

# Faculty Candidate eDossier Instructions

(updated February 2020)

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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 46).**
- **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 43).**
- **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 23).**
- **Select “Preview Packet” (see page 40) 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 34).**
- **To access the attachments you uploaded into the eFAAR Teaching: Courses Taught section, follow the step-by-step instructions on page 29.**
- **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.

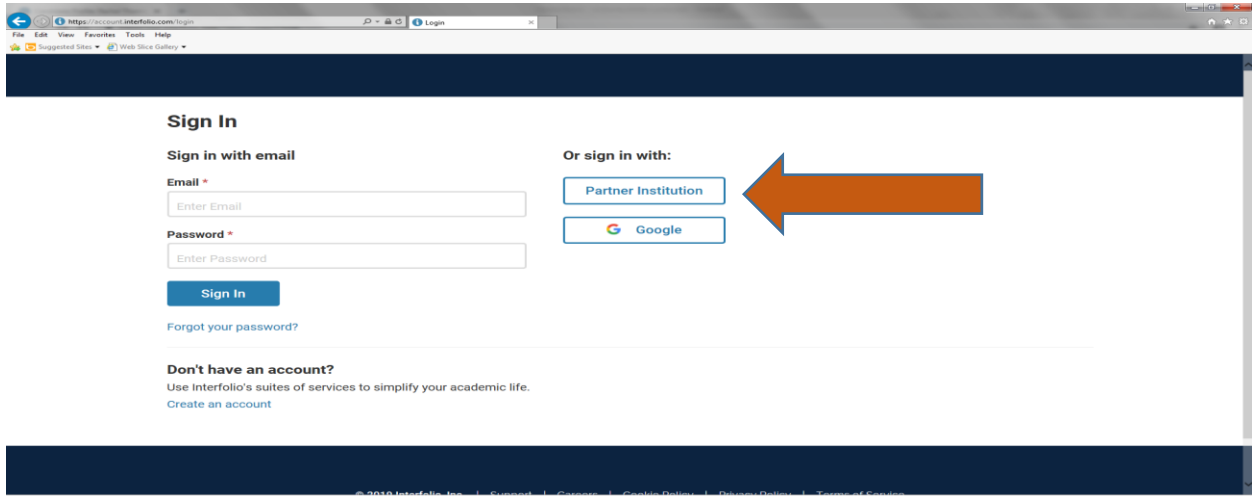
[VIEW CASE](#)

[VIEW CASE](#)

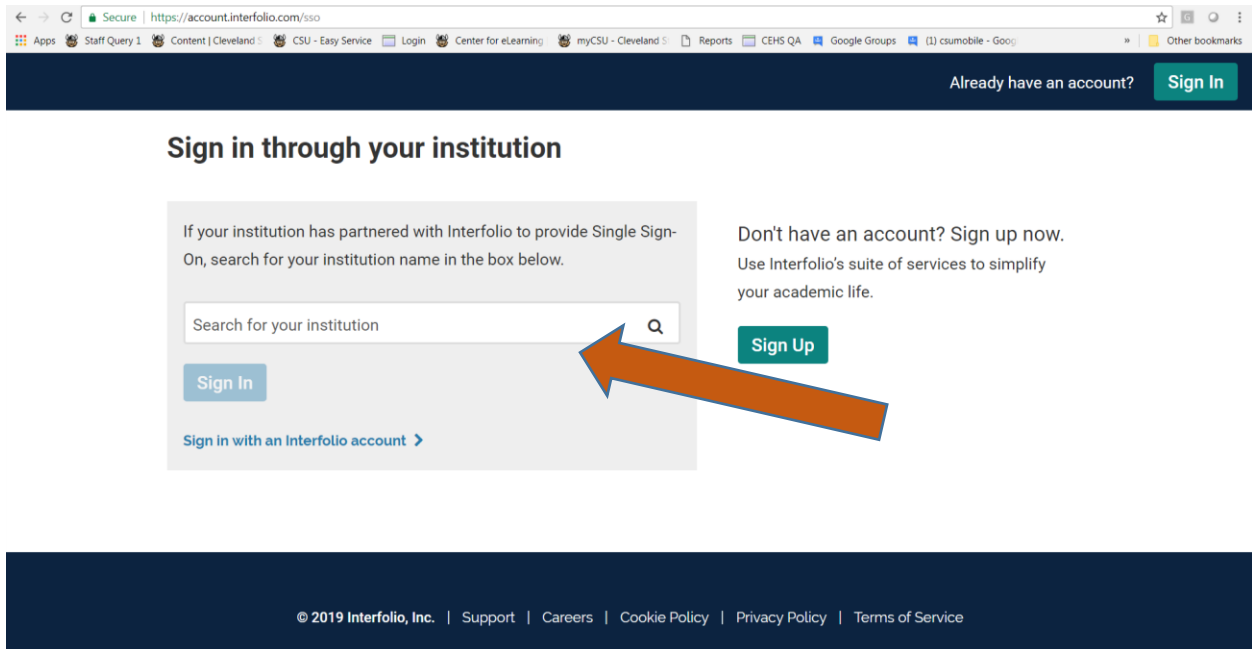
Viewing your case will allow you to view requirements, read instructions, and submit your packet/eDossier online.

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

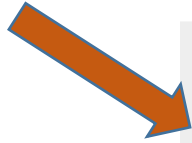
The first time you login you will see this screen. This login page may appear and look different from what you are used to. After the first time you will be directed to your normal login page. Select “Partner Institution”.



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](#)

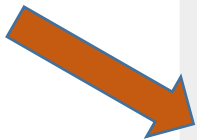
[Sign in with an Interfolio account >](#)

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.

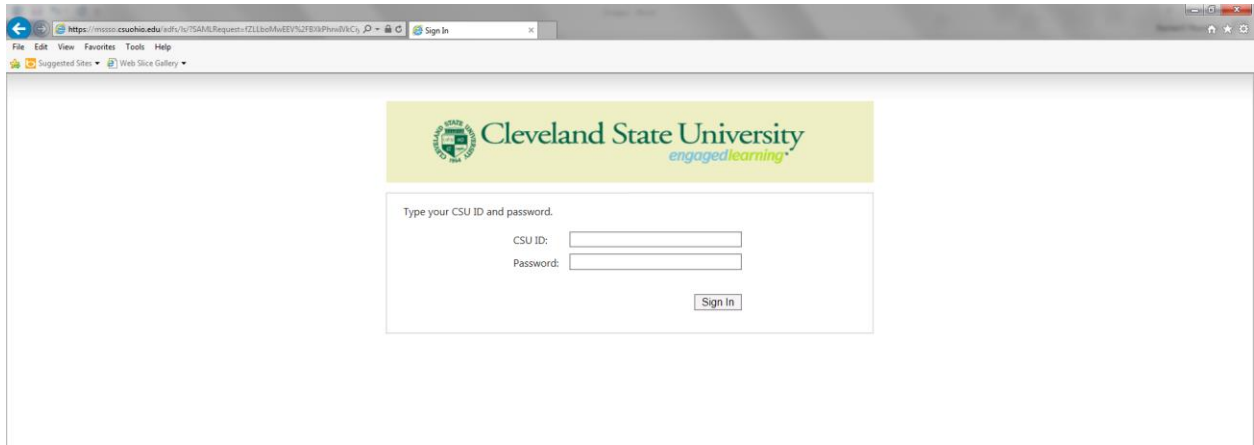
[Sign In](#)

[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.

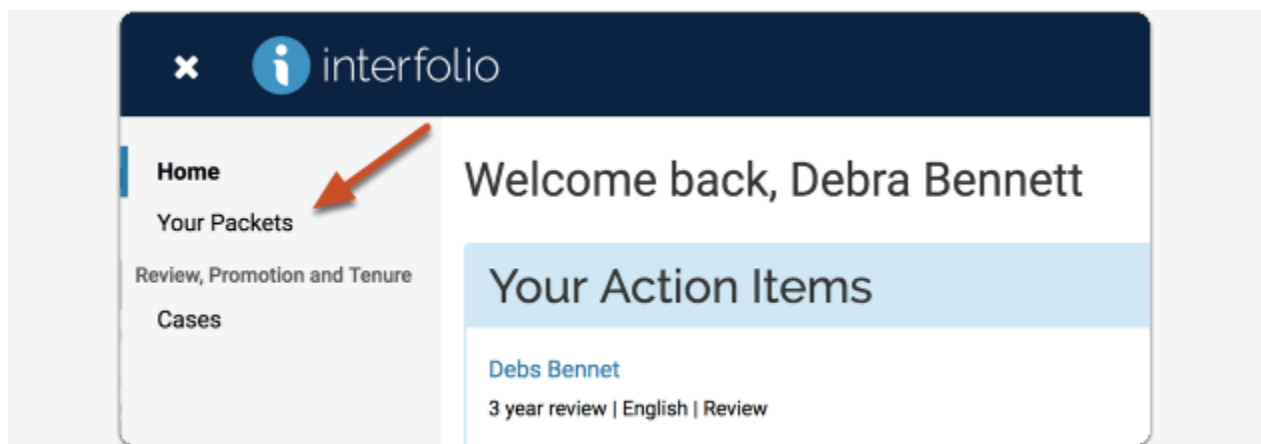


The screenshot shows a web browser window with the address bar containing a URL from csucho.edu. The page content features the Cleveland State University logo and the tagline 'engaged learning'. Below this, a sign-in form is displayed with the instruction 'Type your CSU ID and password.' The form contains two input fields: 'CSU ID:' and 'Password:', followed by a 'Sign In' button.

# View Your Packet/eDossier Instructions and Requirements

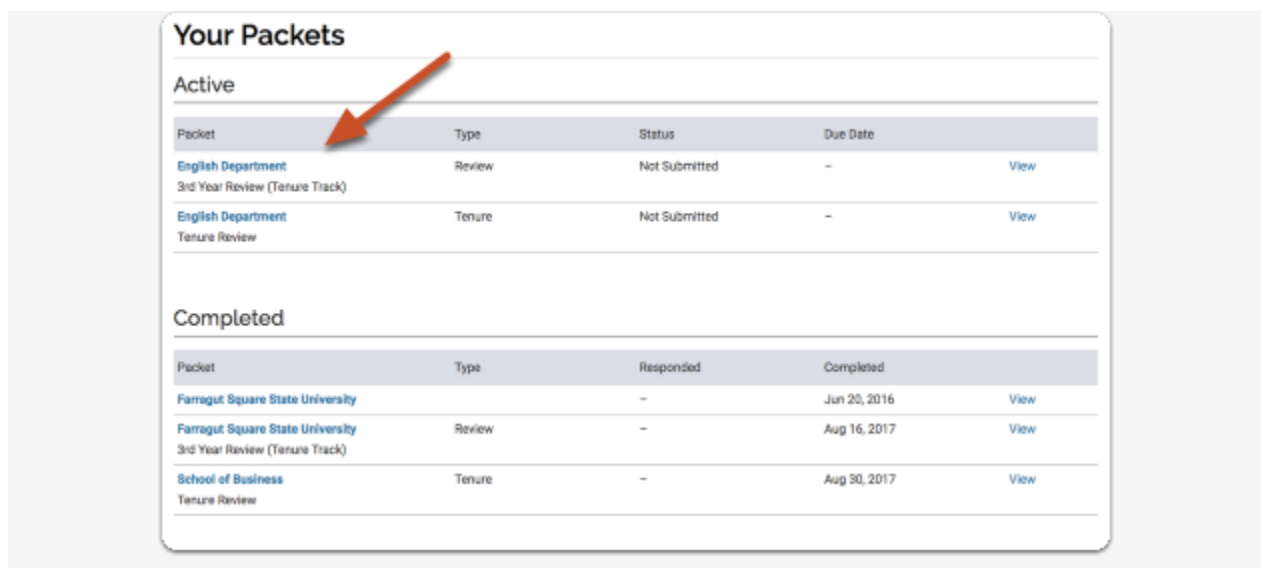
Once you have logged in to your Faculty180 account,

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.

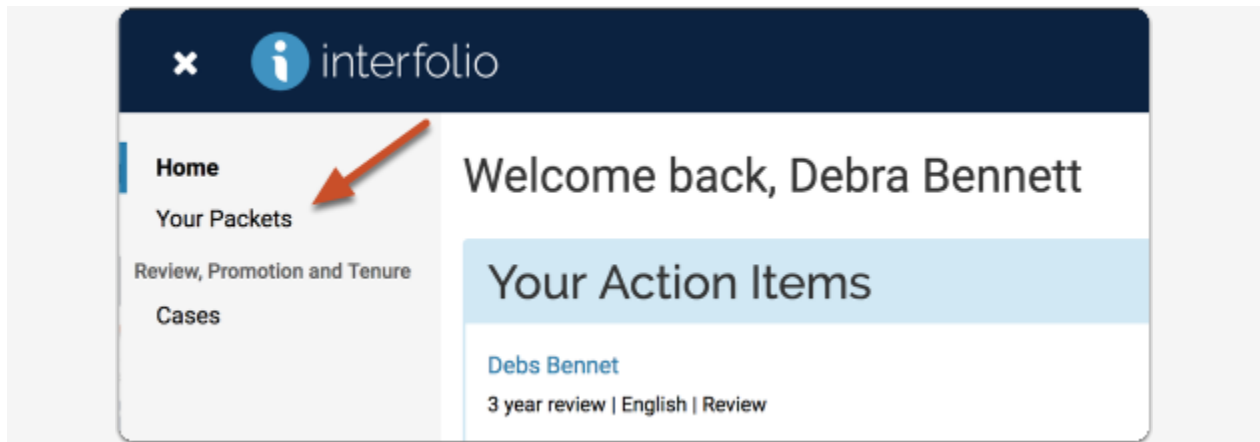
- a. Teaching Statement. Concisely describe one's teaching activities, referencing and explaining the evidence in the sections b-e.
- b. Peer Observation Reports
- c. Student Evaluations (table with Blue/SEI Scores). Present summary table that includes summary statistics for **each** course you have 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 3<sup>rd</sup> Year Review - assistant professors only
  - b. Reports from 4<sup>th</sup> Year Review - assistant college lecturers/professors of practice only
  - c. Reports from 5<sup>th</sup> Year Review - assistant professors only

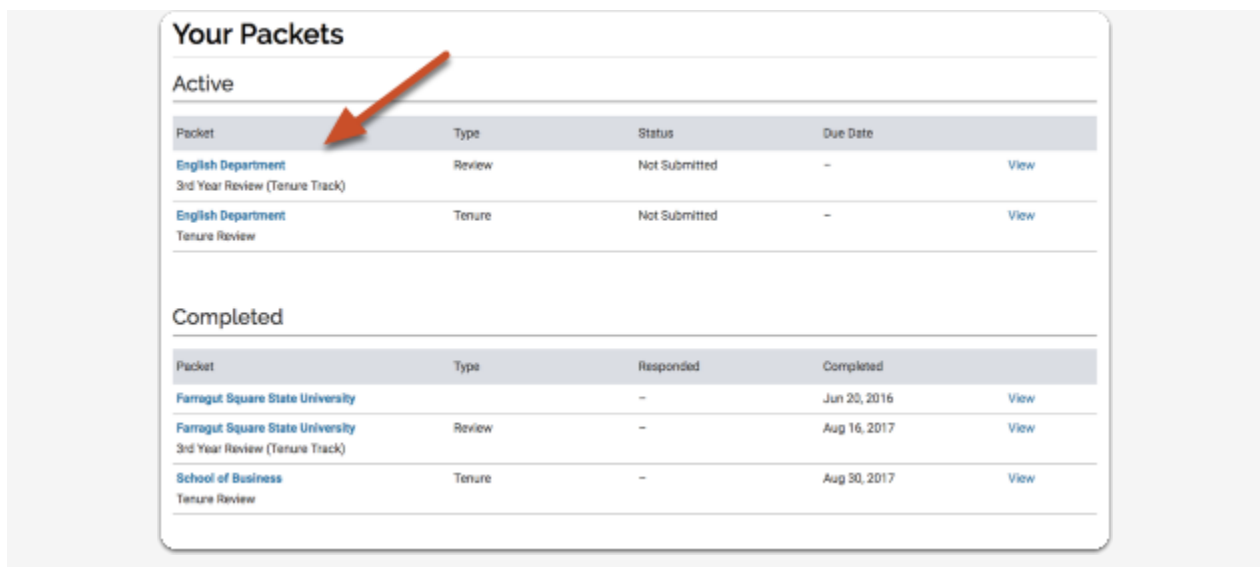
# How to Complete and Submit Your Preliminary Dossier for External Evaluation

Once you have logged in to your Faculty180 account,

Click the link to "Your Packets" from the navigation bar



Select the packet you want to work on



## Click the "Packet" tab

Cleveland State University > Your Packets >

### Tenure & Promotion - TT Faculty (With DPRC)

Unit: Cleveland State University | 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.

#### Preliminary Dossier

Due: 2020-04-01 | Not Yet Submitted Locked

Type	# Required	# Added
Preliminary Dossier Materials	1 required	0

Edit

## Select "Add" to begin adding files to this section

Cleveland State University > Your Packets >

### Tenure & Promotion - TT Faculty (With DPRC)

Unit: Cleveland State University | Type: Review | Candidate Instructions: View Instructions

Overview **Packet**

Expand All Collapse All

Preliminary Dossier

Due: Apr 1, 2020 | Not Yet Submitted **Unlocked** **Submit** 0 of 1 Required Files

Faculty candidates going up for tenure and promotion should add their documents being sent to the external reviewers for evaluation in this section. Once all materials have been uploaded, submit this section.

Preliminary Dossier Materials 1+ required, 0 Added **Add**

Faculty candidates going up for tenure and promotion should add their documents being sent to the external reviewers for evaluation in this section. Once all materials have been uploaded, submit this section.

No files have been added yet.

1. Introductory Materials - a. Current CV

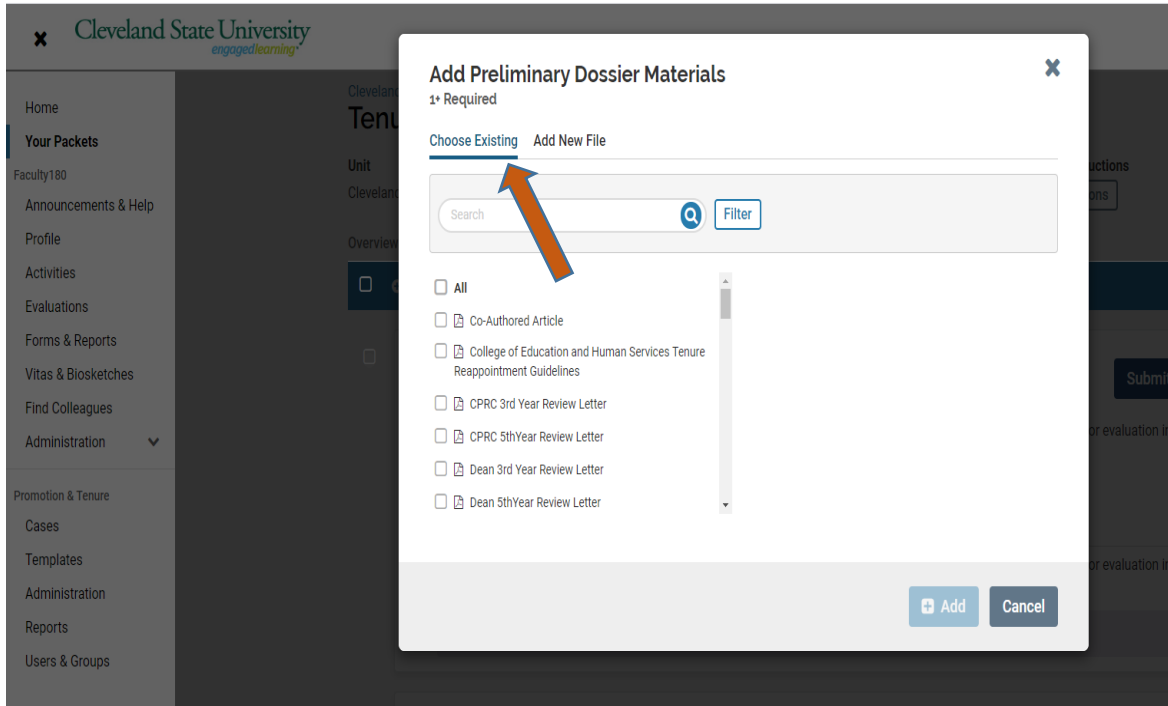
Not Yet Submitted **Unlocked** **Submit** 0 of 1 Required Files

1.a. Current CV 1 required, 0 Added **Add**

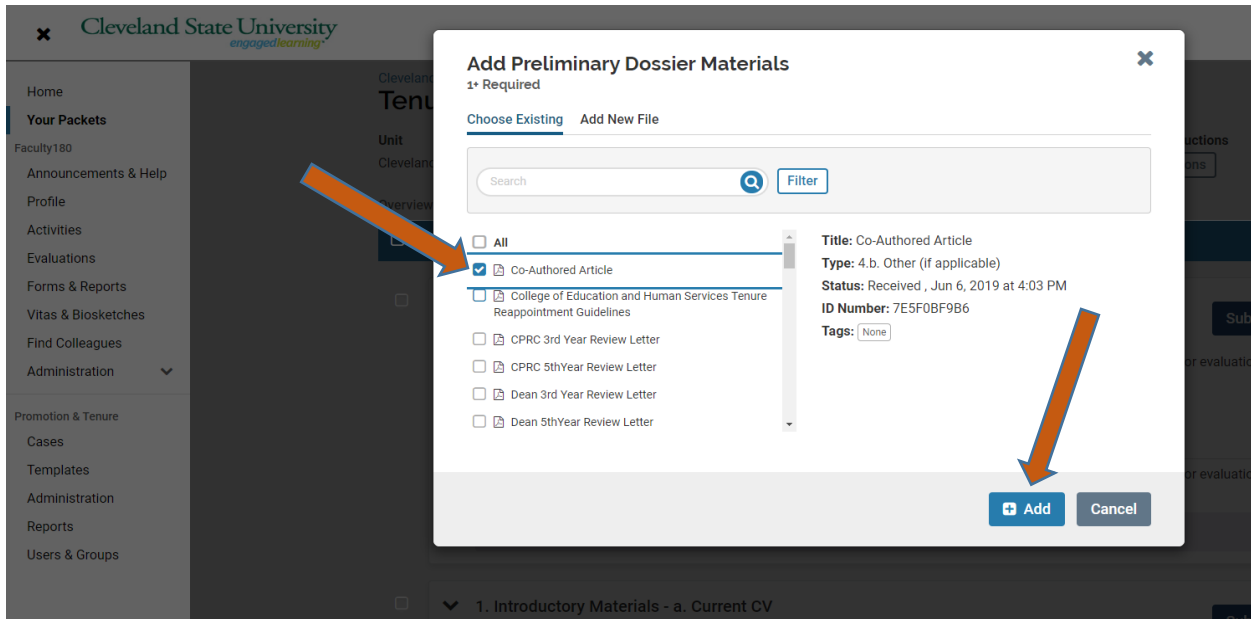
No files have been added yet.

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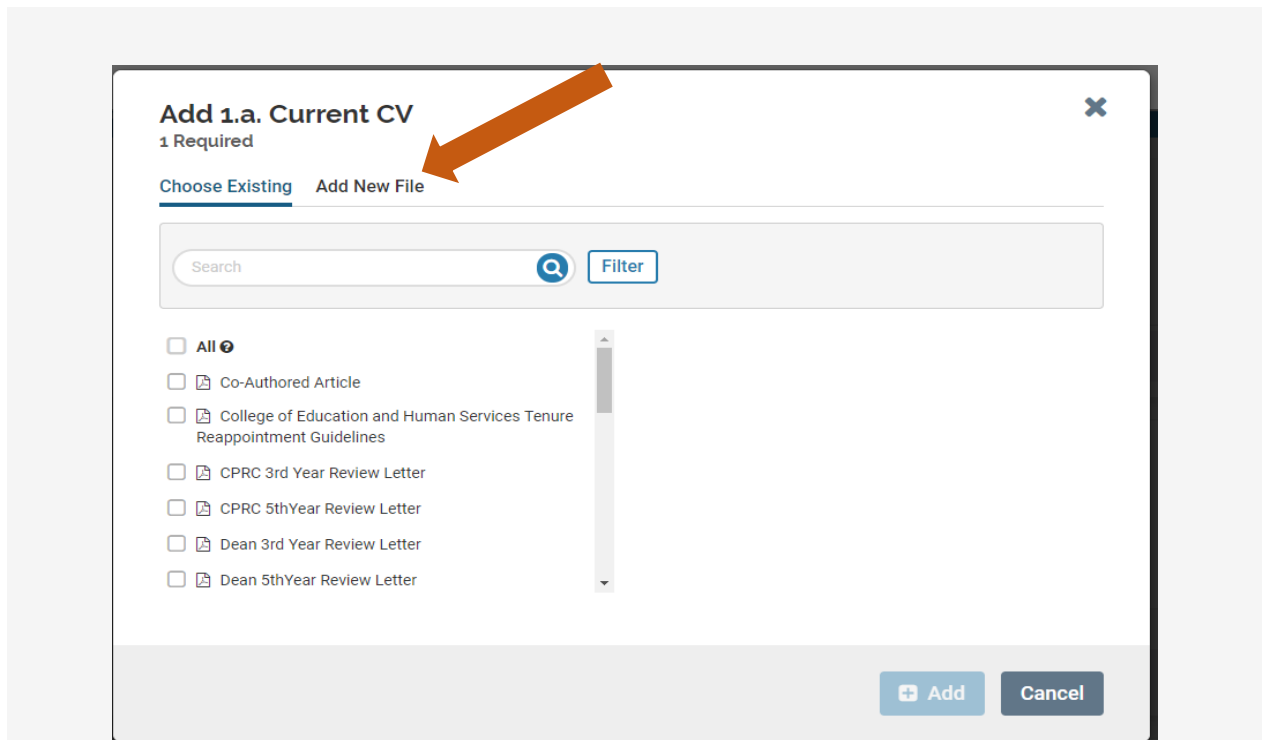
You can either choose “Choose Existing” if you have used the system before to create a dossier for review or choose “Add New File” if you wish to search your computer



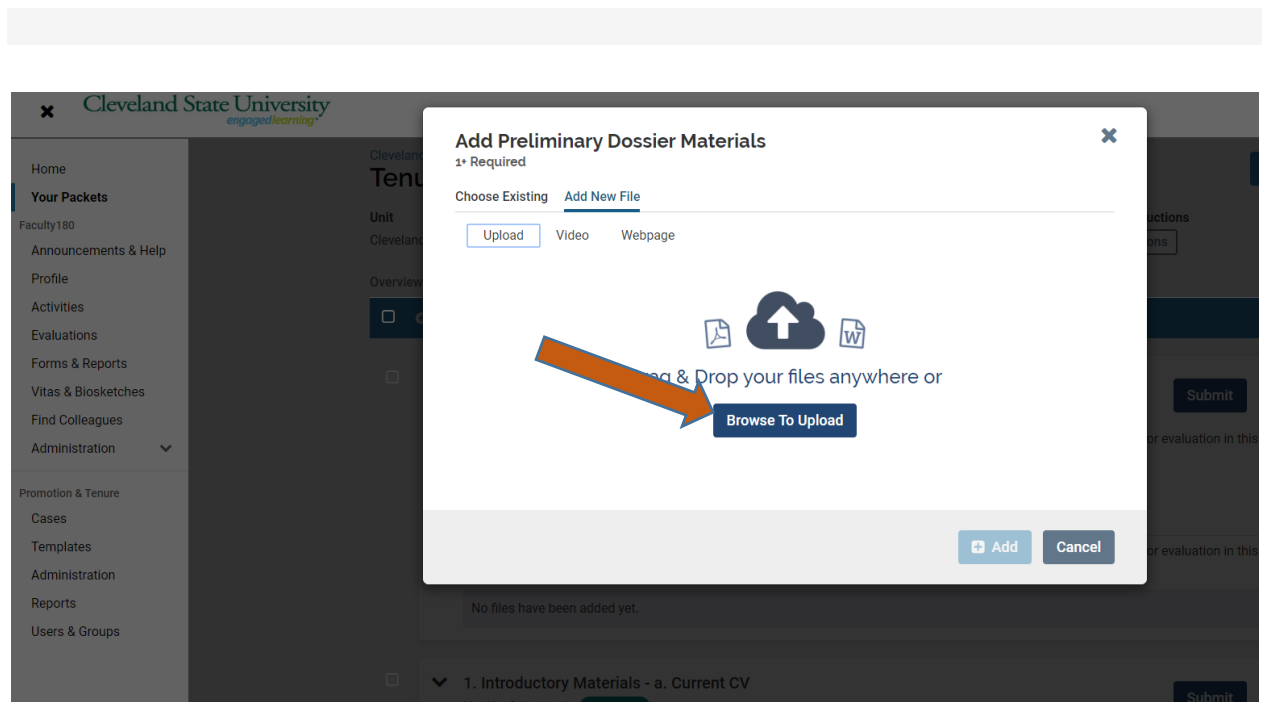
If you choose “Choose Existing” select the box to the left of the file you wish to reuse and then select “Add”



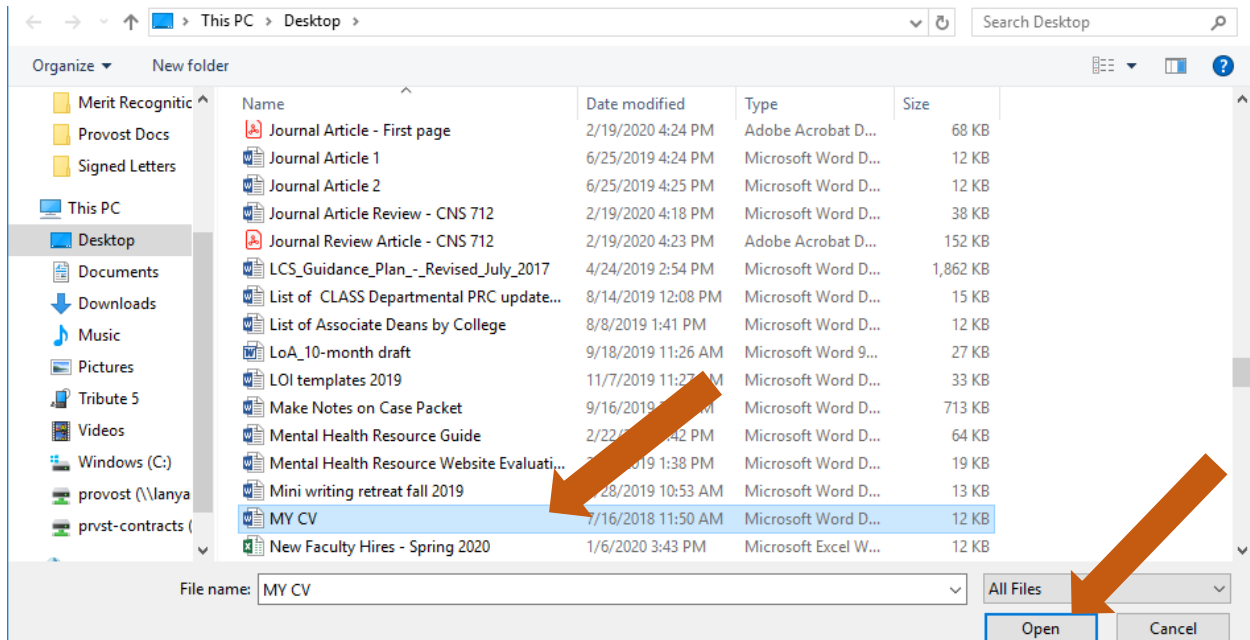
You can add new files by selecting “Add New File” including video and webpages:



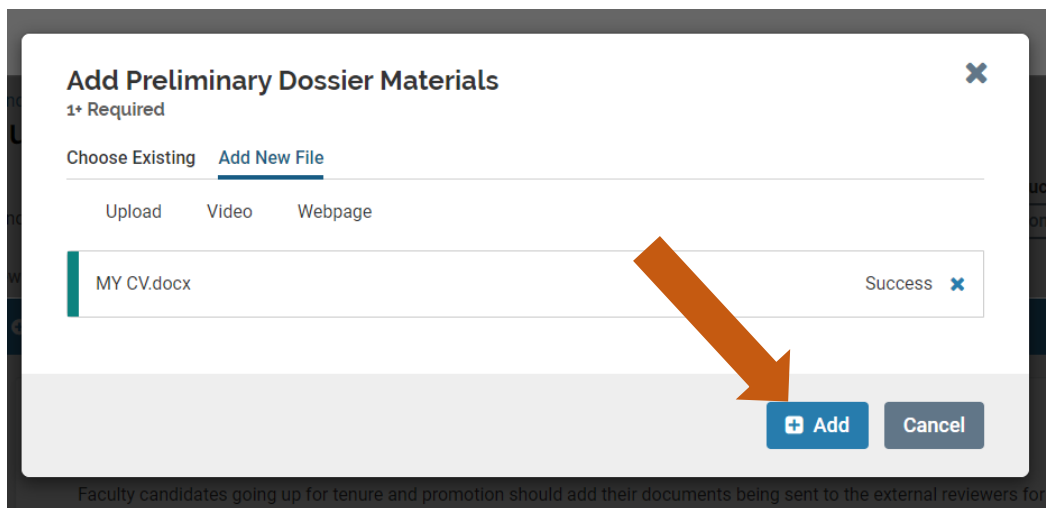
Select “Browse To Upload” to search your computer



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



Select “Add”.



**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 23 for details).**



Once you have uploaded all files/materials you wish to share with external reviewers, you are ready to submit this section to your respective chair or PRC who sends these materials to external reviewers. Select “Submit”

Cleveland State University > Your Packets > Tenure & Promotion - TT Faculty (With DPRC) Preview Packet

Unit: Cleveland State University Type: Review Candidate Instructions: View Instructions

Overview Packet Expand All Collapse All

**Preliminary Dossier** Due: Apr 1, 2020 | Not Yet Submitted Unlocked Preview Submit 2 of 1 Required Files

Faculty candidates going up for tenure and promotion should add their documents being sent to the external reviewers for evaluation in this section. Once all materials have been uploaded, submit this section.

Preliminary Dossier Materials 1+ required, 2 Added Add

Faculty candidates going up for tenure and promotion should add their documents being sent to the external reviewers for evaluation in this section. Once all materials have been uploaded, submit this section.

Title	Details	Actions
MY CV	Added Feb 26, 2020	Edit   Remove
Personal Statement - Thornton	Added Feb 26, 2020	Edit   Remove

**1. Introductory Materials - a. Current CV** Not Yet Submitted Unlocked Submit 0 of 1 Required Files

You will receive this warning message letting you know once you submit this section that it will be locked for editing. If ready to submit, select “Yes”. If you submit and need to edit this section, please contact the Provost Office (see Need Help? Important Contact Information on Page 57)

Cleveland State University *engagedlearning*

Home **Your Packets** Faculty180 Announcements & Help Profile Activities Evaluations Forms & Reports Vitas & Biosketches Find Colleagues Administration Administration Promotion & Tenure Cases Templates Administration Reports Users & Groups

Cleveland State University > Tenure & Promotion

Unit: Cleveland State University Overview Packet Expand All

**Preliminary Dossier**

**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 section Preliminary Dossier at this time?

Yes No

You can ensure that you have submitted this section by receiving the confirmation message in the lower left-hand corner of your screen and that section you submitted will show it is locked.

The screenshot displays a web interface with a sidebar on the left containing navigation options: Vitas & Biosketches, Find Colleagues, Administration, Promotion & Tenure, Cases, Templates, Administration, Reports, and Users & Groups. The main content area shows three sections:

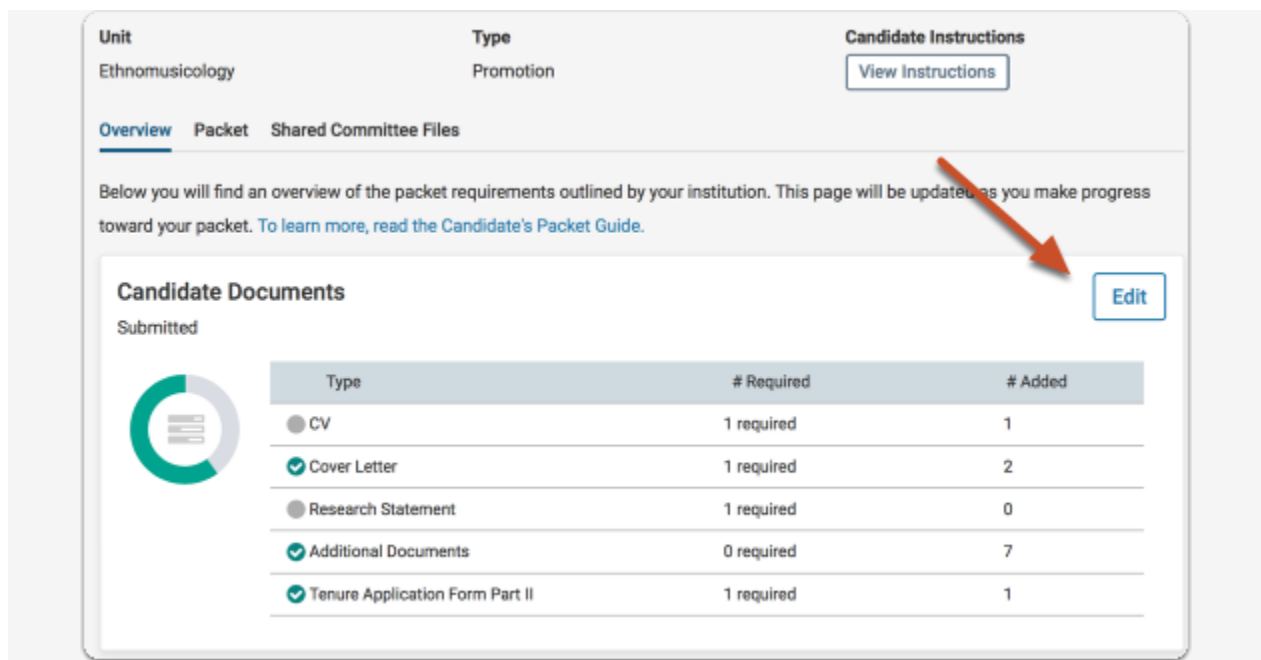
- 3. Teaching Report - a. Syllabi**: Submitted, Locked, 1 of 1 Required Files. A table below shows a single entry with columns for Title, Details, and Added (Jun 7, 2019).
- 3. Teaching Report - b. Other**: Submitted, Not Locked, 0 of 0 Required Files. A message states "No files have been added yet."
- 3. Teaching Report - c. Other**: Submitted, Locked, 0 of 0 Required Files. A message states "No files have been added yet."

At the bottom left, a green notification box reads: **SECTION SUCCESSFULLY SUBMITTED**. Below it, a smaller message says: "The section is now available to the appropriate committee members for review."

Once you submit this section you will still be able to continue working on your final dossier until the due date.

# 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.](#)

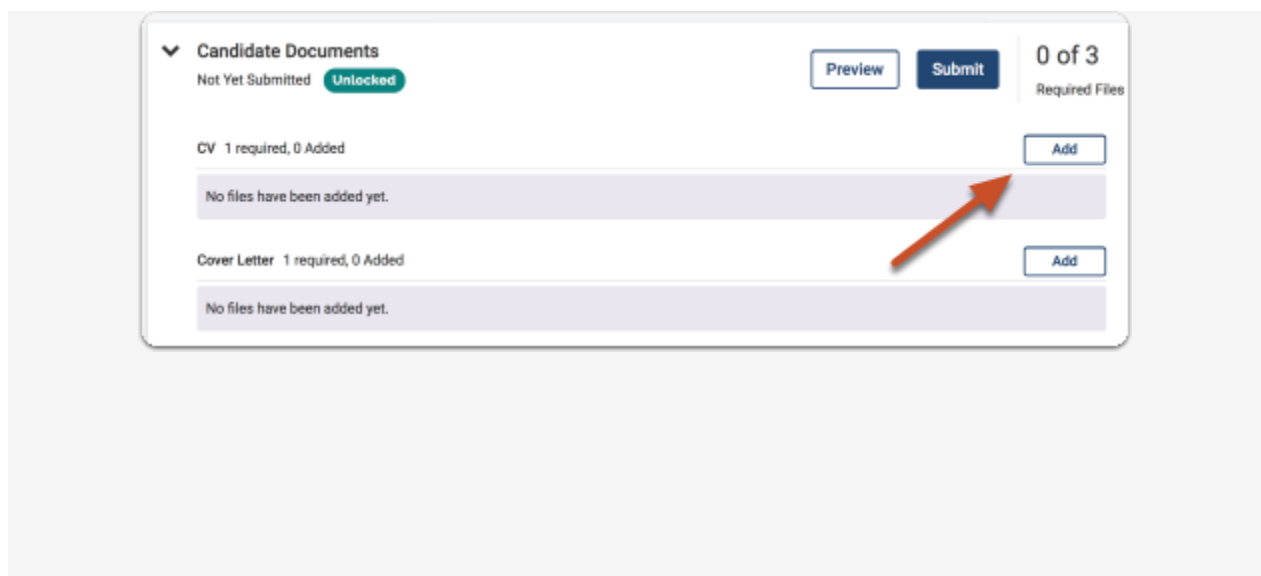
### Candidate Documents

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

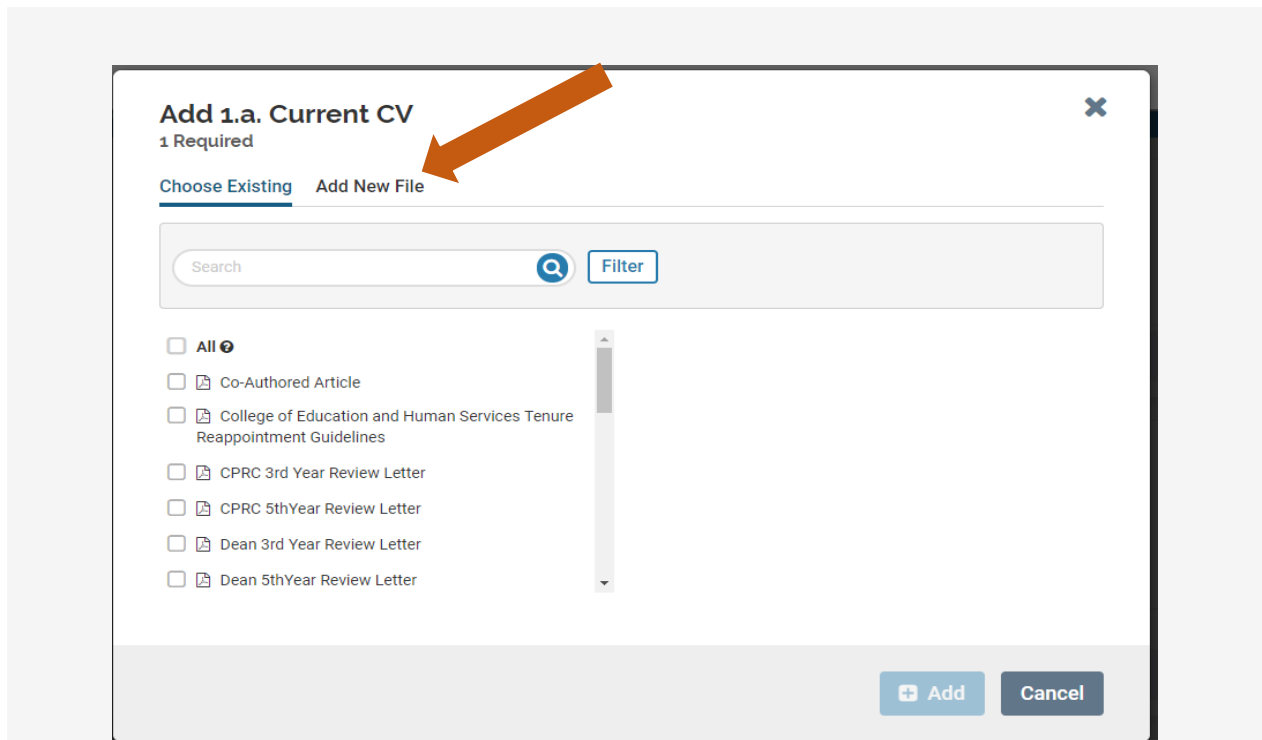
CV 1 required, 0 Added | [Add](#)

No files have been added yet.

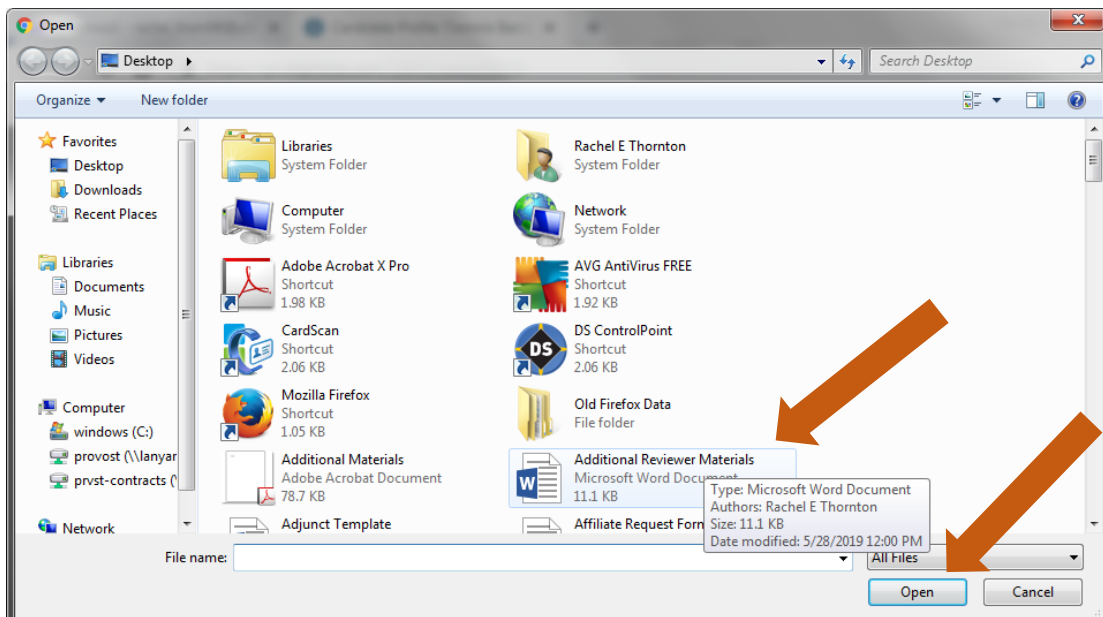
Cover Letter 1 required, 0 Added | [Add](#)

No files have been added yet.

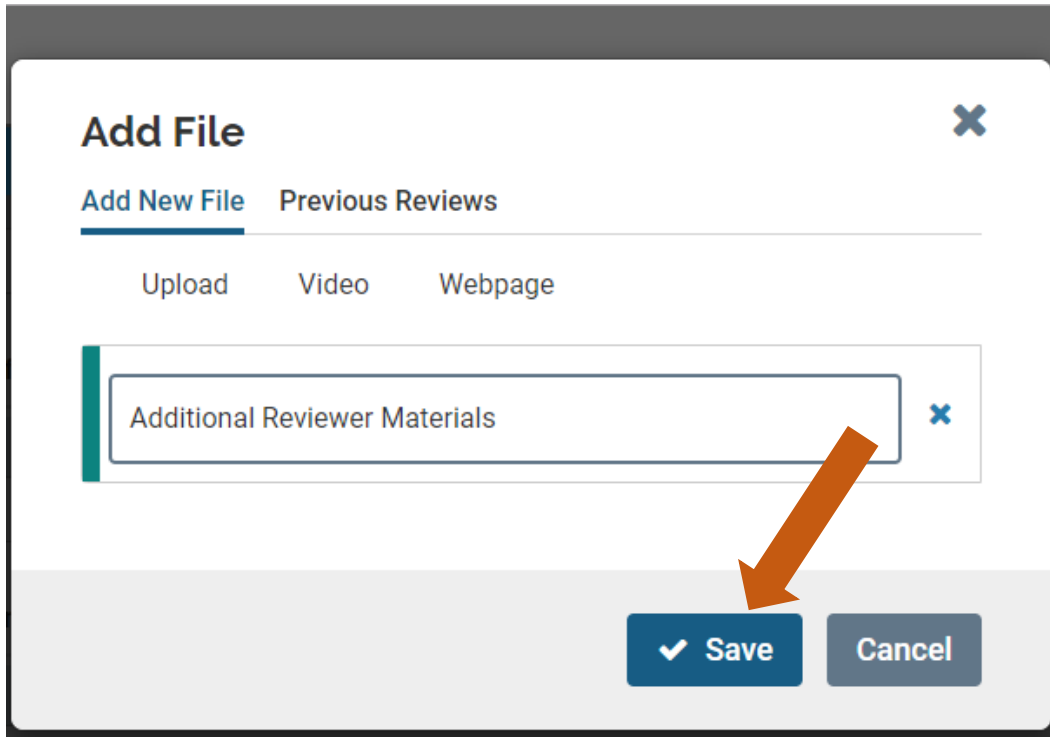
You can add new files by selecting “Add New File” including video and webpages:



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

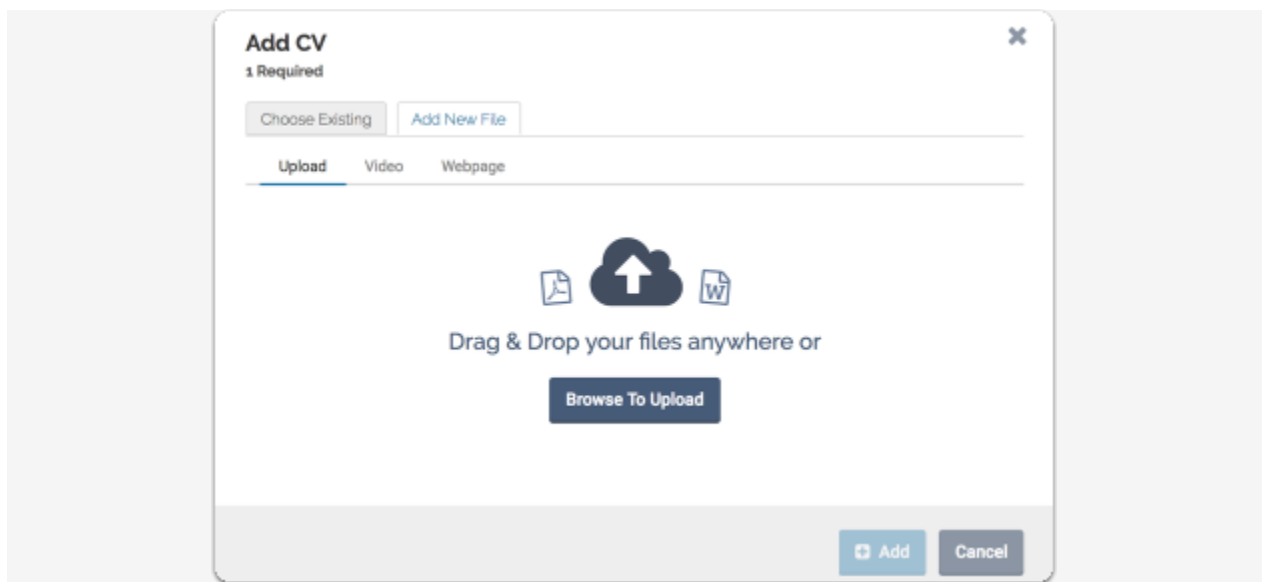


Select “Save”.

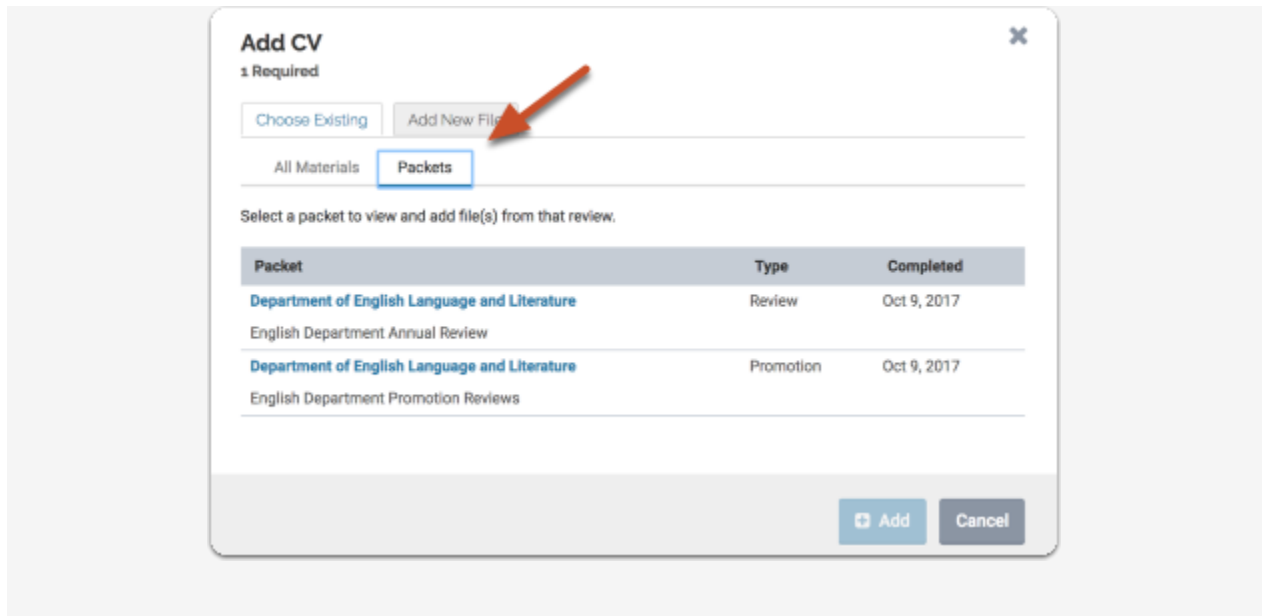


**When uploading files, make sure you give the materials in your packet a meaningful title because reviewers will see the titles you provide as bookmarks to the left of the page when reviewing your documents (see page 23 for details).**

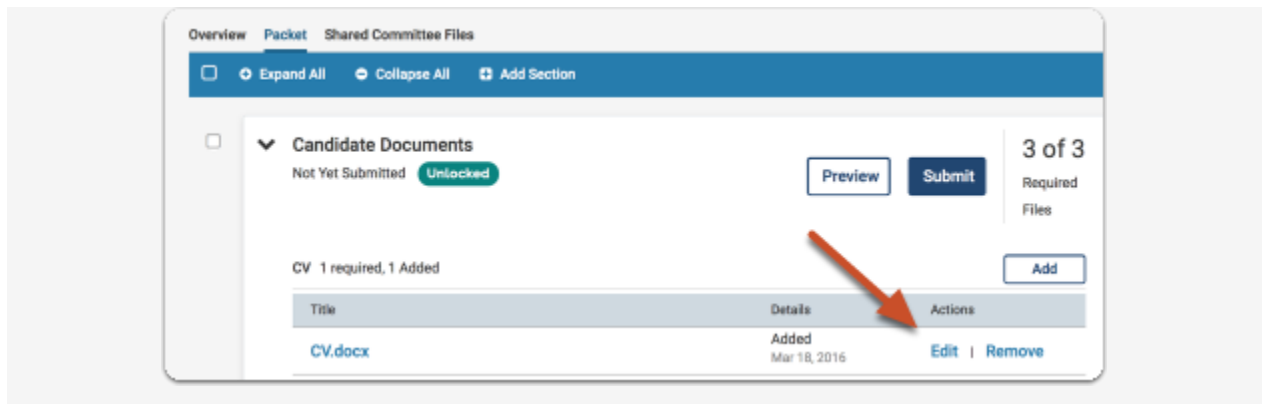
By default, the name that will appear to reviewers is the name of the file as you upload it, but you can also edit the title of a file after adding it to your packet.



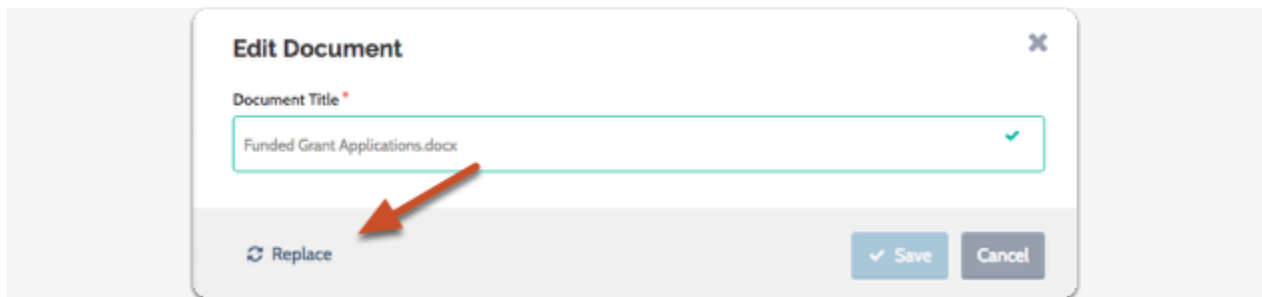
You can add files from packets you have submitted for previous reviews run through eDossier (e.g. prior probationary review letters, co-authored letters, teaching observations, etc.):



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	<a href="#">Edit</a>   <a href="#">Remove</a>

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 displays the Faculty180 interface for managing Vitas & Biosketches. The browser address bar shows the URL: [https://faculty180.interfolio.com/cv/PersonalCV\\_Action.php](https://faculty180.interfolio.com/cv/PersonalCV_Action.php). The page title is "Vitas & Biosketches".

The left-hand navigation menu includes 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
  - Users & Groups

The main content area shows the "Vita Admin" section with a search bar and a table of items:

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	

An "Add" button is located below the table.

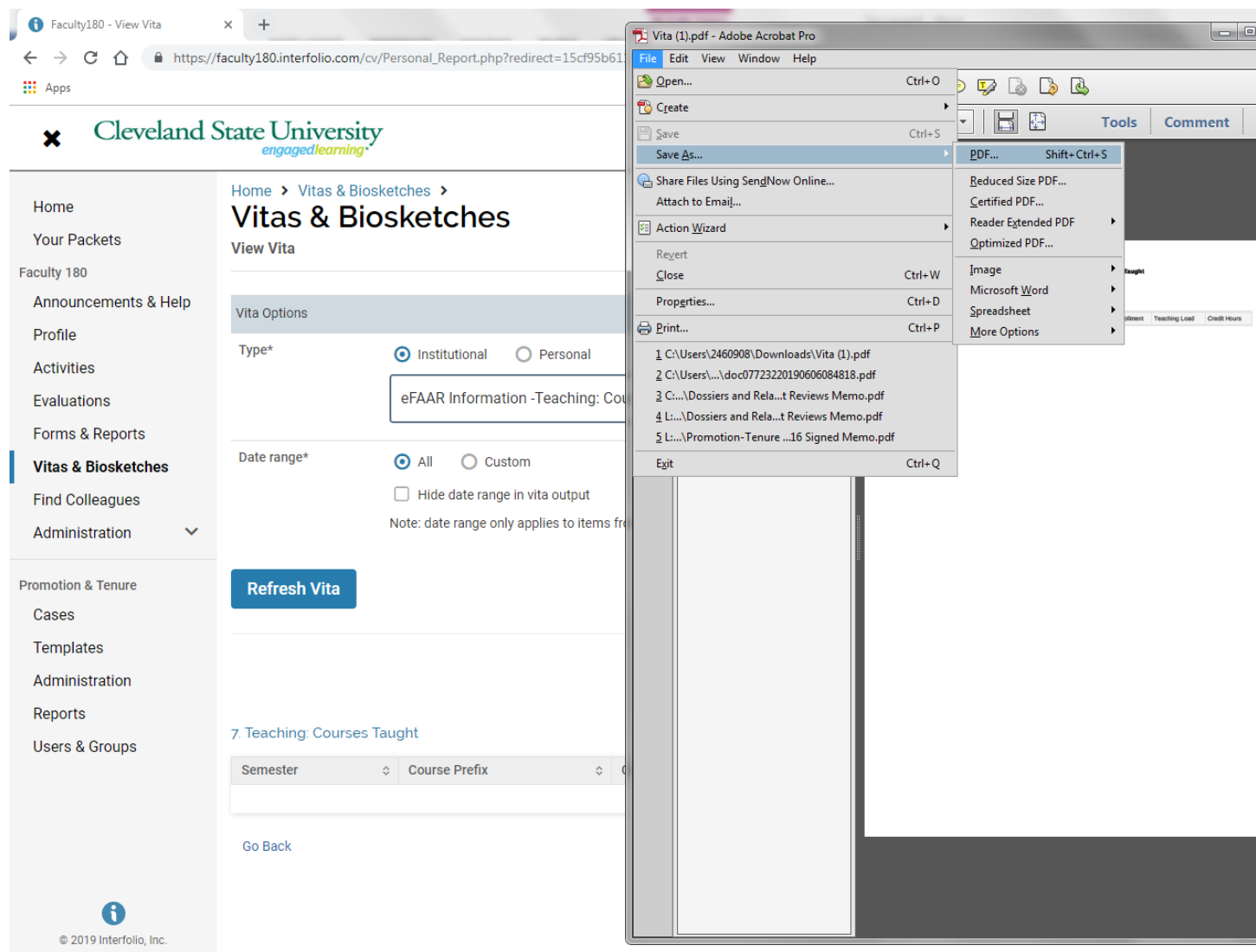
Select the eyeball located to the right of “eFAAR Information - Teaching: Courses Taught”.

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 with columns for Name, Description, Unit, and View. The table lists three entries: 'Dossier', 'eFAAR Information - Teaching: Courses Taught', and 'StandardCV'. The 'eFAAR Information - Teaching: Courses Taught' entry is circled in orange. An orange arrow points to the eyeball icon in the 'View' column for this entry. The footer includes the Cleveland State University logo and copyright information for Interfolio, Inc. (© 2019).

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 displays the 'Vitas & Biosketches' page in the Faculty180 system. The page header includes the Cleveland State University logo and the text 'engaged learning'. The main content area is titled 'Vitas & Biosketches' and 'View Vita'. Under 'Vita Options', the 'Type\*' field is set to 'Institutional' (indicated by an orange arrow). The dropdown menu is set to 'eFAAR Information - Teaching: Courses Taught (University)' (indicated by an orange arrow). The 'Date range\*' field is set to 'All' (indicated by an orange arrow). The 'Export/Share' button is highlighted with an orange arrow, and its dropdown menu is open, showing 'PDF' as the selected option (indicated by an orange arrow). The 'Print' button is also visible. The sidebar on the left contains navigation options such as 'Home', 'Your Packets', 'Faculty 180', 'Announcements & Help', 'Profile', 'Activities', 'Evaluations', 'Forms & Reports', 'Vitas & Biosketches', 'Find Colleagues', 'Administration', 'Promotion & Tenure', 'Cases', 'Templates', 'Administration', 'Reports', and 'Users & Groups'. The footer includes the copyright information: '© 2019 Interfolio, Inc. Program Policies'.

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 19 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 browser address bar displays [https://faculty180.interfolio.com/cv/PersonalCV\\_Action.php](https://faculty180.interfolio.com/cv/PersonalCV_Action.php). The page title is "Vitas & Biosketches". 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 "Vita Admin" and features a search box and a table with the following data:

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	


An "Add" button is located below the table.

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 categories like '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 contains a search bar and a table. The table has columns for 'Name', 'Description', 'Unit', and 'View'. The row for 'eFAAR Information - Teaching: Courses Taught' is circled in orange. An orange arrow points to the eyeball icon in the 'View' column of this row. Below the table is an 'Add' button. The footer includes the Cleveland State University logo and copyright information for Interfolio, Inc.

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”.

 Cleveland State University  
*engagedlearning*

---

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

View Vita

Vita Options

Type\*  Institutional  Personal

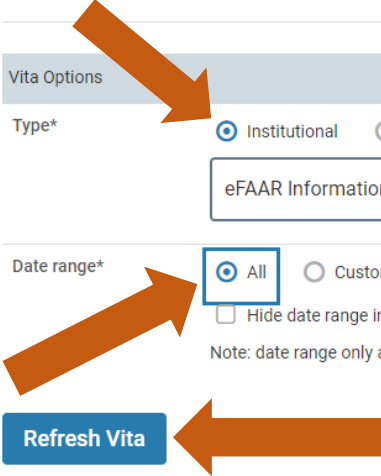
eFAAR Information -Teaching: Courses Taught (University) ▼

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**  
engaged learning™

- 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
<b>Summer 2018</b>							
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
<b>Spring 2018</b>							
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
<b>Fall 2017</b>							
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

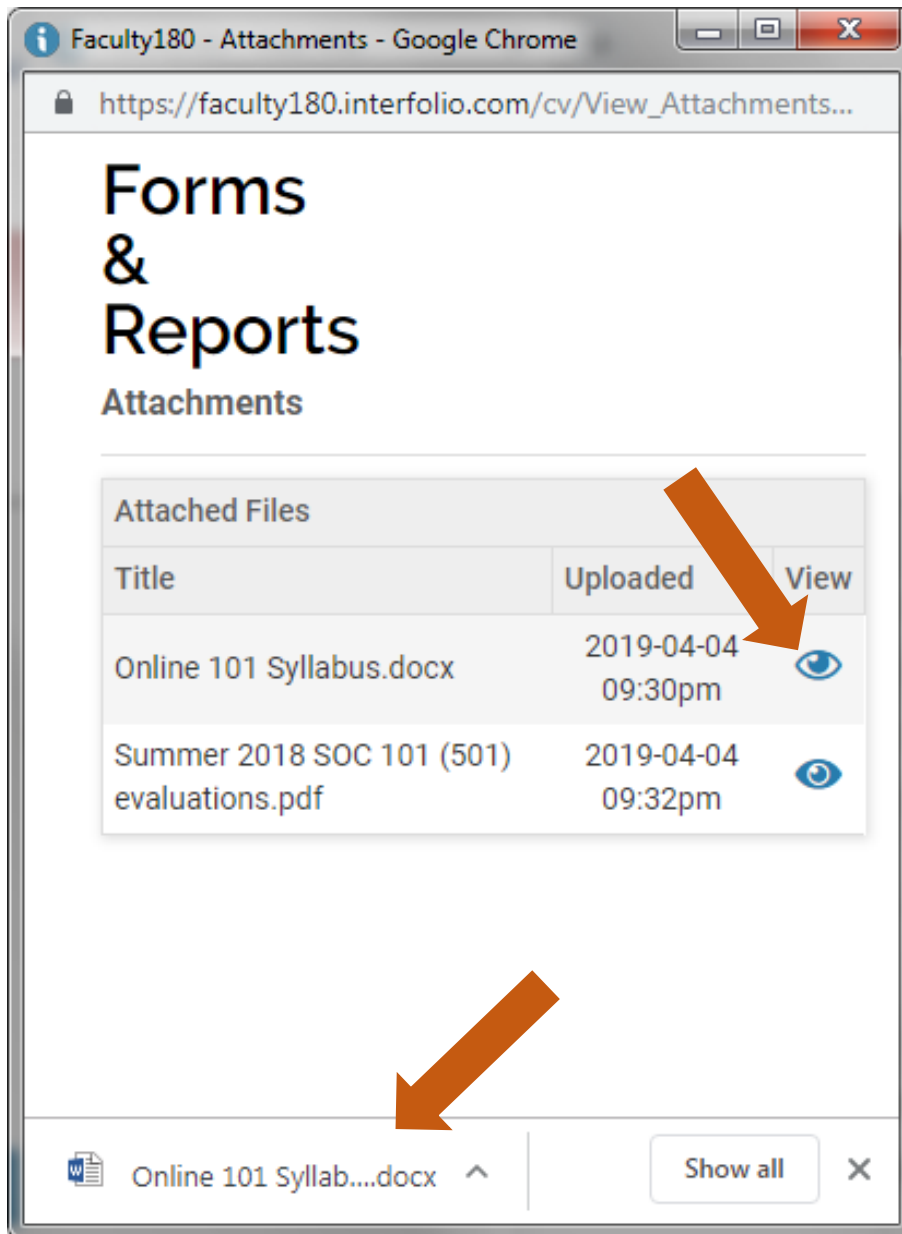
Title	Uploaded	View
Online 101 Syllabus.docx	2019-04-04 09:30pm	
Summer 2018 SOC 101 (501) evaluations.pdf	2019-04-04 09:32pm	

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	
<b>Spring 2018</b>							
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
<b>Fall 2017</b>							
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.



The screenshot shows a web browser window titled "Faculty180 - Attachments - Google Chrome". The address bar displays the URL "https://faculty180.interfolio.com/cv/View\_Attachments...". The main content area features a heading "Forms & Reports" and a sub-heading "Attachments". Below this is a table titled "Attached Files" with three columns: "Title", "Uploaded", and "View".

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

Two orange arrows point to the "View" icons in the table. Below the table, a taskbar shows the selected file "Online 101 Syllab....docx" with a document icon and an upward arrow, and a "Show all" button with a close icon.

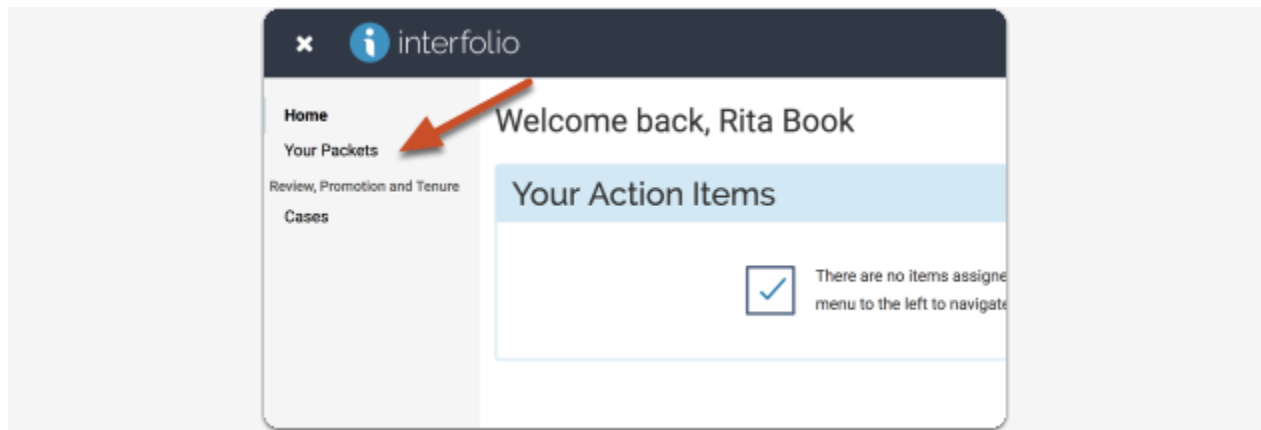
# Add Links to Webpages, YouTube and Vimeo Videos to Your Packet/eDossier

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

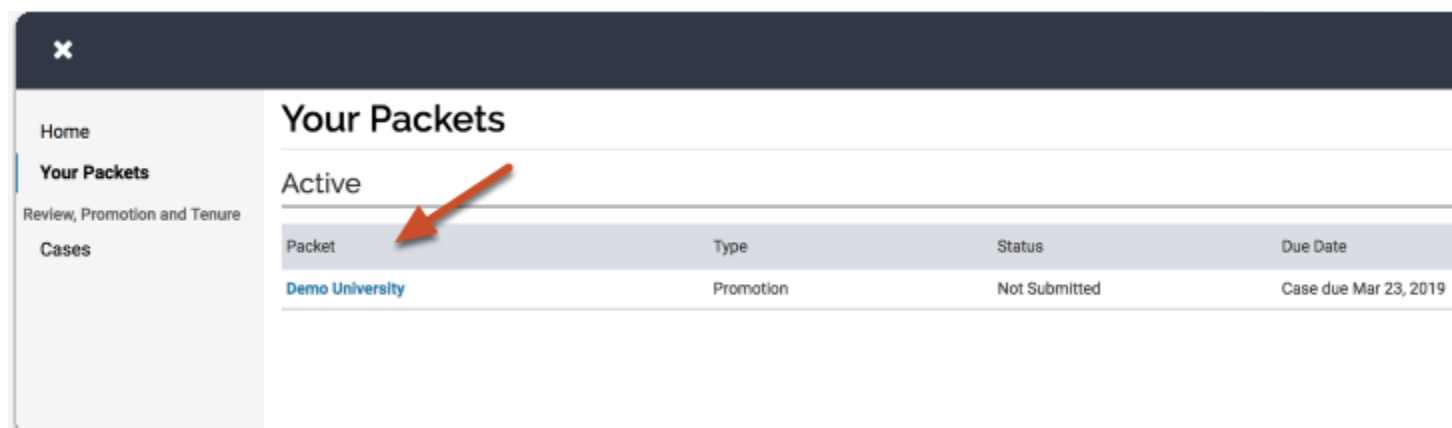
## Access your packet of materials

Once you sign into your Faculty180 account,

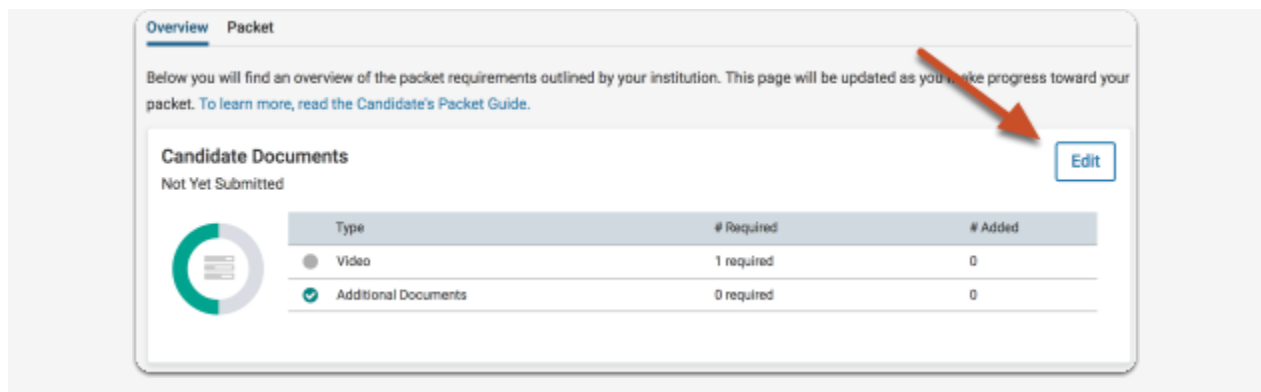
Select "Your Packets" from the left hand navigation menu



Open your case packet

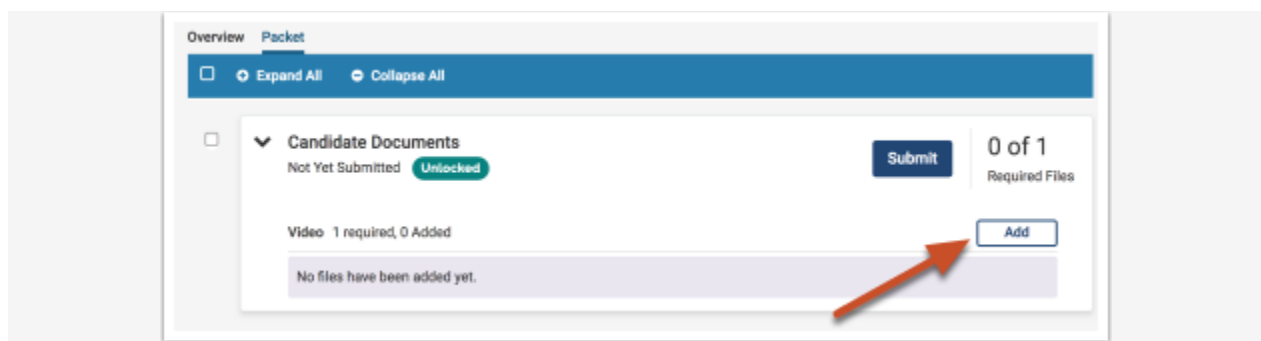


On the "Overview" tab, click "Edit" on the section of the packet you want to edit

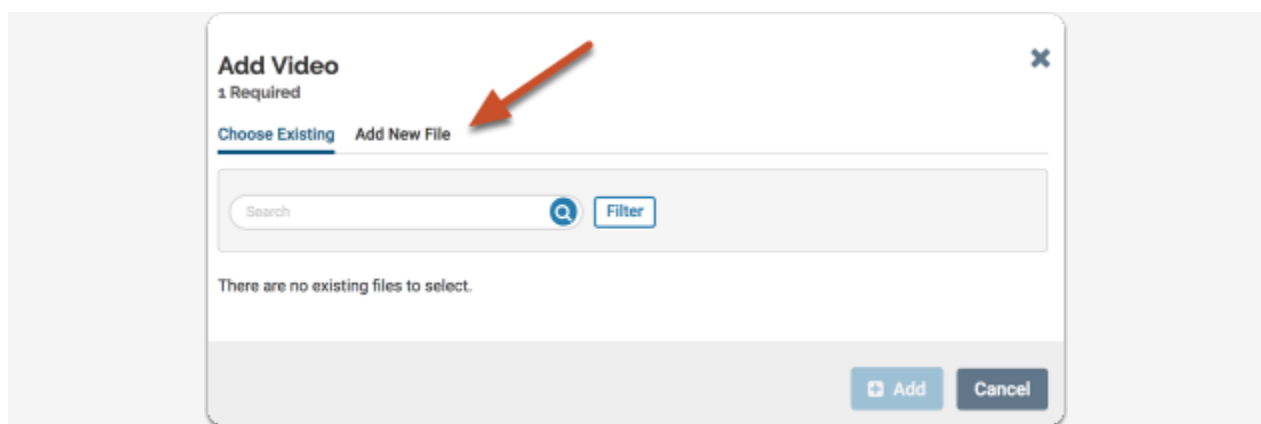


To add links to YouTube or Vimeo videos:

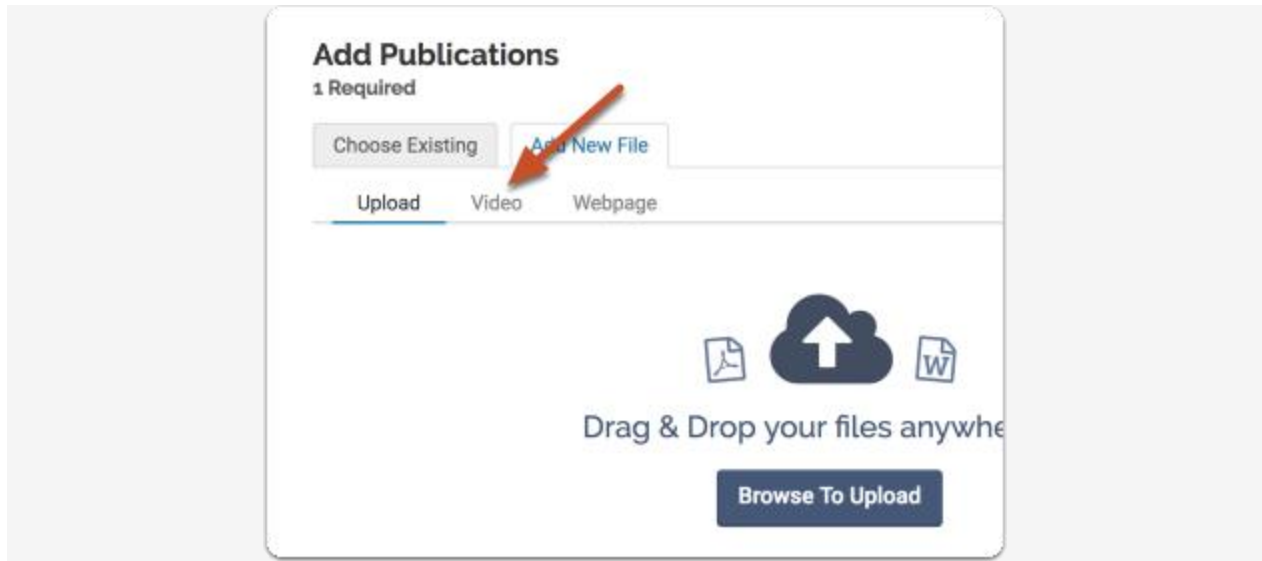
Click "Add" where you want to include a video



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

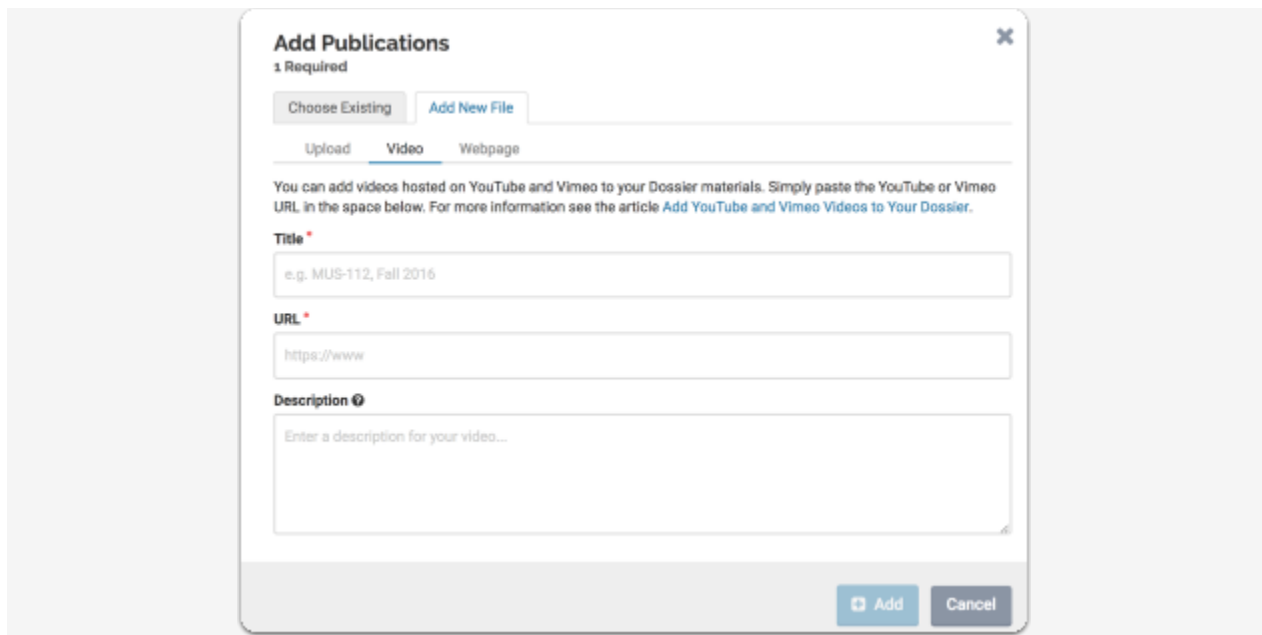


Select "Video"



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.

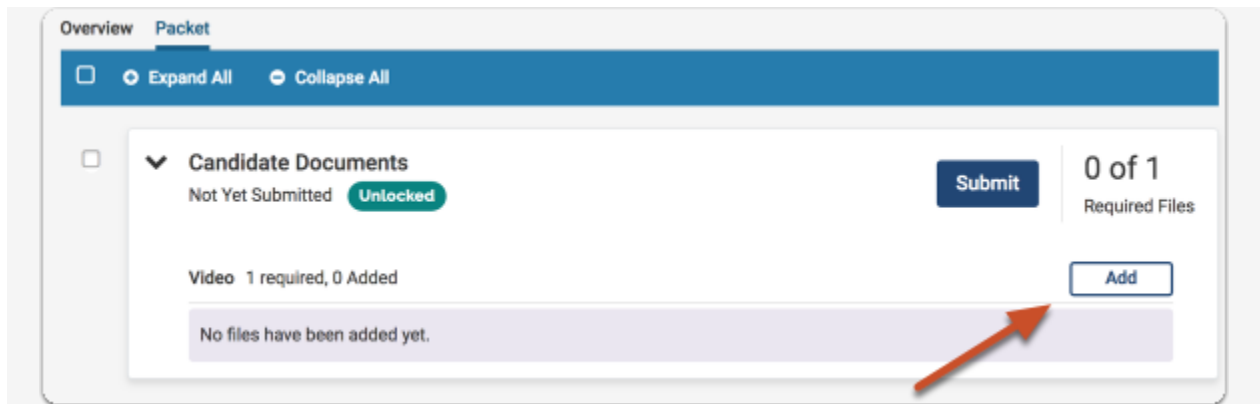


- If you want to share your video only with the people reviewing your materials, you can control who has access to the video by changing the privacy settings for your video in YouTube or Vimeo. **TIP: Make sure weblinks/videos/urls you upload/share in your eDossier are active and easily accessible to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

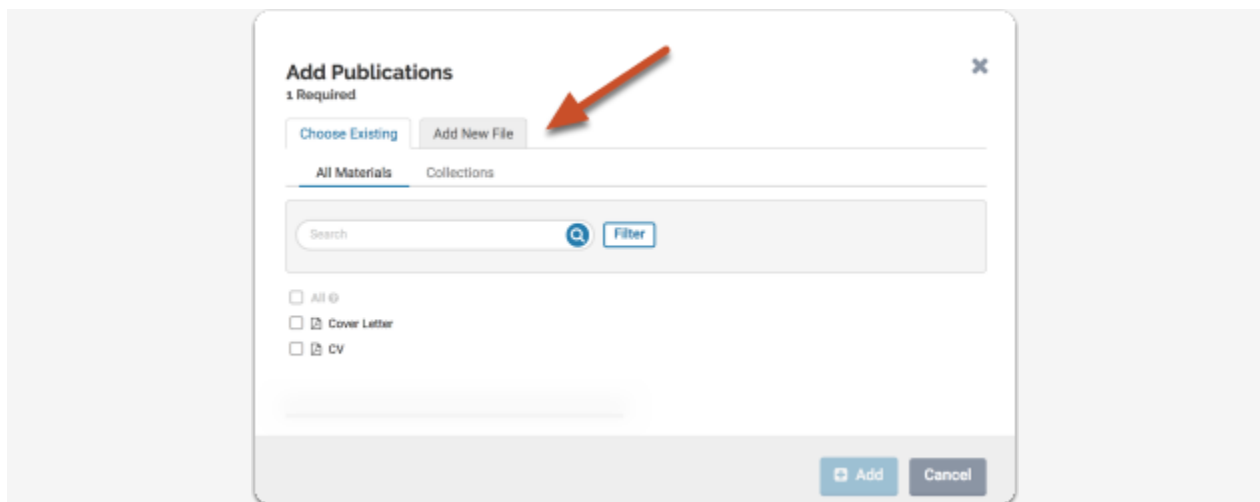
See here for [instructions on sharing a URL to a protected YouTube or Vimeo video](#).

To add a link to a webpage:

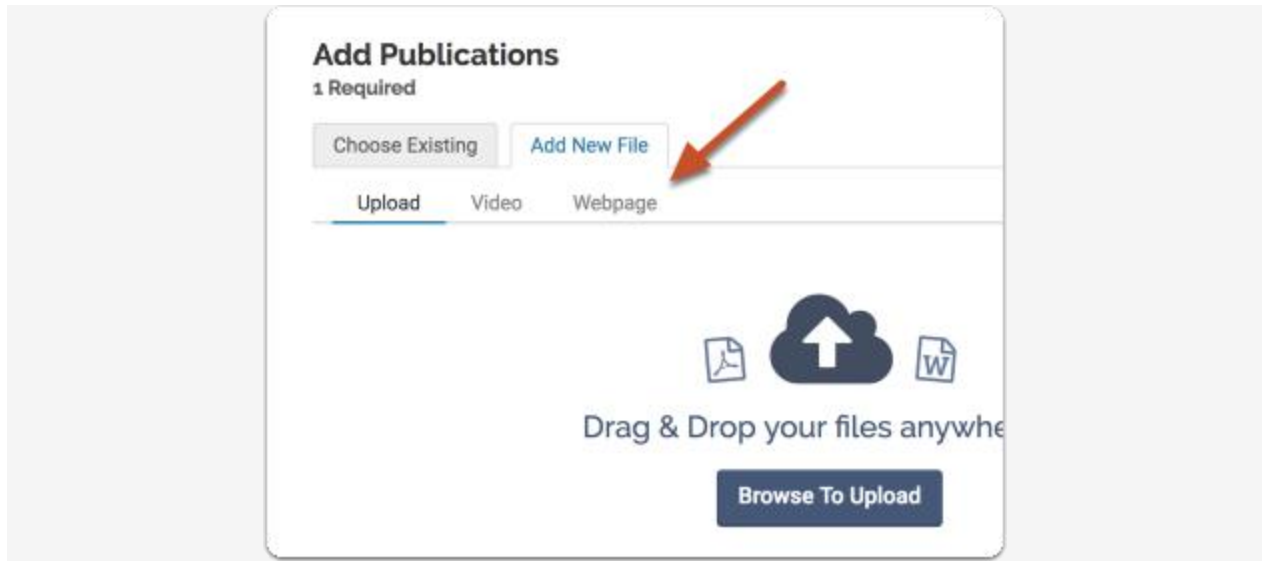
Click "Add" where you want to include a link



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

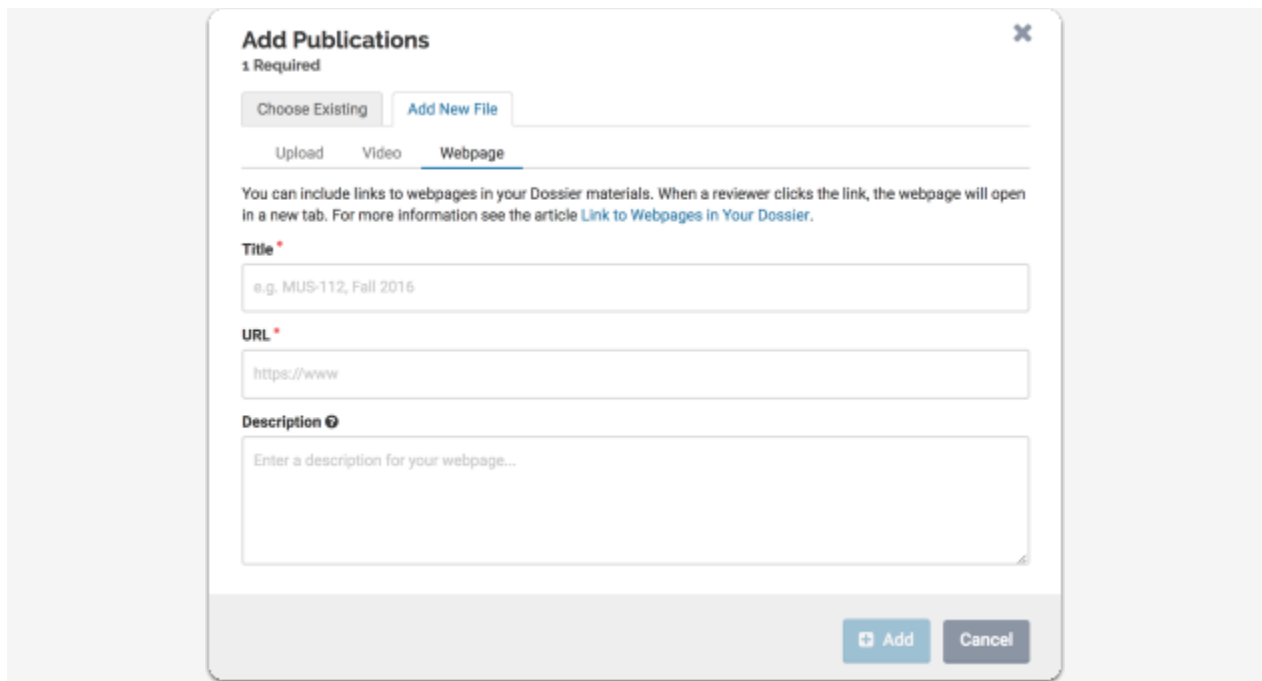


Select "Webpage"



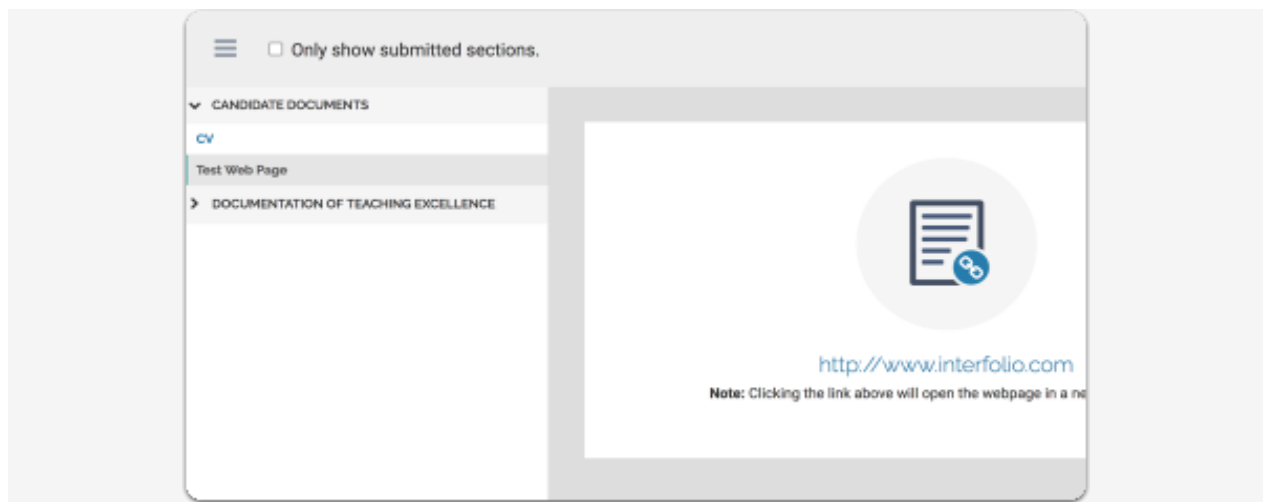
Give your webpage a title, enter the URL. You can also add a description to describe or give context for the web link

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).**

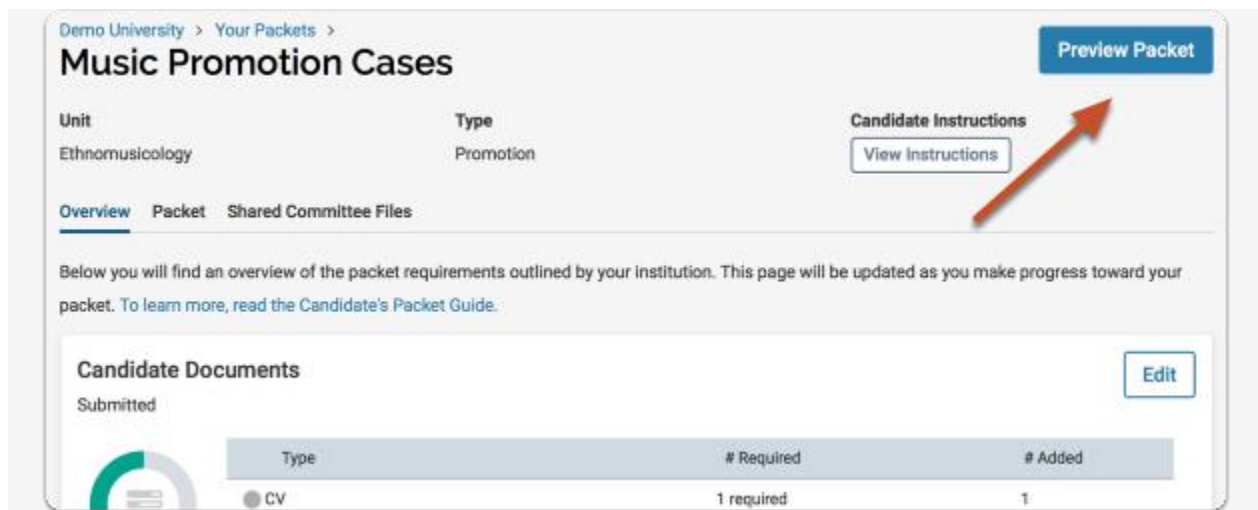
## A link to the webpage will display to reviewers when viewing your packet of materials



# 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.

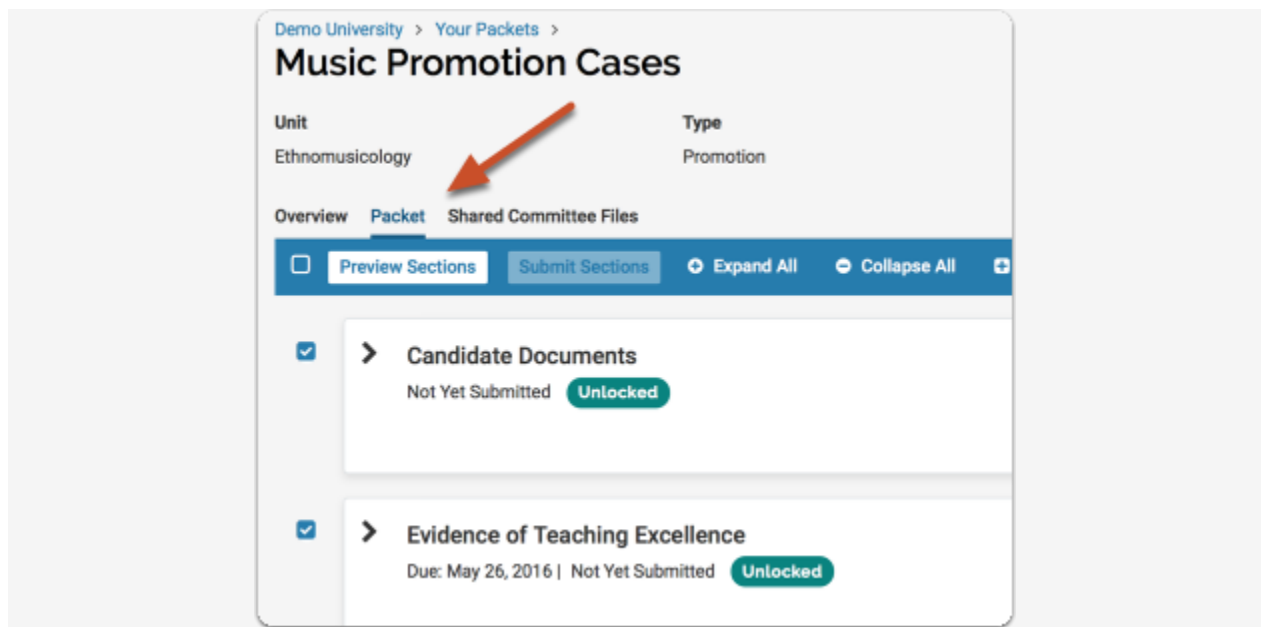
Click "Preview Packet" at the top right of the eDossier/Your Packets page



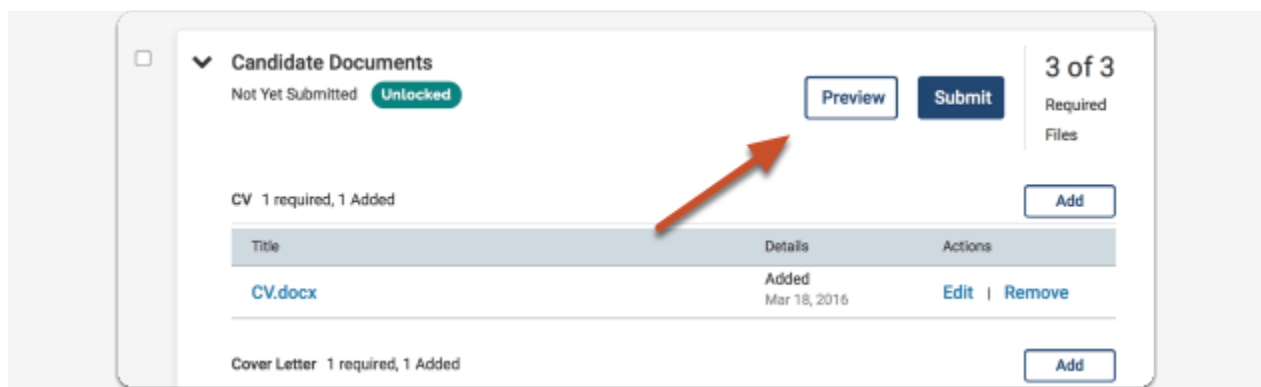
You can click to select multiple sections and preview the selected sections in the document reader



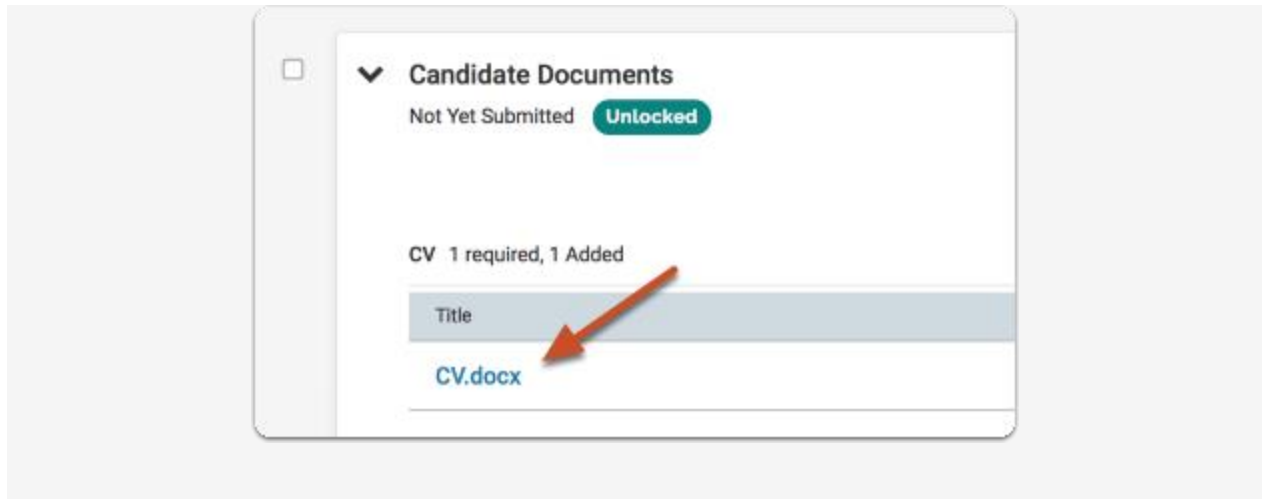
Then click on “Packet”



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 displays 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 includes "Your Packets", "Faculty 180", "Announcements & Help", "Profile", "Activities", "Evaluations", "Forms & Reports", "Vitas & Biosketches", "Find Colleagues", "Administration", "Promotion & Tenure", "Cases", "Templates", "Administration", "Reports", and "Users & Groups". The "Your Packets" menu item is highlighted with an orange arrow. The "Packet" tab is also highlighted with an orange arrow. The page shows two sections for introductory materials, each with a table of submitted files and "Preview" and "Submit" buttons.

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

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.

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

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 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' is listed with '1+ required, 1 Added'. A table with a 'Title' header contains one entry: 'Syllabi'. The second section is '3. Teaching Report - e. Other', also 'Submitted' and 'Locked'. Below it, '3.e. Other' is listed with '0 Added'. A message box states '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 in the bottom left corner reads 'SECTION SUCCESSFULLY SUBMITTED' with a close button (X) and the text '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.

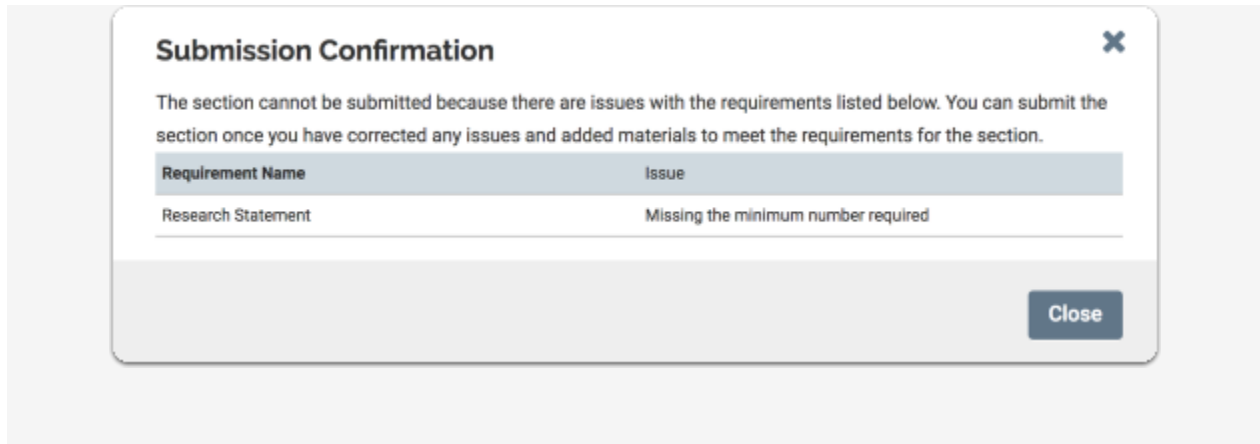
4. Research/Scholarship/Creative Activity Report - a. Research/Scholarship/Creative Activity Statement

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

# Common Errors You May Receive when Submitting Your Packet/eDossier

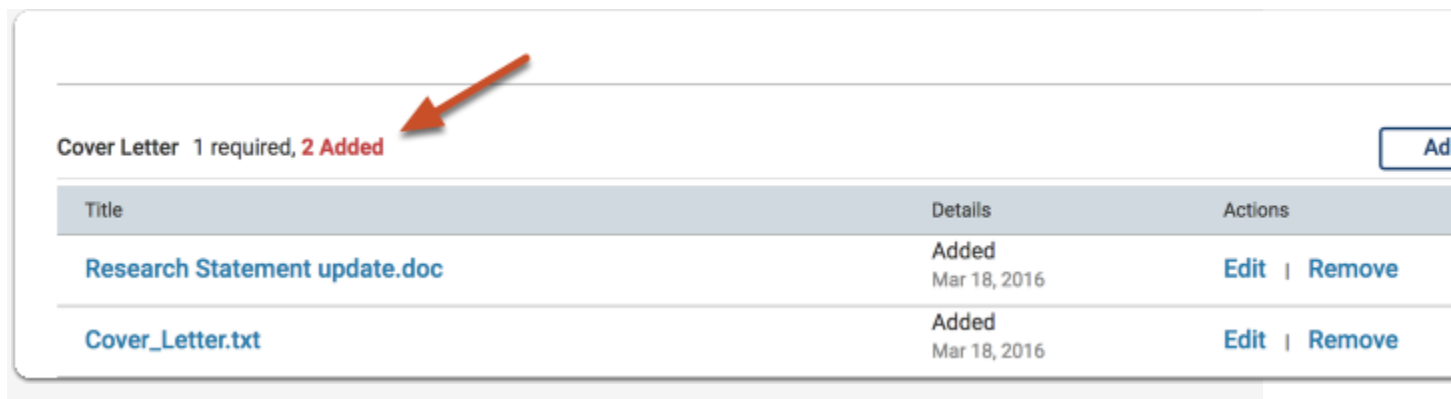
When you try to submit your eDossier/Package and receive the following error:

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

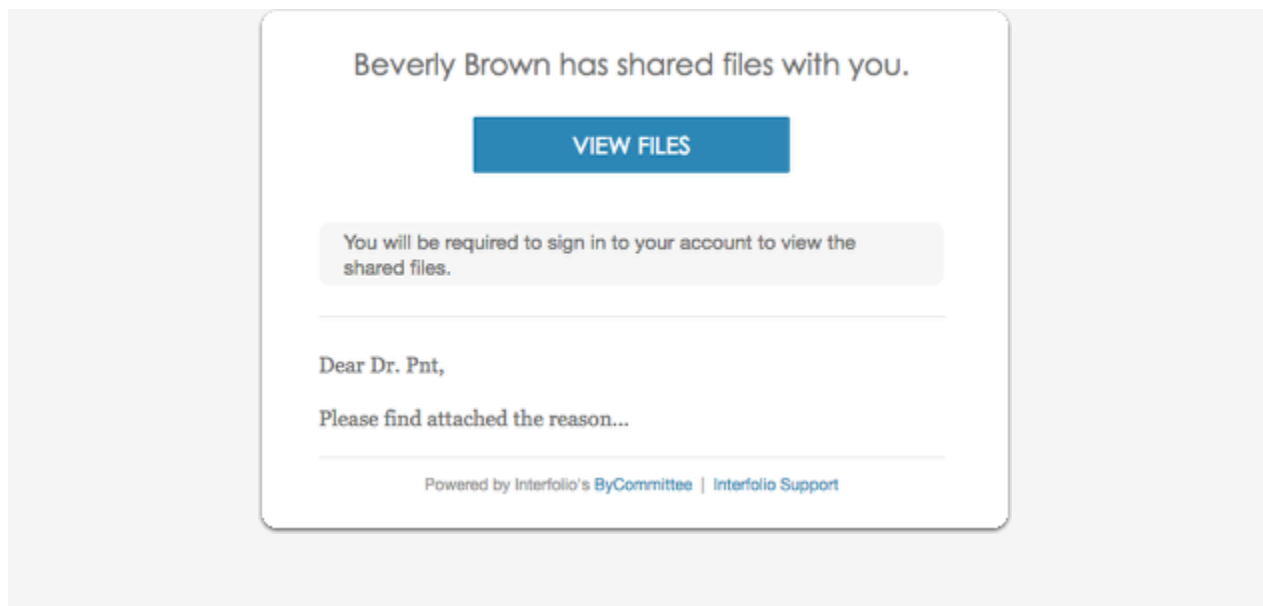
[Close](#)

# 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.**

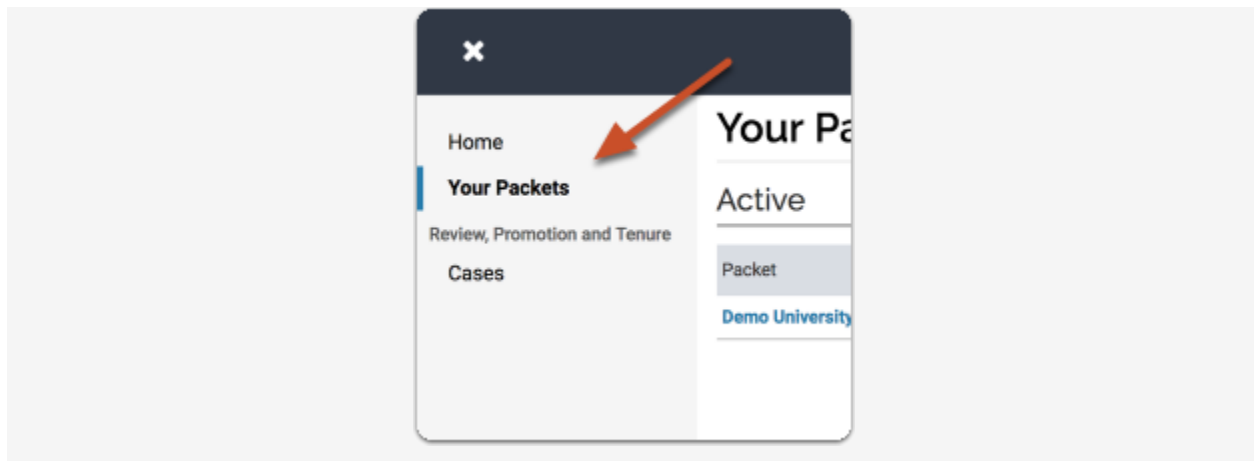


**Your Action Items**

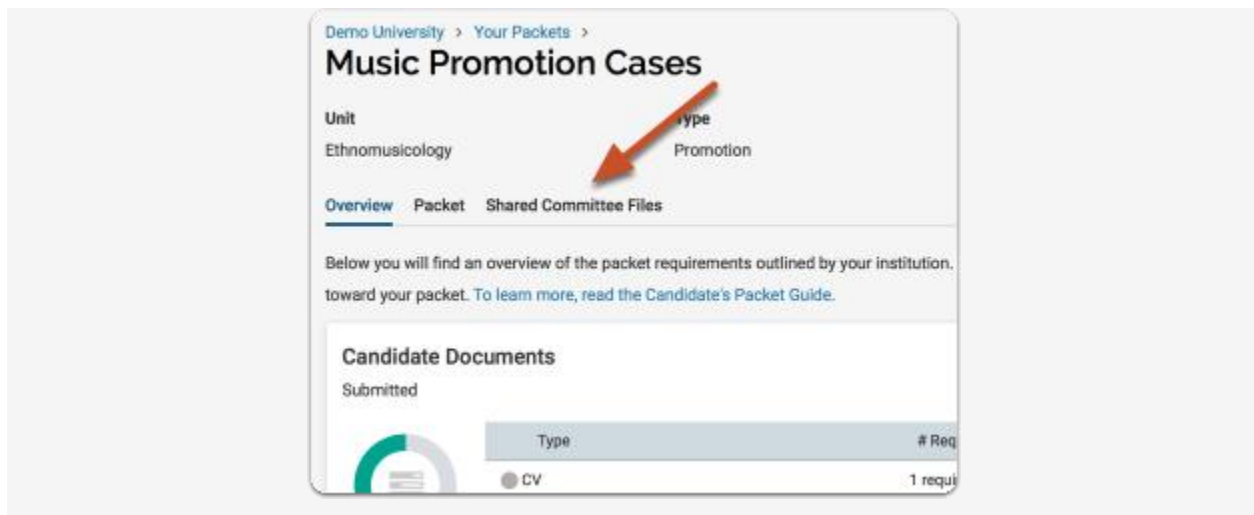
James Aaron **Open for Response** Due: **Nov 26, 2017**

Music Promotion Cases | Ethnomusicology | Promotion

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

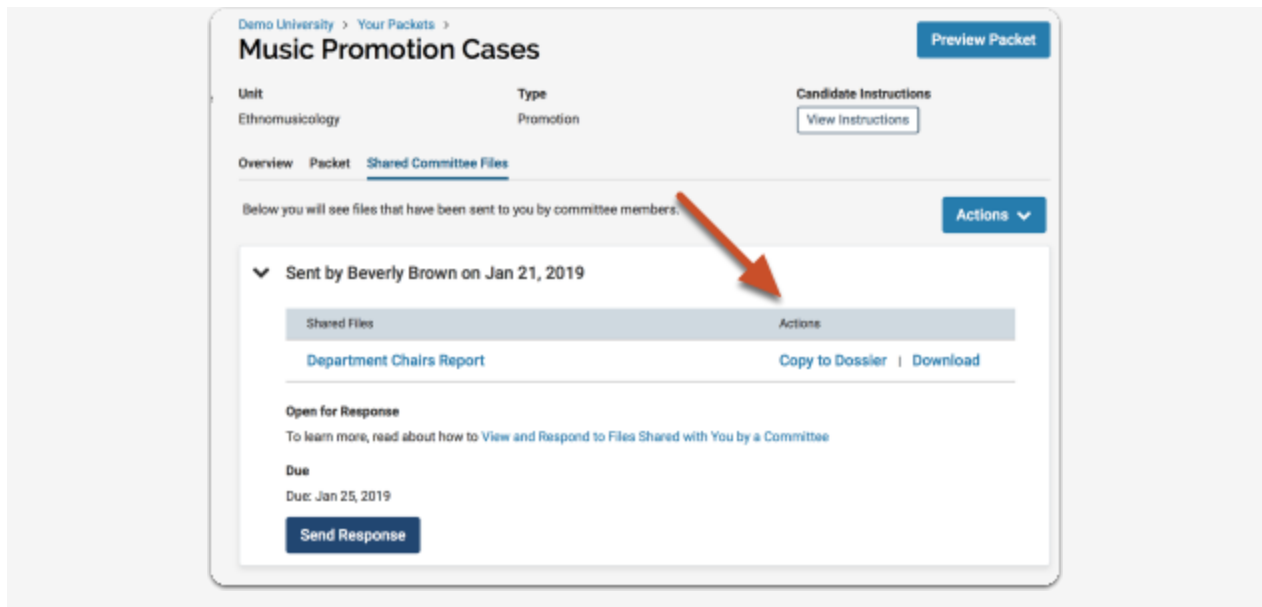


**Open the "Shared Committee Files" tab of the case packet**

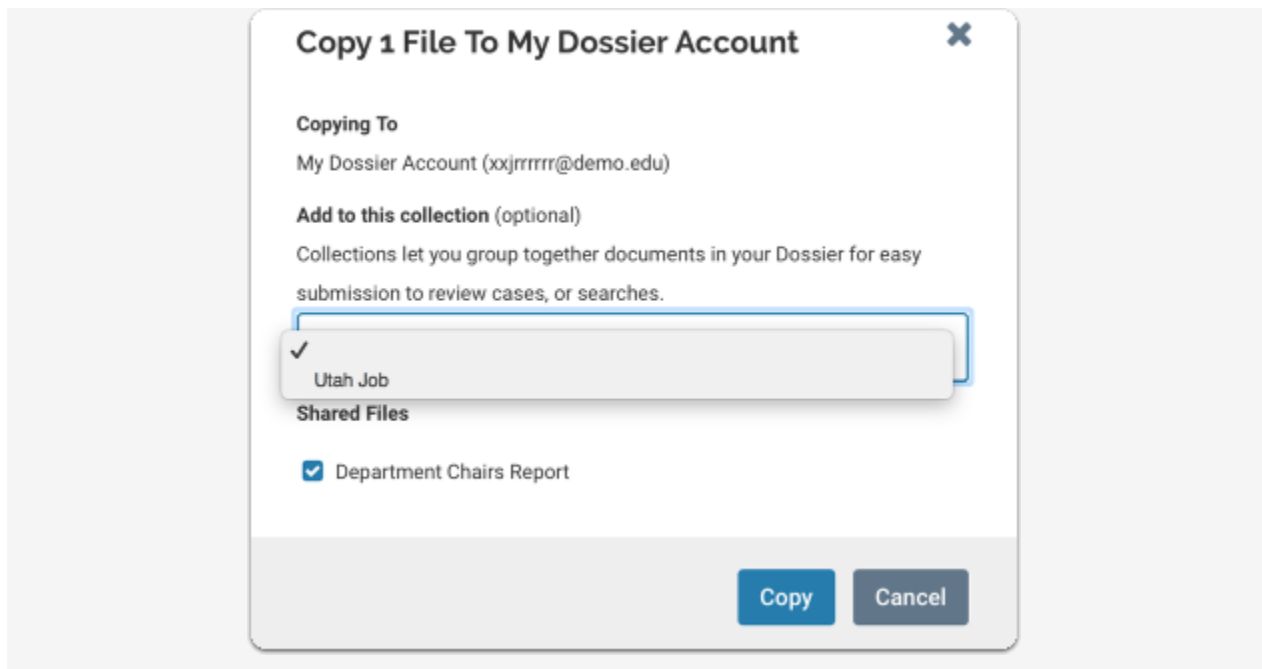


**Files shared with you will appear listed**

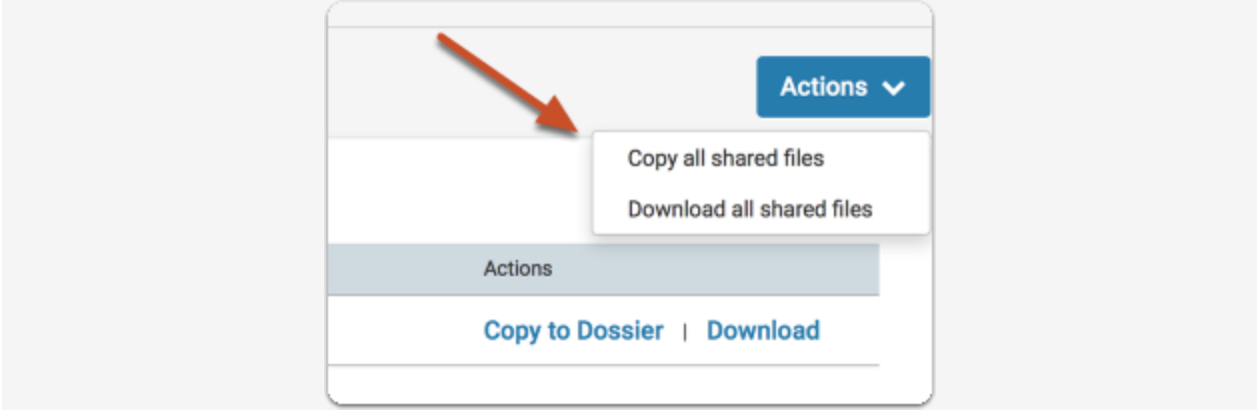
You can download the file, or copy it to your Dossier where it will appear in your Dossier materials.



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
<a href="#">Department of English Language and Literature</a> Seminary Promotion Cases	Promotion	Not Submitted

Packet	Type	Responded
<a href="#">Historical Musicology</a> 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.

### Your Packets

*Active*

Packet	Type
<a href="#">Department of English Language and Literature</a> Seminary Promotion Cases	Promotion

*Completed*

Packet	Type
<a href="#">Historical Musicology</a> Music Promotion Cases	Tenure

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

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  
Not Yet Submitted

[Edit](#)

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

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

Overview Packet

Expand All  Collapse All

**▼ Candidate Documents**  
Not Yet Submitted **Unlocked**

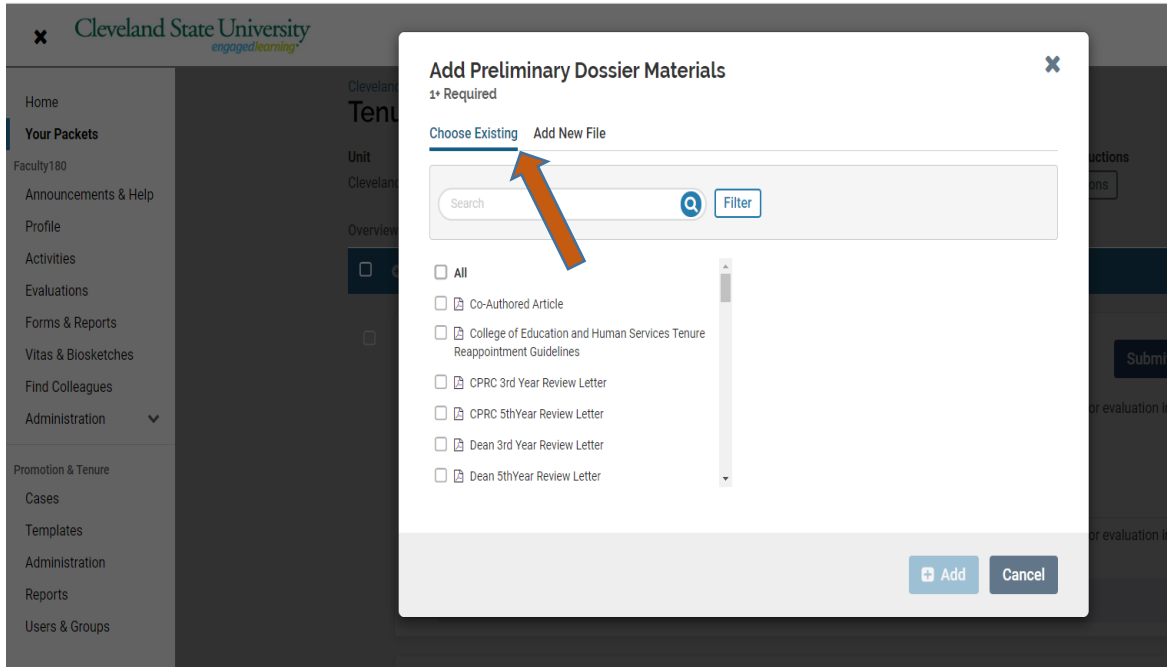
**Submit** 0 of 2 Required Files

CV 1 required, 0 Added

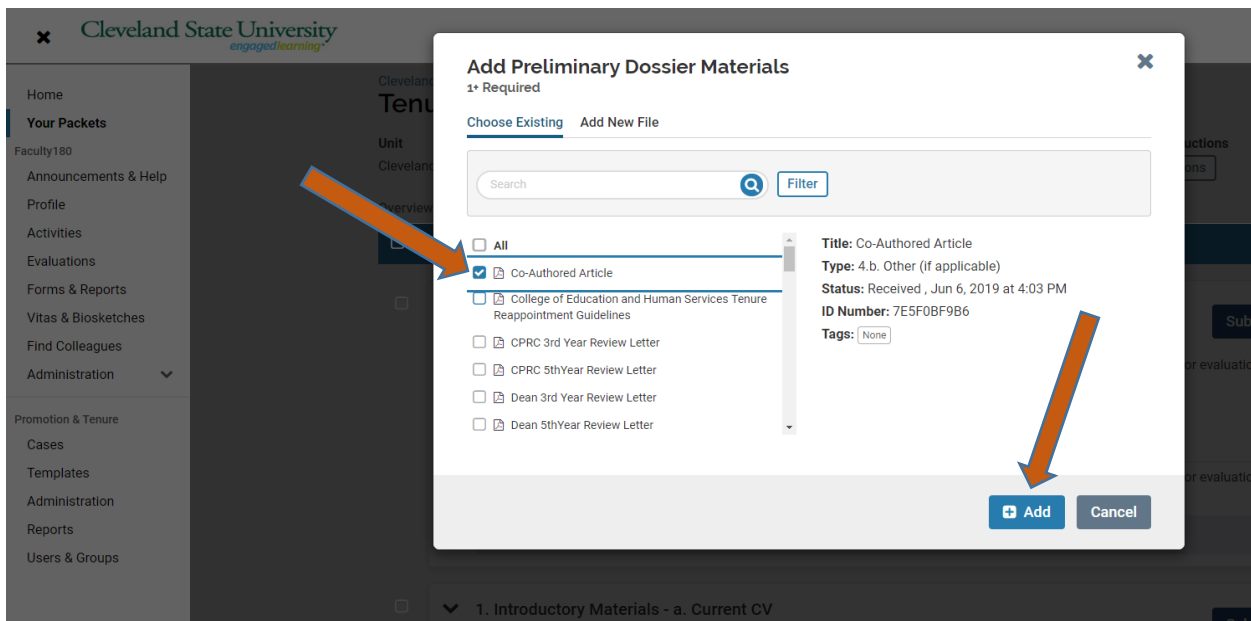
[Add](#)

No files have been added yet.

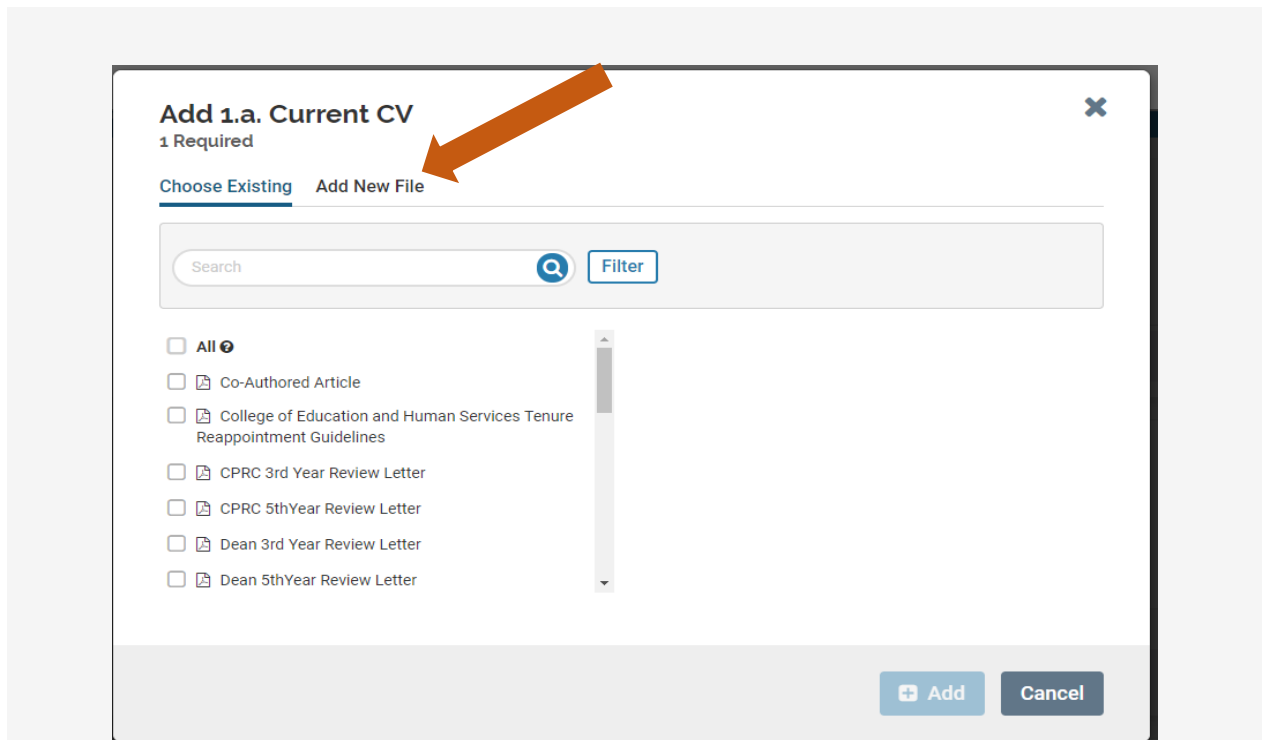
Select “Choose Existing” if you have used the system before to create a dossier. All of the files you have ever uploaded to the system will be available for reuse as you scroll down here



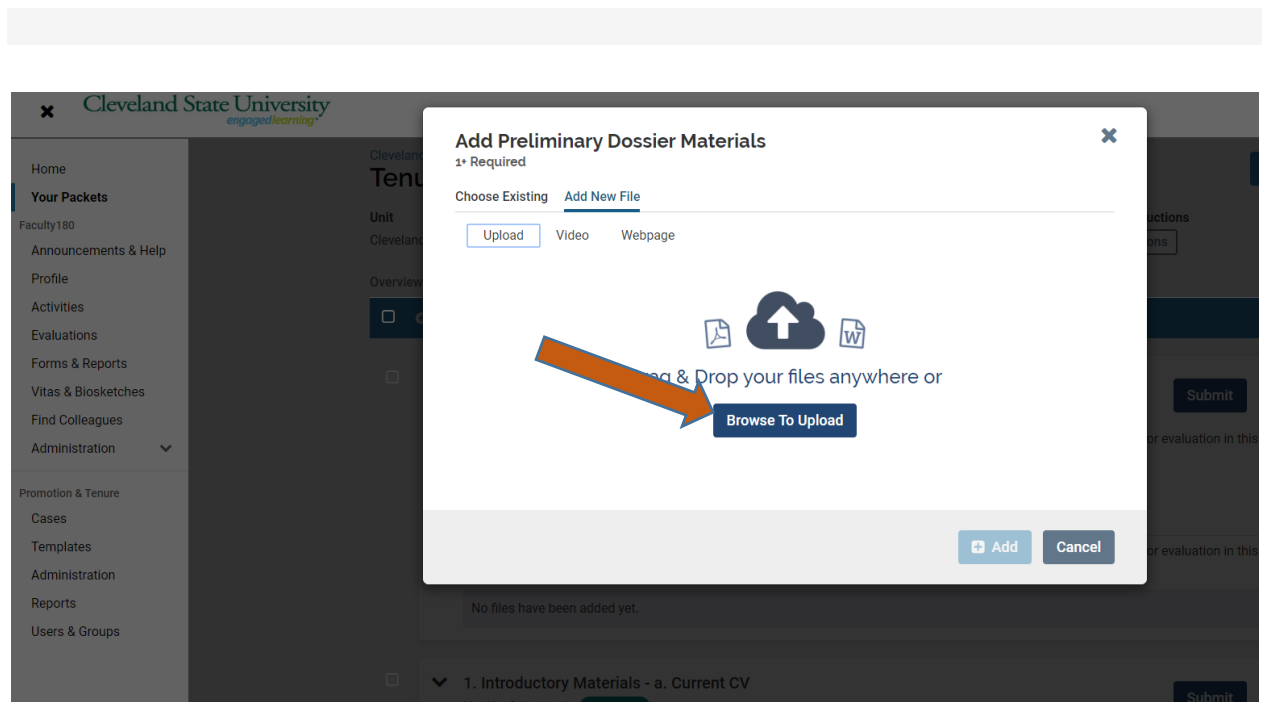
Select the box to the left of the file you wish to reuse and then select “Add”



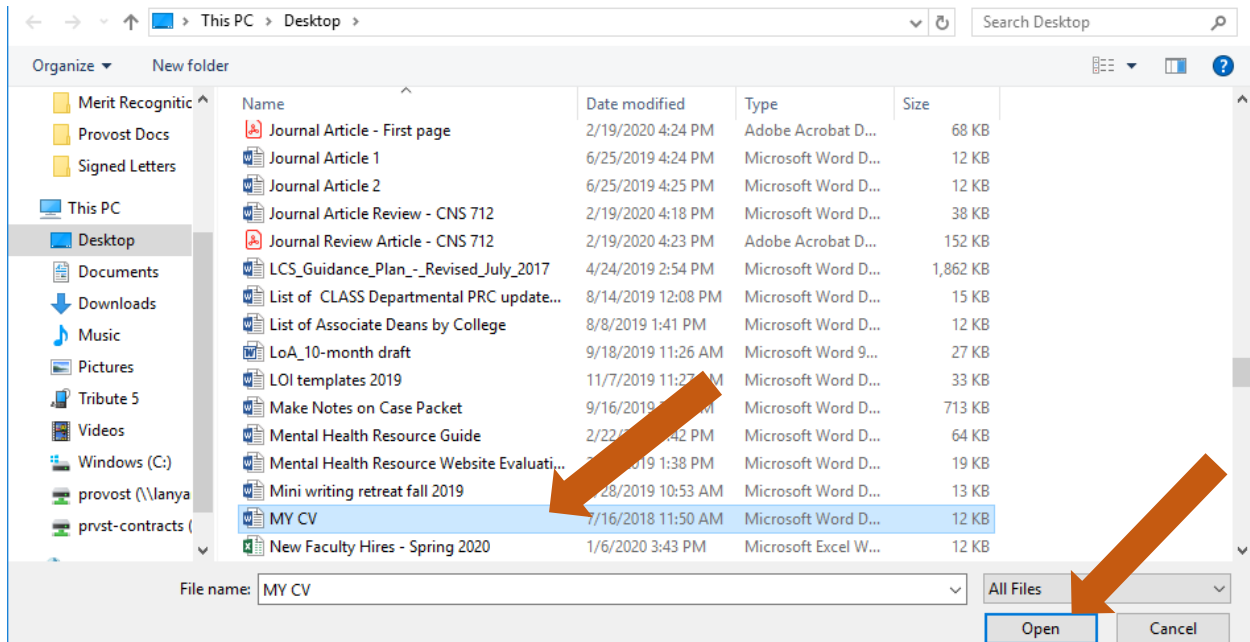
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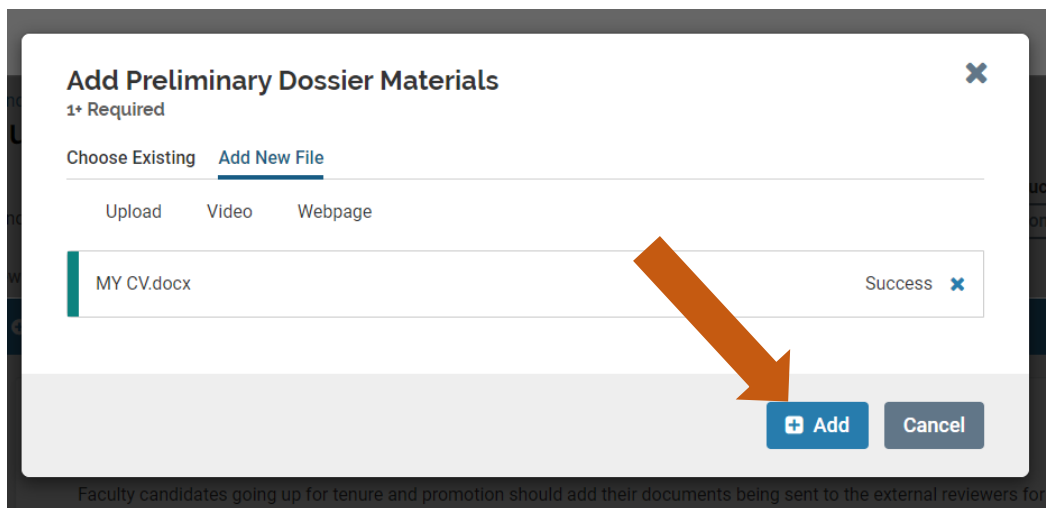
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