Reviewers Step-by-Step Guide

To access your assigned cases:

1. Log in to Interfolio.com. Click Log In followed by clicking Partner Institution.

2. Type in Northridge, select the campus name, click Sign In, and enter your CSUN portal credentials.

4. Select Cases under Review, Promotion & Tenure on the left-hand navigation bar.

5. You will see a list of cases that are available to you. Click the name of the Candidate to view case materials (Candidate’s Packet includes the ePIF and ePAF materials).
6. The Candidate’s Case automatically defaults to the **Case Materials** tab. You can read ePIF materials submitted by the candidate, committee members, and external evaluators by clicking **Read Case**. You will have access to the ePAF materials by scrolling to the “Internal Section” within the case.

![Image of the Candidate’s Case interface]

**To make Annotations in the materials:**

1. You can make notes on materials as you review. The **Annotations** are private and can only be viewed by you.

![Image of Edward Angerer's annotations]
2. Click the **View** icon to toggle on or off the display of annotations.

3. Click the **Note** icon to add an annotation on the currently displayed document.

4. After clicking the Note icon, select the type of annotation you want to create:
   - Make no selection to add a simple **Sticky** note to the document
   - **Point** adds a note with an arrow pointing to a particular point in the document
   - **Area** adds a note about a selected area
   - **Text** adds a note about highlighted...
Turn On/Off Candidate Editing of Packet Materials:

1. Navigate to the case by clicking the candidate's name in your list of cases.

2. Click the **Lock** buttons to lock/unlock each of the candidate uploaded materials to enable or disable editing by candidate. Sections of the candidate's packet containing materials can be independently locked or unlocked to allow editing on a section by section basis. Be sure to lock the candidates packet materials by the department review date.
Uploading the Personnel Decision Letter, Recommendation on RTP, and Committee Voting:

1. Click the Case Details tab to upload the final Personnel Decision Letter (along with the RTP candidate’s rebuttal letter if provided) after 10 days from emailing the letter to the candidate.

Under Required Items: click “Add” to upload the Personnel Committee Decision Letter.

Next, click “Fill Out Form” to recommend Retention, Tenure, Promotion, etc. Additionally, Committee Chairs will submit/indicate committee’s voting results to complete the forms required section. Do not enter the committee vote under Voting Result.

Please note: When uploading the letter, be sure to select your review section.
Moving the Case Forward to the next Reviewing Agency

1. Move the case forward for the next level of review by scrolling to the top of the case page and clicking **Send Case** and selecting the reviewing agency.

![Send Case Forward](image1)

2. A template email will then pop up for you to fill out.

![Send Case Forward](image2)

Type in a subject and click **Continue**, and the case will move out of your queue and go to the next level or review. When all these steps are completed the case will be sent forward and you will no longer have access to the candidate’s ePIF.