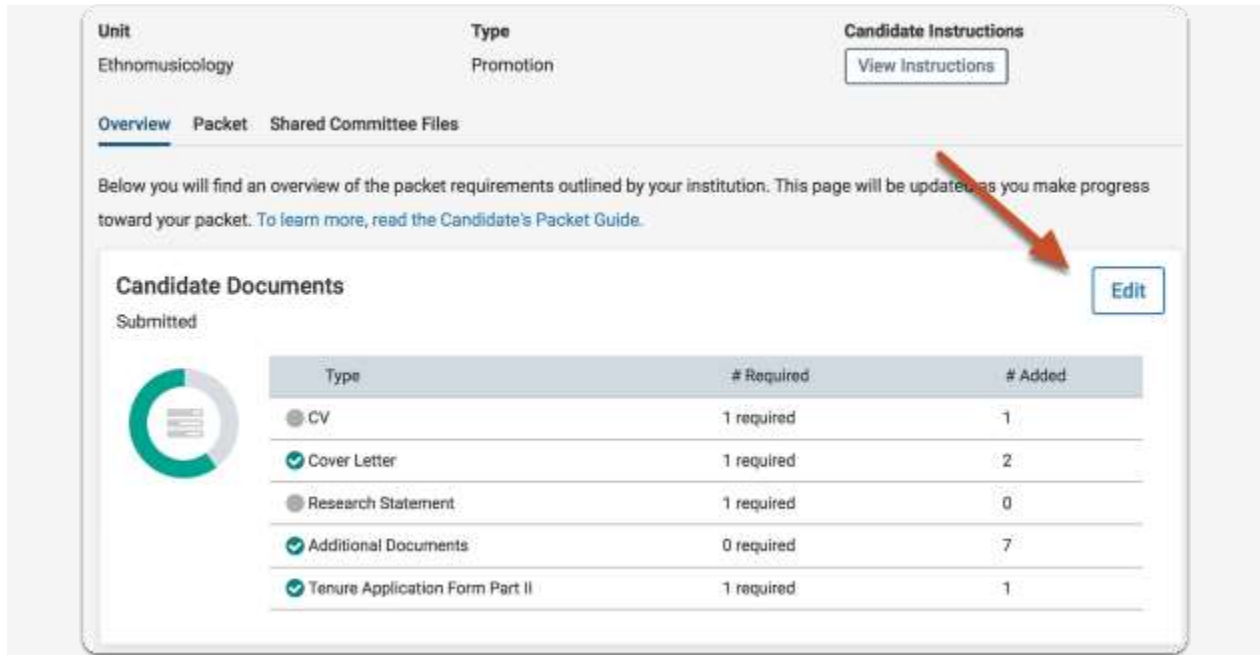
You can ensure that you have submitted this section by receiving the confirmation message in the lower left-hand corner of your screen and that section you submitted will show it is locked.
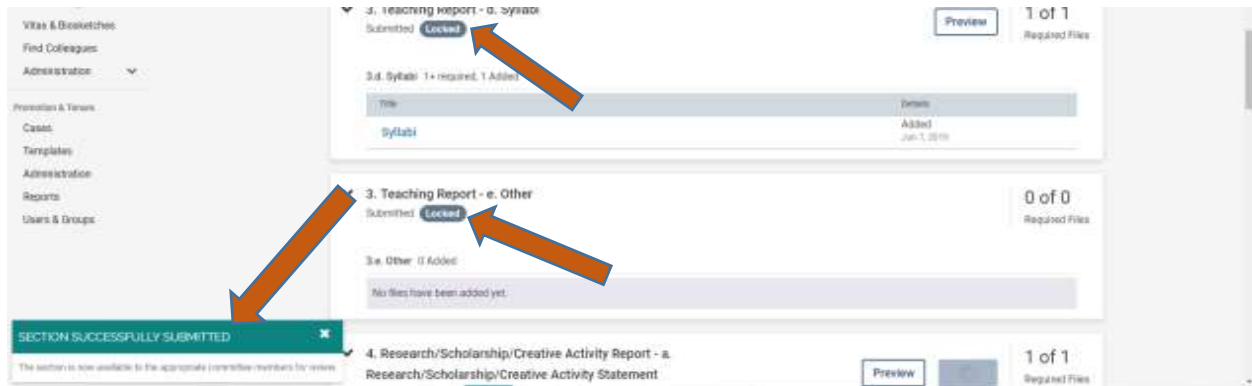
Once you submit this section you will still be able to continue working on your final dossier until the due date.

Adding Files to Satisfy Your Packet/eDossier Requirements

Click the "Edit" button for the section to which you want to add your files.

Unit	Type	Candidate Instructions
Ethnomusicology	Promotion	View Instructions

Overview   Packet   Shared Committee Files

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.
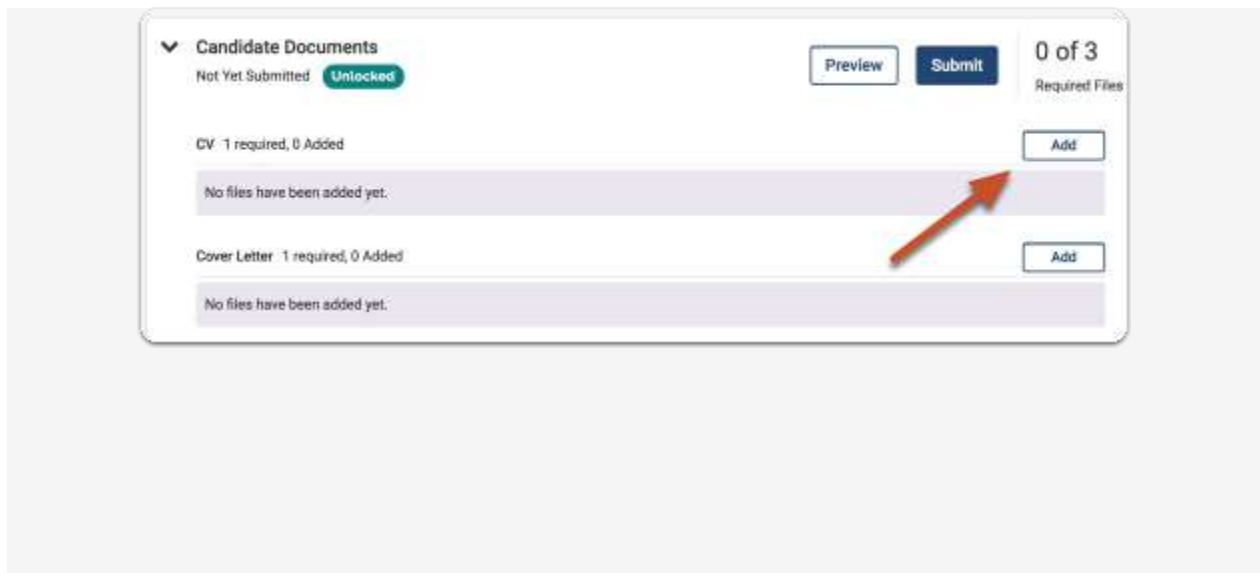
Candidate Documents
Submitted

Edit

Type	# Required	# Added
CV	1 required	1
Cover Letter	1 required	2
Research Statement	1 required	0
Additional Documents	0 required	7
Tenure Application Form Part II	1 required	1

Click "Add" next to the requirement.

Candidate Documents
Not Yet Submitted   Unlocked

Preview   Submit   0 of 3 Required Files

CV 1 required, 0 Added   Add
No files have been added yet.

Cover Letter 1 required, 0 Added   Add
No files have been added yet.

You can add new files by selecting "Add New File" including video and webpages.
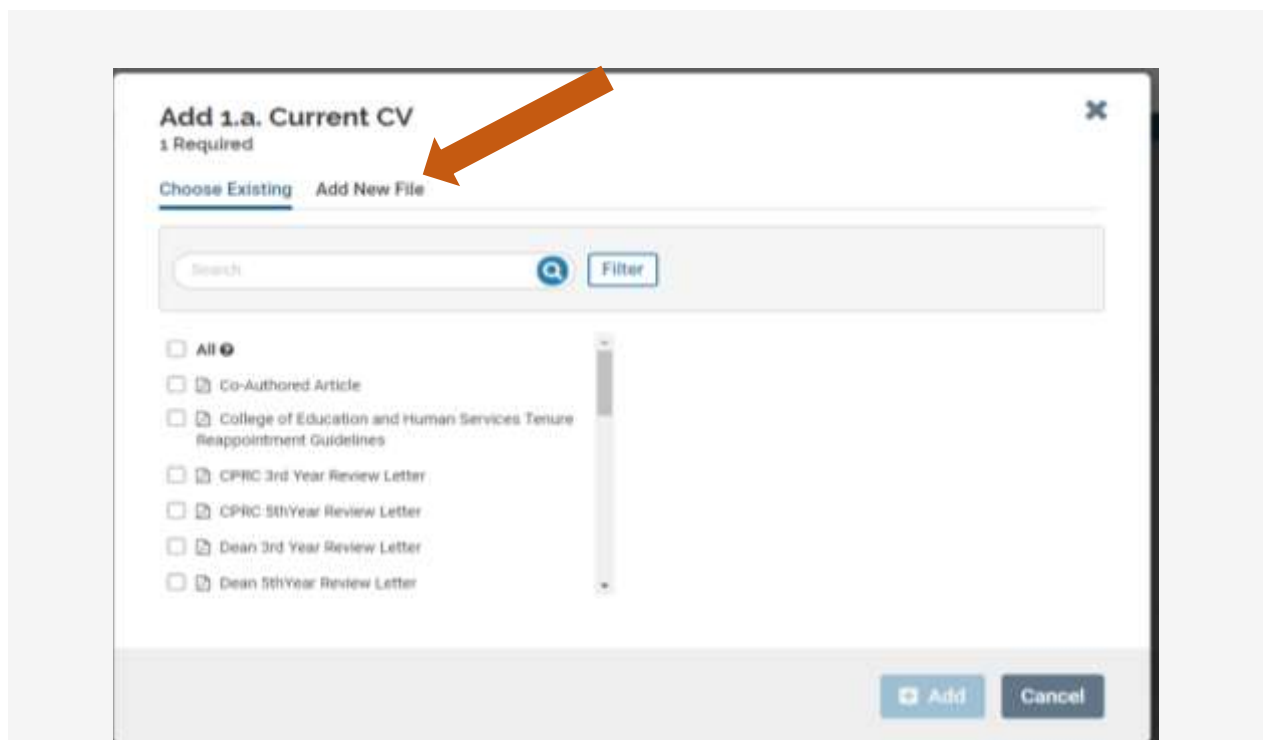
Select the file you wish to upload from your computer/hard drive and select "Open".
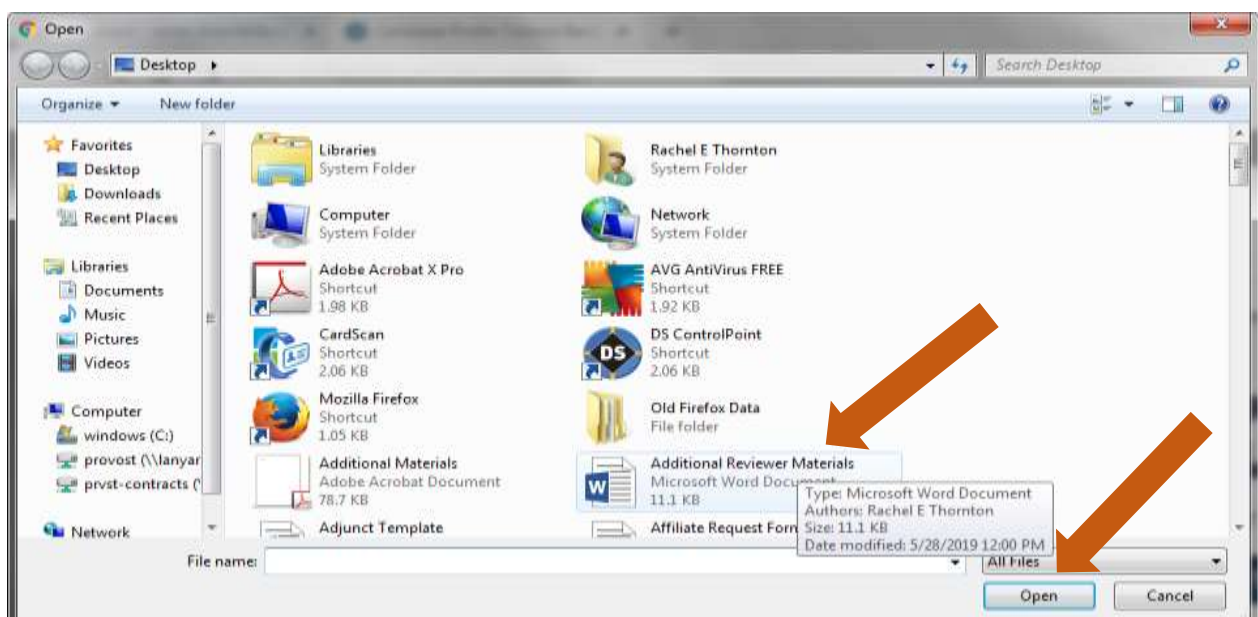
Select "Save".
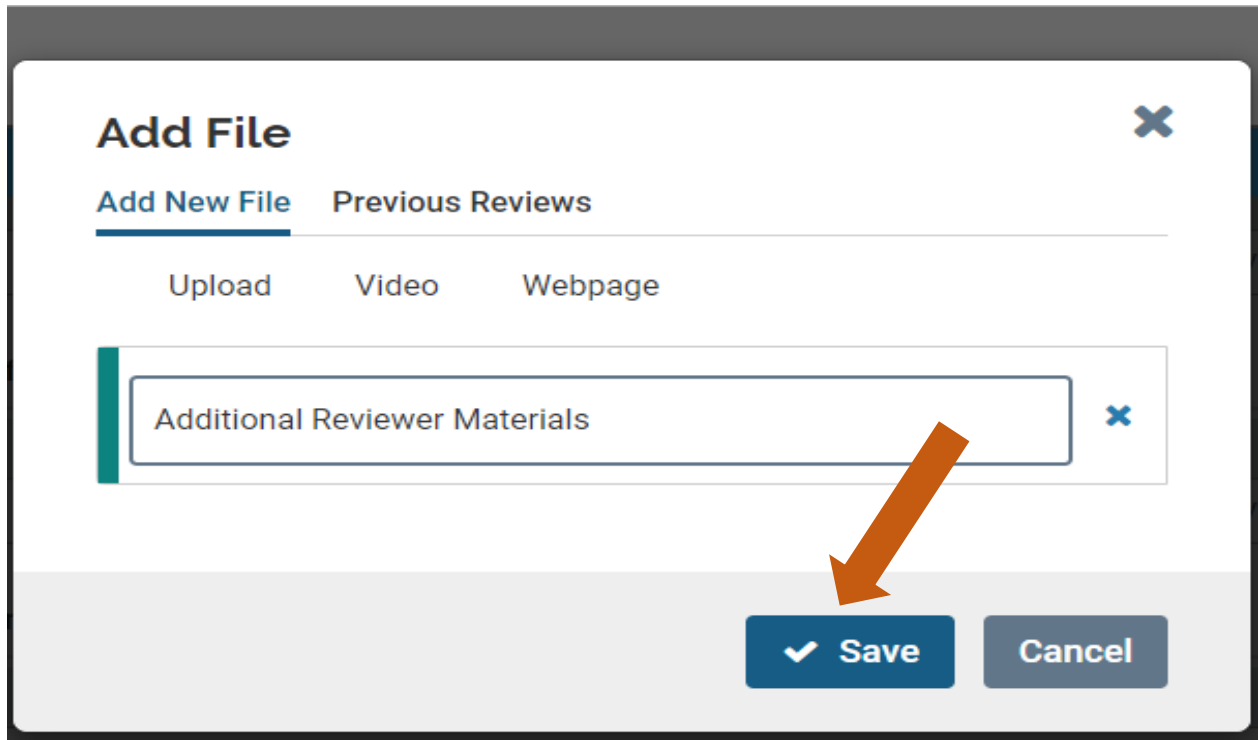
When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents (see page 25 for details).
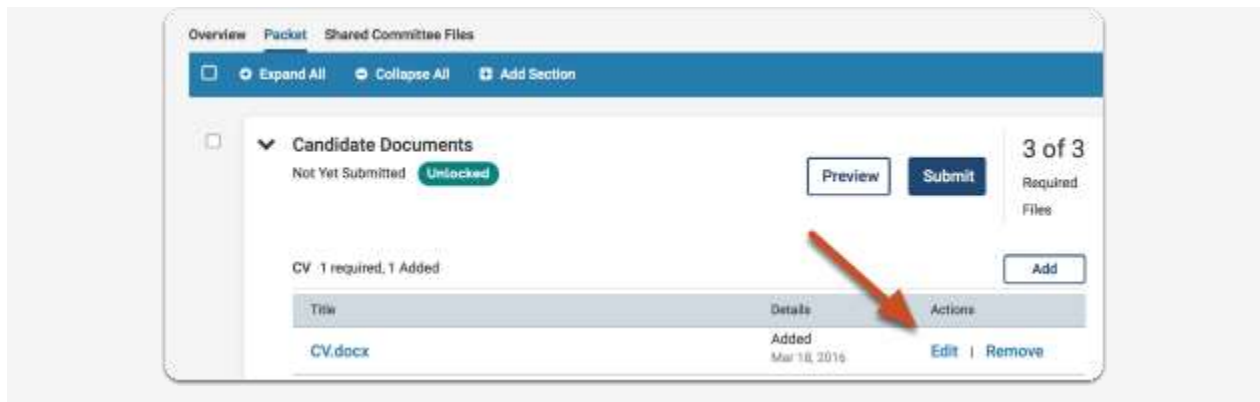
By default, the name that will appear to reviewers is the name of the file as you upload it, but you can also edit the title of a file after adding it to your packet.
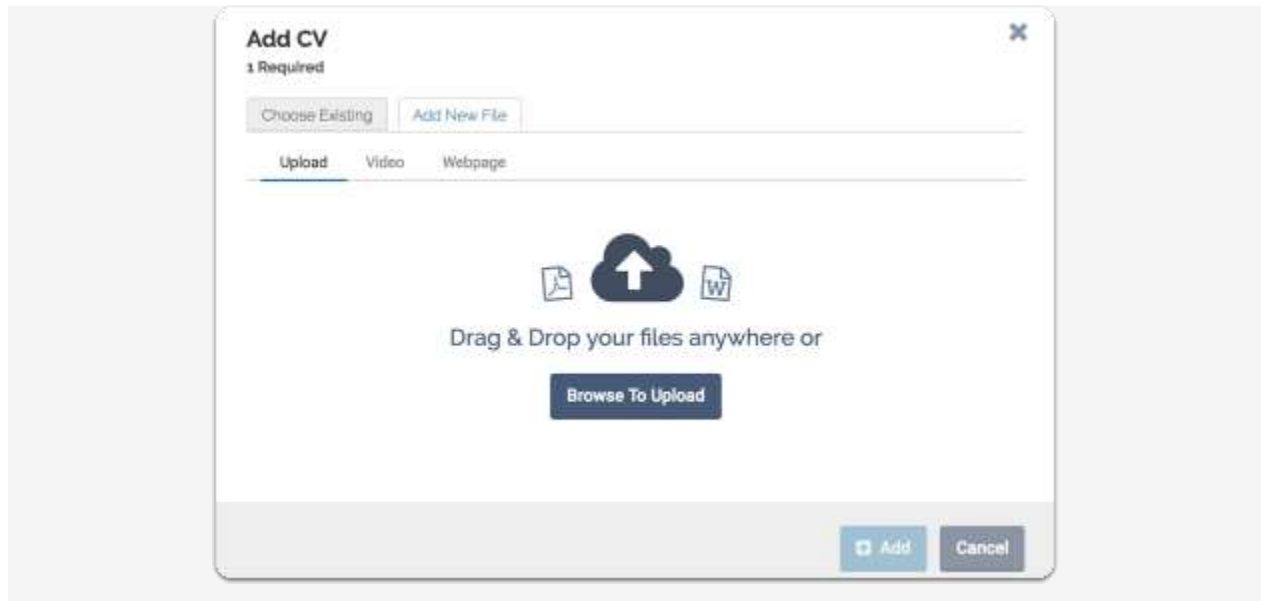
You can add files from packets you have submitted for previous reviews run through eDossier (e.g. prior probationary review letters, co-authored letters, teaching observations, etc.).
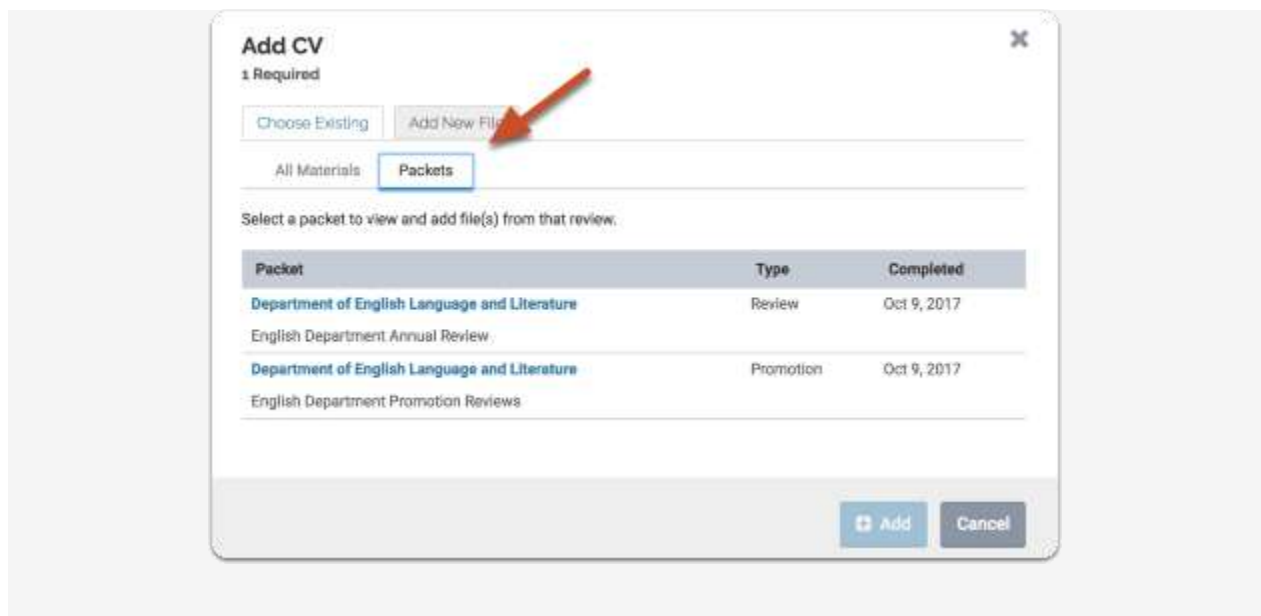
If you need to edit or replace a document, click the "Edit" action.

You can edit the title of the file, or click "Replace" to choose a new file to replace it.
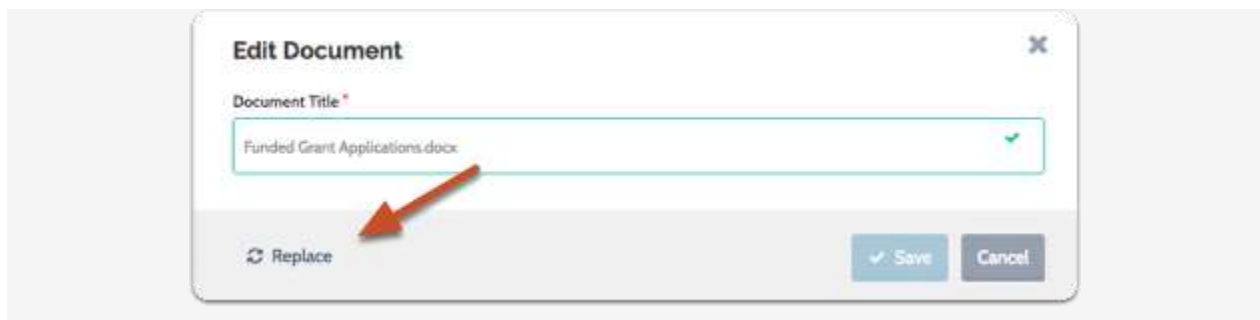
Best Practices for Naming Packet/eDossier Materials

Make sure you give the files in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents. A meaningful title will effectively help reviewers navigate through your packet/eDossier. By default, the name that will appear to reviewers is the name of the file as you upload it, but you can also edit the title of a file after adding it to your packet.

Name or edit title using this format: "*Your Last Name* (and) *Document Title*" (e.g., "*Smith Current CV*"; or "*Smith Signed LOI*" or "*Smith 2018 JApplied SP*" or "*Smith 2019 Bk Chap CHM for Dummies*," or "*Smith 2018 NIH Proposal Feedback*").

The idea is to use either a title matching the language used by Faculty 180 ("*Smith Current CV*") or create a title for the uploaded document that a reviewer could recognize as a document that was mentioned in your CV, Research Statement, etc.

Give the files you upload the title that you want to appear to reviewers.

-Or- once a file is uploaded, you can edit the title.

Click "Edit" in the section where the file has been uploaded.
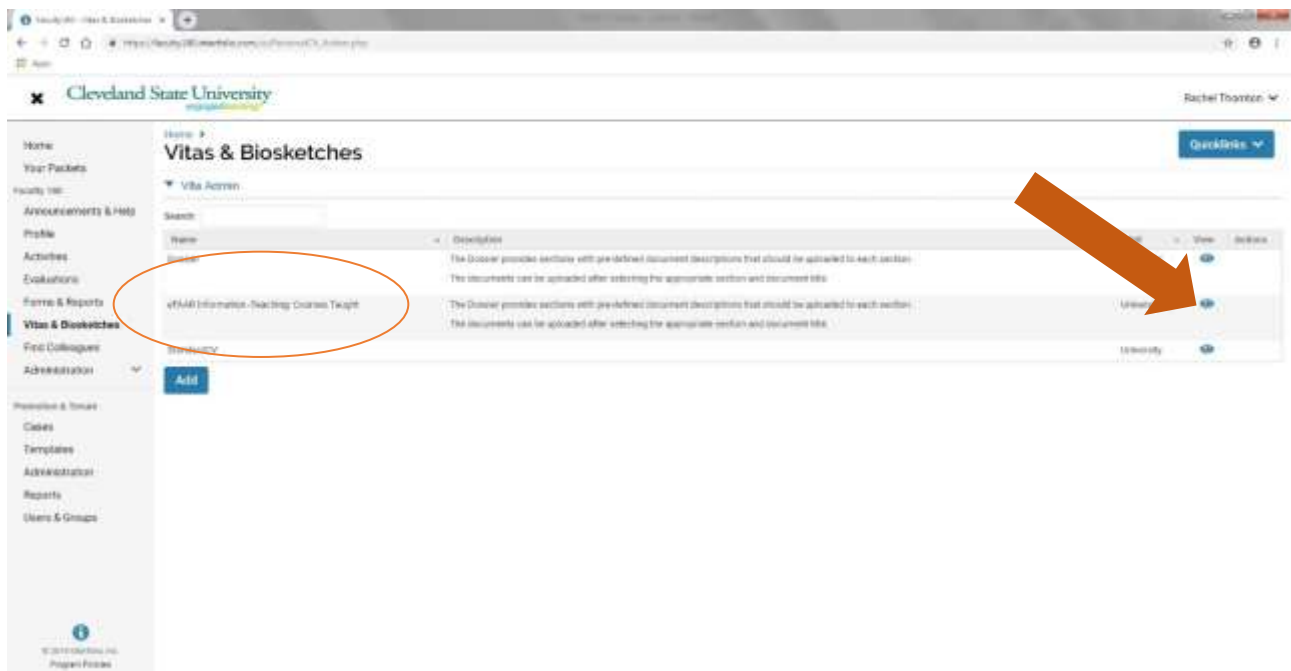

Click "Edit".

Edit the title and click "Save".

Accessing and Importing eFAAR Information - Teaching: Courses Taught to Your Packet/eDossier

Once logged in to your Faculty180 account, select "Vitas & Biosketches"on the left-hand side of your screen, then "Legacy Vitas".
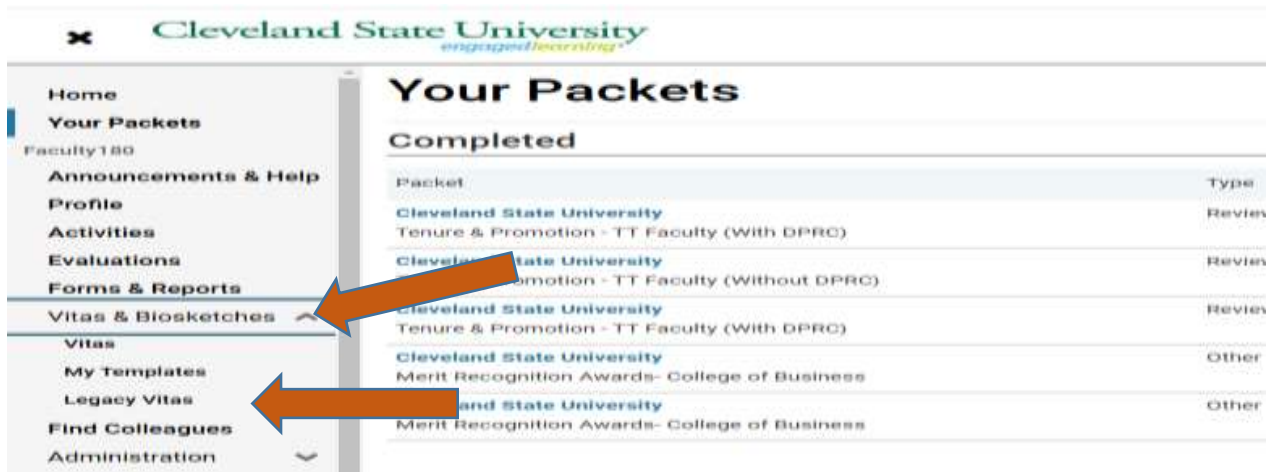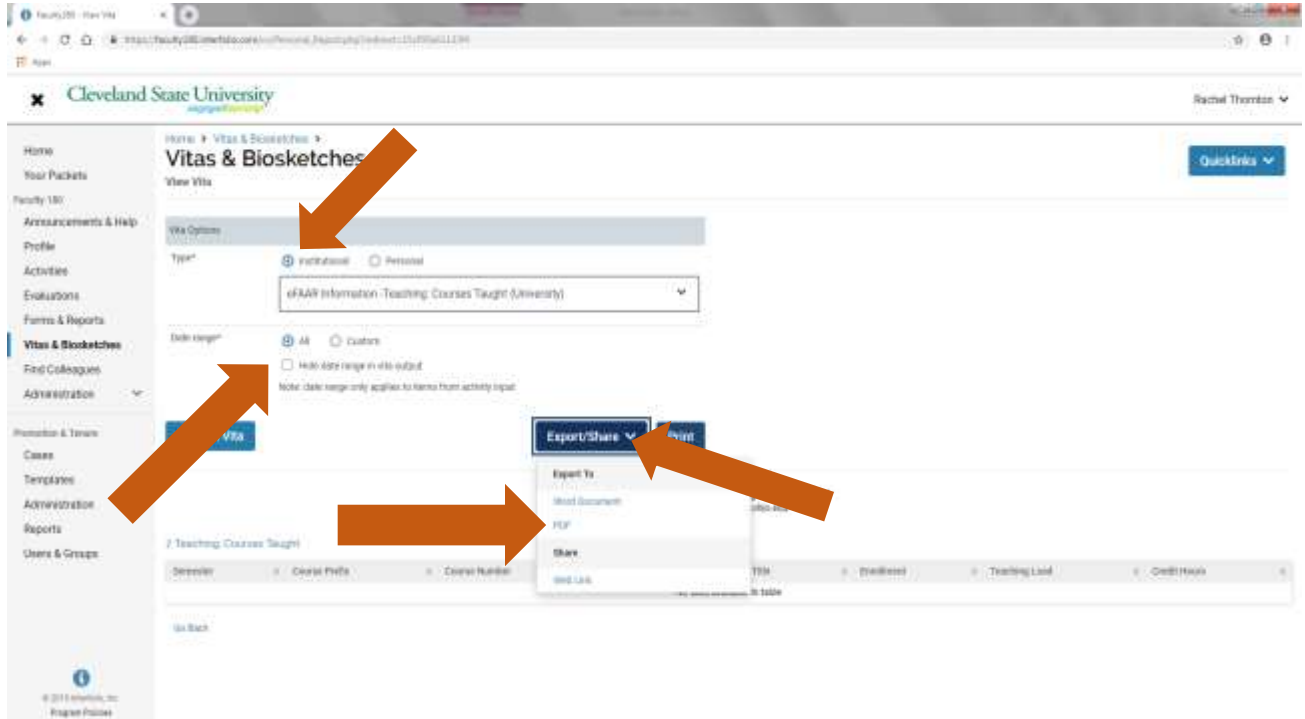

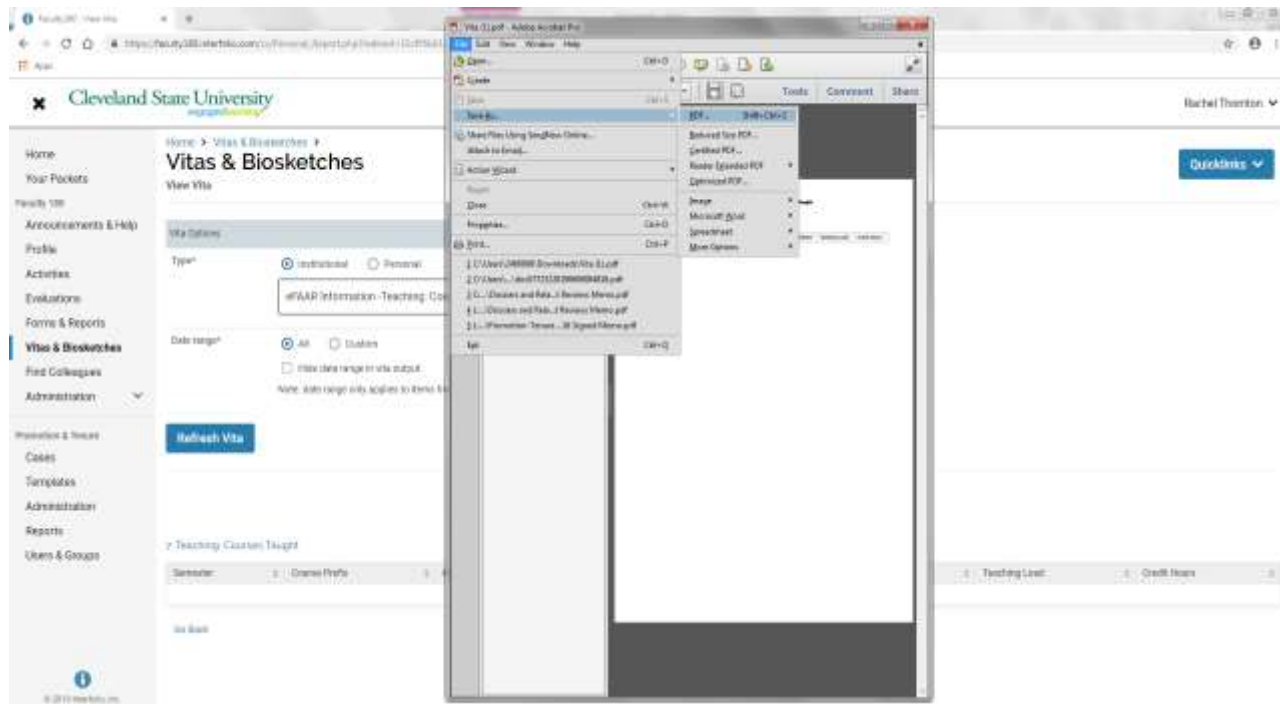Select the eyeball located to the right of "eFAAR Information - Teaching: Courses Taught".

Select - Type "Institutional", then "eFAAR Information - Teaching: Courses Taught (University) in drop-down menu.

Select - Date Range "All".

Select - "Export/Share", then Export to "PDF" to export this eFAAR file as a PDF to your desktop.

It is recommended you save the PDF as "eFAAR Information - Teaching Courses Taught" so that reviewers can clearly identify what they are looking at; otherwise the default file name will be "Vita (1)".

This PDF can be now be uploaded to the appropriate section in your packet/eDossier (see "How to Add Files to Satisfy Your Packet/eDossier Requirements" on page 20 for help uploading files).

Accessing Attachments you Previously Uploaded into eFAAR Teaching: Courses Taught Section

Once logged in to your Faculty180 account, select "Vitas & Biosketches"on the left-hand side of your screen, then "Legacy Vitas".

Select the eyeball located to the right of "eFAAR Information - Teaching: Courses Taught".
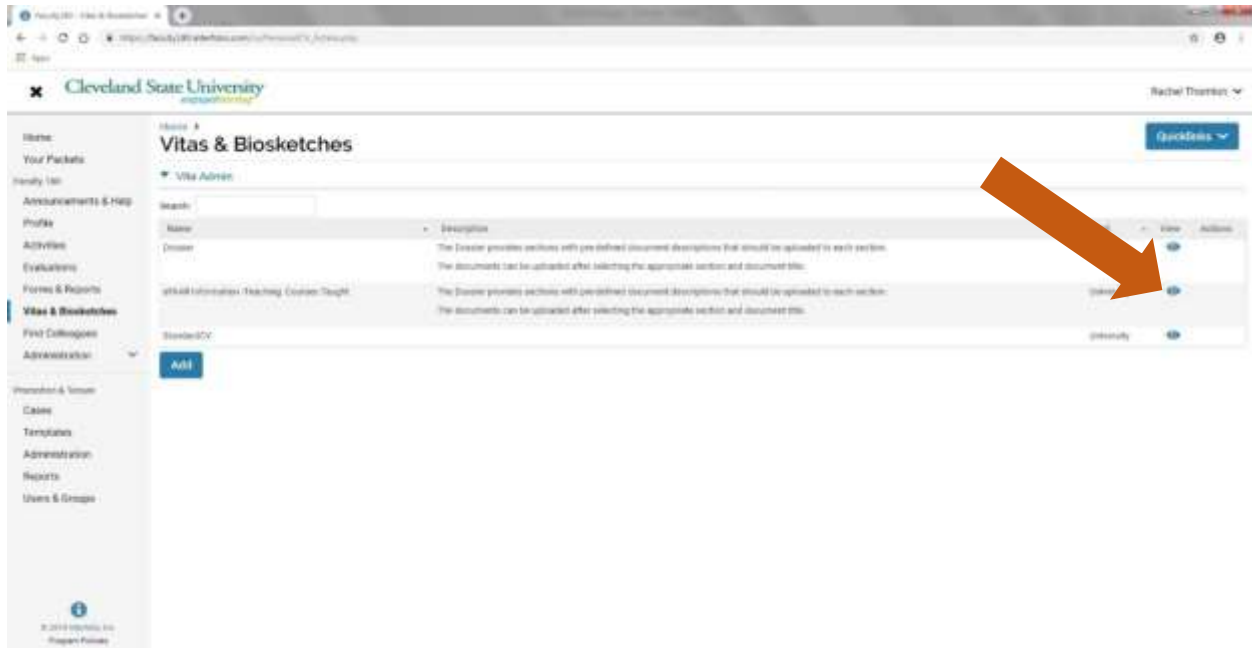
Select - Type "Institutional", then "eFAAR Information - Teaching: Courses Taught (University) in drop-down menu.

Select - Date Range "All".

Select - "Refresh Vita".

Select the blue hyperlink next to the course you wish to access attachments from.

The attachments associated with that course will appear in a new box in the left-hand corner of the screen.
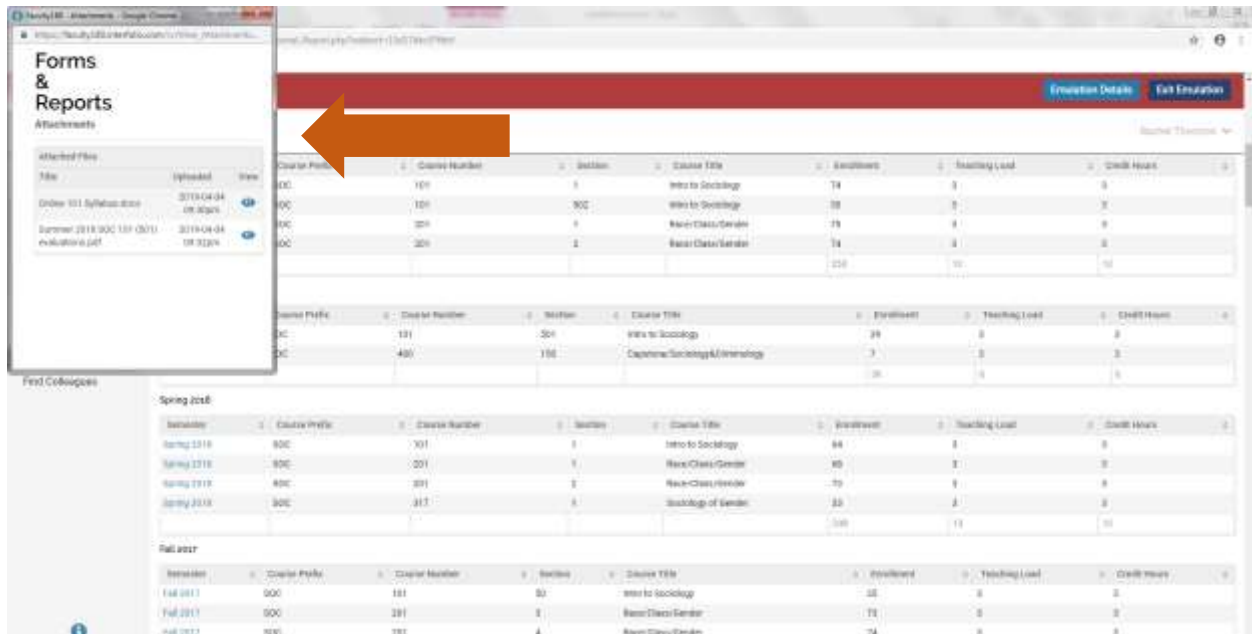
Select the eyeball located to the right of the attachment you wish to access and download. The attachment will open in a new window.
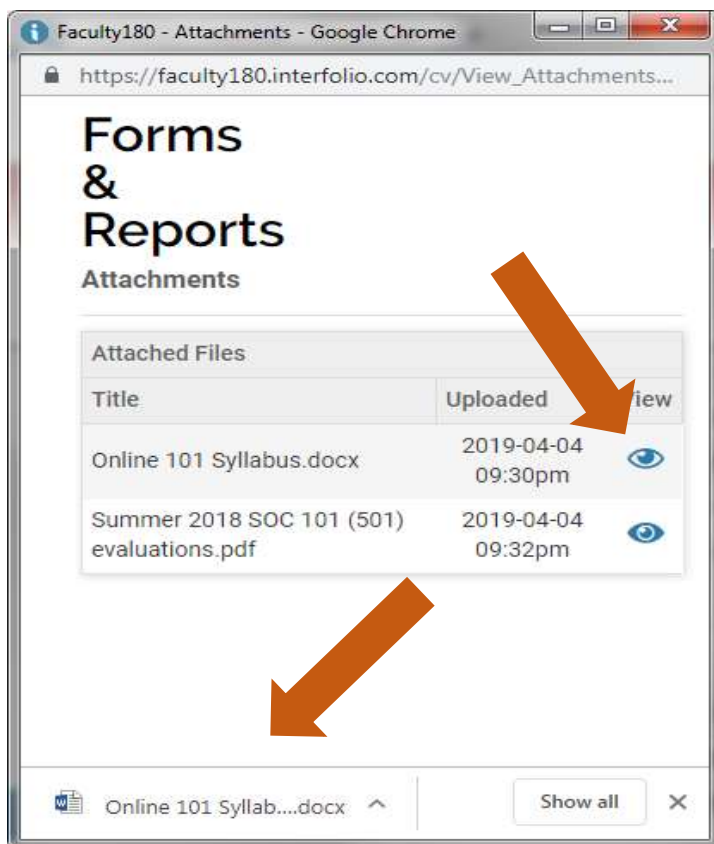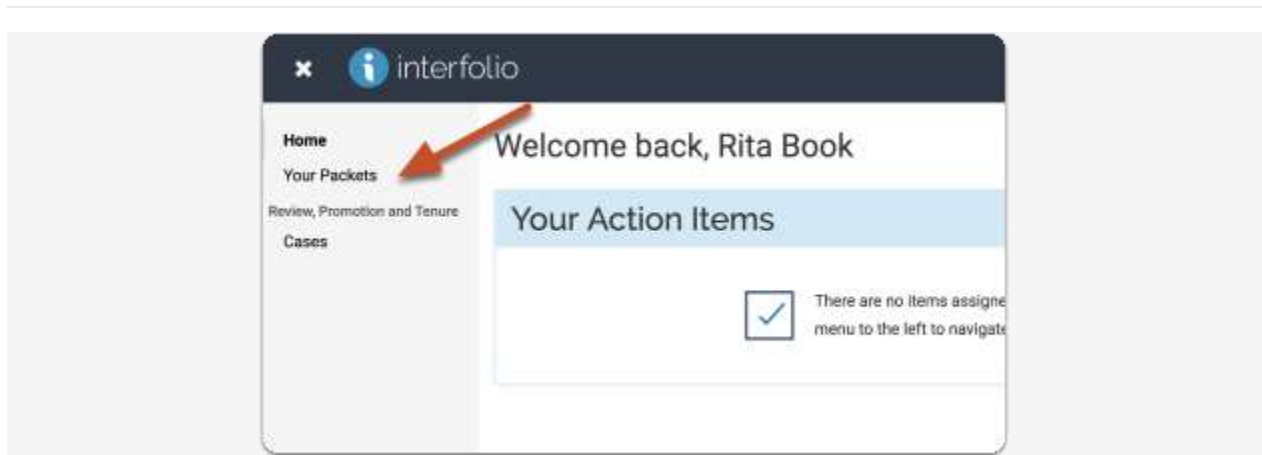
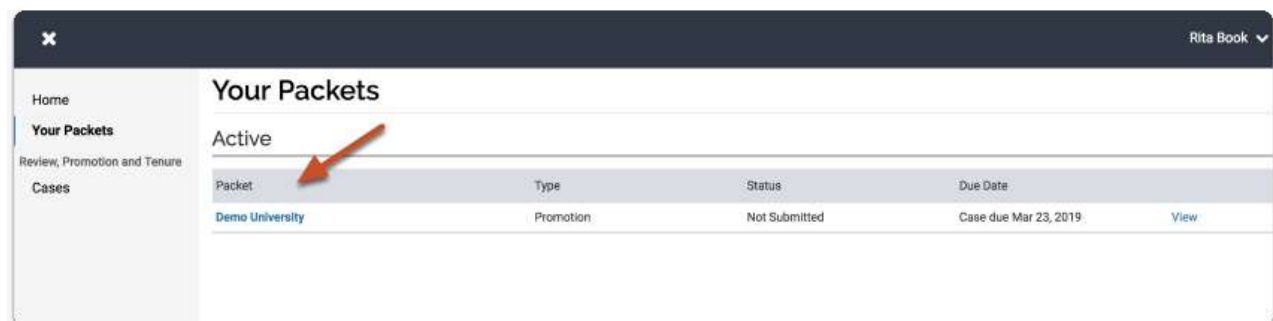## Adding Links to Webpages, YouTube and Vimeo Videos to Your Packet/eDossier

Follow the instructions below to include links to webpages, and YouTube or Vimeo videos in your packet of materials.
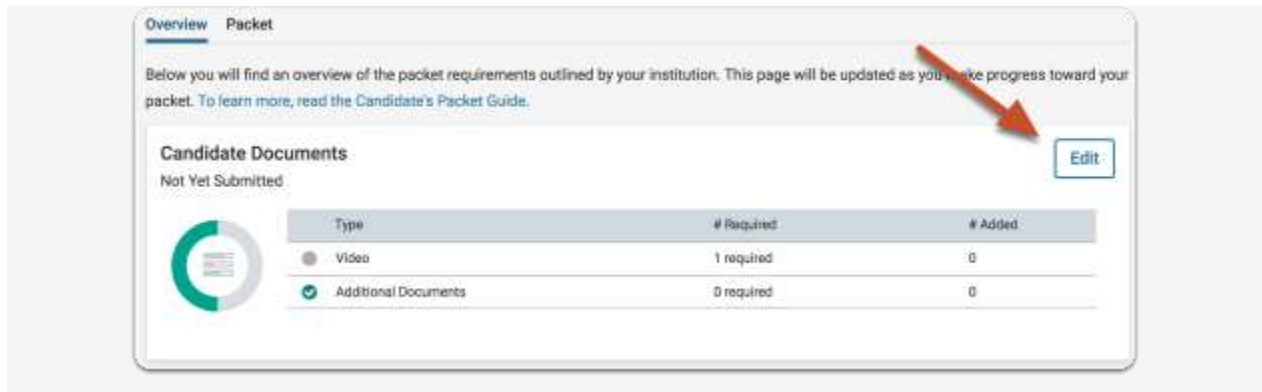
Access your packet of materials

Once you sign into your Faculty180 account, select "Your Packets" from the left hand navigation menu.

Open your case packet.

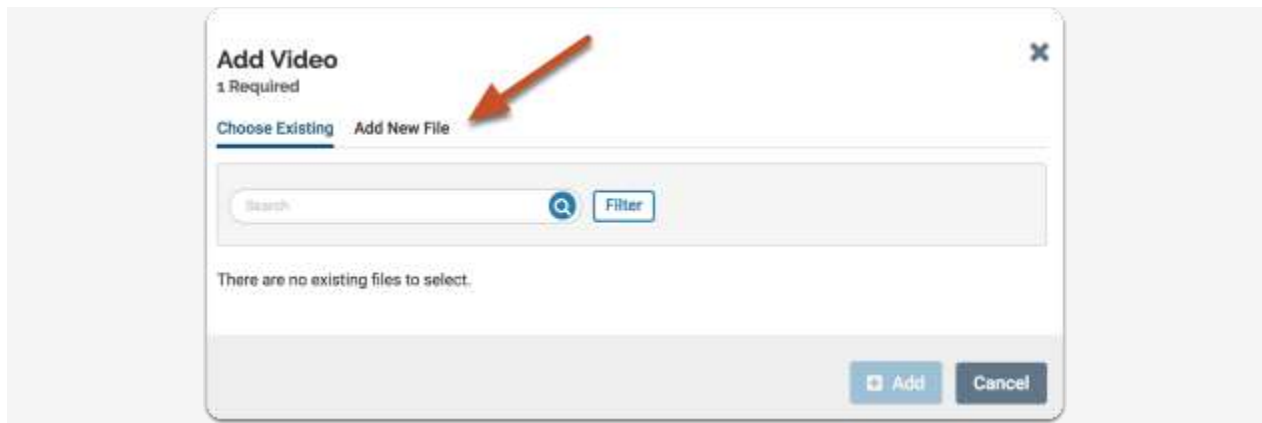**On the "Overview" tab, click "Edit" on the section of the packet you want to edit.**

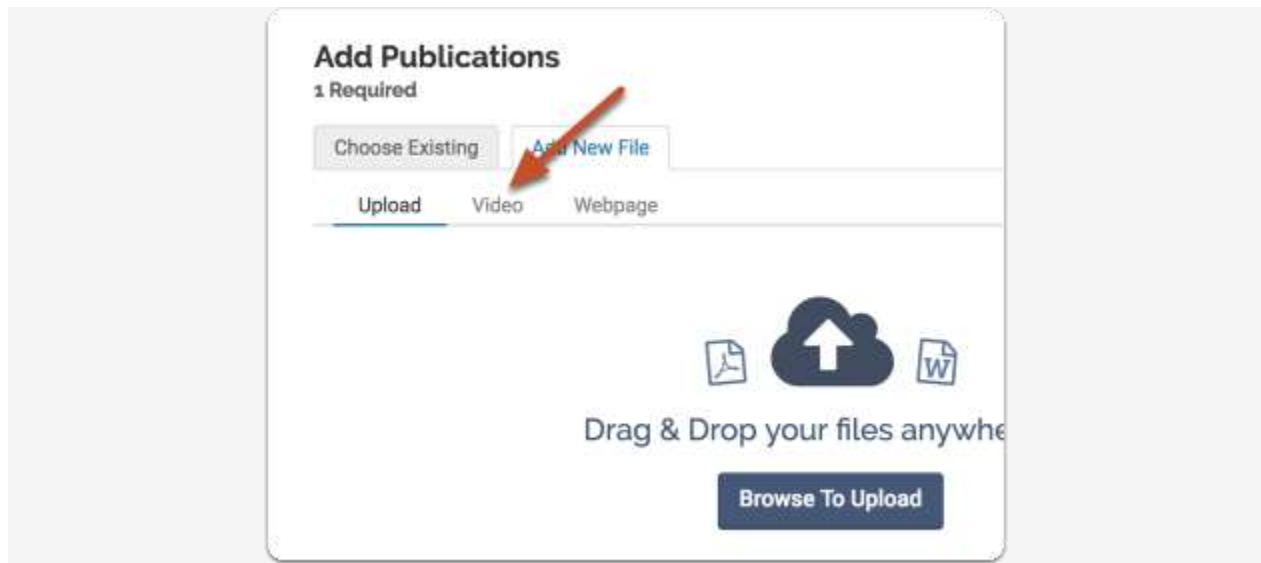**To add links to YouTube or Vimeo videos:**

Click "Add" where you want to include a video.

Open the "Add New File" tab, or, "Choose Existing" if you want to add a video you have previously added to your Dossier.
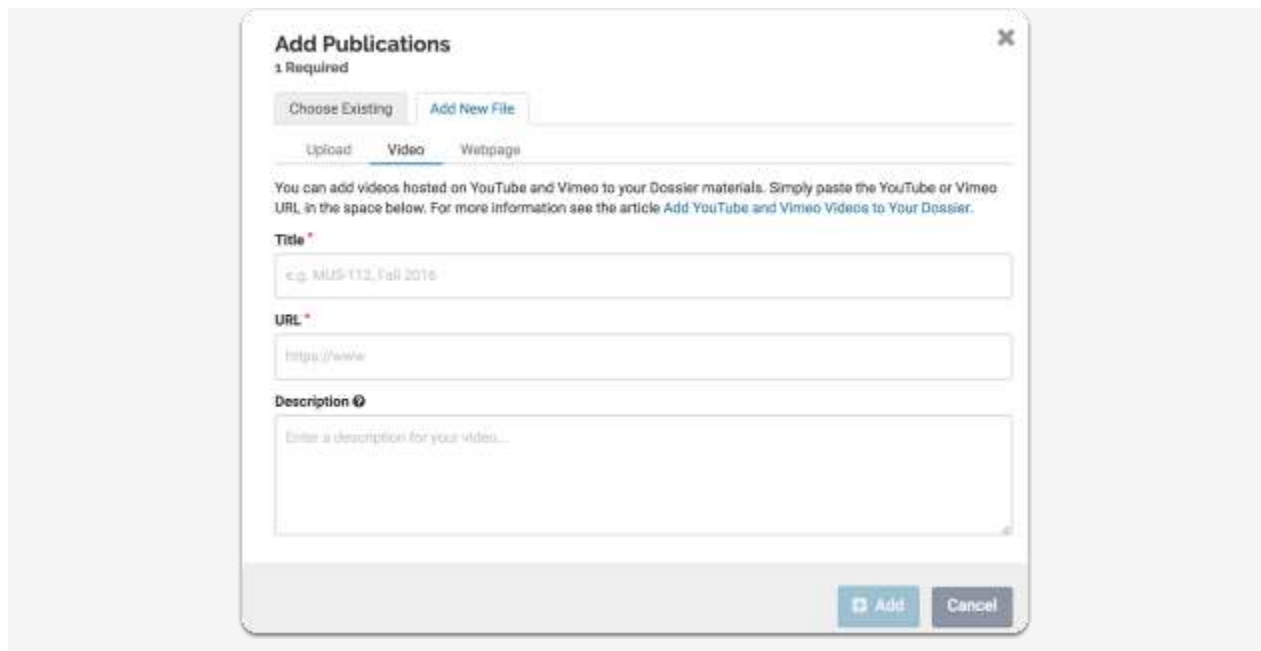
Select "Video".

Give your video a title, enter a YouTube or Vimeo URL linking to your video, enter a description, and click "Add".

The URL must be to a video hosted on YouTube or Vimeo.

If you want to share your video only with the people reviewing your materials, you can control who has access to the video by changing the privacy settings for your video in YouTube or Vimeo.

TIP: Make sure weblinks/videos/urls you upload/share in your eDossier are active and easily accessible to reviewers to ensure efficiency in reviewing your packet/eDossier (you don't want reviewers to be required to sign up or subscribe before being allowed to view your shared work).
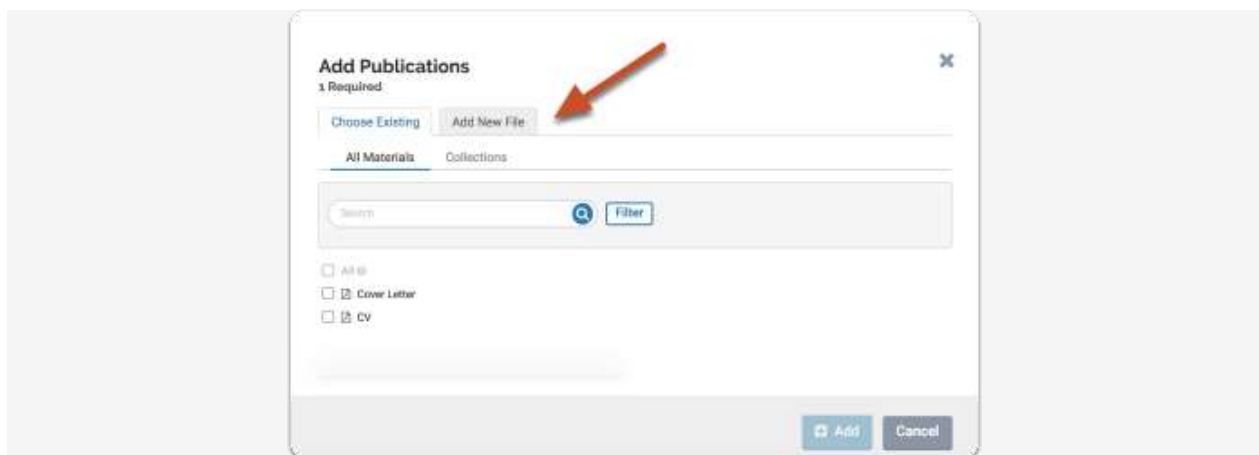
See here for **instructions on sharing a URL to a protected YouTube or Vimeo video**.
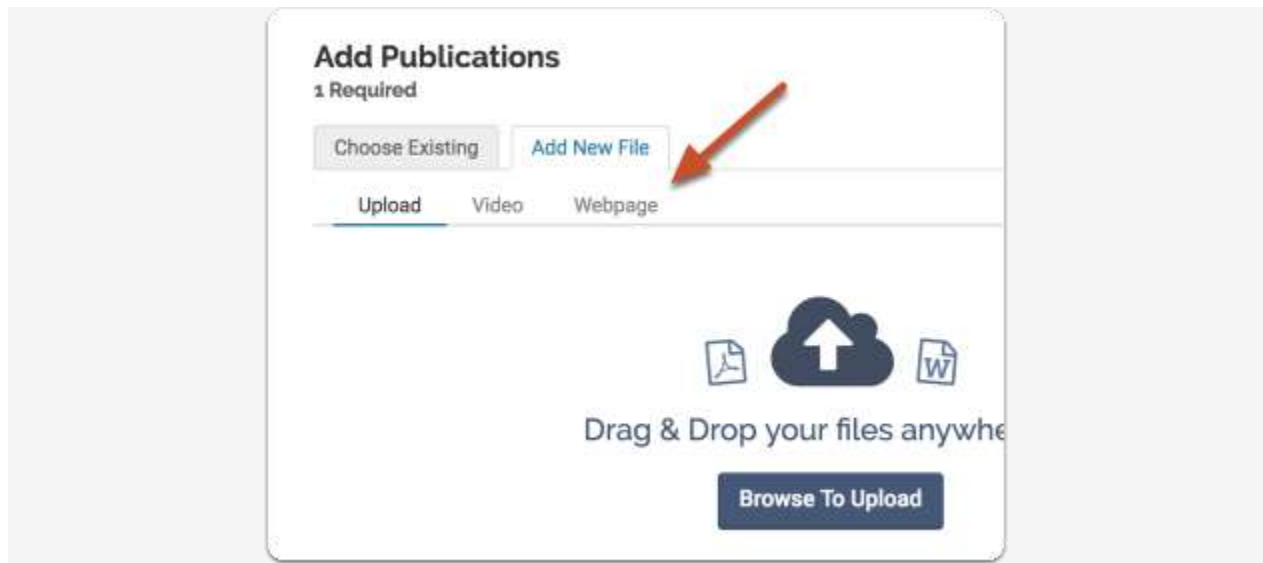
To add a link to a webpage:

Click "Add" where you want to include a link.

Open the "Add New File" tab or select a link you have previously added to your Dossier.
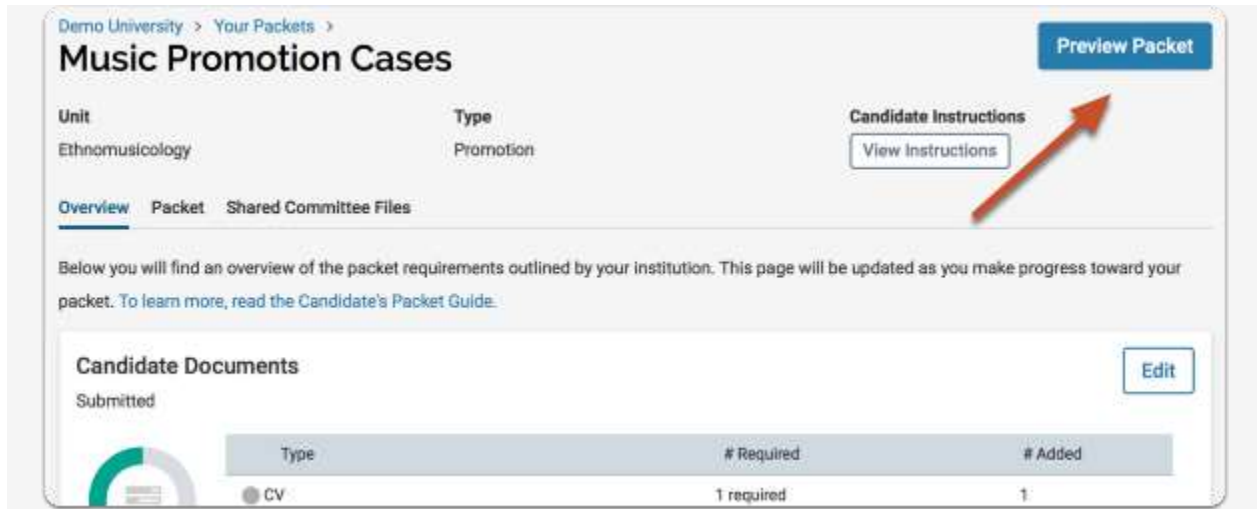
Select "Webpage".

Give your webpage a title, enter the URL. You can also add a description to describe or give context for the web link.

Make sure you include the prefix, such as http://
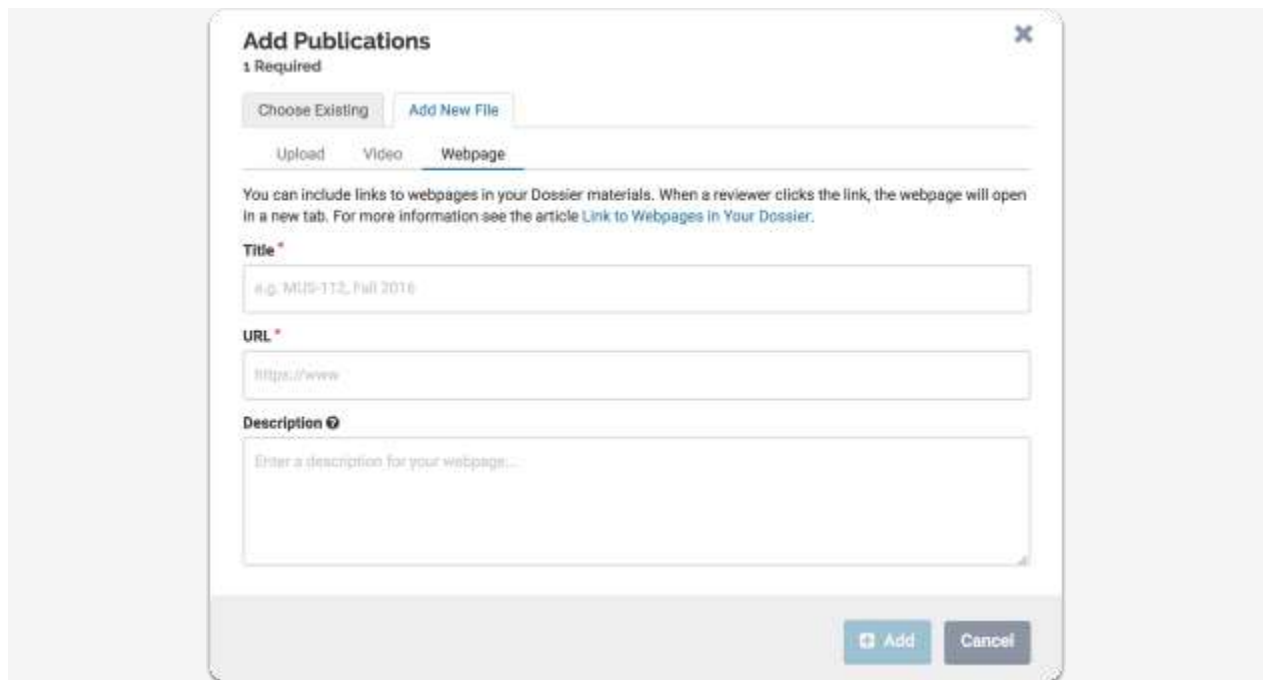
TIP: Make sure weblinks/videos/urls you upload/share in your eDossier are active and easily accessible to reviewers to ensure efficiency in reviewing your packet/eDossier (you don't want reviewers to be required to sign up or subscribe before being allowed to view your shared work).

A link to the webpage will display to reviewers when viewing your packet of materials.
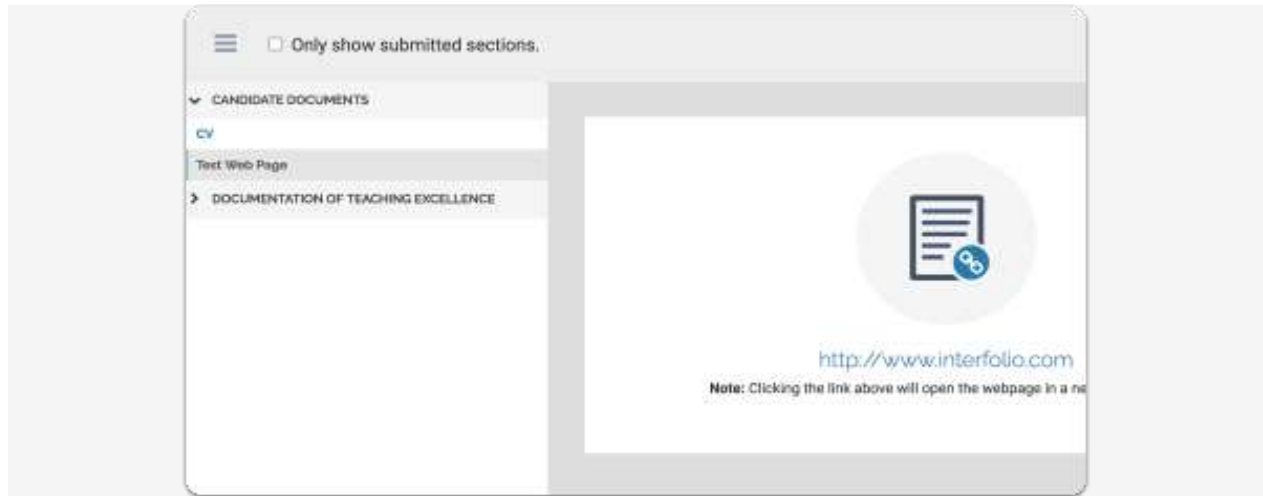
Previewing Your Packet/eDossier Before Submitting

You can preview how your packet/eDossier will appear to reviewers: The preview shows exactly how the packet/eDossier you are submitting will appear to reviewers.

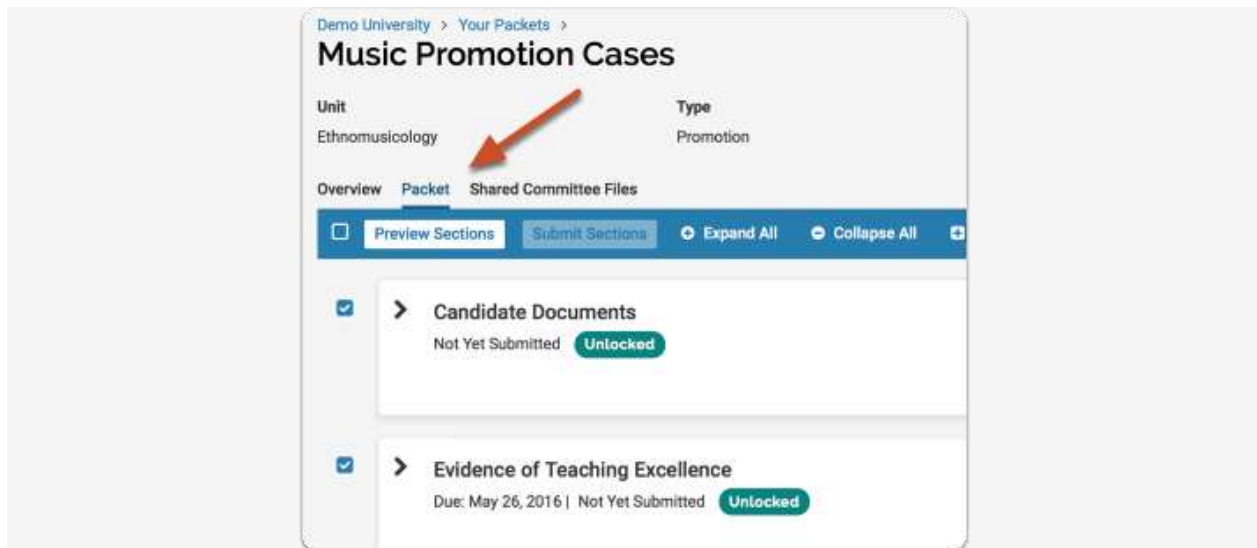**Click "Preview Packet" at the top right of the eDossier/Your Packets page.**

You can click to select multiple sections and preview the selected sections in the document reader.

Click on "Packet".

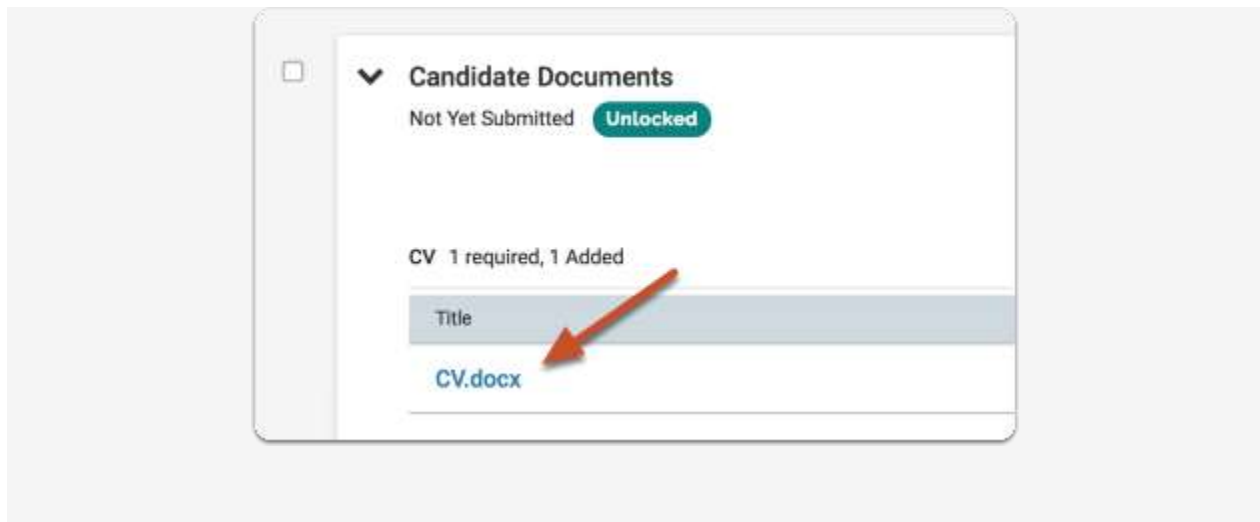**You can also preview individual sections of the packet.**

And you can preview individual documents by clicking the document title.

If a section is labeled as "Locked," this means your institution has opted to restrict editing after submission. Please contact an administrator at your institution if you have questions about a locked section.

Submitting Your Packet/eDossier

It is highly recommended that you DO NOT submit your eDossier section-by-section as the section is locked from editing once you submit it.

The system automatically saves your work once you upload documents to any section. Submit your entire eDossier/Packet only when all sections have been completed.

Once all of your section requirements have been met and your eDossier is complete, select "Your Packets" on the left-hand side of the screen of the eDossier/Your Packets main page, then select "Packet".

Select the checkbox located below "Overview" to select all the sections at once and then select "Submit Sections" to submit your eDossier.
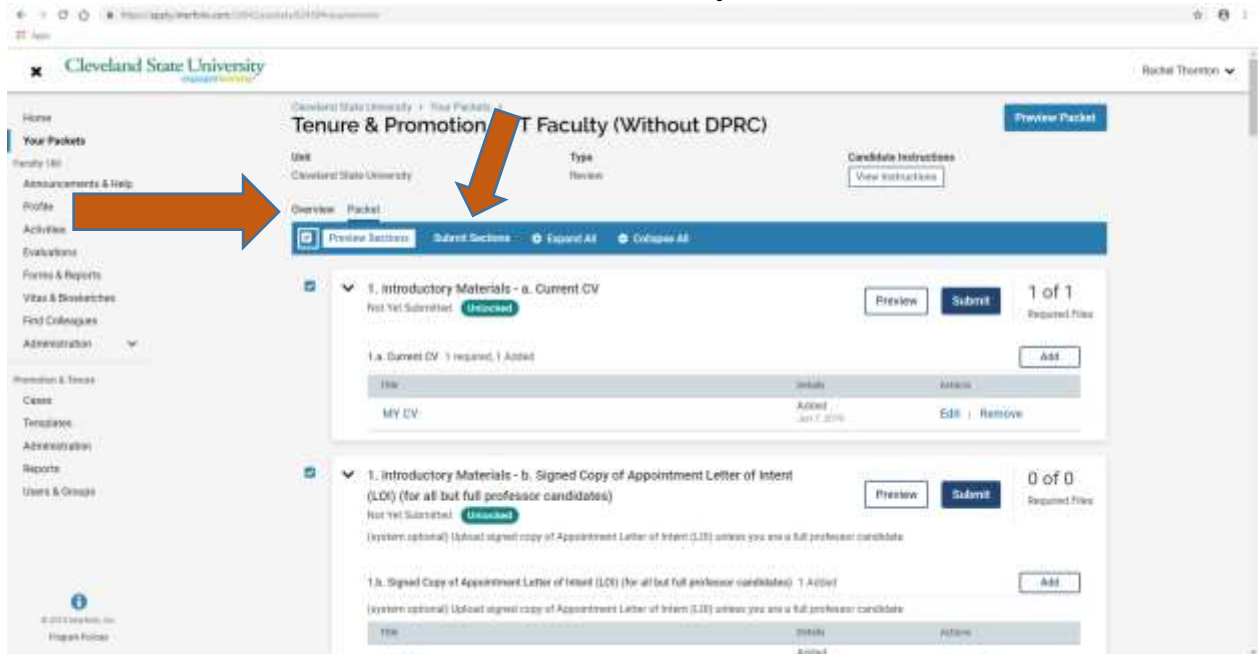
You will receive a message confirming that you wish to submit the selected sections and reminding you of the implications of submitting these sections.

Once submitted you will receive a confirmation message in the lower left-hand corner of your screen and your eDossier will be locked from editing.

Common Errors You May Receive When Submitting Your Packet/eDossier

When you try to submit your eDossier/Packet and receive the following error:

If you have not uploaded the required number of materials, you will see a window with a message that about missing items that still need to be submitted in that particular section.
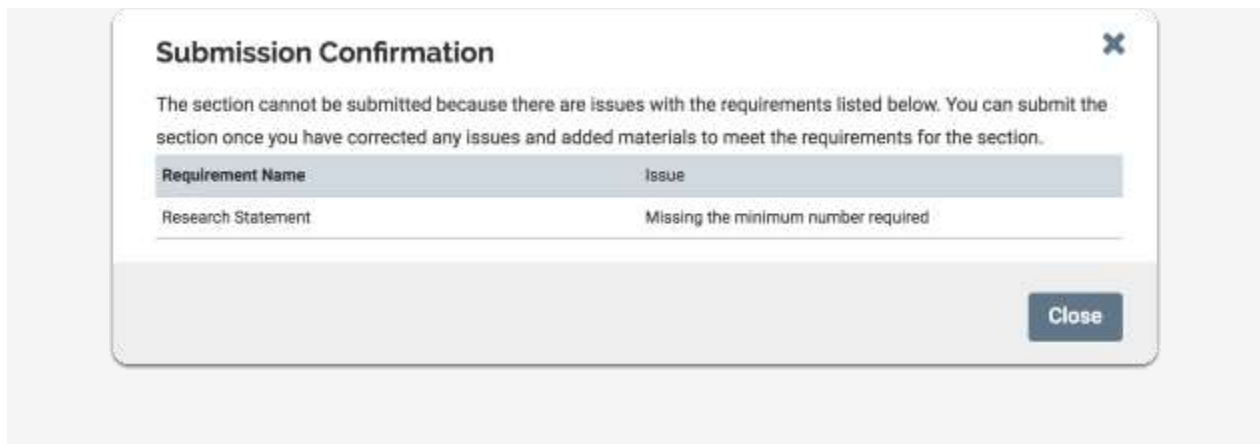
We have also taken measures to prevent you from adding more than the required number of documents for a given document requirement before submitting your packet.

When you add more documents than the required/allowed number, the number added changes color and is bolded to draw attention to the error.
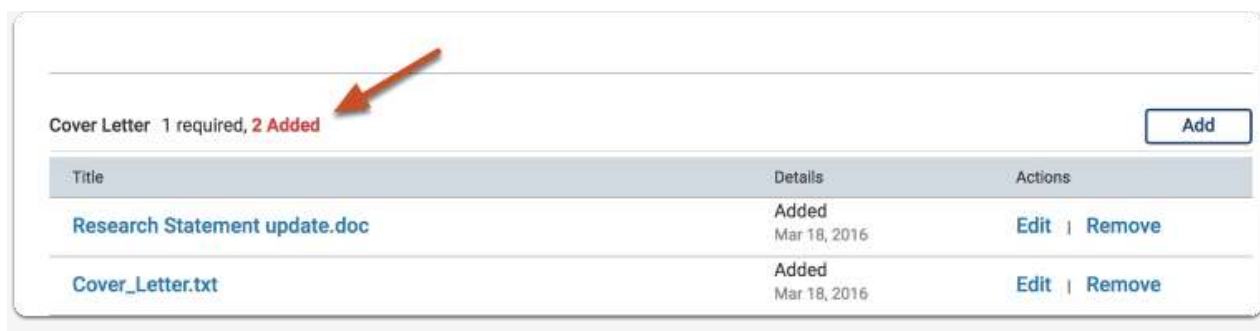
Note: Some sections will have a minimum number of required documents, but also allow you to submit more than the minimum number ("1+ Required"). If there is no "+" shown, you may only submit the number of documents listed as "required." ("1 Required) Still other sections may not *require* any doc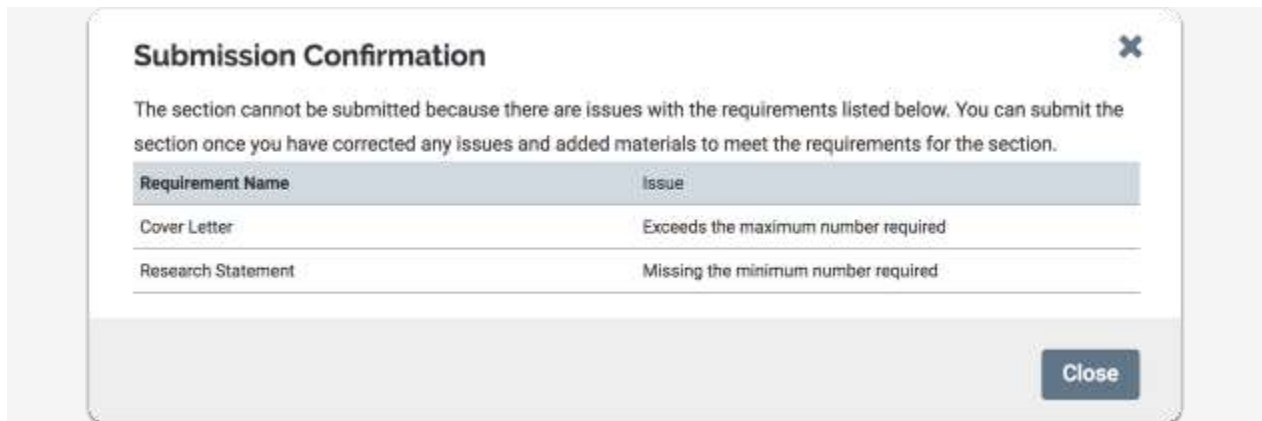uments to be submitted but are optional and up to the candidate to decide if they want to add any files ("0 of 0 required). (See Important/Useful Tips to Remember on page 3 for more details).

If you try to submit a section with too few or too many materials for the given requirements, you will see a message indicating this. The message also states that "You can submit the section once you have corrected any issues and added materials to meet the requirements for the section."

Submission Confirmation ✖

The section cannot be submitted because there are issues with the requirements listed below. You can submit the section once you have corrected any issues and added materials to meet the requirements for the section.

| Requirement Name	Issue
Cover Letter	Exceeds the maximum number required
Research Statement	Missing the minimum number required

Close

Viewing and Responding to Files Shared with You by a Committee (Review Letters)

The most common scenario for sharing files with you is when the reviewer (person or committee) has made a decision about a candidate following review of the eDossier/Packet. Once the person or committee reviewing your case has written, signed, and uploaded a review letter, the file containing the letter may be shared with you.

However, there may be other circumstances when the committee or administrative personnel require the candidate to view materials from the case packet. A reviewer (PRC Chair, Dept Chair/School Director, Dean) may share with you a file (letter) asking for additional information; may allow you to respond in writing to the shared letter; and may set a date when your response is due.

When files are shared with you, you will receive an email message prompting you to log into your account and view the files.
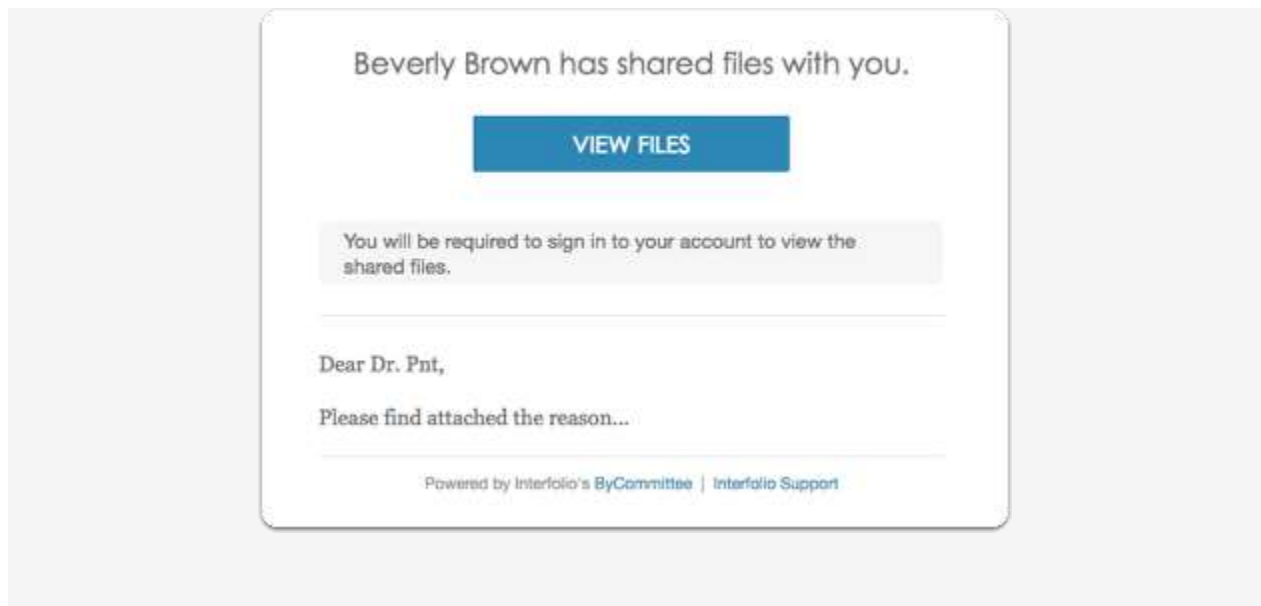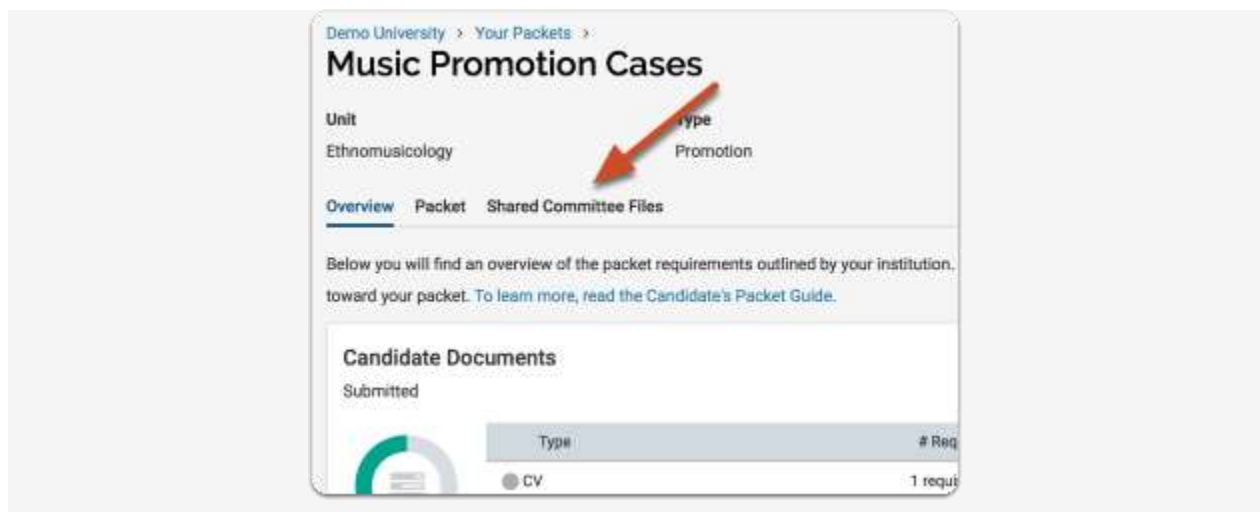
Login to your Faculty180 account and you will see an action item indicating that a file has been shared and an indication if a shared file is open for a response. You can click your name to view the packet.

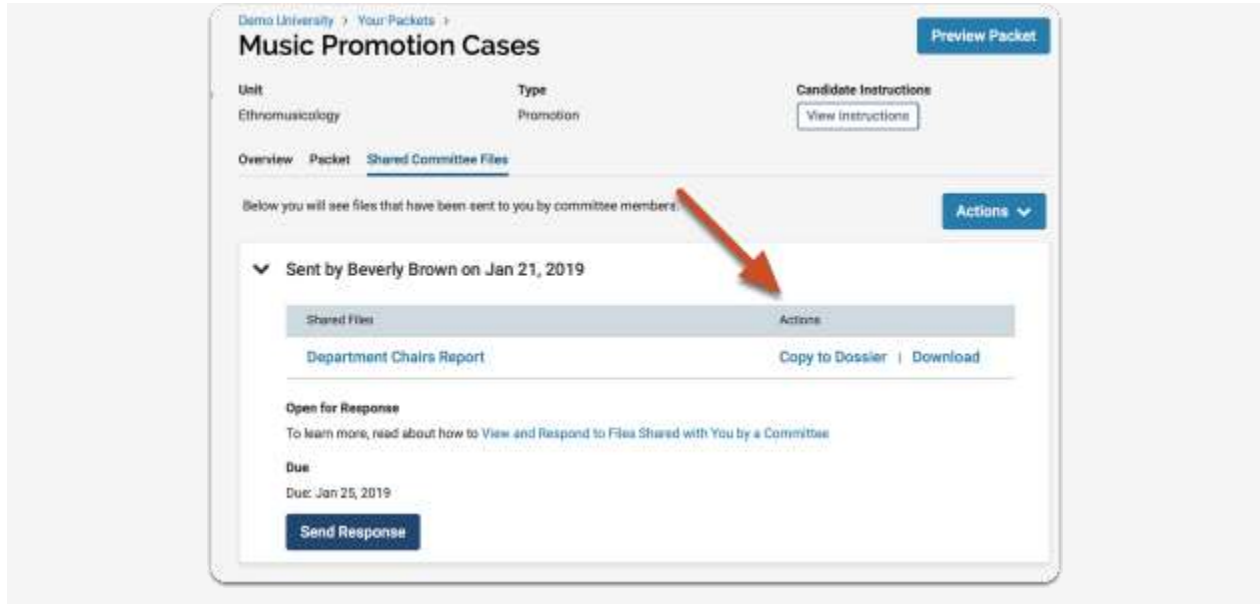-or- click "Your Packets" in the left hand navigation and select the case.
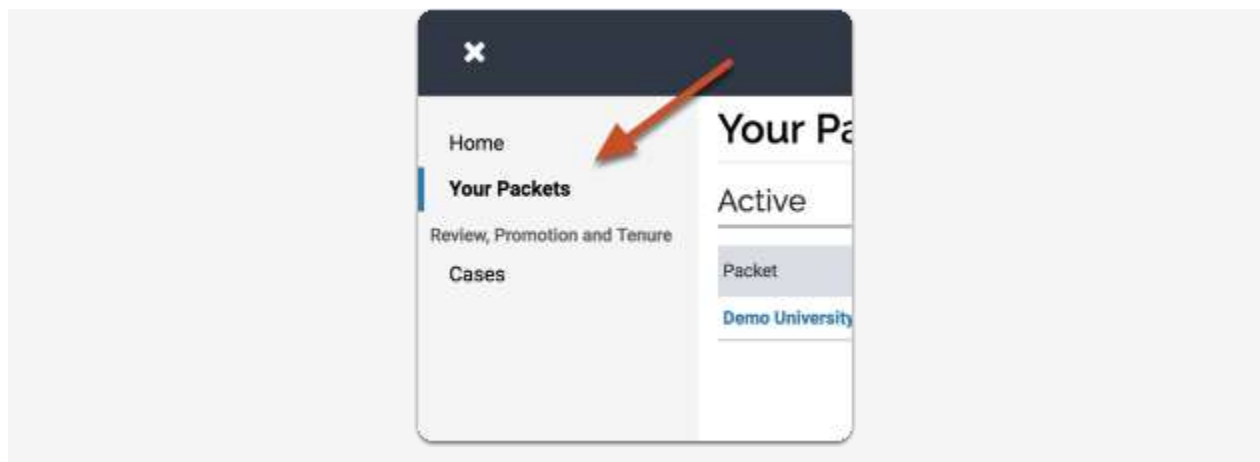
Open the "Shared Committee Files" tab of the case packet.

Files shared with you will appear listed.

You can download the file, or copy it to your Dossier where it will appear in your Dossier materials.

If you click "Copy to Dossier," you will have the option to add the file directly to a collection of materials to use in future reviews (i.e. review letters). (If you have any collections available). You will not see these files available until the time for the next review occurs.

You can also click the "Actions" button to the right of the page to copy or download all shared files.
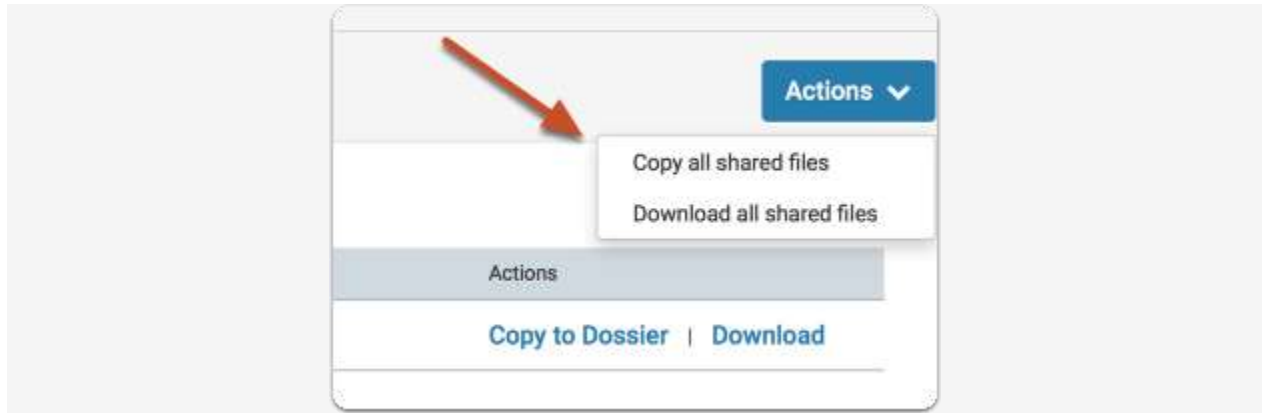
Re-using Materials from Previous Packets/eDossiers in Current or Upcoming Reviews

Faculty candidates can import and re-use materials from past Faculty180 Review, Promotion & Tenure packets (including prior review letters) when assembling a packet for a current or upcoming review.

If you are up for an important review (like tenure, or promotion to full professor), you can easily add materials you've previously submitted for routine reviews such as annual reviews, prior year's review letters, etc. This can save you hours of tedious redundant work, and also cut down on potential errors when assembling your packet.

Login to your Faculty180 account, select "Your packets" from the left hand navigation.

Open your packet

You will see a list of all packets with an indication of packet type, status, due date, or completion date.
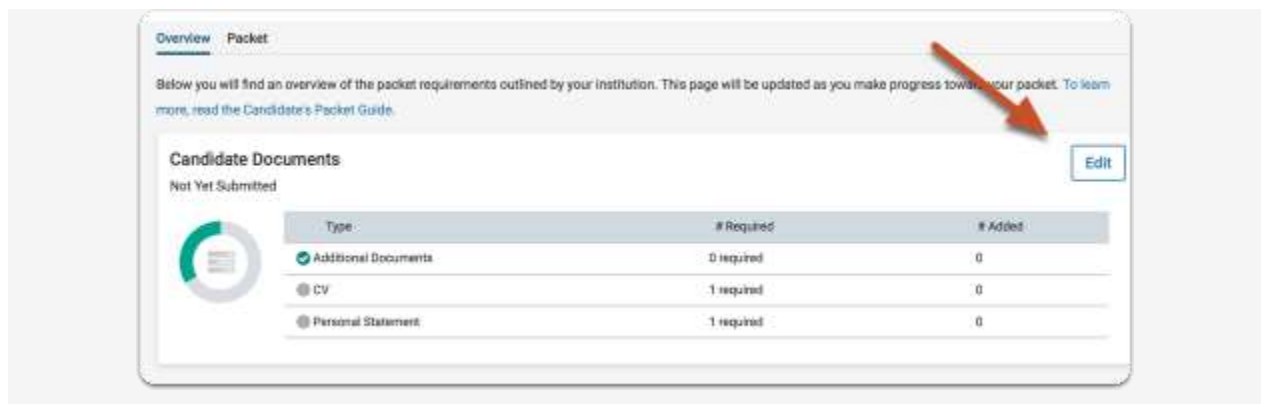
Click "Edit" on the section where you want to add the file.

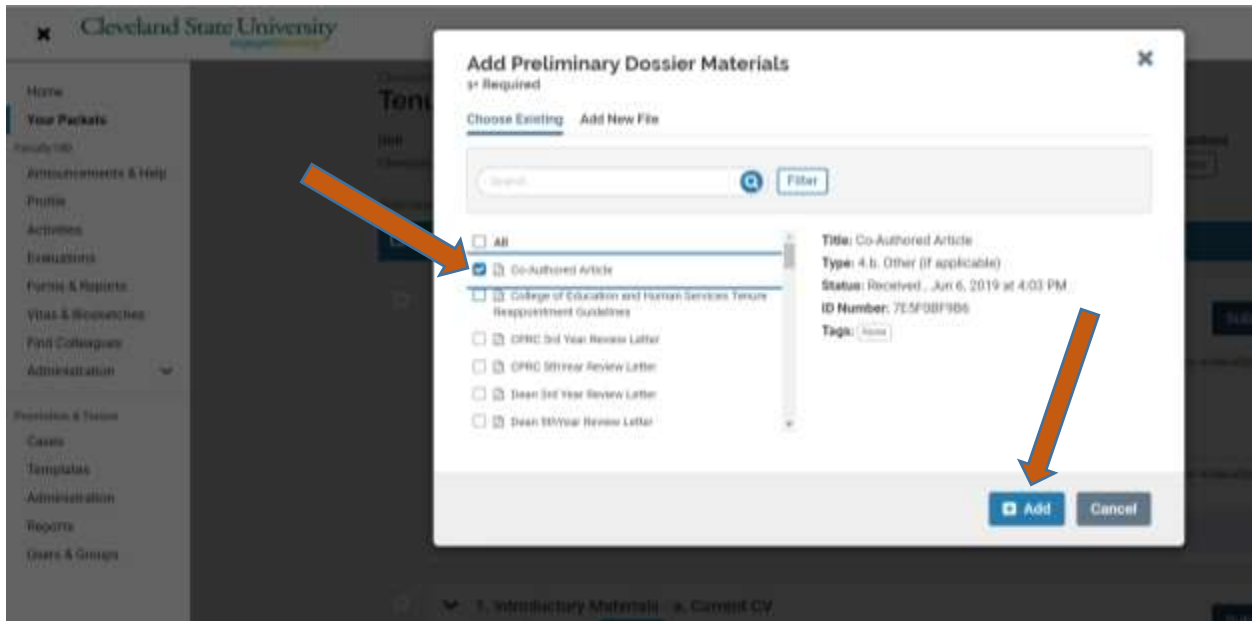**Click "Add" next to the requirement for which you want to re-use previous packet materials.**

Select "Choose Existing" if you have used the system before to create a dossier. All of the files you have ever uploaded to the system will be available for reuse as you scroll down here.
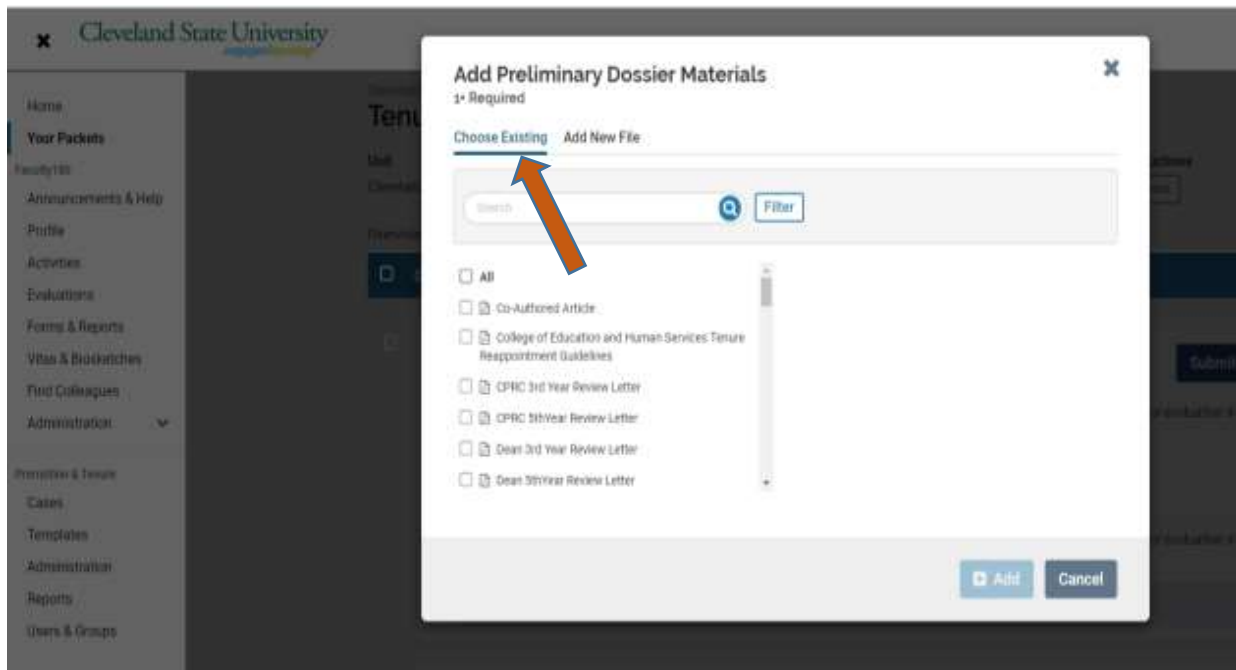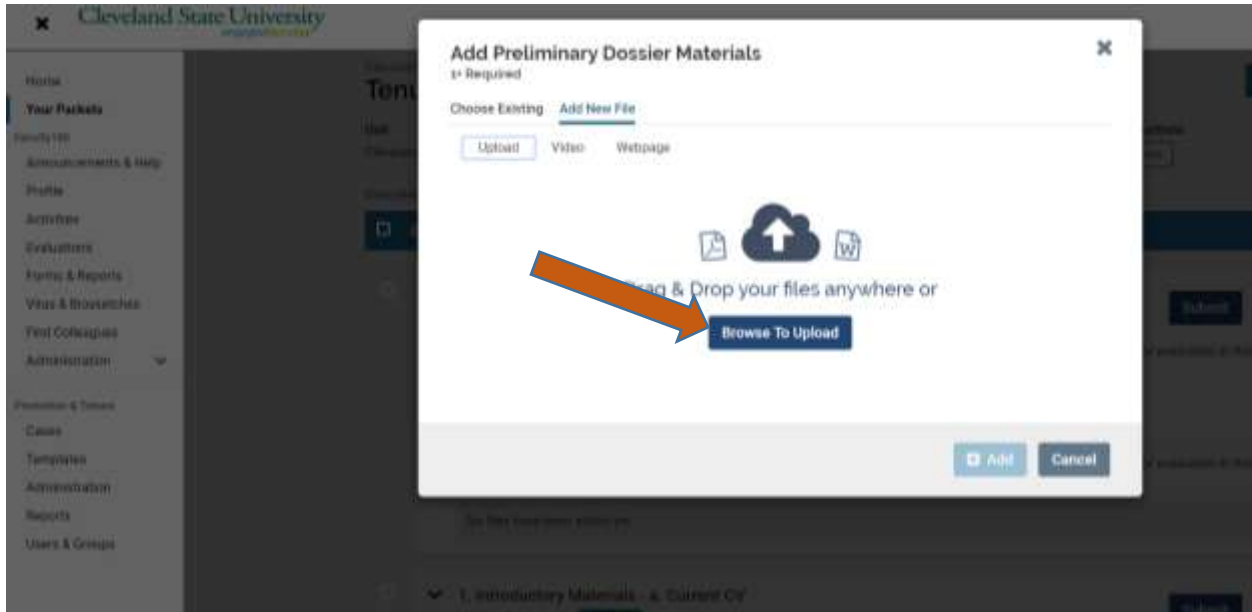
Select the box to the left of the file you wish to reuse and then select "Add".
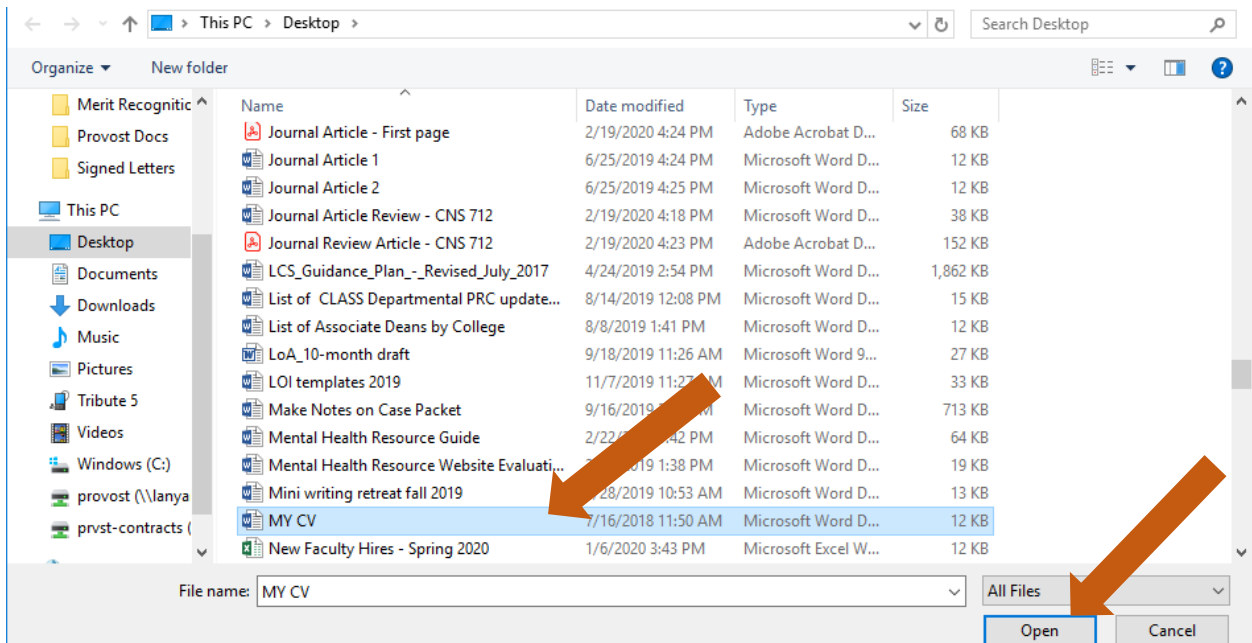

You can add new files by selecting "Add New File" including video and webpages.
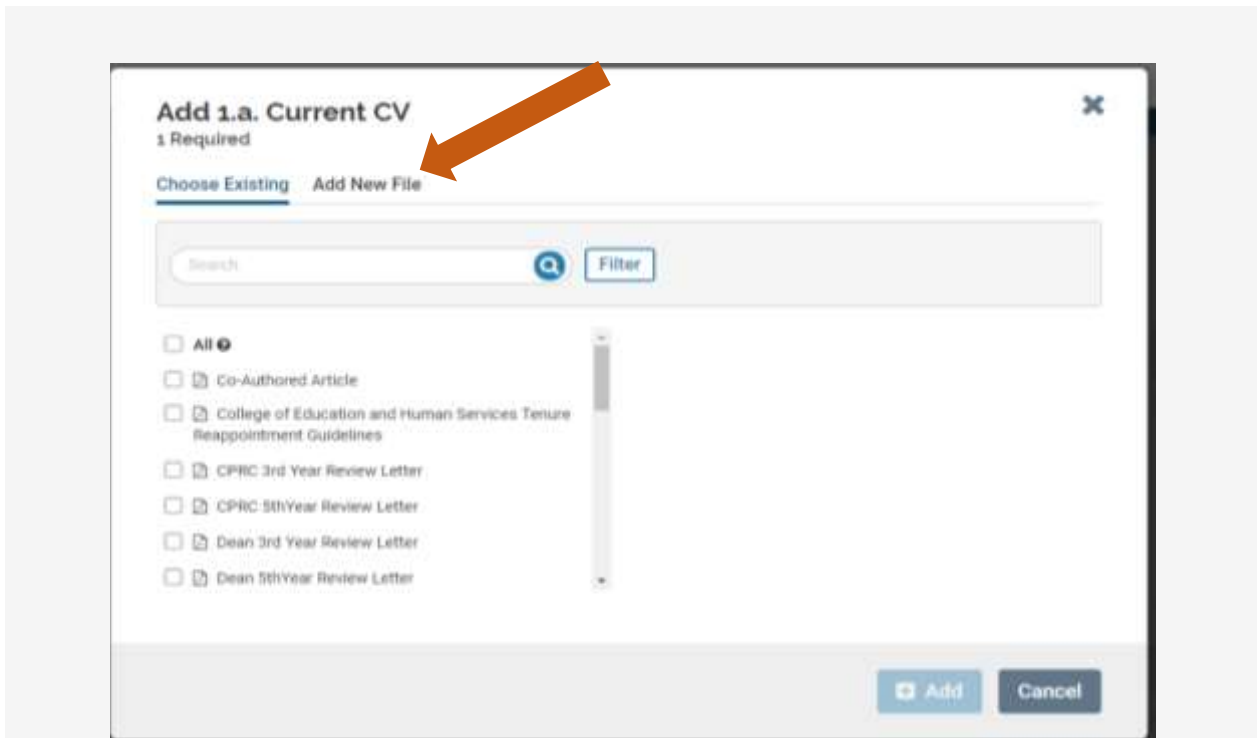
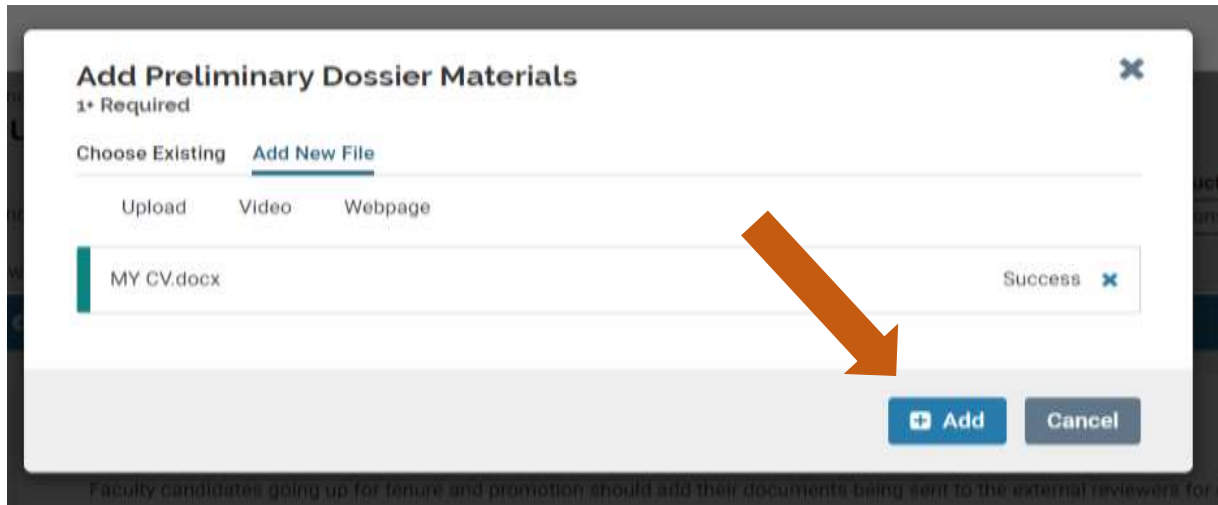**Select "Browse To Upload" to search your computer.**

Select the file you wish to upload from your computer/hard drive and select "Open".

Select "Add".

When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents (see page 25 for details).

Need Help? - Important Contact Information

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Jennifer Visocky O'Grady - 216/687-5580 or j.visocky@csuohio.edu

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───

College of Health

Sheila Patterson

───

College of Law

Brian Ray -

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Danielle Ruiz - 216/687-9390 or d.ruiz@csuohio.edu