Faculty180 (Interfolio) Reviewer Guide

Login Access and Dashboard
• Login
• Dashboard

Reviewing Portfolios
• Accessing Portfolios
• Portfolio preview breakdown

RTP Review Confirmation
• Confirming portfolio review

NOTE: The Activities section is optional and viewable by your colleagues. Tenure Track Faculty Reviewers may enter data here and it’s not part of the RTP Review Process. Please make sure browser popup is allowed and not blocked when reviewing portfolios.
Login (For Faculty/Reviewers/Administrators)

1. Click on the following link: Faculty180 or (https://www.faculty180.com/sysadmin/login.php?dbID=csuci)

2. Login to myCI using your campus username and password

*myCI login for Tenure Track Reviewers Only
• Tenure Track faculty can go directly to myCI and click on the Faculty180.
Faculty180 Dashboard

Once logged in you will see the Faculty180 Dashboard menus

1. **Action Items** are quick links to pending evaluations. There will be multiple rows if you are in more than one PPC (Program Personnel Committee).
2. **Evaluations** section (2nd option to access pending evaluations)
3. **Profile and Activities** sections are optional sections.
4. Due dates vary and set per RTP schedule - [RTP Schedule](#)

![Faculty180 Dashboard](image-url)
Accessing Portfolios
Evaluations can be accessed on the **Dashboard** under *Action Item*

Or **Evaluations** > Under *Perform Evaluations* > Click **Evaluate**
Accessing Pending Evaluations

1. Click **View** to preview portfolio.
1. Section titles (General, Teaching, Scholarly, Service)
2. Narrative when entered in text box
3. Narrative when entered as attachment
4. Click on the active link to view the uploaded files
5. Sample of how to view when content is added in text area instead of as an attachment.
Confirming portfolio review

*Once submitted you can no longer preview the portfolio.*

1. Click **Evaluate**
2. Read and confirm the statement and select **Yes**
3. Click **Save**
4. Select **Checkbox**
5. Click **Submit Selected Evaluations**
6. Click **Submit**
7. Click **Okay**

*Your submission is complete.*