

Internal Case Sections

Uploaded by Department Administrative Professional

Standards of Department and School

- Include Department/Division guidelines for promotion and tenure. The latest guidelines can be found at this Box link: [Promotion and Tenure Documents](#)
 - Please use this link to find and download your guidelines.

Internal Review

- **Use this section to add all internal letters according to your CSU guidelines. There is no limit on the number of letters. All letters are confidential.**
- **Use this naming convention throughout: (LastName, F._Internal Letter)**
 - Recommendation of the Dean
 - **Either:** Recommendation at CSU Level; **Or** Individual Letters of each committee member
 - Recommendation of Department Chair, if applicable
 - **(If applicable): Either:** Recommendation of Department Promotion Committee **Or:** Individual Letters of each committee member

Formal Internal Letters

- **Use this section to add all internal letters according to your CSU guidelines. There is no limit on the number of letters. Follow the naming conventions next to each entry. All letters are confidential.**
 - Original appointment letter with salary redacted (CandidateLastName_Appointment Letter)
 - Third-year review letter with salary redacted (CandidateLastName_TYR Letter)
 - Annual review letters (CandidateLastName_YEAR_Review Letter)

External Evaluations

- This is a place holder automatically put in by Interfolio. This is where you can send the request for external reviewers. The system is set up to include any material you would like them to review and offers a way for them to accept or decline the invitation.

External Review Process

- Please load the following documents in this section.
 1. Documentation of External Review Process: Include a full list of suggested reviewers with a clear summary of the process, including a timeline of outreach and communications. Ensure that the list clearly indicates whether the name was submitted by the candidate or the faculty committee.
 2. Sample request letter

External Reviewer Letters

- Include all letters received from external reviews using this naming convention of the reviewer's last name and first initial for each individual letter:
 - LastName, F._External Review Letter

Internal Case Sections (continued)

External Reviewer CVs

- Include a CV for all external reviewers (from which you received a letter) using this naming convention for each individual CV:
 - LastName, F._External Review CV

Teaching: Course List and Evaluations (Uploaded by OFS)

- This section includes the following institutional records:
 1. all courses taught as listed in PeopleSoft
 2. all course evaluations from EvaluationKit

Peer Evaluations

- Include a list of all peer evaluations.
- Please attach each evaluation as an independent file.
- Use the following naming convention:
 - LastName, F._Peer Evaluation

Student Letters

- Include the following:
 1. Provide a document that summarizes the process for soliciting student letters and includes a sample of the request letter.
 2. Student letters using this naming convention for each letter:
 - LastName, F._Student Letter
 3. Please attach each letter as an independent file.