Office of the Provost

Distinguished Faculty Award Nominations

Interfolio / eDossier Step-by-Step Instructions – How to Upload a Nomination Packet

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Important/Useful Tips to Remember

- You're required to upload the nomination packet, which consists of a nomination form, current curriculum vitae of the candidate, and supporting testimonial by 5:00 p.m., Friday, January 29, 2027.

- Each nomination packet must include:
    - A nomination form,
    - A supporting testimonial from the nominator (max 2 pages), and
    - A current curriculum vitae of the candidate (max 4 pages)
- An effective nomination package should contain documentation demonstrating distinguished teaching, research, and/or service, depending on the award. Examples include evidence of teaching effectiveness, course or program development materials, reviews of scholarly or creative work, additional testimonials, grant summaries, leadership documentation, or other materials that clearly establish impact.

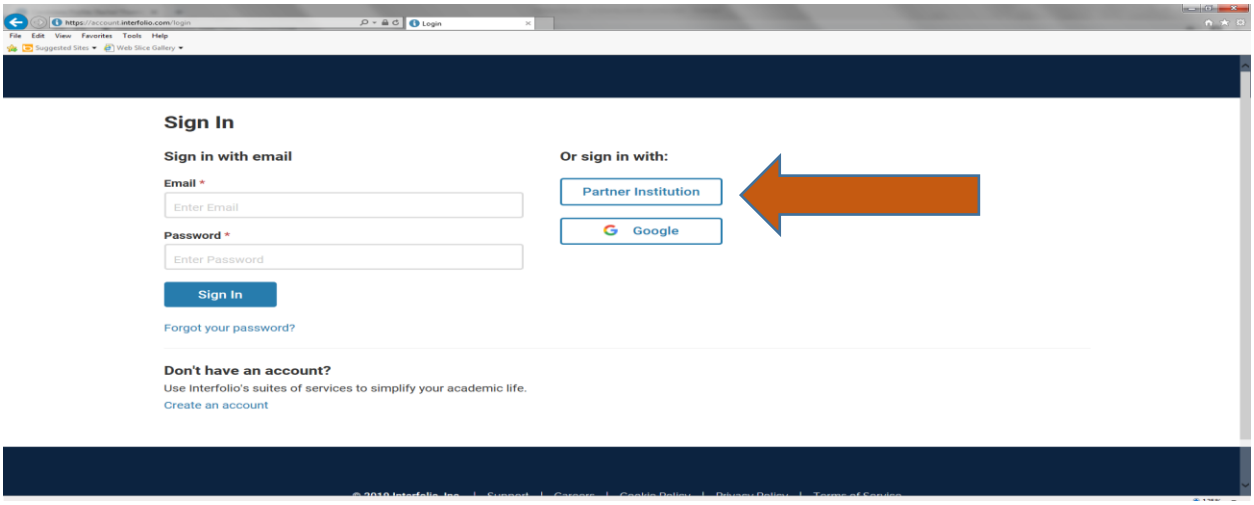
- All CSU faculty members are invited to nominate one candidate. A faculty member may contribute supporting testimonials for any number of nominees, provided they are not the principal nominator.

Logging into Interfolio / eDossier

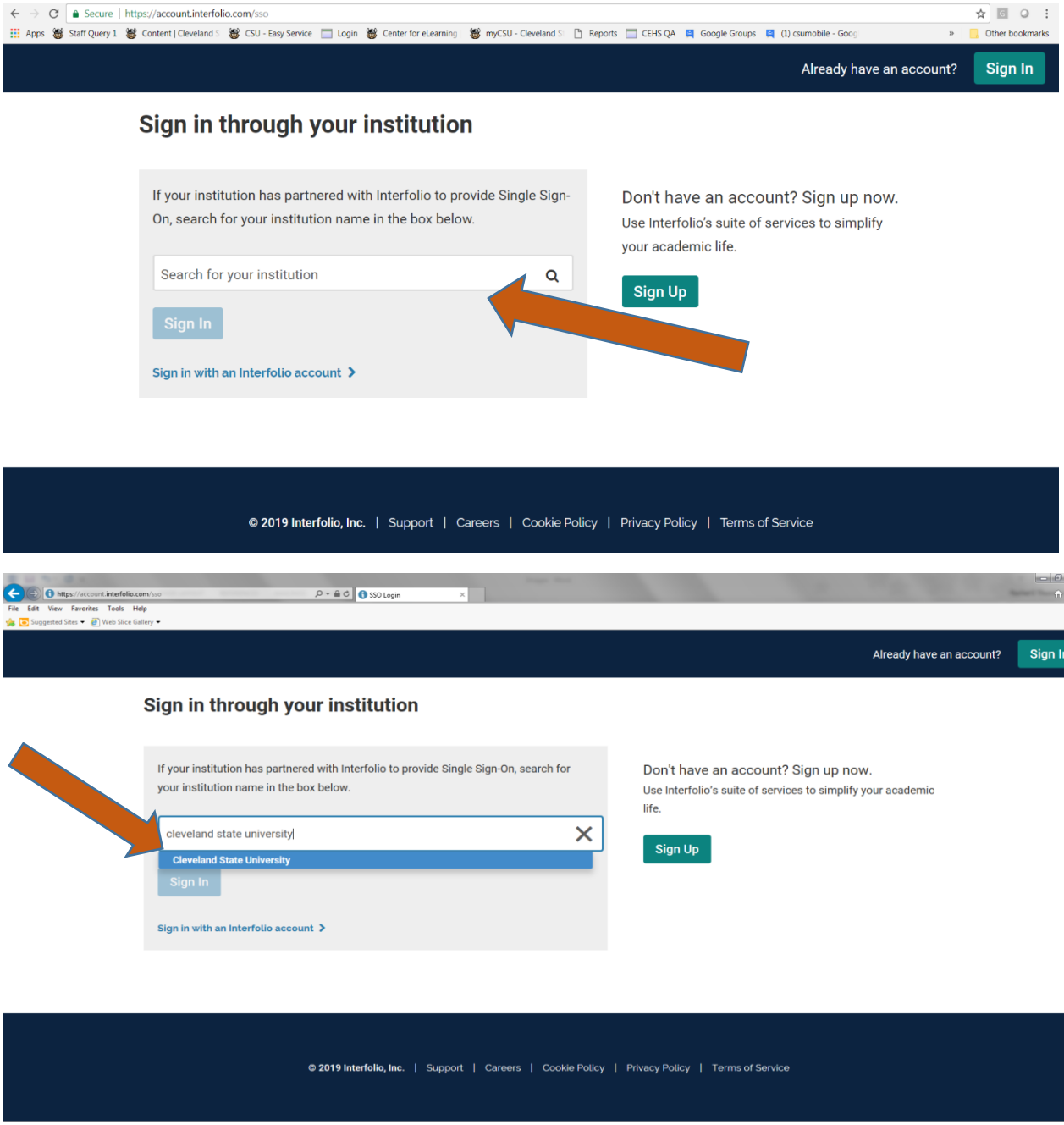
Once you have submitted a nomination, you will receive an email notification that a case has been created in Interfolio / eDossier and it's ready for you to upload the nomination packet.

Login to the Interfolio / eDossier system.

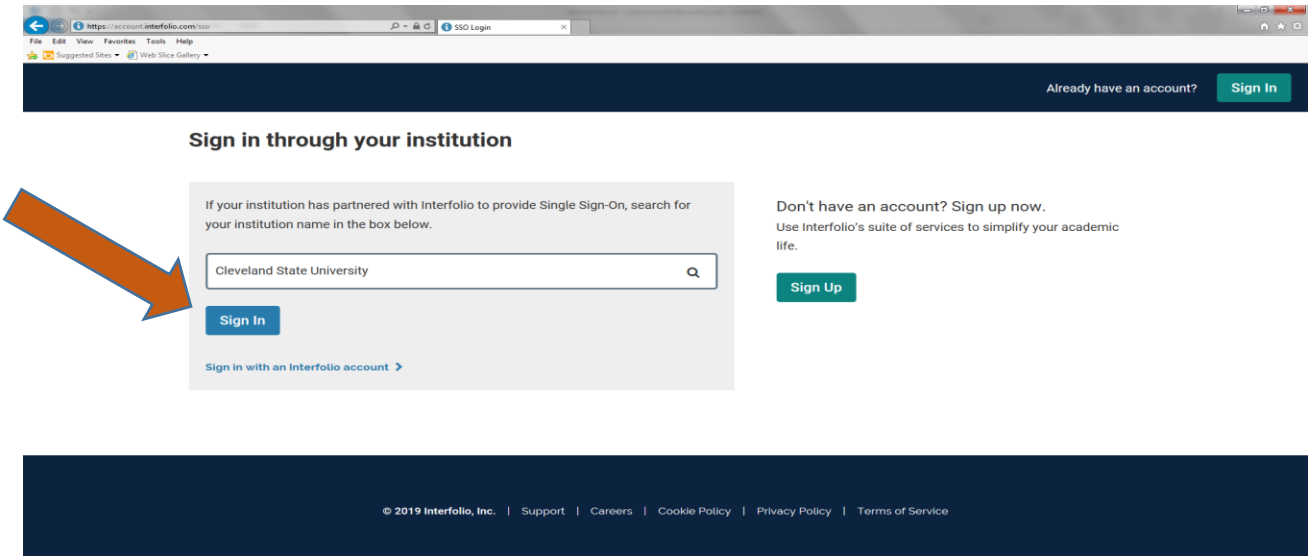
This login page may appear and look different from what you are used to. Select "Partner Institution".



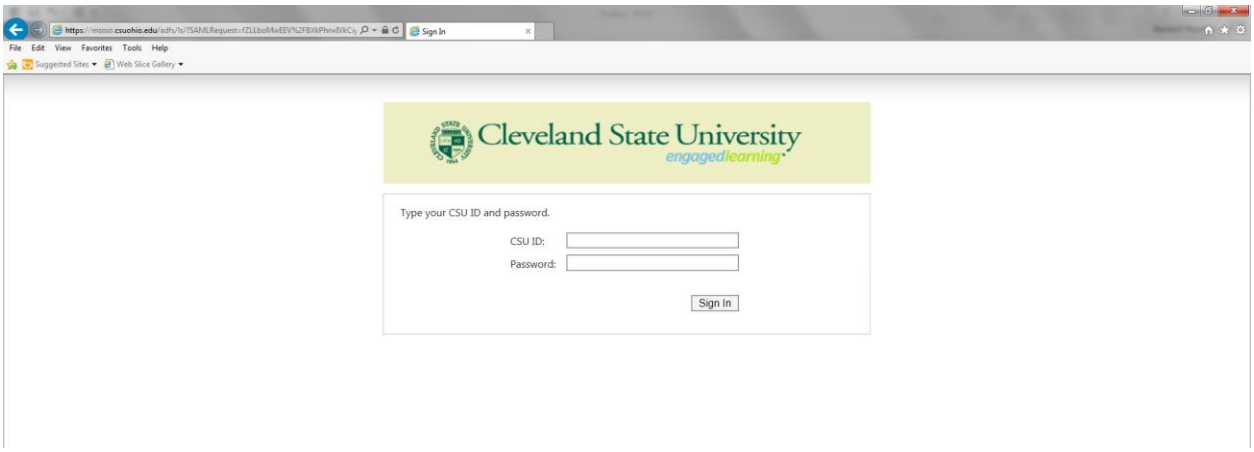
Type in "Cleveland State University" in the "Search for your institution" field.



Select "Sign In" which will take you to your normal login page.

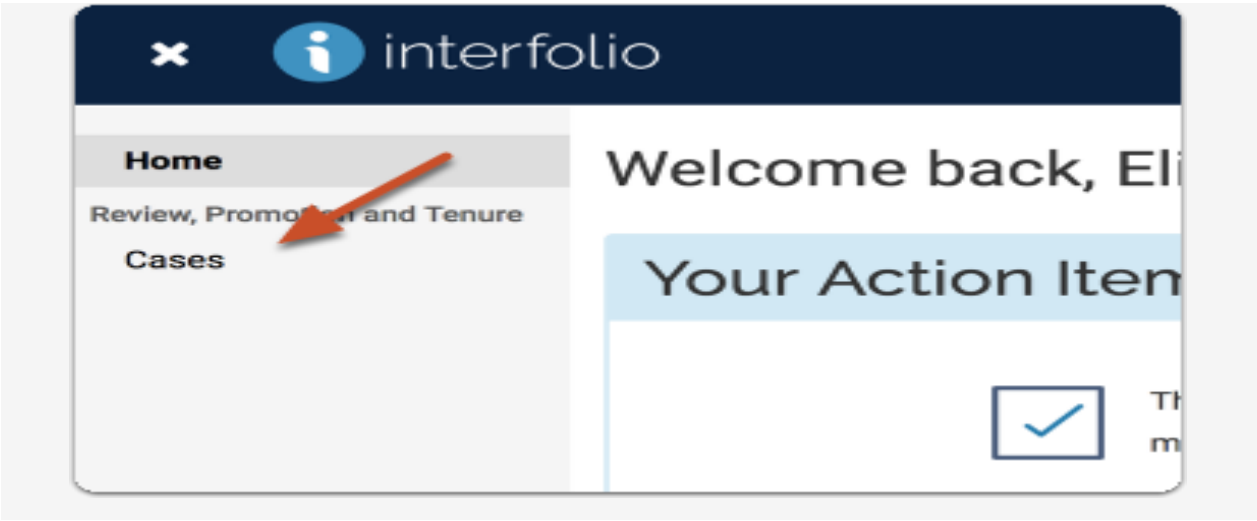


Sign in with your CSU credentials.



Accessing the Case

Once logged into your account, select "Cases" under Review, Promotion & Tenure on the left hand navigation bar.

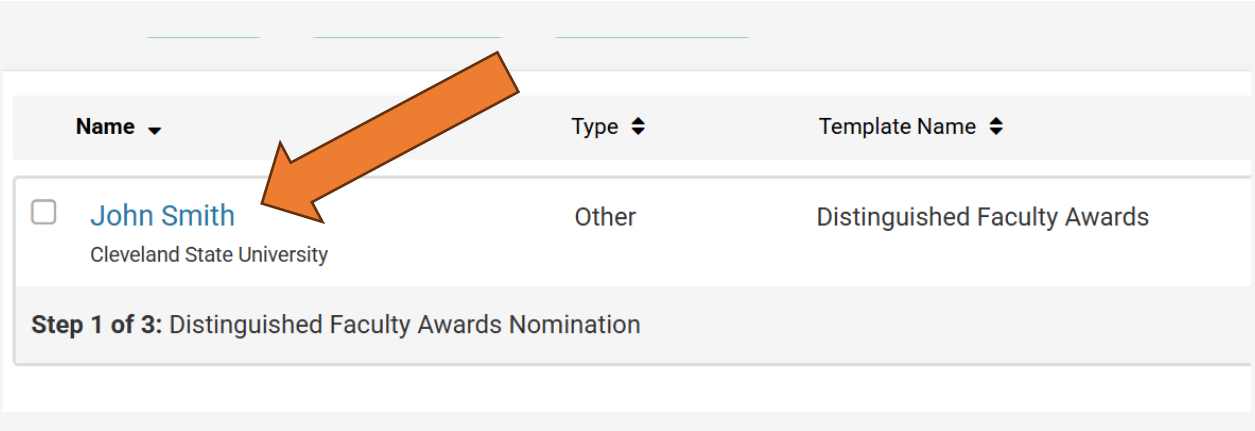


You will see the name of the faculty member you nominated.

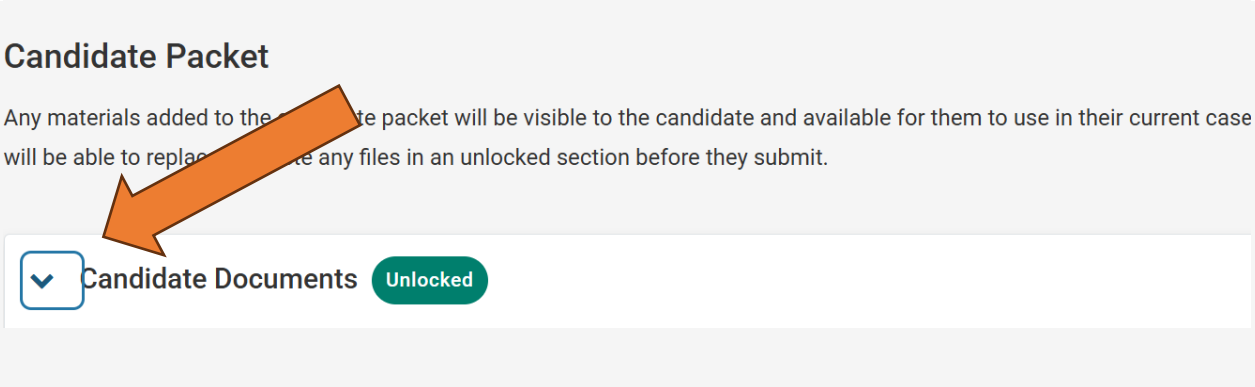
Click the name of the family member to access the case.

Uploading the Nomination Packet

Open the case you want to review.

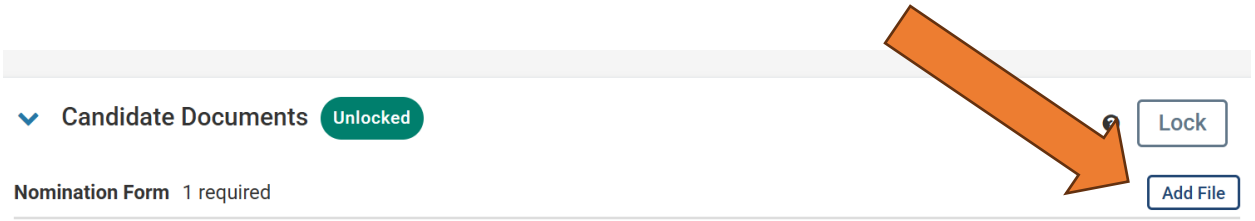


Scroll down to "Candidate Packet".

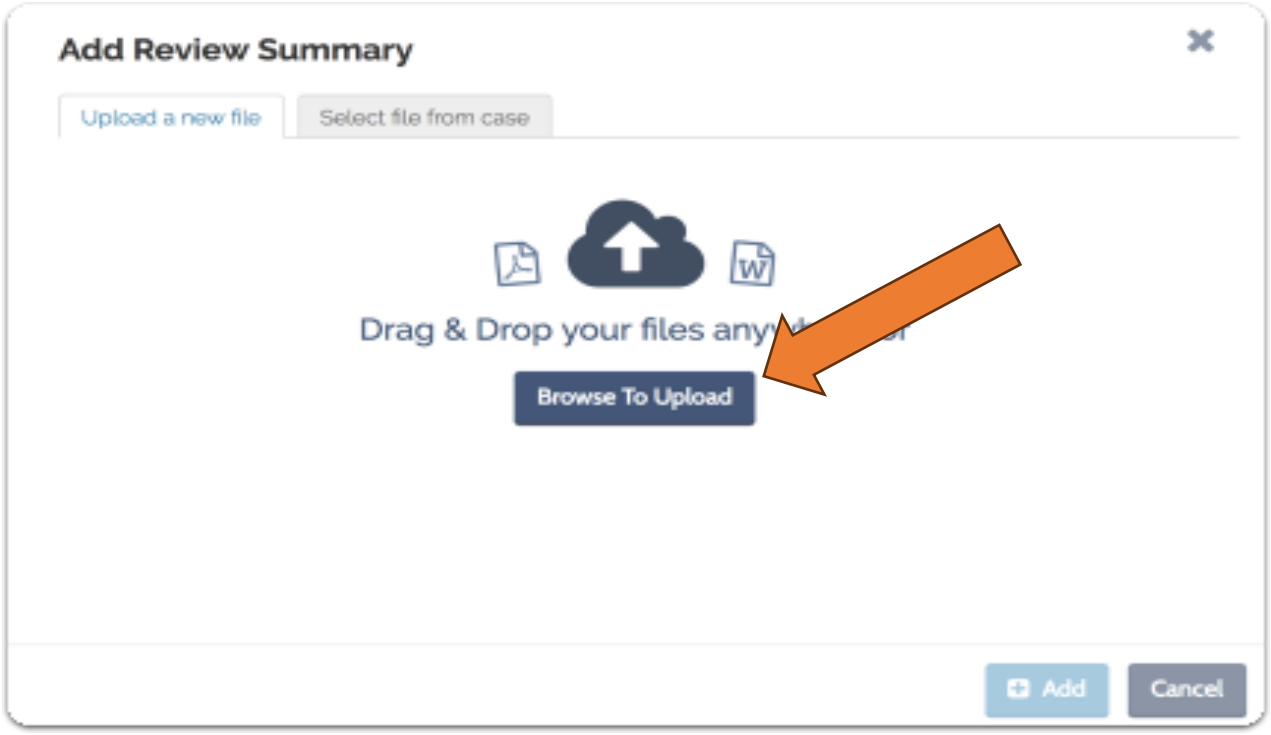


Upload the Nomination Form, CV and Supporting Testimonial.

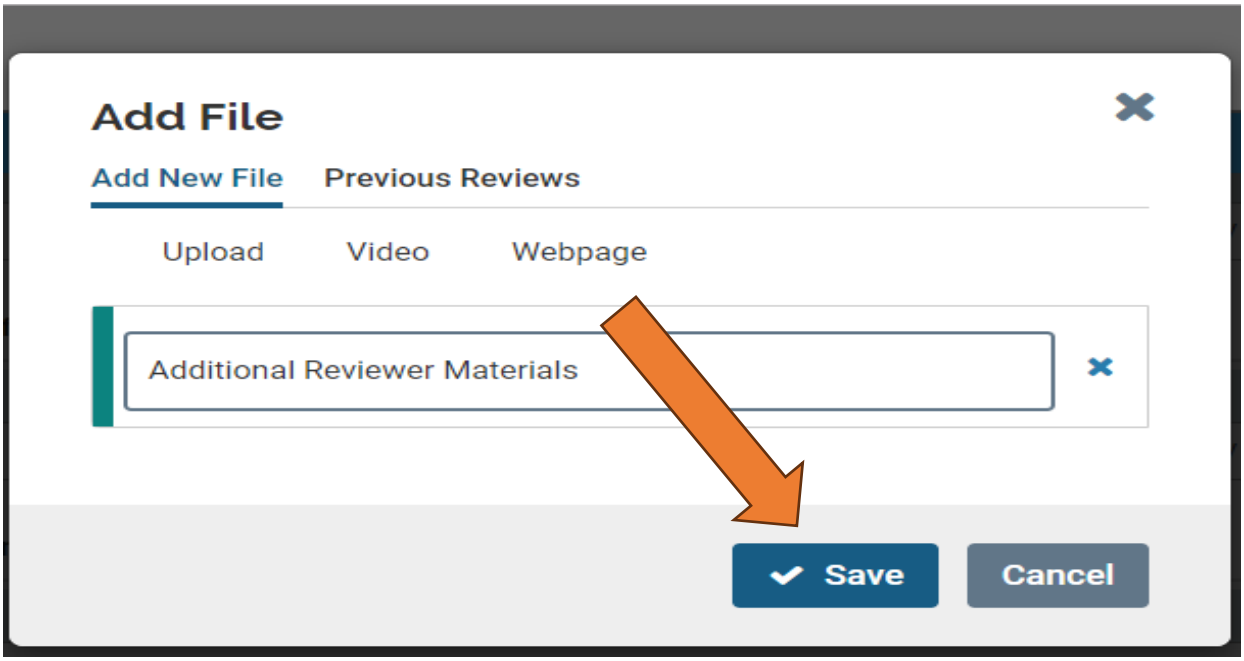
Click on "Add File"



Click on “Browse to Upload”



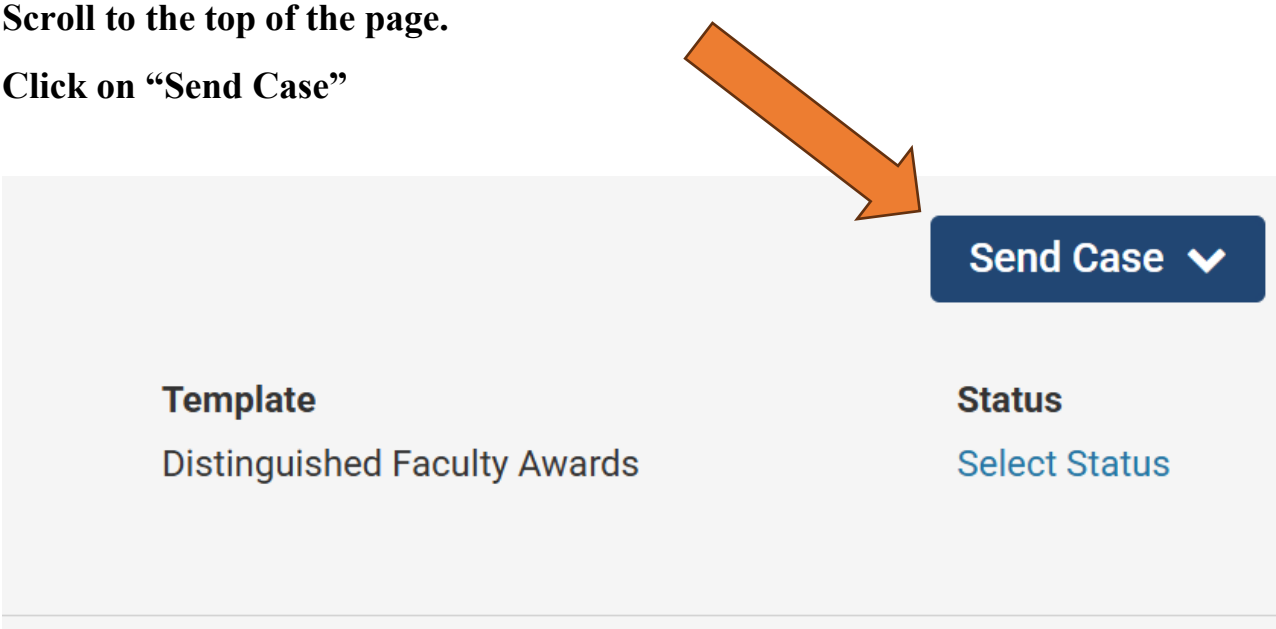
Click “Save”



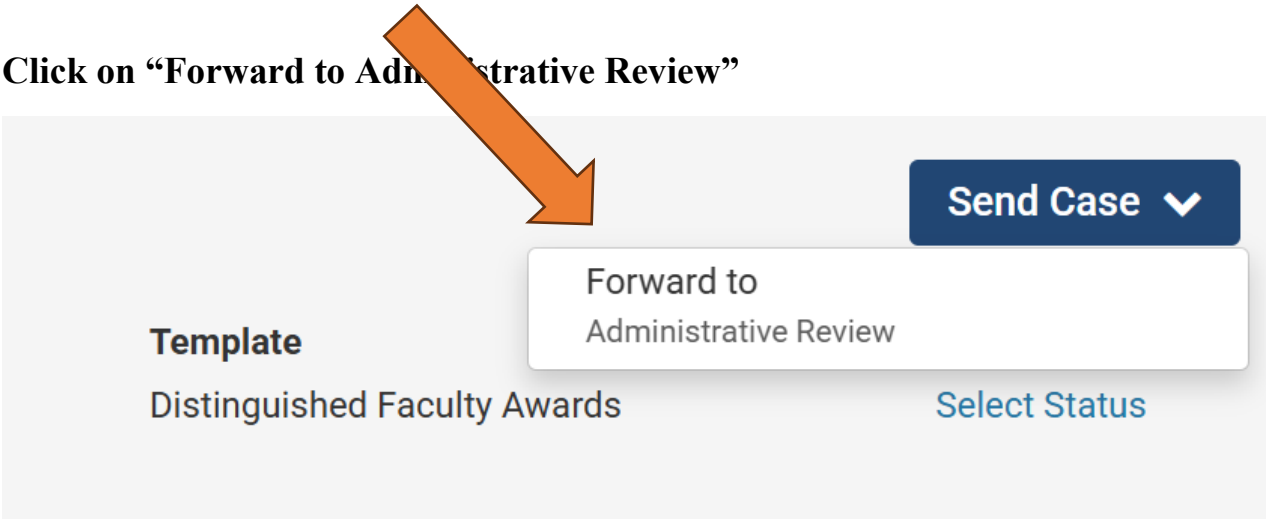
Once all three files are uploaded, forward the case to the nomination committee.

Scroll to the top of the page.

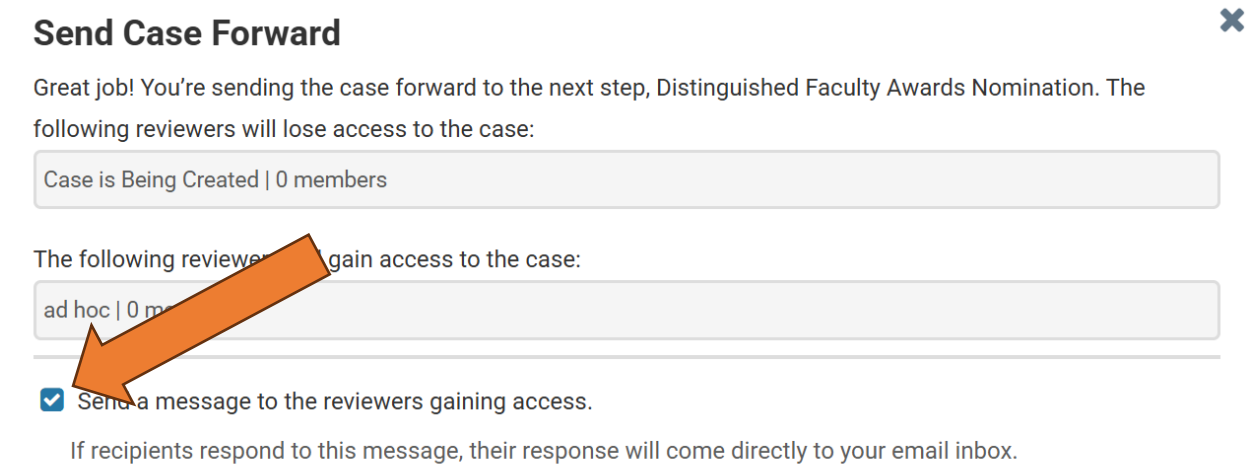
Click on "Send Case"



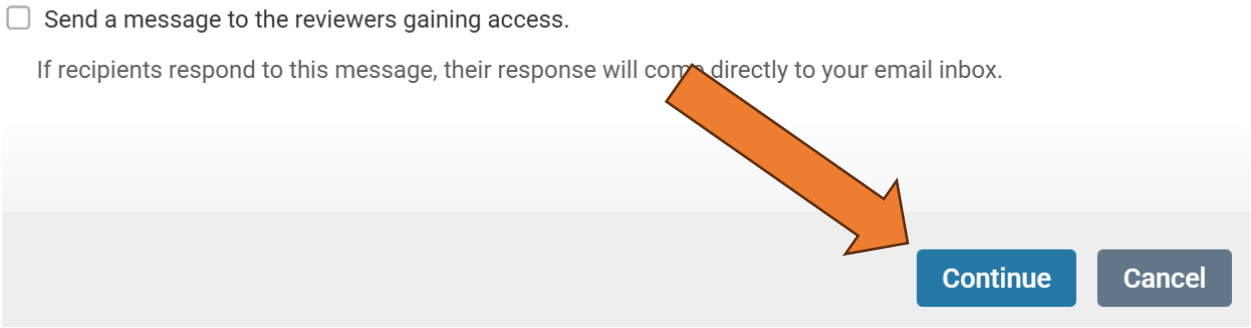
Click on "Forward to Administrative Review"



Uncheck the box "Send a message to the reviewers gaining access"



Click on "Continue"



Your nomination packet has now been uploaded and forwarded to the committee for review.

Thank you for your nomination!