

Faculty Candidate eDossier Instructions

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Important/Useful Tips to Remember

- **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 39-40).**
- **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 36-38).**
- **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 16-17).**
- **Select “Preview Packet” (see page 33-35) 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 27-32).**
- **To access the attachments you uploaded into the eFAAR Teaching: Courses Taught section, follow the step-by-step instructions on page 22-26.**
- **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 should be notified that your case is ready via email.



Cleveland State University has initiated a review on your behalf.

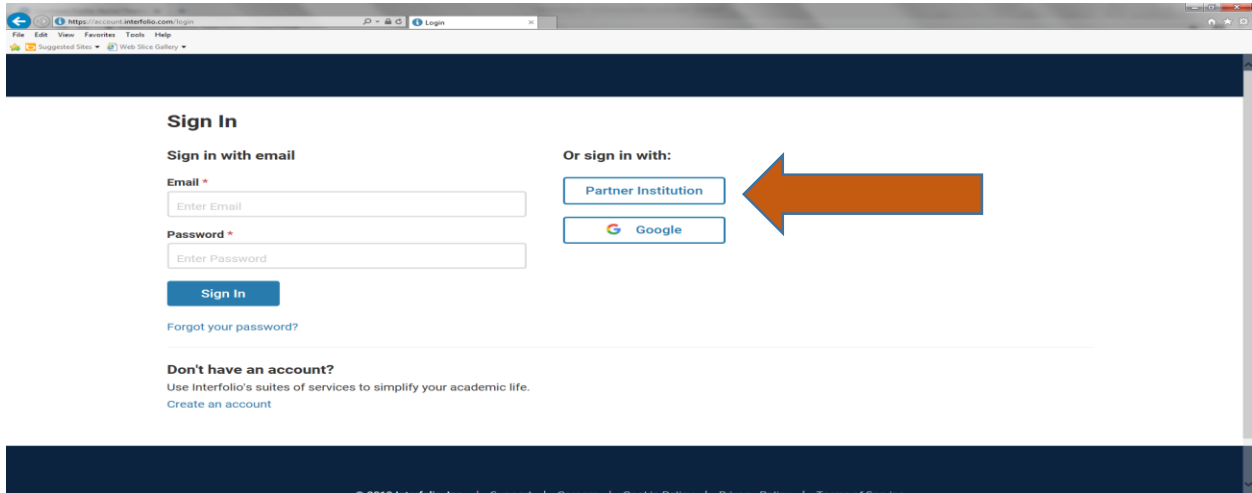
[VIEW CASE](#)

[VIEW CASE](#)

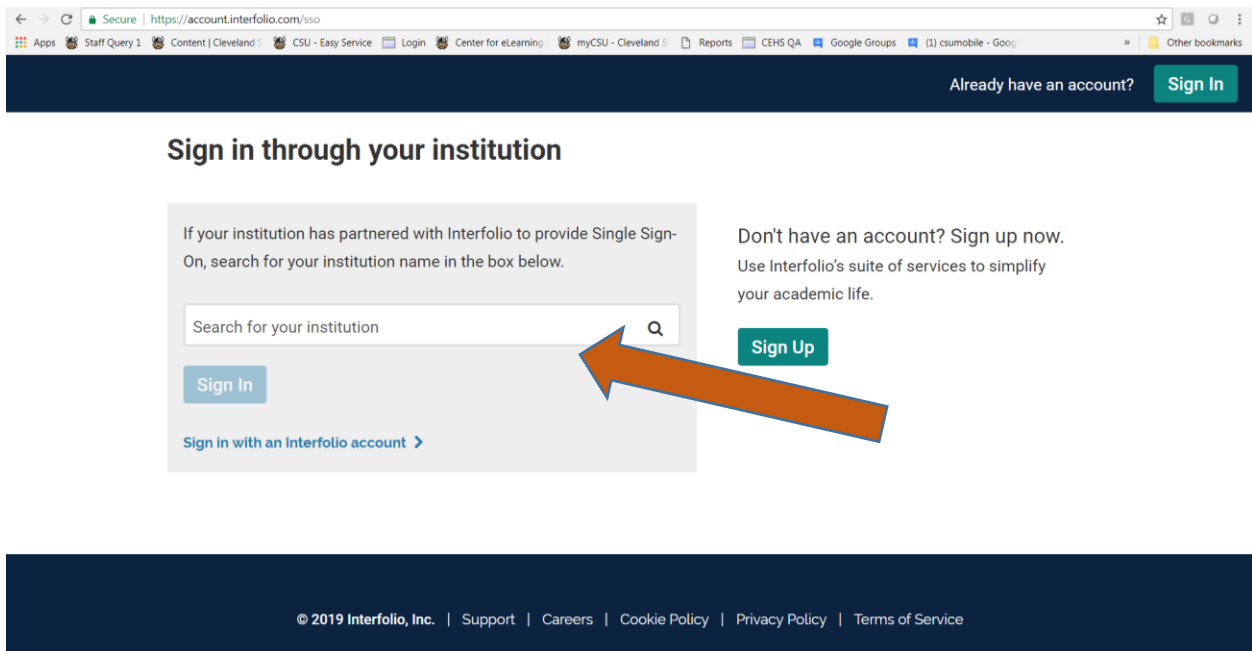
Viewing your case will allow you to view requirements, read instructions, and submit your packet/eDossier online.

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

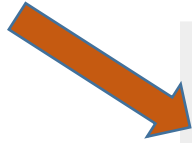
The first time you login you will see this screen. This login page may appear and look different from what you are used to. After the first time you will be directed to your normal login page. Select “Partner Institution”.



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.

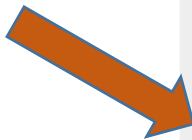
[Cleveland State University](#)
[Sign In](#)
[Sign in with an Interfolio account >](#)

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



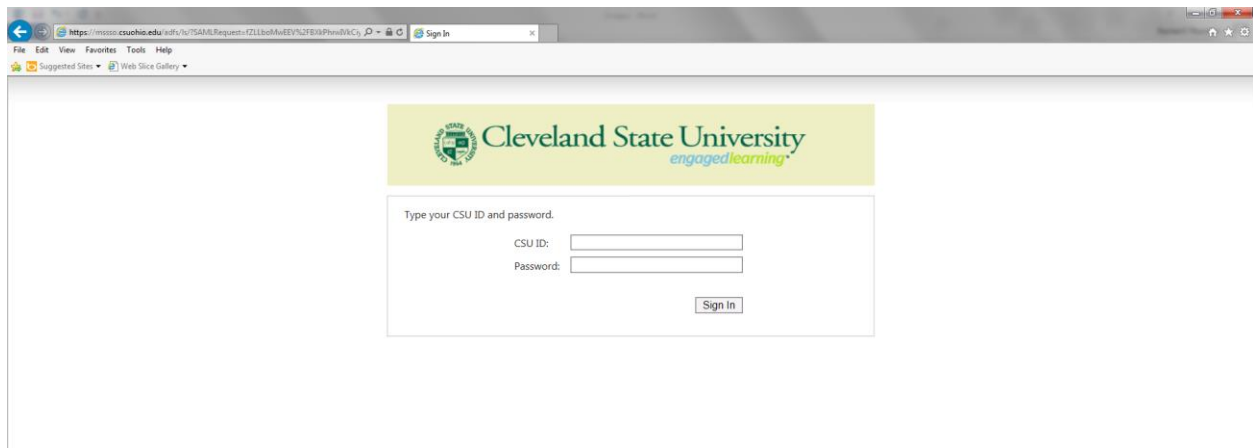
If your institution has partnered with Interfolio to provide Single Sign-On, search for your institution name in the box below.

[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.




The image shows a web browser window with the address bar displaying a URL from csuohio.edu. The page content includes the Cleveland State University logo and the text "engaged learning". Below this is a sign-in form with the instruction "Type your CSU ID and password." and two input fields labeled "CSU ID:" and "Password:". A "Sign In" button is located at the bottom right of the form.

https://msos.csuohio.edu/sofcr/7u/5A4MLRequest=7ZLLboMVEV%2FE9P9ow0V/Cs... Sign In

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

 Cleveland State University
engaged learning

Type your CSU ID and password.

CSU ID:

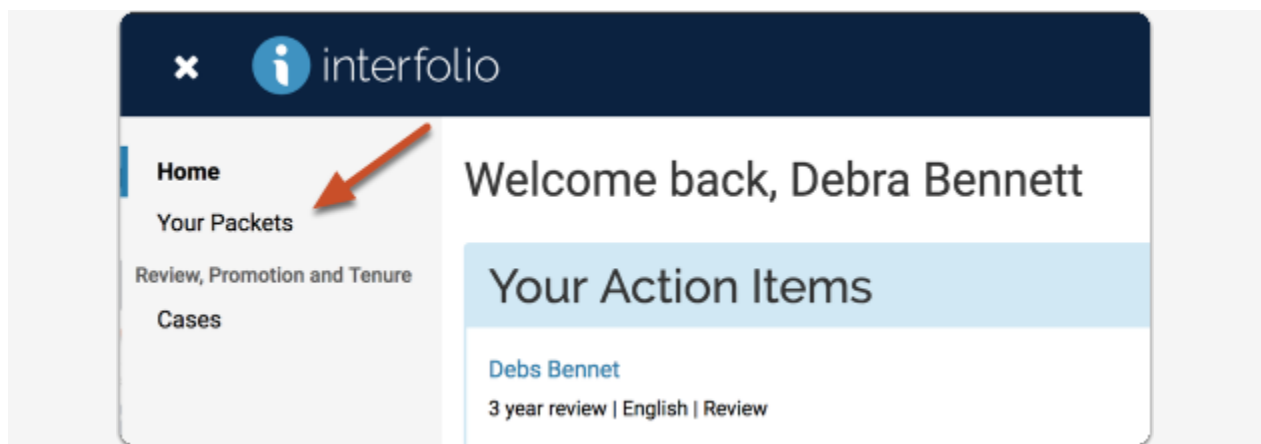
Password:

Sign In

View Your Packet/eDossier Instructions and Requirements

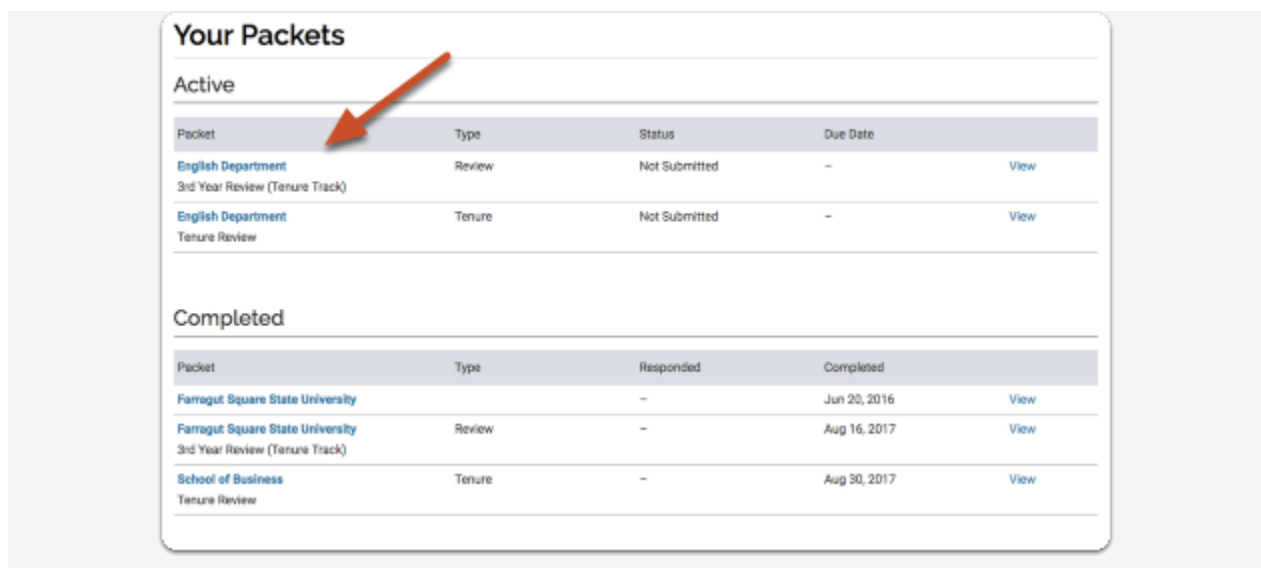
Once you have logged in to your Faculty180 account,

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

The University of Interfolio > Your Packets > **3 year review** Preview Packet

Unit: English Type: Review Candidate Instructions: View Instructions

Overview Packet

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 Edit

Not Yet Submitted

Type	# Required	# Added
<input type="radio"/> Video	1 required	0
<input checked="" type="checkbox"/> Additional Documents	0 required	0

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 Provost Office Annual Memo)

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

How to Add Files to Satisfy Your Packet/eDossier Requirements

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

Unit: Ethnomusicology | Type: Promotion | Candidate Instructions: 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

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

[Edit](#)

Click "Add" next to the requirement

Candidate Documents | Not Yet Submitted | Unlocked | Preview | Submit | 0 of 3 Required Files

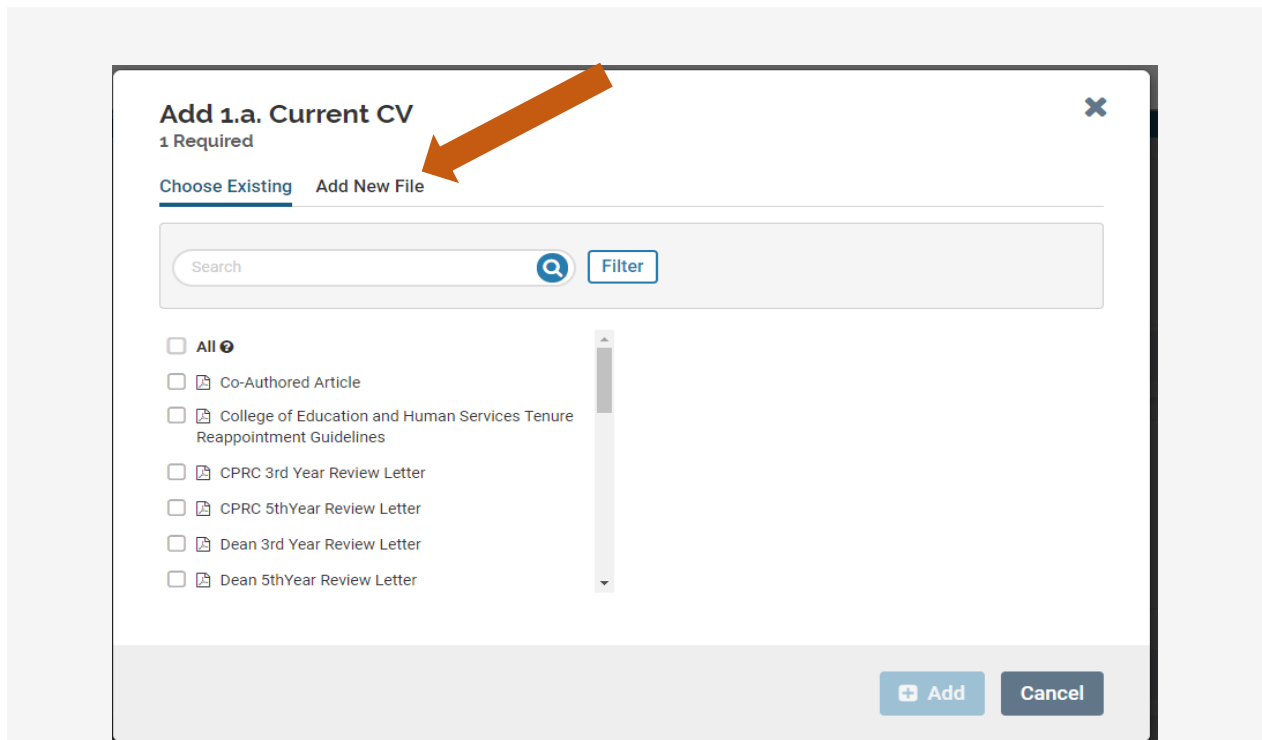
CV 1 required, 0 Added | [Add](#)

No files have been added yet.

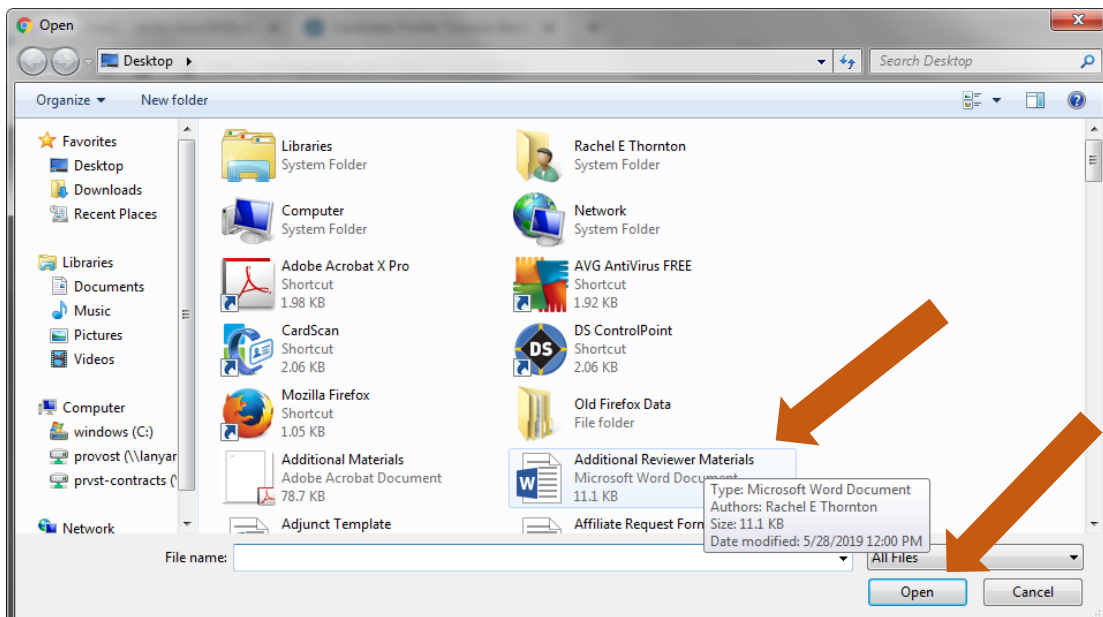
Cover Letter 1 required, 0 Added | [Add](#)

No files have been added yet.

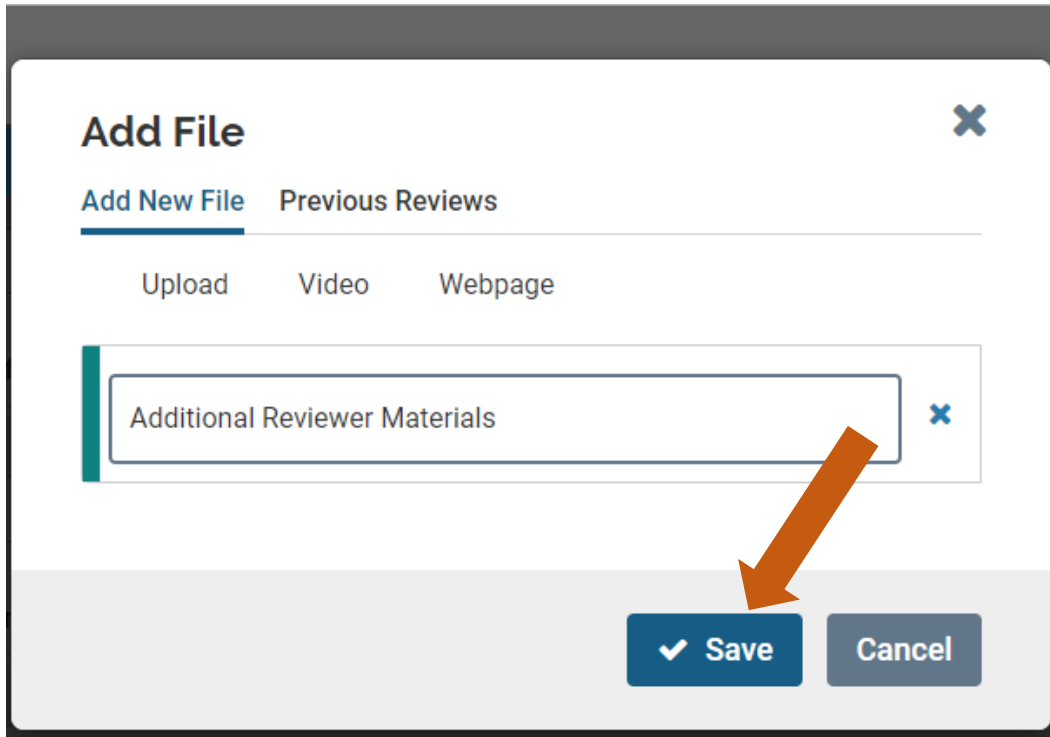
You can add new files by selecting “Add New File” including video and webpages:



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

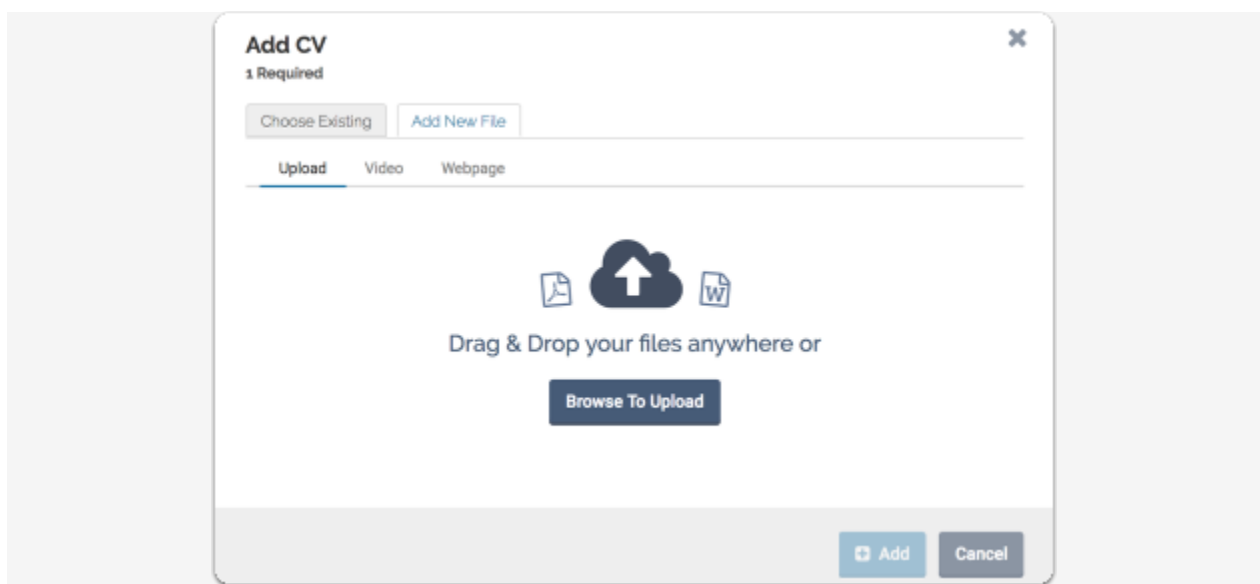


Select “Save”.

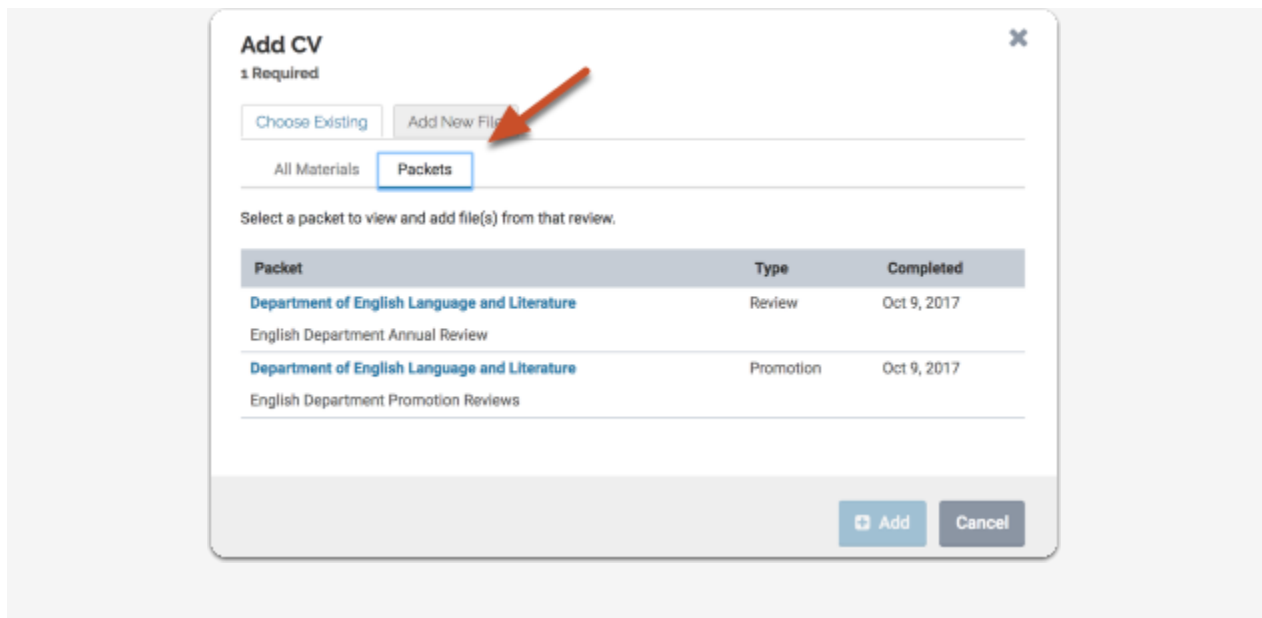


When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents (see page for details).

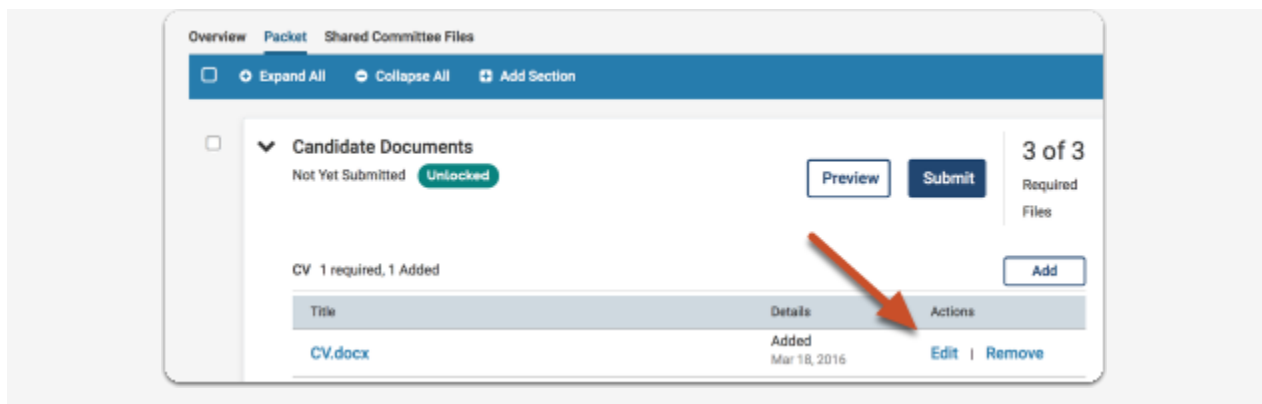
By default, the name that will appear to reviewers is the name of the file as you upload it, but you can also edit the title of a file after adding it to your packet.



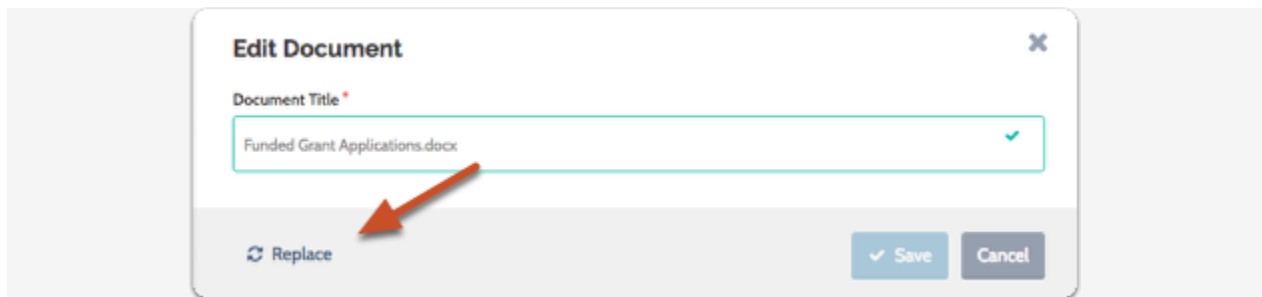
You can add files from packets you have submitted for previous reviews run through eDossier (e.g. prior probationary review letters, co-authored letters, teaching observations, etc.):



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.



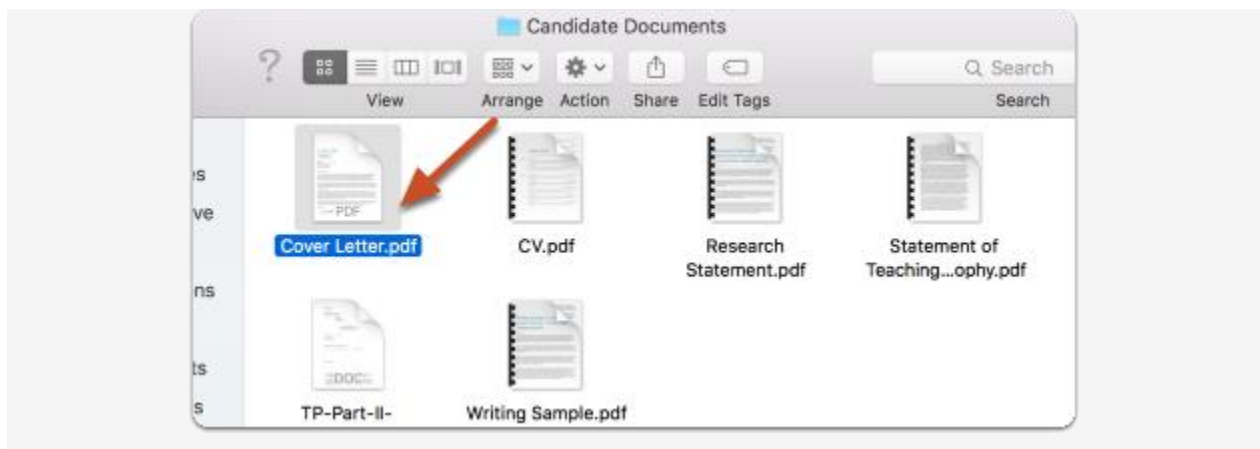
Best Practices for Naming Packet/eDossier Materials

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., “*Thornton Current CV*”; or “*Thornton Signed LOI*” or “*Thornton 2018 JApplied SP*” or “*Thornton 2019 Bk Chap CHM for Dummies,*” or “*Thornton 2018 NIH Proposal Feedback*”).

The idea is to use either a title matching the language used by Faculty 180 (“*Thornton 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

Demo University > Your Packets >

Music Promotion Cases

Preview Packet

Unit
Ethnomusicology

Type
Promotion


Candidate Instructions
[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 **Edit**

Submitted



Type	# Required	# Added
CV	1 required	1
Cover Letter	1 required	1
Research Statement	1 required	1
<input checked="" type="checkbox"/> Additional Documents	0 required	5

Click to edit

▼ Candidate Documents
Not Yet Submitted **Unlocked**

[Preview](#) [Submit](#) **3 of 3**
Required Files

CV 1 required, 1 Added [Add](#)

Title	Details	Actions
CV.docx	Added Mar 18, 2016	Edit Remove

Cover Letter 1 required, 1 Added [Add](#)

Edit the title and click to save

Edit Document ✕

Document Title *

CV.docx ✓

[Replace](#) [Save](#) [Cancel](#)

How to Access and Import 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.

The screenshot shows the Faculty180 interface for Vitas & Biosketches. The left-hand navigation menu includes options like Home, Your Packets, Faculty 180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, **Vitas & Biosketches** (highlighted with an orange arrow), Find Colleagues, Administration, Promotion & Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Vitas & Biosketches' and includes a 'Vita Admin' section with a search bar and a table of CV sections. The table has columns for 'Name' and 'Description'. The 'Dossier' and 'Teaching: Courses Taught' sections are listed, both with descriptions about pre-defined document descriptions. An 'Add' button is located below the table.

Name	Description
Dossier	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.
Teaching: Courses Taught	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.
StandardCV	

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

The screenshot shows the 'Vitas & Biosketches' page in the Interfolio system. The left sidebar contains navigation options such as Home, Your Packets, Faculty 180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches (highlighted), Find Colleagues, Administration, Promotion & Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Vita Admin' and features a search bar and a table of entries. The table has columns for Name, Description, Unit, and View. The entry 'eFAAR Information - Teaching: Courses Taught' is circled in orange. An orange arrow points to the eyeball icon in the View column for this entry. Below the table is an 'Add' button. The footer includes the Cleveland State University logo and copyright information for Interfolio, Inc. (© 2019).

Name	Description	Unit	View
Dossier	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.	University	👁
eFAAR Information - Teaching: Courses Taught	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.	University	👁
StandardCV		University	👁

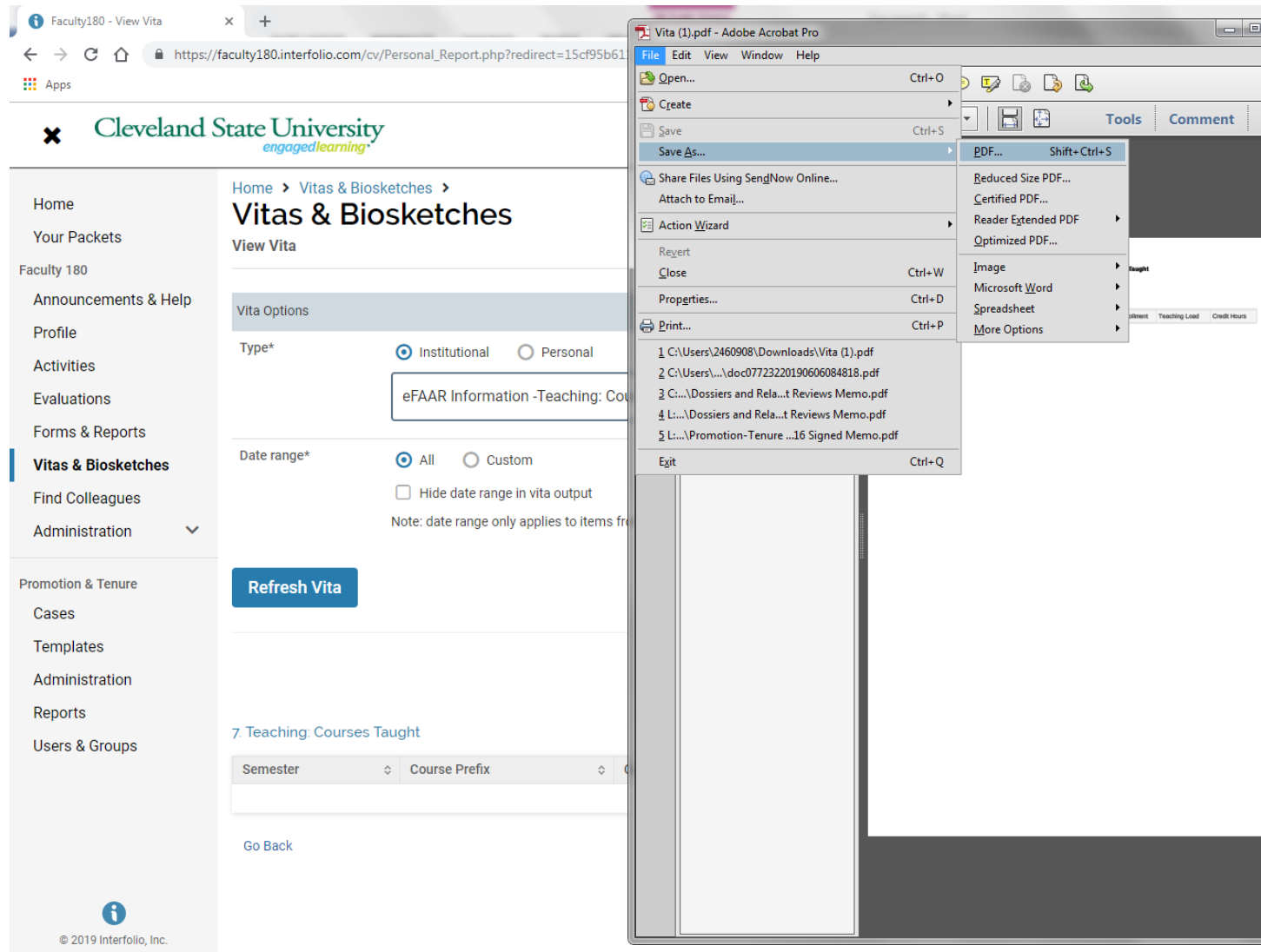
1. Select - Type “Institutional”, then “eFAAR Information - Teaching: Courses Taught (University)” in drop-down menu.
2. Select - Date Range “All”.
3. Select - “Export/Share”, then Export to “PDF” to export this eFAAR file as a PDF to your desktop.

The screenshot shows the 'View Vita' page in the Faculty180 system. The page title is 'Vitas & Biosketches' and the sub-page is 'View Vita'. The 'Vita Options' section includes:

- Type***: Radio buttons for 'Institutional' (selected) and 'Personal'.
- Dropdown menu**: 'eFAAR Information - Teaching: Courses Taught (University)'.
- Date range***: Radio buttons for 'All' (selected) and 'Custom'. A checkbox for 'Hide date range in vita output' is present. A note states: 'Note: date range only applies to items from activity input'.

Below the options are buttons for 'Refresh Vita', 'Export/Share', and 'Print'. The 'Export/Share' dropdown menu is open, showing options for 'Export To' (Word Document, PDF), 'Share' (Web Link), and 'Web Link'. A table titled '7. Teaching: Courses Taught' is partially visible below, with columns for Semester, Course Prefix, Course Number, Title, and Enrollment.

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 now be uploaded to the appropriate section in your packet/eDossier (see “How to Add Files to Satisfy Your Packet/eDossier Requirements” on page 12 for help uploading files).

How to Access 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.

The screenshot shows the Faculty180 interface. The left sidebar contains a navigation menu with the following items: Home, Your Packets, Faculty 180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, **Vitas & Biosketches** (highlighted with an orange arrow), Find Colleagues, Administration, Promotion & Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area is titled 'Vitas & Biosketches' and includes a 'Vita Admin' section with a search box and a table. The table has two columns: 'Name' and 'Description'. The rows are: 'Dossier' (description: 'The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.'), 'eFAAR Teaching: Courses Taught' (description: 'The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.'), and 'StandardCV'. An 'Add' button is located below the table.


Name	Description
Dossier	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.
eFAAR Teaching: Courses Taught	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.
StandardCV	

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

The screenshot shows the 'Vitas & Biosketches' page in the Interfolio system. On the left is a navigation menu with 'Vitas & Biosketches' selected. The main content area shows a table of items under 'Vita Admin'. The table has columns for Name, Description, Unit, and View. The row 'eFAAR Information - Teaching: Courses Taught' is circled in orange. An orange arrow points to the eyeball icon in the 'View' column of this row.

Name	Description	Unit	View
Dossier	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.	University	
eFAAR Information - Teaching: Courses Taught	The Dossier provides sections with pre-defined document descriptions that should be uploaded to each section. The documents can be uploaded after selecting the appropriate section and document title.	University	
StandardCV		University	

4. Select - Type “Institutional”, then “eFAAR Information - Teaching: Courses Taught (University)” in drop-down menu.
5. Select - Date Range “All”.
6. Select - “Refresh Vita”.

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Home > Vitas & Biosketches > **Vitas & Biosketches**

View Vita

Vita Options

Type* Institutional Personal

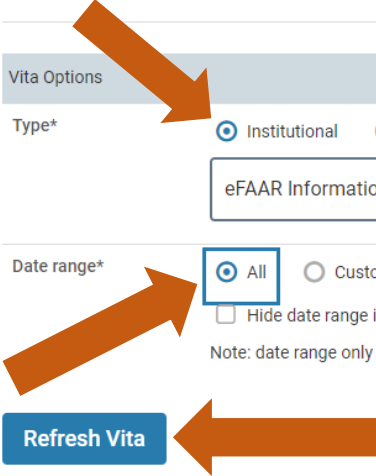
eFAAR Information - Teaching: Courses Taught (University) ▼

Date range* All Custom

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita **Export/Share** ▼ **Print**



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

Cleveland State University
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- Home
- Your Packets
- Faculty180
- Announcements & Help
- Profile
- Activities
- Evaluations
- Forms & Reports
- Vitas & Biosketches**
- Find Colleagues

Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours
Fall 2018	SOC	101	1	Intro to Sociology	74	3	3
Fall 2018	SOC	101	502	Intro to Sociology	30	3	3
Fall 2018	SOC	201	1	Race/Class/Gender	75	3	3
Fall 2018	SOC	201	2	Race/Class/Gender	74	3	3
					253	12	12
Summer 2018							
Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours
Summer 2018	SOC	101	501	Intro to Sociology	29	3	3
Summer 2018	SOC	400	150	Capstone/Sociology&Criminology	7	3	3
					36	6	6
Spring 2018							
Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours
Spring 2018	SOC	101	1	Intro to Sociology	64	3	3
Spring 2018	SOC	201	1	Race/Class/Gender	68	3	3
Spring 2018	SOC	201	2	Race/Class/Gender	73	3	3
Spring 2018	SOC	317	1	Sociology of Gender	33	3	3
					238	12	12
Fall 2017							
Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours
Fall 2017	SOC	101	50	Intro to Sociology	25	3	3
Fall 2017	SOC	201	3	Race/Class/Gender	73	3	3
Fall 2017	SOC	201	4	Race/Class/Gender	74	3	3
Fall 2017	SOC	400	50	Capstone/Sociology&Criminology	11	3	3

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Program Policies

The attachments associated with that course will appear in a new box in the left-hand corner of the screen.

Faculty180 - Attachments - Google Chrome

https://faculty180.interfolio.com/cv/View_Attachments...
Personal_Report.php?redirect=15d17bbc97fbbf

Emulation Details Exit Emulation

Rachel Thornton

Forms & Reports

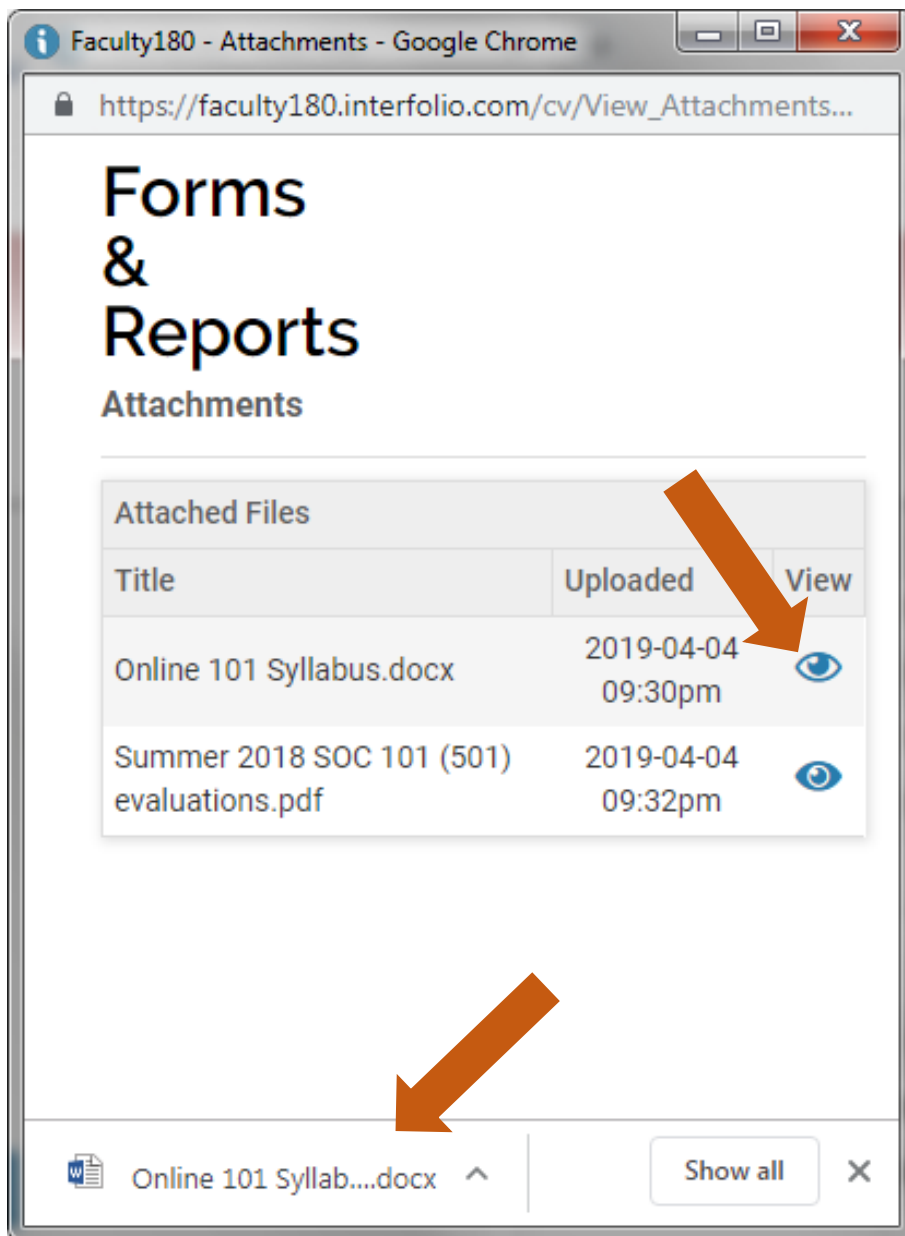
Attachments

Attached Files	Title	Uploaded	View
Online 101 Syllabus.docx	2019-04-04 09:30pm		
Summer 2018 SOC 101 (501) evaluations.pdf	2019-04-04 09:32pm		

Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours	
SOC	101	1	Intro to Sociology	74	3	3	
SOC	101	502	Intro to Sociology	30	3	3	
SOC	201	1	Race/Class/Gender	75	3	3	
SOC	201	2	Race/Class/Gender	74	3	3	
				253	12	12	
SOC	101	501	Intro to Sociology	29	3	3	
SOC	400	150	Capstone/Sociology&Criminology	7	3	3	
				36	6	6	
Spring 2018							
Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours
Spring 2018	SOC	101	1	Intro to Sociology	64	3	3
Spring 2018	SOC	201	1	Race/Class/Gender	68	3	3
Spring 2018	SOC	201	2	Race/Class/Gender	73	3	3
Spring 2018	SOC	317	1	Sociology of Gender	33	3	3
					238	12	12
Fall 2017							
Semester	Course Prefix	Course Number	Section	Course Title	Enrollment	Teaching Load	Credit Hours
Fall 2017	SOC	101	50	Intro to Sociology	25	3	3
Fall 2017	SOC	201	3	Race/Class/Gender	73	3	3
Fall 2017	SOC	201	4	Race/Class/Gender	74	3	3

Find Colleagues

Select the eyeball located to the right of the attachment you wish to access and download. The attachment will open in a new window.



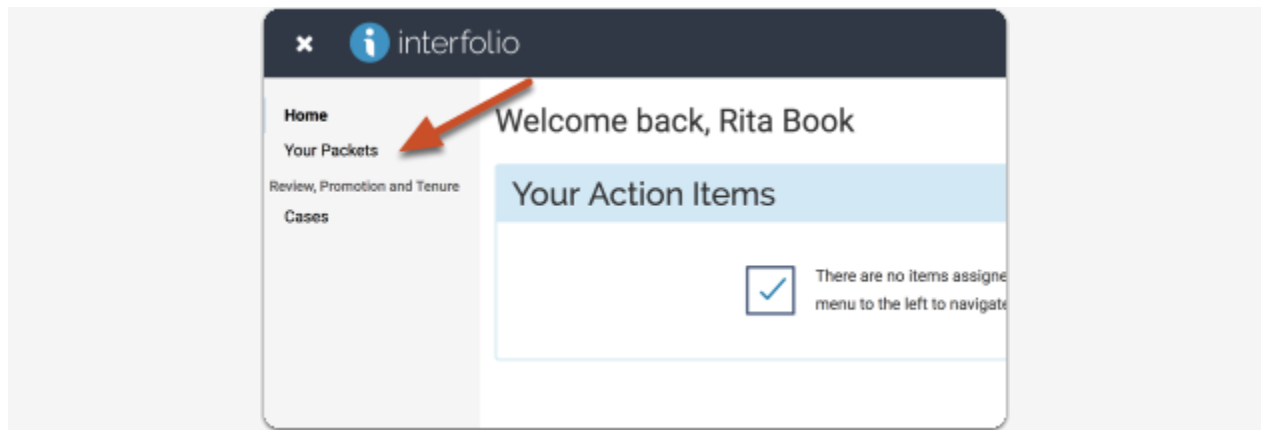
Add Links to Webpages, YouTube and Vimeo Videos to Your Packet/eDossier

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

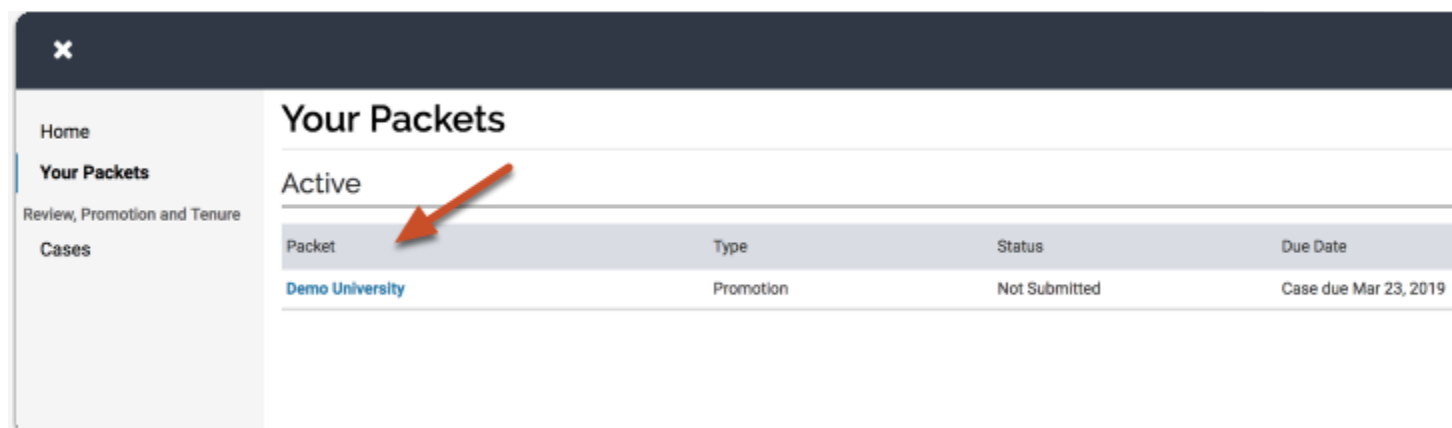
Access your packet of materials

Once you sign into your Faculty180 account,

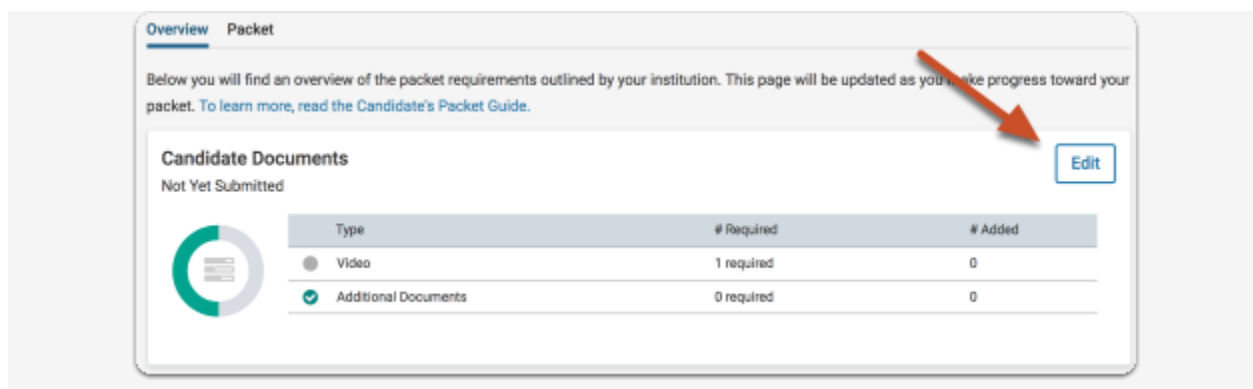
Select "Your Packets" from the left hand navigation menu



Open your case packet

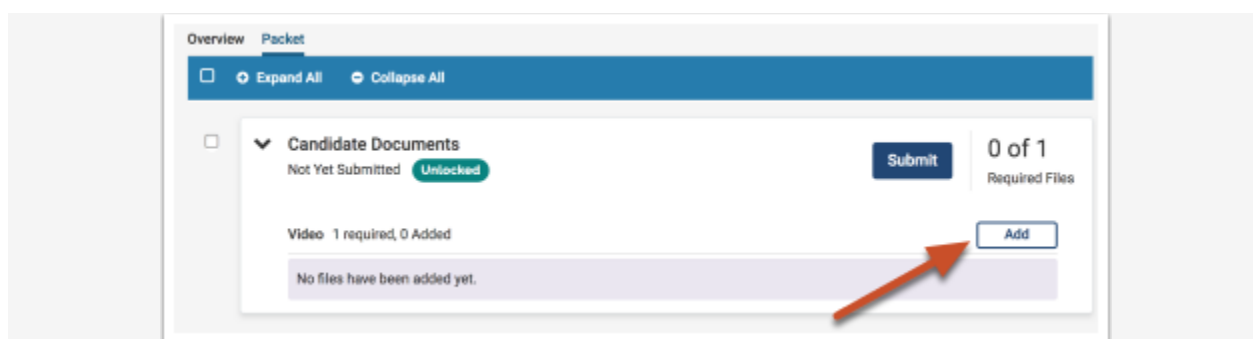


On the "Overview" tab, click "Edit" on the section of the packet you want to edit

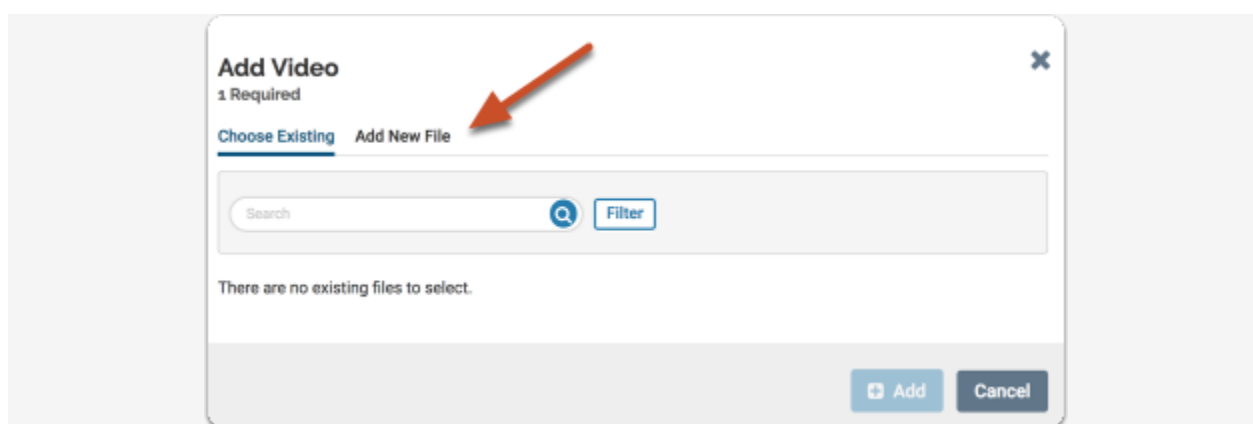


To add links to YouTube or Vimeo videos:

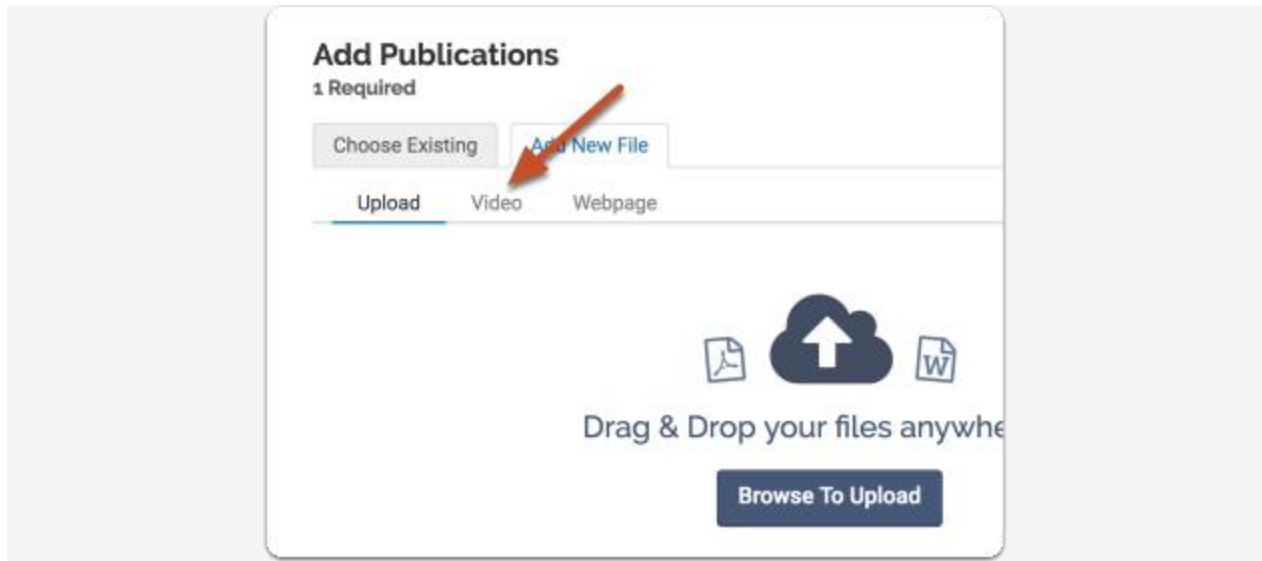
Click "Add" where you want to include a video



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

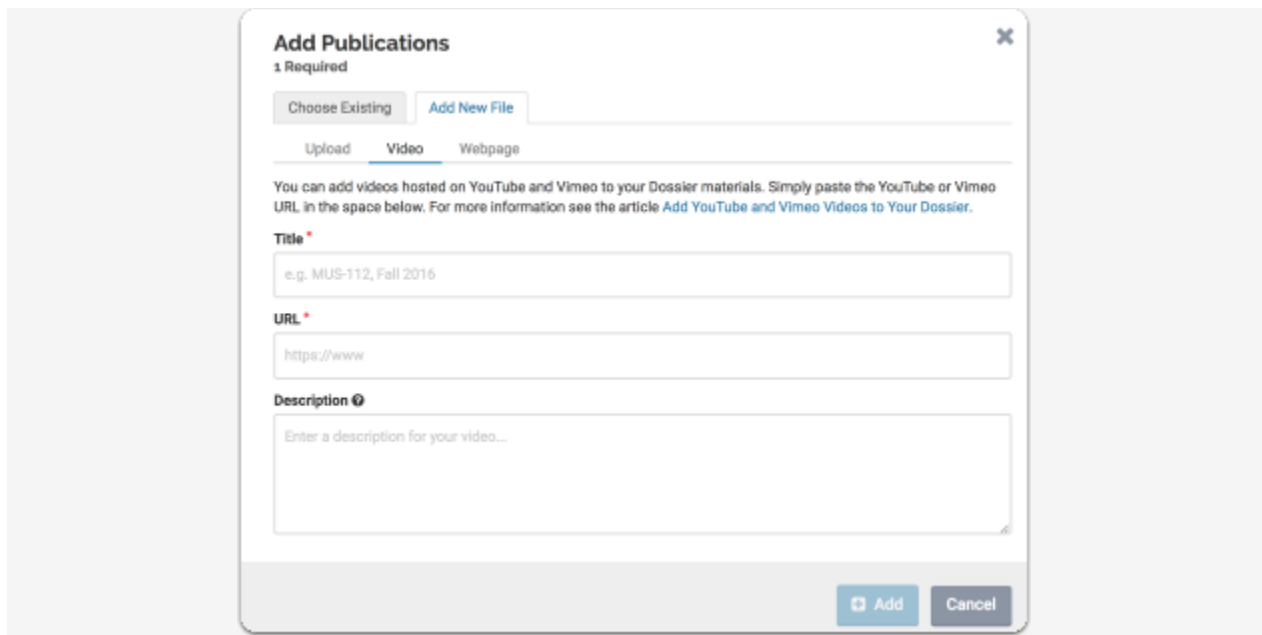


Select "Video"



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.

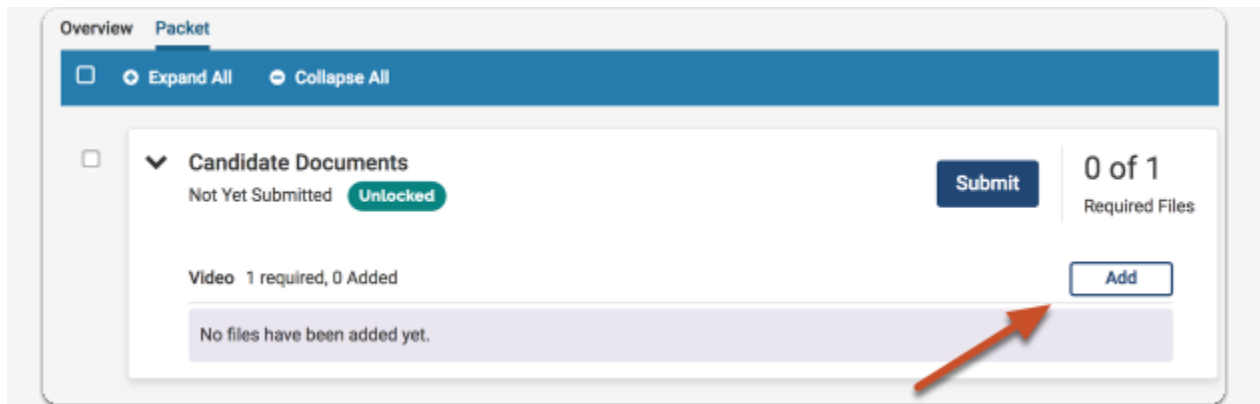


- If you want to share your video only with the people reviewing your materials, you can control who has access to the video by changing the privacy settings for your video in YouTube or Vimeo. **TIP: Make sure weblinks/videos/urls you upload/share in your eDossier are active and easily accessible to 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).**

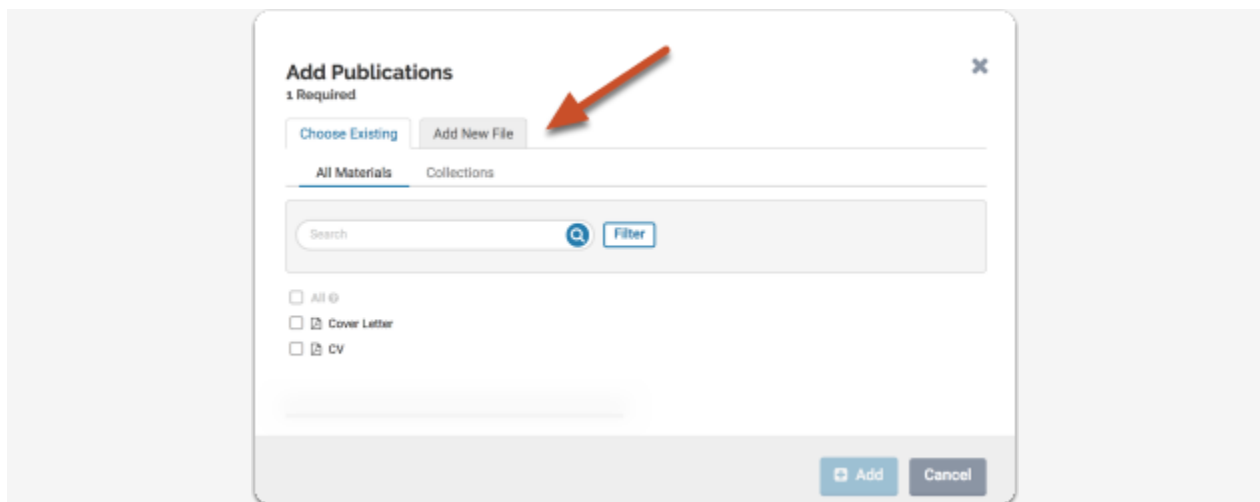
See here for [instructions on sharing a URL to a protected YouTube or Vimeo video](#).

To add a link to a webpage:

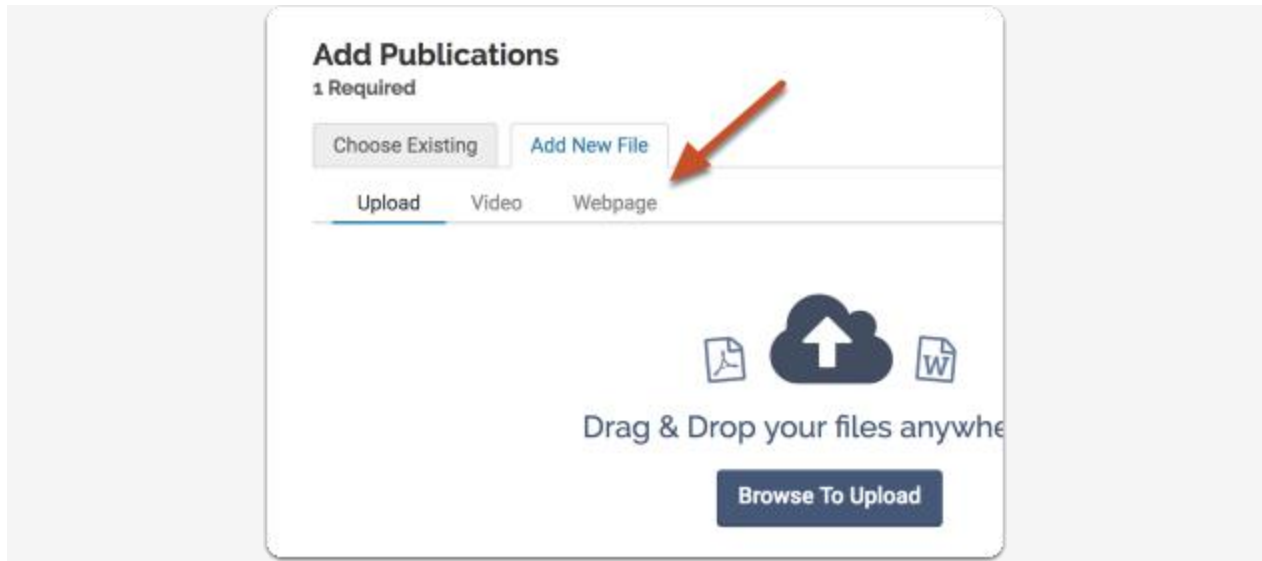
Click "Add" where you want to include a link



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

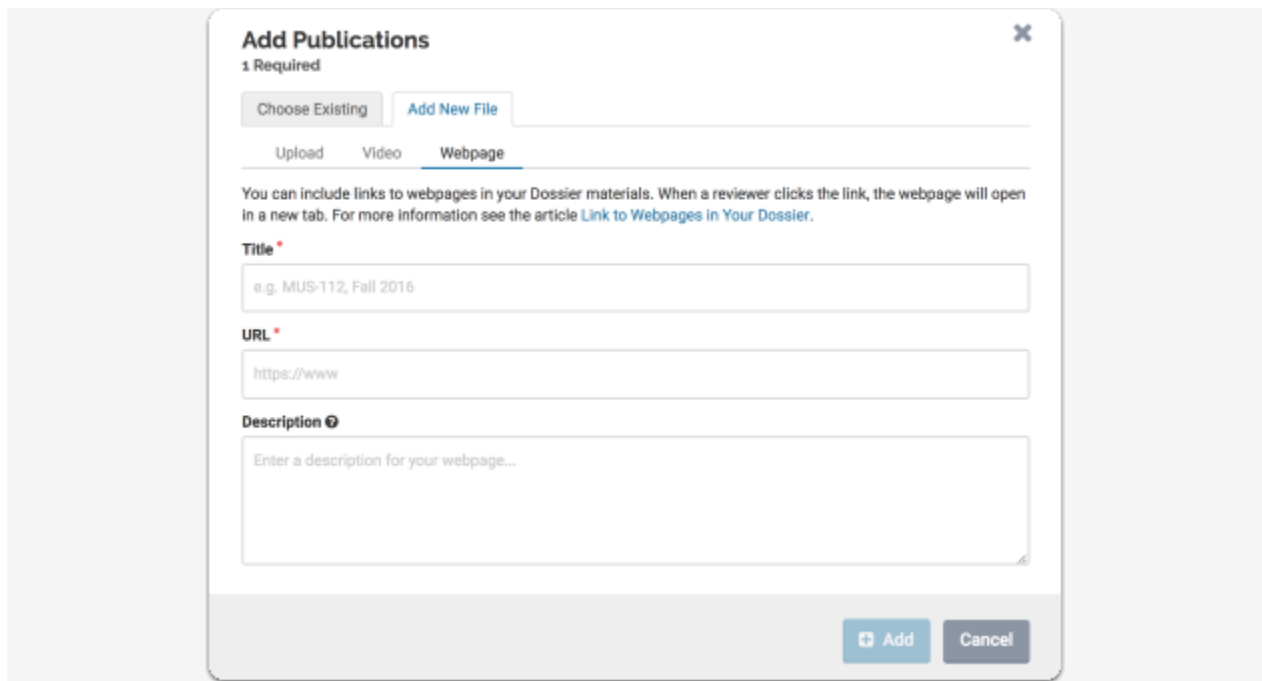


Select "Webpage"



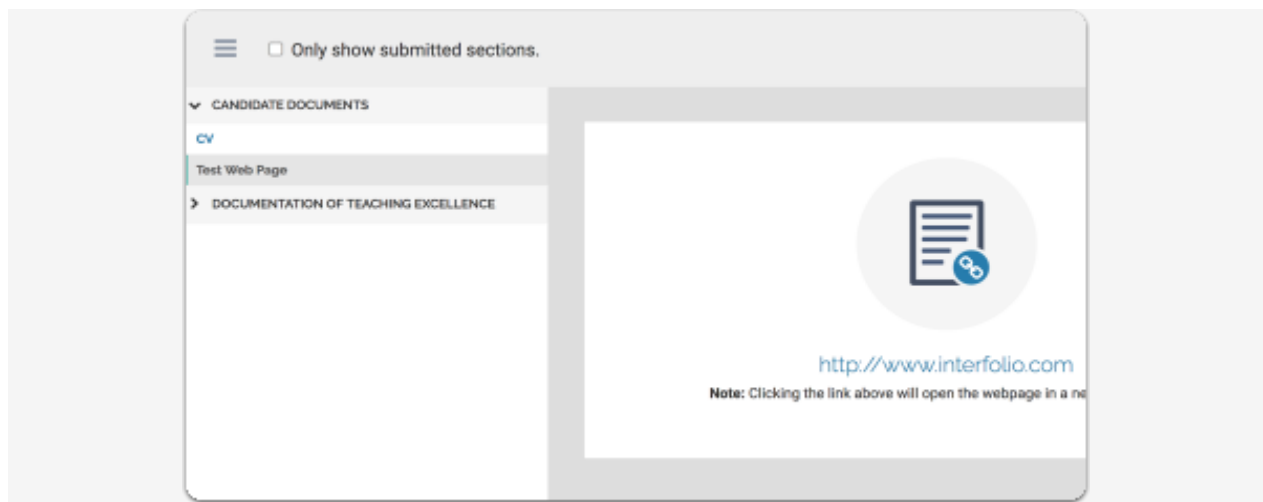
Give your webpage a title, enter the URL. You can also add a description to describe or give context for the web link

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).

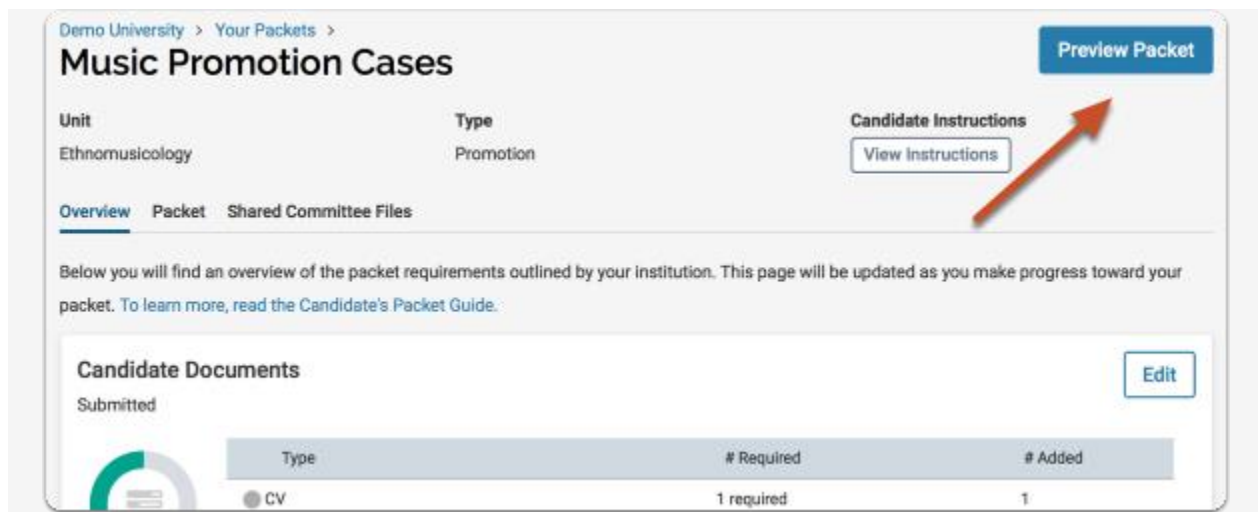
A link to the webpage will display to reviewers when viewing your packet of materials



Preview 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



Demo University > Your Packets >

Music Promotion Cases

Unit: Ethnomusicology Type: Promotion

Candidate Instructions
[View Instructions](#)

[Preview Packet](#)

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

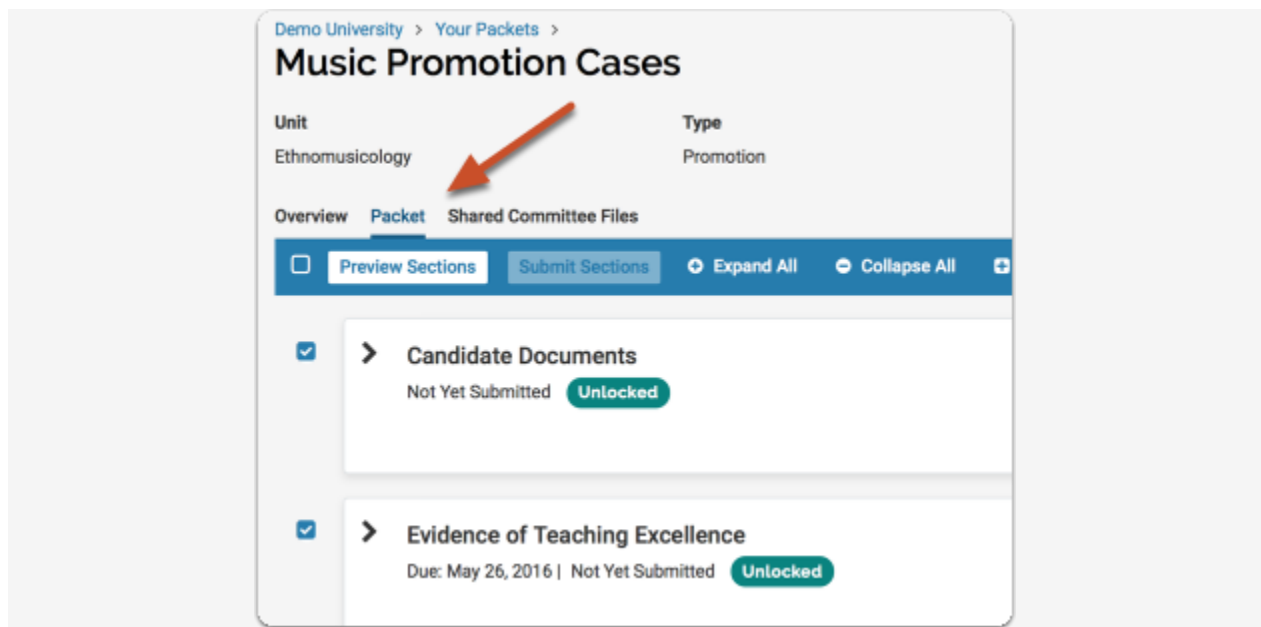
Submitted

[Edit](#)

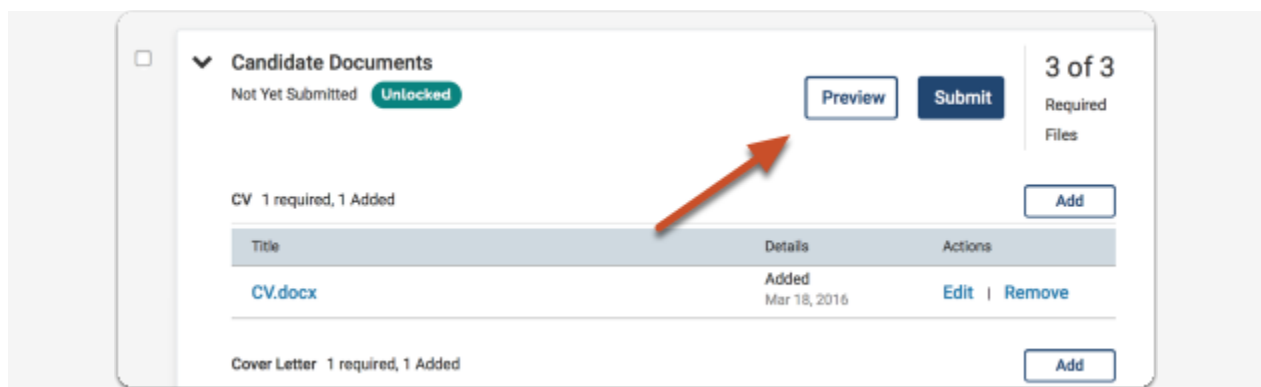
Type	# Required	# Added
CV	1 required	1

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

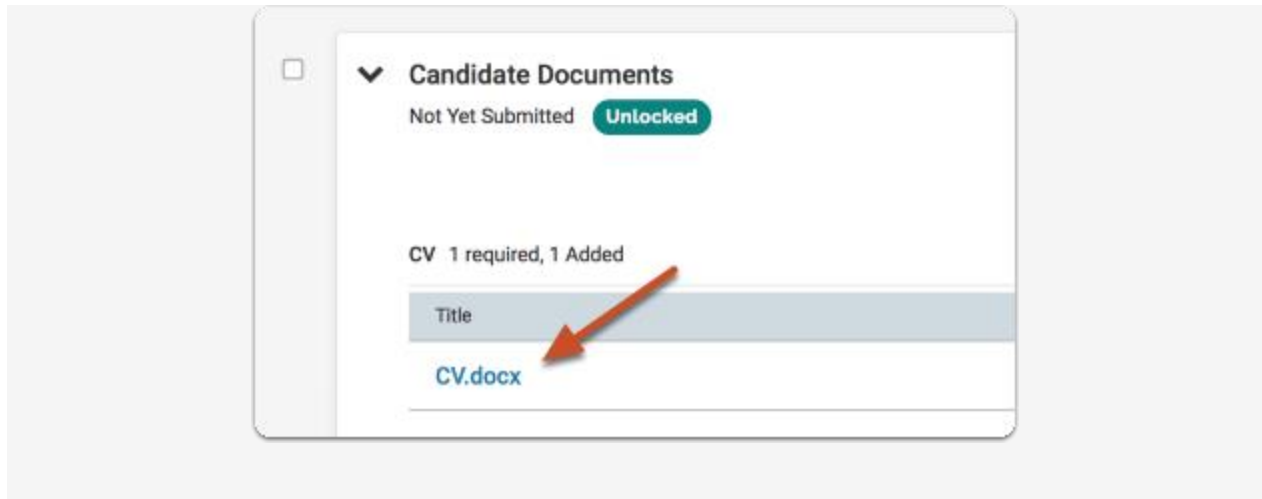
Then click on “Packet”



You can also preview individual sections of the packet



-and you can preview individual documents by clicking the document title



Locked Sections

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/Package only when all sections have been completed.

How to submit your eDossier:

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”

The screenshot shows the Interfolio application interface for Cleveland State University. The user is logged in as Rachel Thornton. The main heading is "Tenure & Promotion - TT Faculty (Without DPRC)". The left-hand navigation menu has "Your Packets" highlighted with an orange arrow. The "Packet" tab is selected, also indicated by an orange arrow. The page shows two sections for introductory materials, each with a table of submitted files and "Preview", "Submit", and "Add" buttons.

Section 1: 1. Introductory Materials - a. Current CV
Not Yet Submitted **Unlocked** Preview Submit 1 of 1 Required Files

1.a. Current CV 1 required, 1 Added Add

Title	Details	Actions
MY CV	Added Jan 6, 2019	Edit Remove

Section 2: 1. Introductory Materials - b. Signed Copy of Appointment Letter of Intent (LOI) (for all but full professor candidates)
Not Yet Submitted **Unlocked** Preview Submit 0 of 0 Required Files

(system optional) Upload signed copy of Appointment Letter of Intent (LOI) unless you are a full professor candidate.

1.b. Signed Copy of Appointment Letter of Intent (LOI) (for all but full professor candidates) 1 Added Add

(system optional) Upload signed copy of Appointment Letter of Intent (LOI) unless you are a full professor candidate.

Title	Details	Actions
-------	---------	---------

Select the checkbox located below “Overview” to select all the sections at once and then select “Submit Sections” to submit your eDossier.

Cleveland State University > Your Packets > Tenure & Promotion - TT Faculty (Without DPRC) Preview Packet

Unit: Cleveland State University | Type: Review | Candidate Instructions: [View Instructions](#)

Overview Packet

Preview Sections **Submit Sections** [Expand All](#) [Collapse All](#)

1. Introductory Materials - a. Current CV
Not Yet Submitted **Unlocked** [Preview](#) [Submit](#) 1 of 1 Required Files

1.a. Current CV 1 required, 1 Added [Add](#)

Title	Details	Actions
MY CV	Added Jun 7, 2019	Edit Remove

1. Introductory Materials - b. Signed Copy of Appointment Letter of Intent (LOI) (for all but full professor candidates)
Not Yet Submitted **Unlocked** [Preview](#) [Submit](#) 0 of 0 Required Files

(system optional) Upload signed copy of Appointment Letter of Intent (LOI) unless you are a full professor candidate.

1.b. Signed Copy of Appointment Letter of Intent (LOI) (for all but full professor candidates) 1 Added [Add](#)

(system optional) Upload signed copy of Appointment Letter of Intent (LOI) unless you are a full professor candidate.

Title	Details	Actions
...	Added	...

You will receive a message confirming that you wish to submit the selected sections and reminding you of the implications of submitting these sections:

Apply - Interfolio

https://apply.interfolio.com/10641/packets/62353#requirements

Cleveland State University > Tenure & Promotion

Unit: Cleveland State University

Overview Packet

Preview Sections

Confirm

You cannot edit the documents and forms within a section once it has been submitted. An administrator will need to unlock the section in order for you to make any changes. Are you sure you want to submit the selected sections at this time?

[Yes](#) [No](#)

1. Introductory Materials - a. Current CV
Submitted **Locked**

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.

The screenshot displays a web interface for managing an eDossier. On the left is a navigation menu with items: Vitas & Biosketches, Find Colleagues, Administration (with a dropdown arrow), Promotion & Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area shows a list of sections. The first section is '3. Teaching Report - d. Syllabi', which is 'Submitted' and 'Locked'. Below it, '3.d. Syllabi' shows '1+ required, 1 Added' and a 'Title' field containing the word 'Syllabi'. The second section is '3. Teaching Report - e. Other', also 'Submitted' and 'Locked'. Below it, '3.e. Other' shows '0 Added' and a message: 'No files have been added yet.'. The third section is '4. Research/Scholarship/Creative Activity Report - a. Research/Scholarship/Creative Activity Statement'. A green confirmation message box is overlaid at the bottom left, stating 'SECTION SUCCESSFULLY SUBMITTED' and 'The section is now available to the appropriate committee members for review.' Three orange arrows point to the 'Submitted' status, the 'Locked' button, and the confirmation message box.

Vitas & Biosketches
Find Colleagues
Administration

Promotion & Tenure
Cases
Templates
Administration
Reports
Users & Groups

3. Teaching Report - d. Syllabi
Submitted Locked
3.d. Syllabi 1+ required, 1 Added
Title
Syllabi

3. Teaching Report - e. Other
Submitted Locked
3.e. Other 0 Added
No files have been added yet.

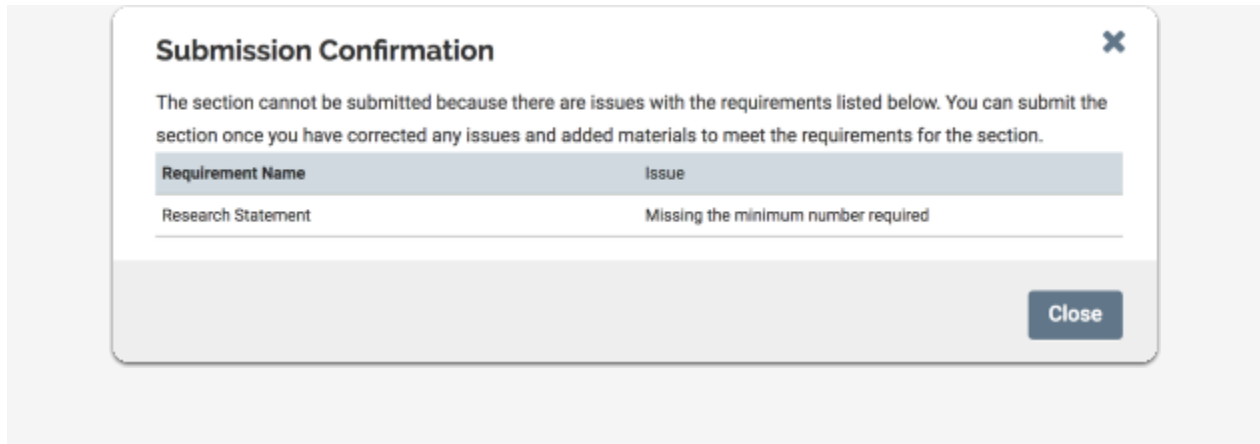
4. Research/Scholarship/Creative Activity Report - a. Research/Scholarship/Creative Activity Statement

SECTION SUCCESSFULLY SUBMITTED
The section is now available to the appropriate committee members for review.

Common Errors You May Receive when Submitting Your Packet/eDossier

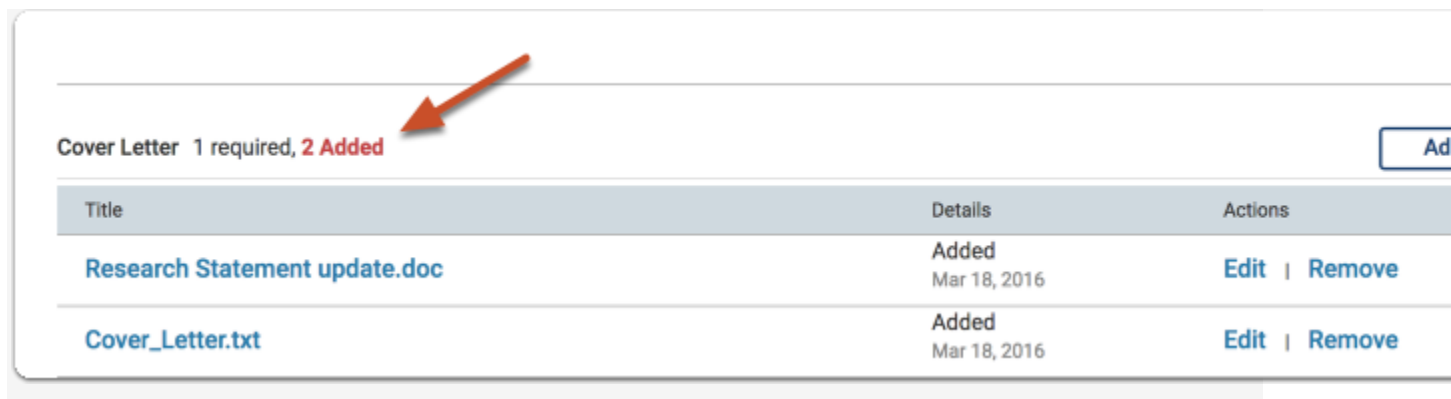
When you try to submit your eDossier/Packet and receive the following error:

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 that 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 documents 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 2 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 whether the issue is that too many or too few documents have been submitted. 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

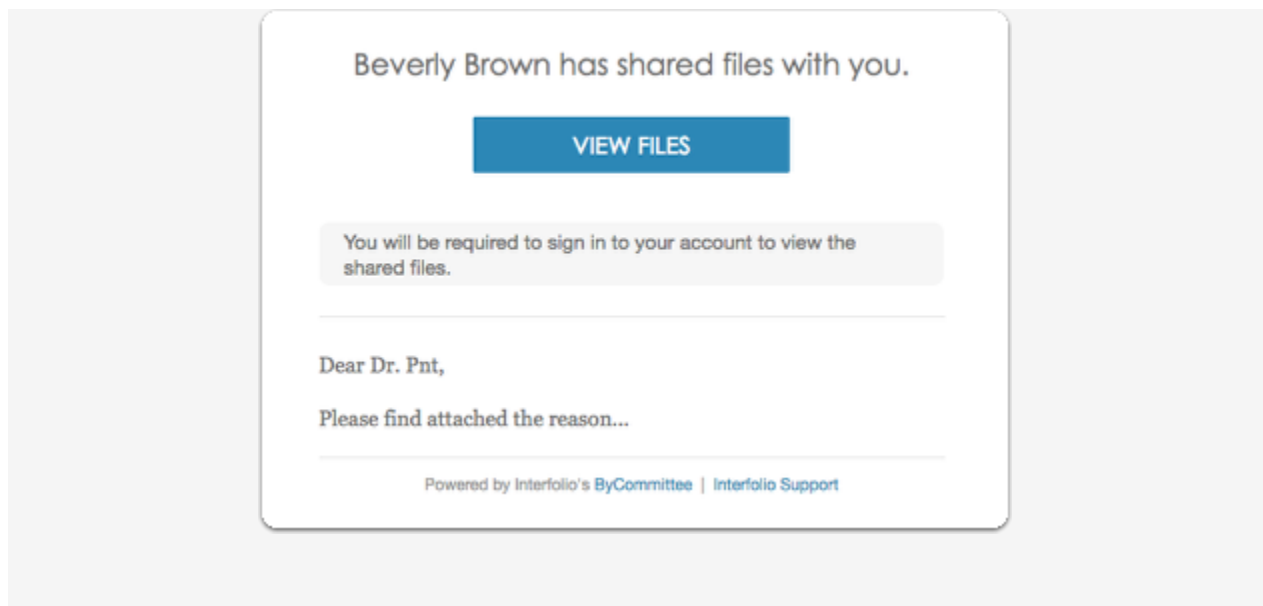
[Close](#)

View and Respond 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.

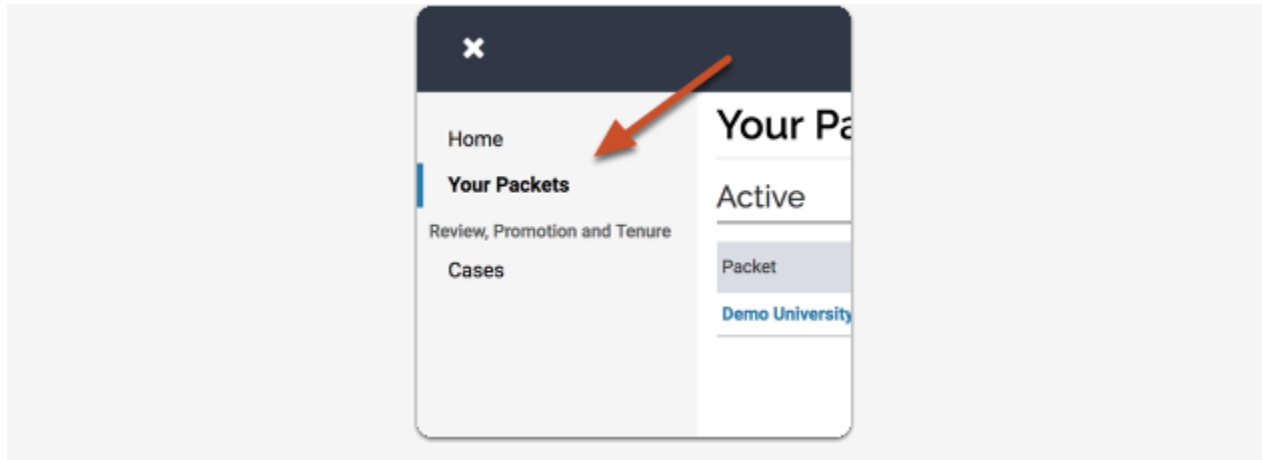
Your Action Items

James Aaron **Open for Response**

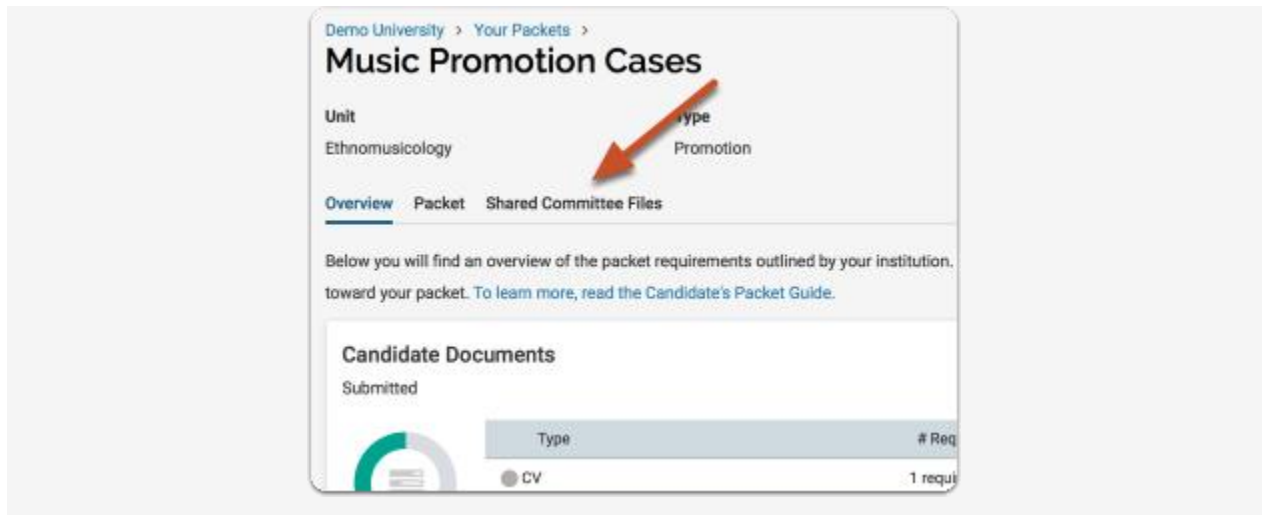
Music Promotion Cases | Ethnomusicology | Promotion

Due: **Nov 26, 2017**

-or- click "Your Packets" in the left hand navigation and select the case

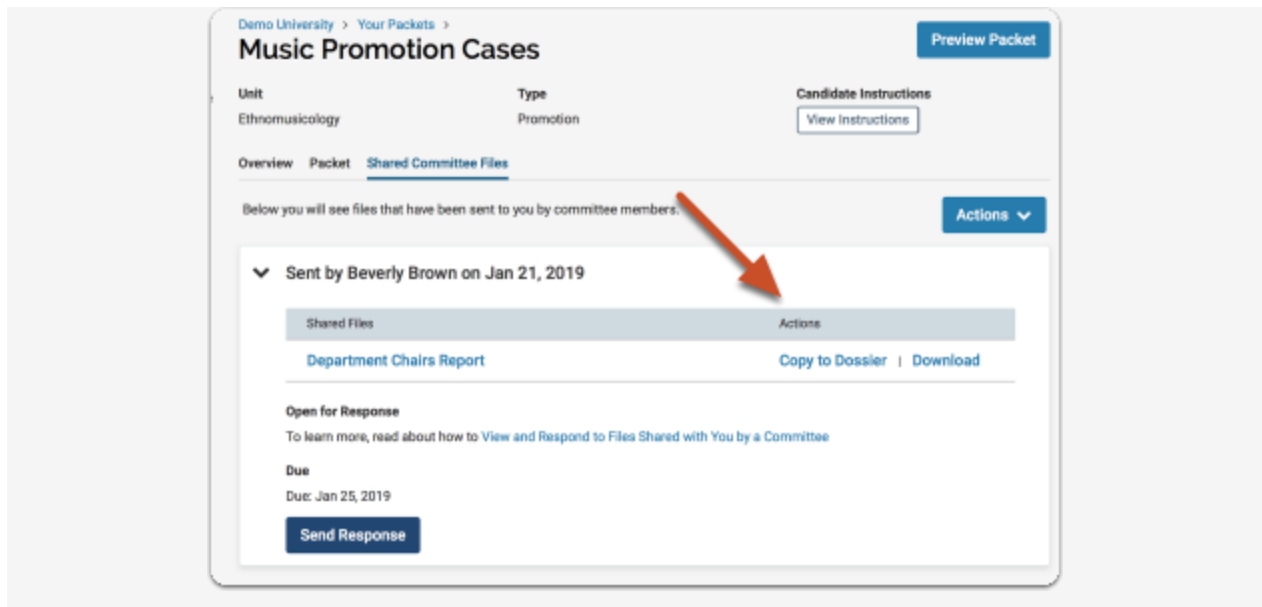


Open the "Shared Committee Files" tab of the case packet

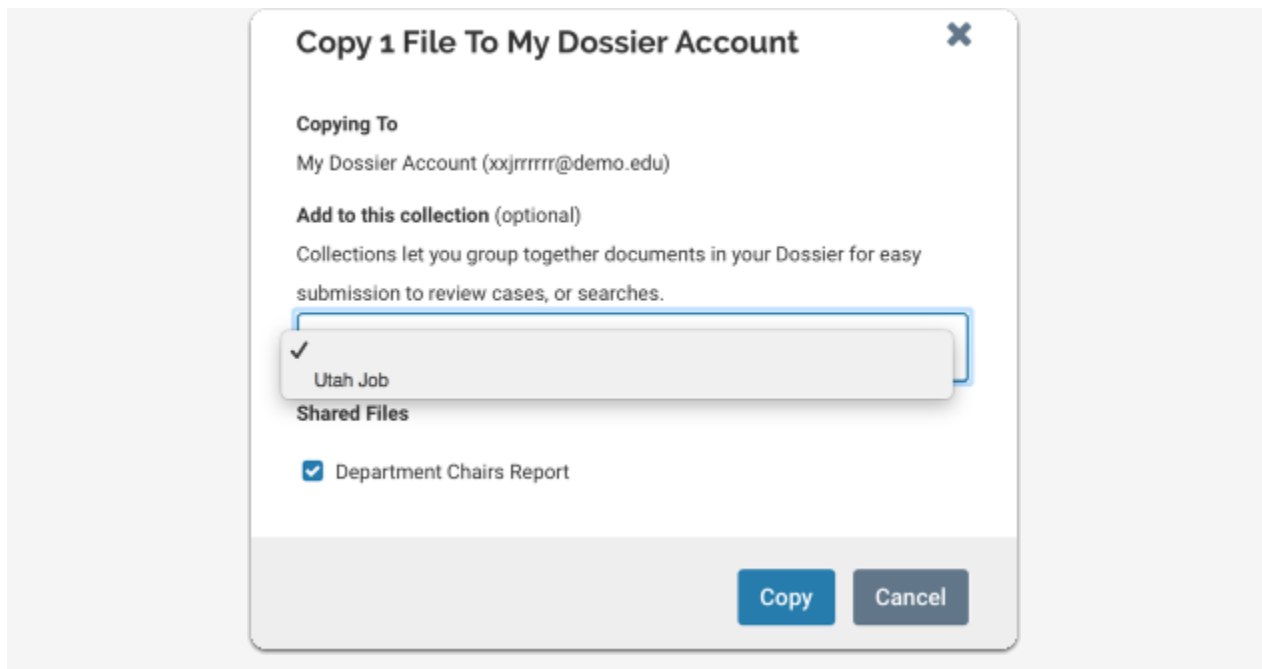


Files shared with you will appear listed

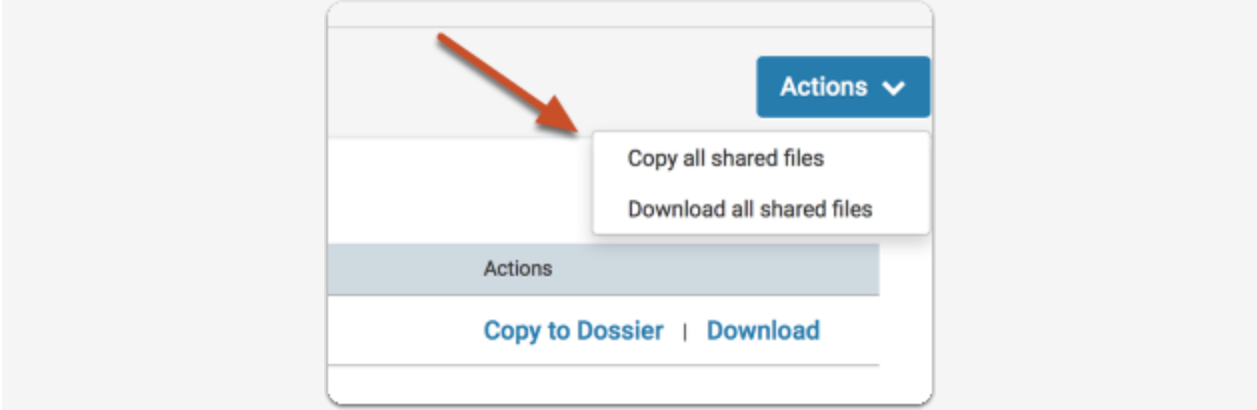
You can download the file, or copy it to your Dossier where it will appear in your Dossier materials.



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-use 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.

So, 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,

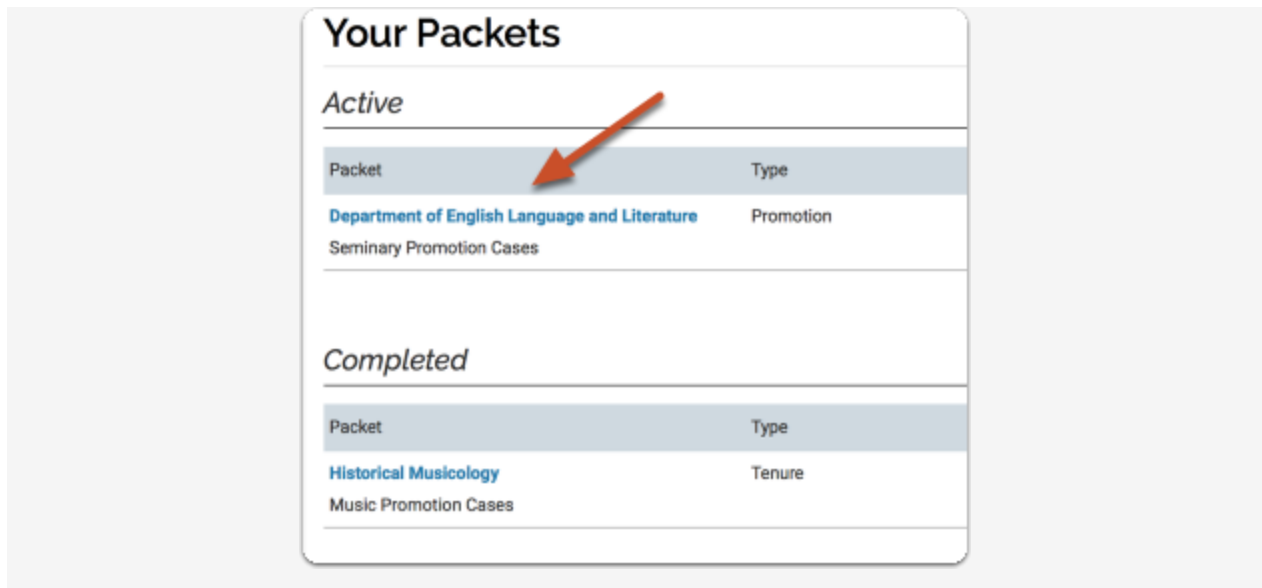
Select "Your packets" from the left hand navigation

Packet	Type	Status
Department of English Language and Literature Seminary Promotion Cases	Promotion	Not Submitted

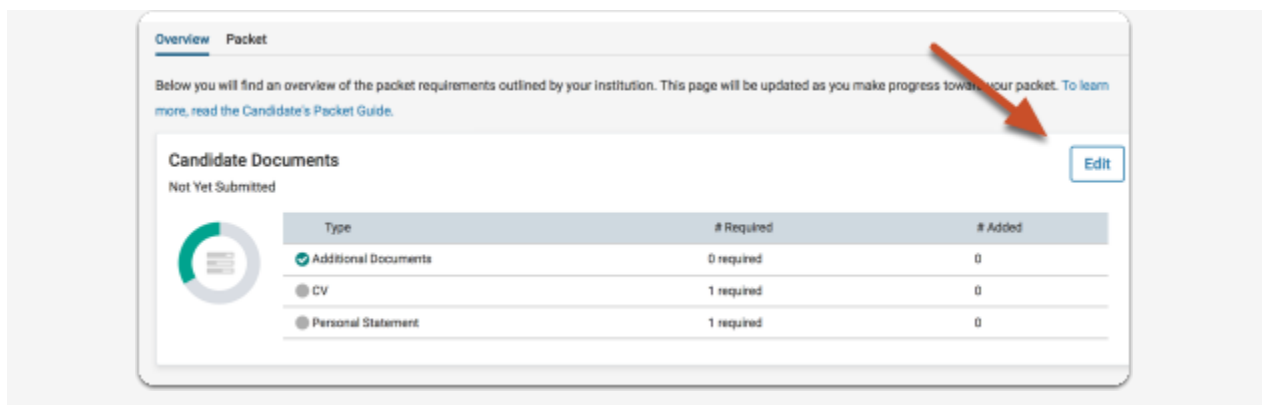
Packet	Type	Responded
Historical Musicology Music Promotion Cases	Tenure	-

Open your packet

You will see a list of all packets with an indication of packet type, status, due date, or completion date.



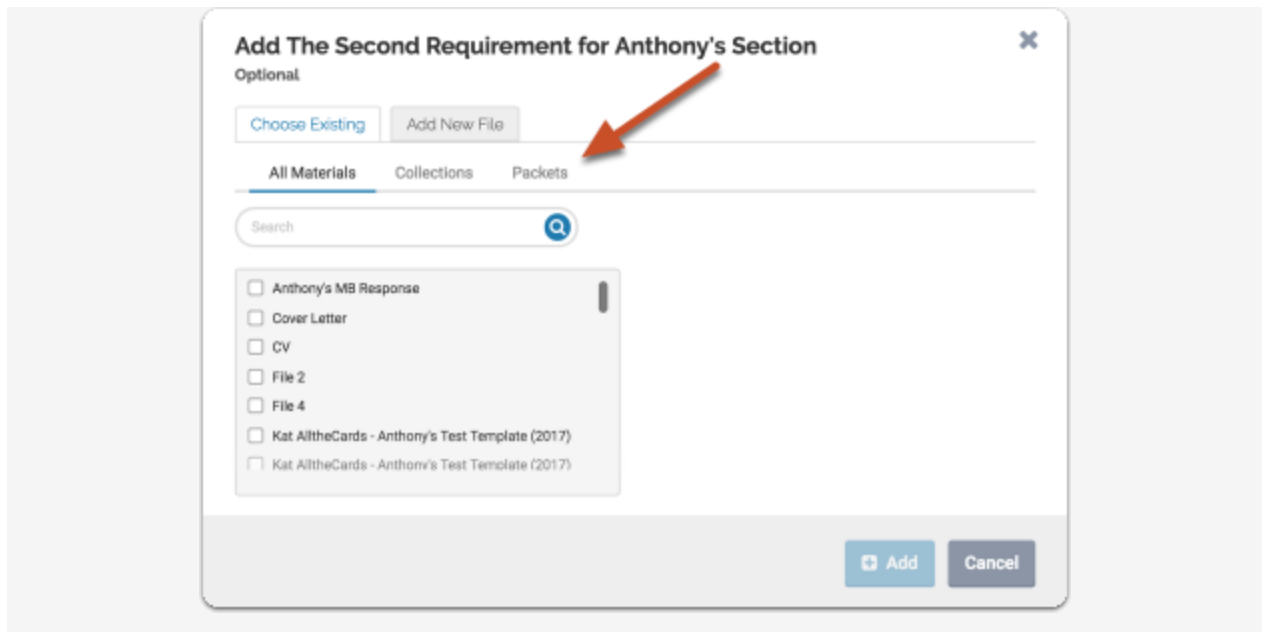
Click "Edit" on the section where you want to add the file



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



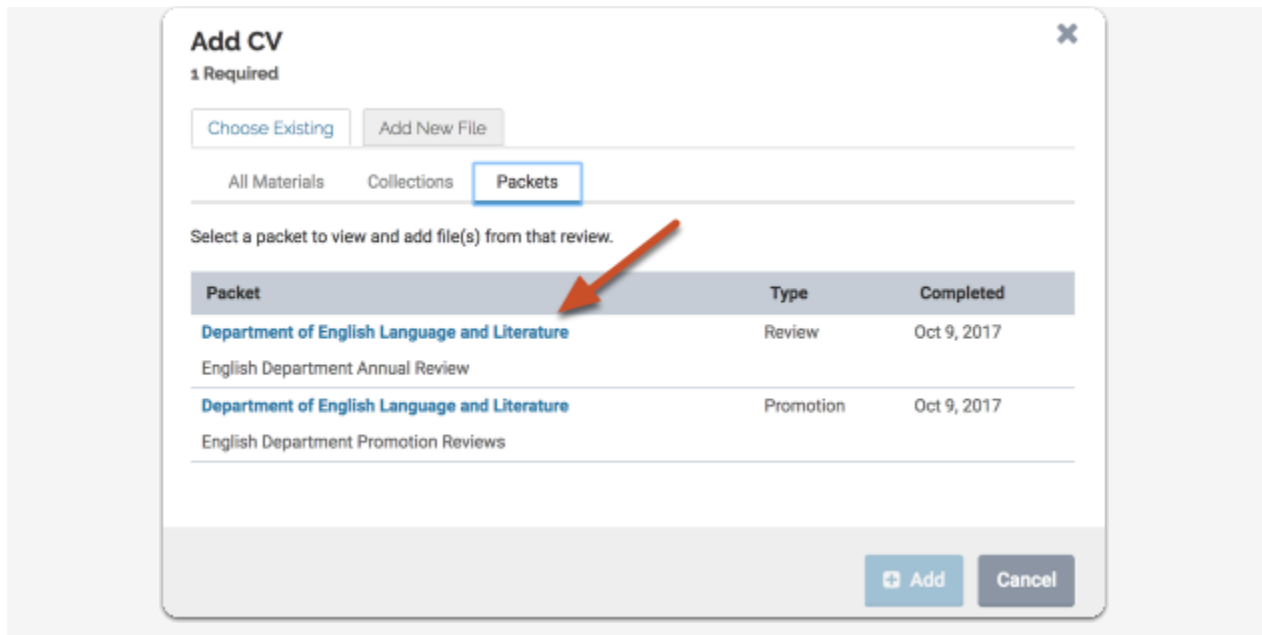
Click "Packets" on the "Choose Existing" tab



Select a packet from the list to view and add files from that review

If you have previously created a packet for a review, you will have the option to add materials from previous reviews to the new packet.

You will see a list of packets with packet type and date of completion displayed. Click the packet title to view and add files.



Select the files you want to add

All the materials you uploaded for the review will appear listed, as shown below.

Add CV ✕

1 Required

Choose Existing Add New File

All Materials Collections **Packets**

English Department Annual Review [Select a different review](#)

Department of English Language and Literature

Type: Review

Completed: Oct 9, 2017

All documents in this review in a single PDF

Candidate Documents

CV

Research Statement

Journal article

Bibliography of published works

Annual Self Assessment

Add Cancel


Check "All documents in this review in a single PDF" to add all files, or select the files you want to add to the new packet

Add CV
1 Required






[Choose Existing](#) [Add New File](#)


All Materials Collections **Packets**

English Department Annual Review
Department of English Language and Literature
Type: Review
Completed: Oct 6, 2017

 All documents in this review in a single PDF

Candidate Documents

-  CV
-  Research Statement
-  Journal article
-  Bibliography of published works
-  Annual Self Assessment




If necessary, you can click "Select a different review" to reopen the list of packets for previous reviews

Add Additional Documents ✕

[Choose Existing](#) [Add New File](#)

All Materials Collections **Packets**

Application for Sabbatical Leave [Select a different review](#)
Open, no Share
Type: Sabbatical
Completed: Aug 24, 2017



Need Help? - Important Contact Information

School of Nursing

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College of Education & Human Services

Tachelle Banks - (216) 687.4608 or T.I.BANKS@csuohio.edu

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Monte Ahuja College of Business

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