


QUICK REFERENCE GUIDE TO BYCOMMITTEE BY INTERFOLIO

ROLE: RTP COMMITTEE MEMBER

What Is ByCommittee?

ByCommittee by Interfolio is a secure, online solution for universities to manage the faculty evaluation process from the submission of materials to the final decision.

How Do I Access ByCommittee?

Interfolio's ByCommittee is conveniently located in CSULB's Single Sign-On Dashboard. Simply log in using your CSULB username and password at <https://csulb.okta.com> AND click on  interfolio.

What Is A Case?

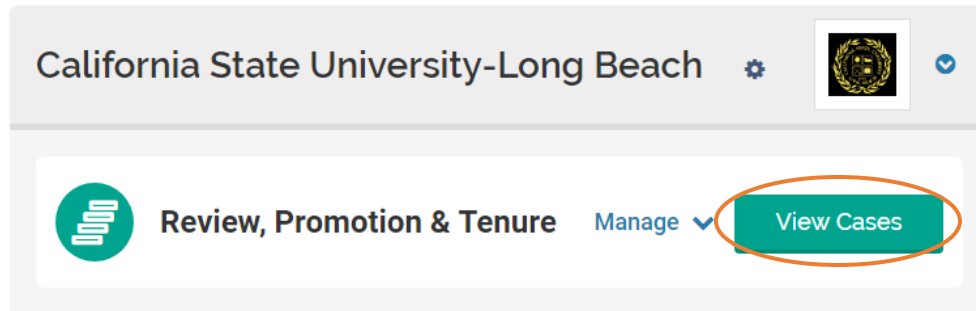
A **Case** is the candidate's scheduled action or review. Candidates are notified via email once their case is initiated. The candidate has access to submit the required packet of evaluative materials until the submission deadline.

What Is A Packet?

A **Packet** is the collection of required materials the candidate submits in support of the action or evaluation. The sections of the Packet clearly define the file requirements, which will vary depending on the type of review.

How Do I Access A Case?

On your Interfolio Dashboard, click **View Cases**.



A list of cases relevant to your committee role will display.

To access the materials for a specific case, click on the **Faculty Name**.

Case List

Search cases

Filter

2 of 2 cases

Name

Type

Template Name

Status

John Snow

Department of Advanced Studies in Education and Counseling

Review

ASEC-Reappointment, Tenure, and Promotion (RTP)

Promotion to Full

Step 1 of 7: Department RTP Committee / Chair Review | Nov 15, 2017

Jaime Lannister

University Library


Review

UL-Reappointment, Tenure, and Promotion (RTP)

Reappointment

Case is with candidate

How Do I Access the Candidate's Packet?

To review the candidate's packet of materials, click  **Read** .

John Snow

California State University-Long Beach

Send Forward >



Case Materials

Case Details 1

Reappointment v



Reviewing as: CSULB Department RTP Committee v

Search Case Materials

 **Read** 


PRIMARY FILE

Due: Sep 29, 2017



 Add File


Primary File Requirements:

- Candidate Status Sheet
- Professional Data Sheet
- Narrative
- Curriculum Vitae (if required by College RTP Policy)
- Index of Supplemental Materials


☐ Candidate Status Sheet 


Other Document

Sep 7, 2017 at 8:41 AM 


☐ Narrative JS 


Personal Statement

Sep 7, 2017 at 8:43 AM 


☐ Jon Snow Professional Data Sheet 


Other Document

Sep 7, 2017 at 8:42 AM 


☐ Jon Snow CV 

C.V.

Sep 7, 2017 at 11:42 AM 

☐ Index of Supplemental Materials JS 

Other Document

Sep 7, 2017 at 8:43 AM 

The sections of the candidate's packet appear in the menu on the left. Click on a section to view the documents within the section; OR to review the materials in order, navigate through the packet by clicking **Next Material**.

Packet

Annotations

PRIMARY FILE

Candidate Status Sheet

Narrative JS

Jon Snow Professional Data Sheet

Jon Snow CV

Index of Supplemental Materials JS

INSTR - COURSE MATERIALS

INSTR - SPOT SUMMARY FORMS

INSTR - ADDITIONAL INSTRUCTIONALLY RELATED ACTIVITY

SERVICE - DEPT/COLLEGE/UNIVERSITY

SERVICE - PROFESSION/COMMUNITY

RSOA - PEER REVIEWED

RSOA - WORKS IN PROGRESS

RSOA - ADDITIONAL

PRIOR EVALUATIONS

Report ID: LBHRAP10

California State University Long Beach
Retention, Tenure, and Promotion (RTP)
Candidate Status Sheet
Review Year: 2017-2018

Report Date: 08/18/17
Report Time: 10:27:19

College of Business Admin

Faculty Name:

Department:

Probationary Year:

Joint Dept:

Current Rank:

4

Action	Retention Yrs	Promotion to Rank	Early
FROM		PROFESSOR	

APPOINTMENT HISTORY

T-T Appt Start Date:	25-AUG-1999	
Initial Appt Yrs:	0 0	
Yrs Prior Service Credit:	0	See Yrs(s):
Appt Rank:	ASSISTANT PROFESSOR - 3	
Appointment w/ Tenure:	N	

RECAP OF ACTIONS

	Dept RTP Committee	Dept Chair	College RTP Committee	College Dean
ACTION 1	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
ACTION 2	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended
ACTION 3	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended	<input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended

Promotion Only - ☐ Additional Salary Requested by Candidate

☐ Y ☐ N Dept RTP Committee

☐ Y ☐ N Dept Chair



☐ Y ☐ N College RTP Committee

☐ Y ☐ N College Dean

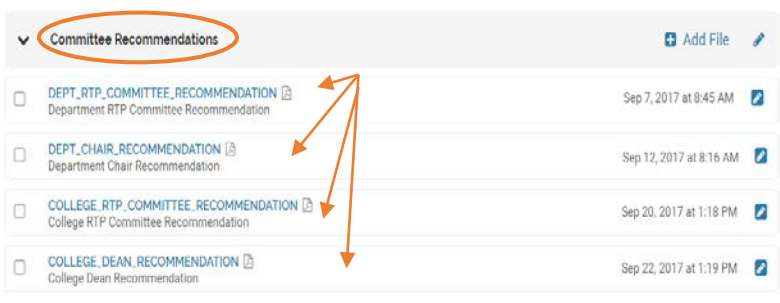

THIS FORM IS TO BE PLACED IN THE FRONT OF THE FIRST BINDER

Previous Material

1 / 1

 **Next Material** 

QUICK REFERENCE GUIDE TO BYCOMMITTEE BY INTERFOLIO (continued)

<p>How Do I View A Recommendation?</p>	<p>Scroll down to the Committee Recommendations section of the case and click on the recommendation to view.</p>	
<p>How Do I View A Response and/or Rebuttal?</p>	<p>Scroll down to the Response(s)/Rebuttal(s) section of the case, and click on the document to view.</p>	
<p>Technical Questions?</p>	<p>A link to ByCommittee's Help Center is located on your Interfolio Dashboard under Support. Interfolio can also be contact directly at help@interfolio.com or (877) 997-8807. If you need further assistance, please contact Liz Harris in Faculty Affairs at liz.harris@csulb.edu or 562.985.1764.</p>	