

AY26–27 NTT Promotion and Tenure Process for Interfolio

Administrative Professional Checklist and Directions

Use this checklist to review the entire packet before routing the case forward in Interfolio. Confirm that candidate materials, internal documents, required uploads, file names, and review-step documents are complete and aligned with your CSU guidelines before releasing the case to the next level.

Documents

- ☐ Confirm the candidate has uploaded all required materials, including the current CV, teaching statement, and the required number of self-selected items.
- ☐ Verify whether your CSU requires more than three self-selected items and confirm the packet meets that requirement.
- ☐ Check that all department-level review materials required by your CSU are included.

Uploads

- ☐ Confirm that the course list and course evaluations have been received from the Office of Faculty Success and uploaded in the correct internal case section.
- ☐ Upload peer evaluations of teaching and confirm the packet includes the minimum required number of peer reviews.
- ☐ Confirm all files follow the required naming conventions for department letters, CSU letters, and peer review documents.

Review Steps

- ☐ Review the case steps in Interfolio and confirm the correct committee members are assigned before the case moves forward.
- ☐ At the Department Final step, upload the department recommendation letter(s) and the Department Chair recommendation letter, if required by your CSU process.

Final Review

- ☐ Before releasing the case to the next review level, complete a final quality check for missing documents, incorrect file placement, duplicate uploads, and naming errors.
- ☐ Monitor CSU-specific deadlines and ensure the case is advanced in time to meet all school, college, and Provost deadlines.