

Case Review Steps

These steps are already set up in all Interfolio cases.

**You MAY need to adjust committee members within individual cases.*

1. Department Preliminary (Administrative Professional)

The department administrative professional is responsible for uploading or confirming the following materials:

- Candidate CV
- Candidate teaching statement
- Candidate optional sections (3 required; for some CSUs, more than 3 are required)
- Course list with enrollments (provided by OFS)
- Course evaluations (provided by OFS)
- Peer in-class evaluations

2. Department NTT P&T Review Committee (Faculty and/or assigned review committee)

- In CSU's with departments, the department-level NTT P&T Committee will review the case.
- Follow the promotion guidelines in determining which of the following forms of documentation will be uploaded:
 - Either: a single letter signed by the committee with the inclusion of a tally of votes
 - Or: individual letters submitted by each review committee member
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 - Or: individual letters submitted by each review committee member
- Use the following naming convention: LastName, F._Department Letter (Graham, M._Department Letter)

3. Department Final (Administrative Professional)

- In CSUs with departments, the department administrative professional will upload the recommendation letters (either a single jointly signed letter or a series of individually submitted letters).
- The Department Chair's Recommendation Letter should also be uploaded at this step.
- Use the following naming convention: LastName, F._Department Letter (Graham, M._Department Letter)

4. Associate Dean's Office Review (Associate Dean's Executive Administrative Professional)

The Dean's Office Executive Administrative Professional will review all materials in the case for any missing materials and/or necessary corrections prior to being sent to the CSU P&T Review Committee.

5. CSU's NTT P&T Committee Review (CSU)

- Upload letters submitted by the College or School-level review committee. This can be either one single, jointly signed letter or a series of individually submitted letters. Each CSU should follow its own guidelines.
- Use the following naming convention: LastName, F._CSU Letter (Graham, M._CSU Letter)

Case Review Steps (continued)

6. Associate Dean's Office Final Review

- Follow your CSU guidelines for the dean's office review (for example, a committee, an associate dean's recommendation, a dean's recommendation, etc.). Upload as many relevant and required documents as described in the CSU promotion guidelines.