

Faculty180 (Interfolio) Reviewer Guide

Login Access and Dashboard

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- [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 ***pop-up is allowed*** and not blocked when reviewing portfolios.

Login (For Faculty/Reviewers/Administrators)

1. Click on the following link: [Faculty180](https://www.faculty180.com) or (<https://www.faculty180.com/sysadmin/login.php?dbID=csuci>)
2. Login to myCI using your campus username and password

myCI

Dolphin Name

Dolphin Password

[Sign In](#)

[Forgot Password?](#) | [Help](#)

***myCI** login for Tenure Track Reviewers Only

- Tenure Track faculty can go directly to myCI and click on the Faculty180.

[DOCK Online](#)

[Student Ratings of Teaching](#)

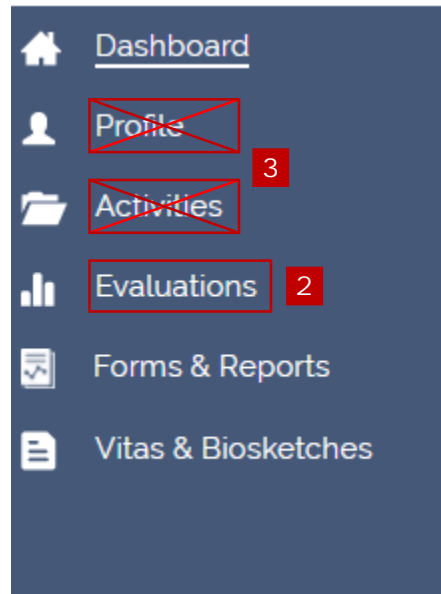
[Faculty180](#)

[Lynda.com](#)

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](#)



The sidebar menu contains the following items:

- Dashboard
- Profile (marked with a red 'X' and a red '3')
- Activities (marked with a red 'X' and a red '3')
- Evaluations (marked with a red '2')
- Forms & Reports
- Vitas & Biosketches

Dashboard

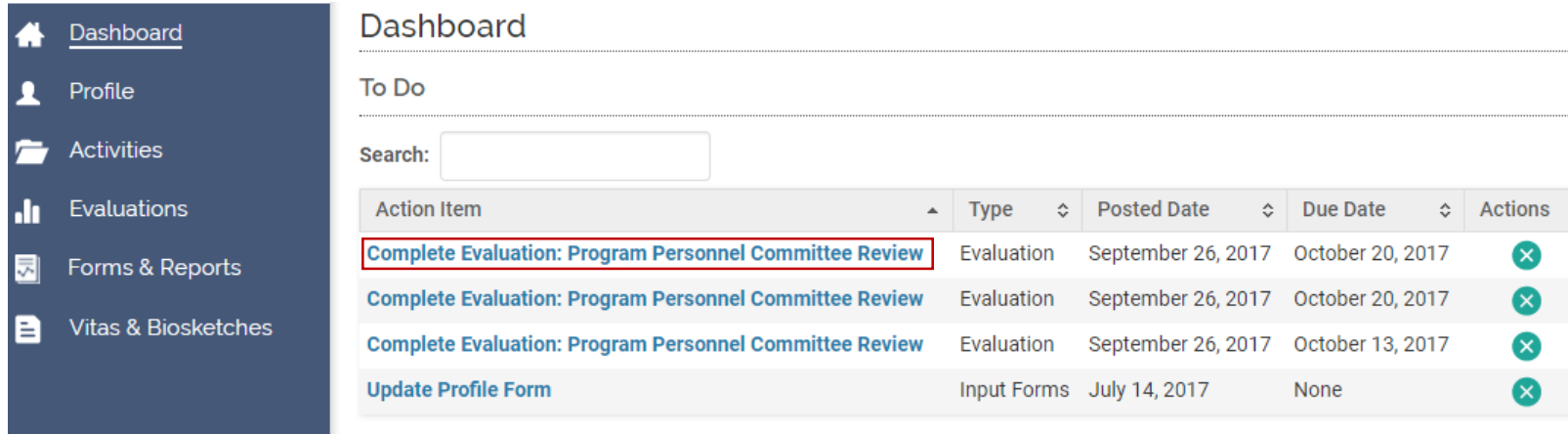
To Do

Search:

Action Item 1	Type	Posted Date	Due Date 4	Actions
Complete Evaluation: Program Personnel Committee Review	Evaluation	September 26, 2017	October 20, 2017	✕
Complete Evaluation: Program Personnel Committee Review	Evaluation	September 26, 2017	October 20, 2017	✕
Complete Evaluation: Program Personnel Committee Review	Evaluation	September 26, 2017	October 13, 2017	✕
Update Profile Form	Input Forms	July 14, 2017	None	✕

Accessing Portfolios

Evaluations can be accessed on the **Dashboard** under *Action Item*



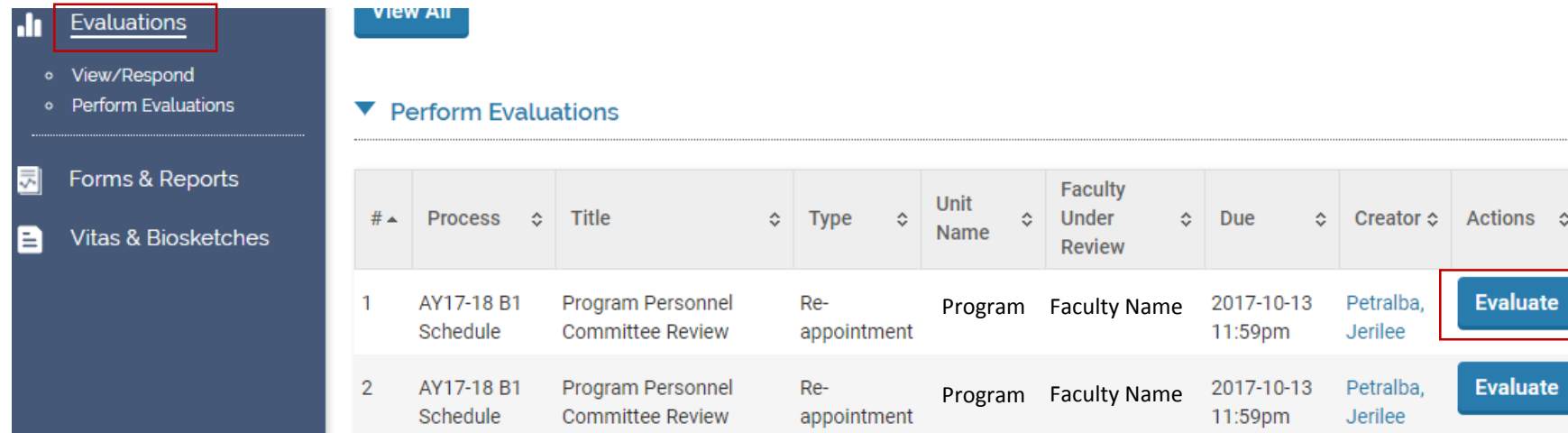
Dashboard

To Do

Search:

Action Item	Type	Posted Date	Due Date	Actions
Complete Evaluation: Program Personnel Committee Review	Evaluation	September 26, 2017	October 20, 2017	
Complete Evaluation: Program Personnel Committee Review	Evaluation	September 26, 2017	October 20, 2017	
Complete Evaluation: Program Personnel Committee Review	Evaluation	September 26, 2017	October 13, 2017	
Update Profile Form	Input Forms	July 14, 2017	None	

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



Evaluations

- View/Respond
- Perform Evaluations

Forms & Reports

Vitas & Biosketches

[View All](#)

▼ Perform Evaluations

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	AY17-18 B1 Schedule	Program Personnel Committee Review	Re-appointment	Program	Faculty Name	2017-10-13 11:59pm	Petralba, Jerilee	Evaluate
2	AY17-18 B1 Schedule	Program Personnel Committee Review	Re-appointment	Program	Faculty Name	2017-10-13 11:59pm	Petralba, Jerilee	Evaluate

Accessing Pending Evaluations

1. Click **View**  to preview portfolio.

Dashboard

Profile

Activities

Evaluations

- View/Respond
- Perform Evaluations

Forms & Reports


Vitas & Biosketches

Evaluations

View Faculty + Add a Quick

Process	AY17-18 B1 Schedule
Type	Re-appointment
Evaluation	Program Personnel Committee Review
Unit	English
Creator	Jerilee Petralba
Start	September 25, 2017 12:00AM
End	October 13, 2017 11:59PM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	B1 Schedule (Fall 2017)	Actions	Export
<input type="checkbox"/>	1	Faculty Name		1 	Evaluate	PDF

** Note: Saved Evaluations must be Submitted before the deadline shown.*

[Submit Selected Evaluations](#) [Cancel](#)

1 RTP - GENERAL

Fall 2017

[PPS or GPS](#)

[PDP](#)

RTP - TEACHING

Fall 2017

2 Narrative,
Narrative is entered here. No attachment added.

[List of classes taught each semester for entire period under review.](#)

RTP - SCHOLARLY AND CREATIVE ACTIVITIES

Fall 2017

Narrative,
Entering narrative text here for scholarly and creative activities. Not attaching.

4 [Scholarly and Creative Activities Appendix,](#)

Example of how content can be added in the text section
Table of Contents
Table of Contents can be copied and pasted here

Table of Contents can also be attached

5 **Links to Websites can be added here**
Link to other sites: [Site link goes here](#)
Link to gallery: [Site link goes here](#)
Link to blog: [Site link goes here](#)

RTP - PROFESSIONAL, UNIVERSITY AND COMMUNITY SERVICE

Fall 2017

3 Narrative

[Professional, University and Community Service Appendix](#)

Portfolio preview breakdown

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.

Forms & Reports | California State University Channel Islands Production

Attachments

Attached Files		
Title	Uploaded	View
Sample Scholarly File 1.docx	2017-09-12 04:03pm	
Sample Scholarly File 2.docx	2017-09-12 04:03pm	
Sample Scholarly File 3.docx	2017-09-12 04:03pm	
http://www.csuci.edu	2017-09-12 04:03pm	

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**

The screenshot shows a web application interface for 'Evaluations'. On the left is a dark blue sidebar with navigation options: Dashboard, Profile, Activities, Evaluations (with sub-options 'View/Respond' and 'Perform Evaluations'), Forms & Reports, and Vitas & Biosketches. The main content area is titled 'Evaluations' and includes a 'View Faculty' section with a table of details: Process (AY17-18 B1 Schedule), Type (Re-appointment), Evaluation (Program Personnel Committee Review), Unit (English), Creator (Jerilee Petralba), Start (September 25, 2017 12:00AM), and End (October 13, 2017 11:59PM). Below this is a table titled 'Listing of Faculty Being Evaluated' with columns for selection, ID, Faculty Name, Evaluation Saved, B1 Schedule (Fall 2017), Actions, and Export. A single row is visible with 'Faculty Name' and an 'Evaluate' button highlighted with a red box and a red '1'. At the bottom are 'Submit Selected Evaluations' and 'Cancel' buttons. A note states: '* Note: Saved Evaluations must be Submitted before the deadline shown.'

Evaluations

Evaluate

** Indicates required field*

A Evaluation Details

Evaluation Of	Raquel Baker
Title	Program Personnel Committee Review
Type	Re-appointment
Description	-
Evaluation Author	Name Withheld

RTP Review Confirmation

B Confirm Evaluation

I confirm that I finished reviewing this RTP portfolio.* Yes **2**

3

Faculty Admin Evaluations

View Faculty + Add a Quick

Process	Training B2 AY17-18
Type	Re-appointment
Evaluation	Program Personnel Committee Review
Unit	Psychology
Creator	Jerilee Petralba
Start	August 9, 2017 12:00AM
End	October 13, 2017 11:59PM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Training B2 Schedule (Fall 2016 - Fall 2017)	Actions	Export
<input checked="" type="checkbox"/>	1	Petralba, Jerilee	✓ Not Submitted		Evaluate	PDF

* Note: Saved Evaluations must be Submitted before the deadline shown.

5 Submit Selected Evaluations Cancel

4. Select **Checkbox**
5. Click **Submit Selected Evaluations**
6. Click **Submit**
7. Click **Okay**

Your submission is complete.

Submit Selected Evaluations ✕

Submitting the selected evaluations has the following implications:

1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your **Listing of Faculty Being Evaluated**.
3. Your responsibility for this evaluation will be completed.

6 Submit Cancel

Notification ✕

The evaluation has been submitted

7 Okay