

**RTP/Lecturer Evaluation
Interfolio Portfolio Guide**

[How to add a file](#)

[How to rename a file](#)

[How to replace a file](#)

[How to reorder your files](#)

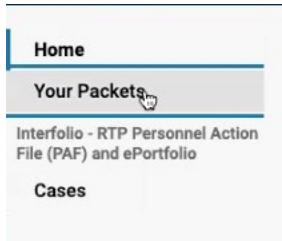
[How to preview your portfolio](#)

[How to submit your portfolio](#)

How to add a file

([Link to video tutorial](#))

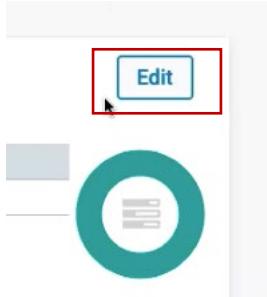
- 1) Log into myCI then click on Interfolio
- 2) Click on **Your Packets** in left navigation



- 3) Click on **View Your Packets**

Active				
Packet	Type	Status	Due Date	
Art	Review	Not Submitted	-	View

- 4) Click on **Edit**



- 5) Click **Add**

Lecturer Portfolio
Due: Feb 5, 2022 | Not Yet Submitted Unlocked

[Preview](#) [Submit](#) **3 of 1**
Required Files

Add

Required Portfolio 1+ required, 3 Added

For the purposes of the review, the Portfolio for teaching faculty shall include:

- Current curriculum vitae
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For more detailed information, please see [Senate Policy 12-10](#).

Title	Details	Actions
CV 2022	Added Jan 19, 2022	Edit Remove
Syllabus 2	Added Jan 25, 2022	Edit Remove
Portfolio	Added Jan 19, 2022	Edit Remove

6) Click on Add New File and drag and drop files you want to upload.

Add Required Portfolio
1+ Required

Choose Existing **Add New File**

Upload Video Webpage



Drag & Drop your files anywhere or

Browse To Upload

Add **Cancel**

You can also upload **Video**.

- Two required sections are **Title** and **URL**

Add Required Portfolio
1+ Required

Choose Existing **Add New File**

Upload **Video** Webpage

You can add videos hosted on YouTube and Vimeo to your Dossier materials. Simply paste the YouTube or Vimeo URL in the space below. For more information see the article [Add YouTube and Vimeo Videos to Your Dossier](#).

Title *

e.g. MUS-112, Fall 2016

URL *

https://www

Description ⓘ

Enter a description for your video...

You can also upload **Webpage**.

- Two required sections are **Title** and **URL**

Add Required Portfolio
1+ Required

Choose Existing **Add New File**

Upload Video **Webpage**

You can include links to webpages in your Dossier materials. When a reviewer clicks the link, the webpage will open in a new tab. For more information see the article [Link to Webpages in Your Dossier](#).

Title *

e.g. MUS-112, Fall 2016

URL *

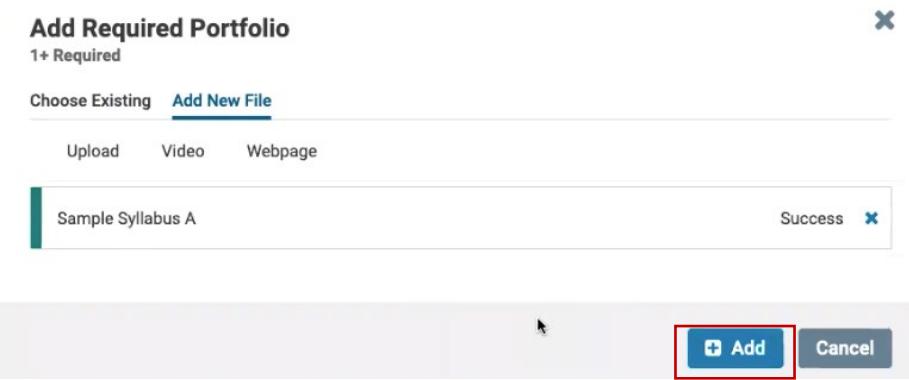
https://www

Description ⓘ

Enter a description for your webpage...

Add **Cancel**

7) After your file or files are uploaded click Add



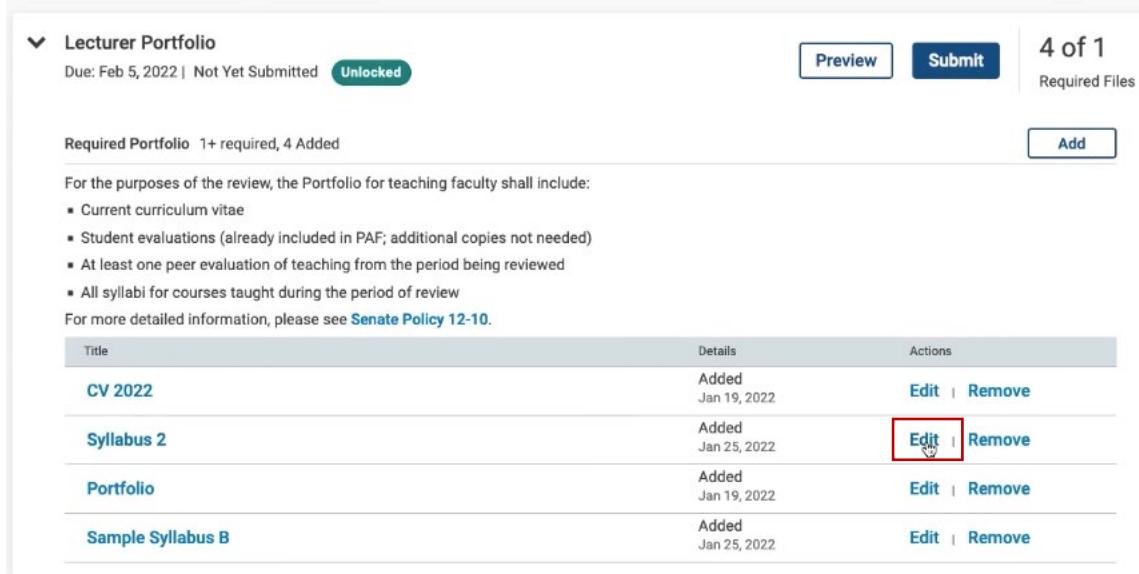
8) You will see your new file added in the packet.



How to rename a file

([Video Tutorial Link](#))

- 1) From your portfolio page click on **Edit** to rename the file



Lecturer Portfolio

Due: Feb 5, 2022 | Not Yet Submitted Unlocked

Preview Submit 4 of 1 Required Files

Required Portfolio 1+ required, 4 Added Add

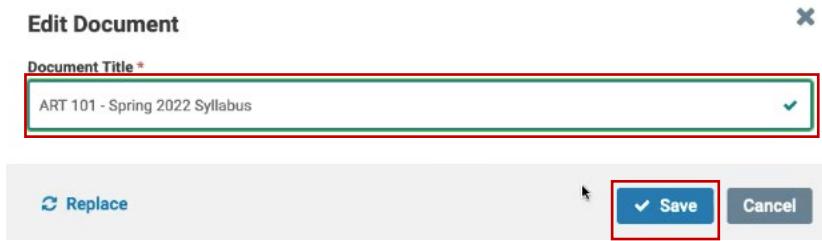
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Portfolio	Added Jan 19, 2022	Edit Remove
Sample Syllabus B	Added Jan 25, 2022	Edit Remove

- 2) Rename the file and click **Save**



Edit Document

Document Title *

ART 101 - Spring 2022 Syllabus

Replace Save Cancel

How to replace a file ([Video Tutorial Link](#))

- 1) From your portfolio page click on **Edit** to replace the file

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Sample Syllabus B	Added Jan 25, 2022	Edit Remove

- 2) Click on **Replace**

Edit Document

Document Title *

CV 2022

[Replace](#) Save Cancel

- 3) Click on Add New File and drag and drop your new edited file.

Add Required Portfolio
1+ Required

Choose Existing [Add New File](#)

Upload Video Webpage

Drag & Drop your files anywhere or [Browse To Upload](#)

Add Cancel

4) Click **Save** after your replacement file is added

Replace Document X

Choose Existing [Add New File](#)

Upload Video Webpage

CV 2022-Edited Success X

✓ Save Cancel

▼ Lecturer Portfolio
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Preview Submit **4 of 1**
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Portfolio	Added Jan 19, 2022	Edit Remove
CV 2022-Edited	Added Jan 25, 2022	Edit Remove
Sample Syllabus B	Added Jan 25, 2022	Edit Remove
ART 101 - Spring 2022 Syllabus	Added Jan 25, 2022	Edit Remove

How to reorder your files

([Video Tutorial Link](#))

- 1) You can drag and reorder files by dragging and dropping the files in any order you prefer.

▼ Lecturer Portfolio
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Preview Submit 4 of 1
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ART 101 - Spring 2022 Syllabus

Added
Jan 25, 2022

Add

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Sample Syllabus B

Added
Jan 25, 2022

Edit | Remove

Add

How to preview your portfolio

([Video Tutorial Link](#))

- 1) Click on **Preview Packet** to review what your reviewers will see when reviewing your portfolio

California State University Channel Islands Production > Your Packets >

AY21-22 ART Lecturer Evaluation - FT PPC and Dean

Preview Packet

Unit	Type	Candidate Instructions
Art	Review	View Instructions

[Overview](#) [Packet](#)

[Expand All](#) [Collapse All](#) [Add Section](#)

Lecturer Portfolio
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Preview **Submit** **4 of 1**
Required Files

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Portfolio	Added Jan 19, 2022	Edit Remove
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- 2) Reviewers will see the left navigation with a listing of the files you've uploaded. You can toggle through the different files by clicking on the titles of the document.

Only show submitted sections.

LECTURER PORTFOLIO

CV 2022

Syllabus 2

Portfolio

Sample Syllabus B

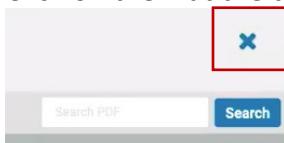
Teaching Appendix

Search PDF **Search**

X

Previous Material < 1 / 3 Next Material

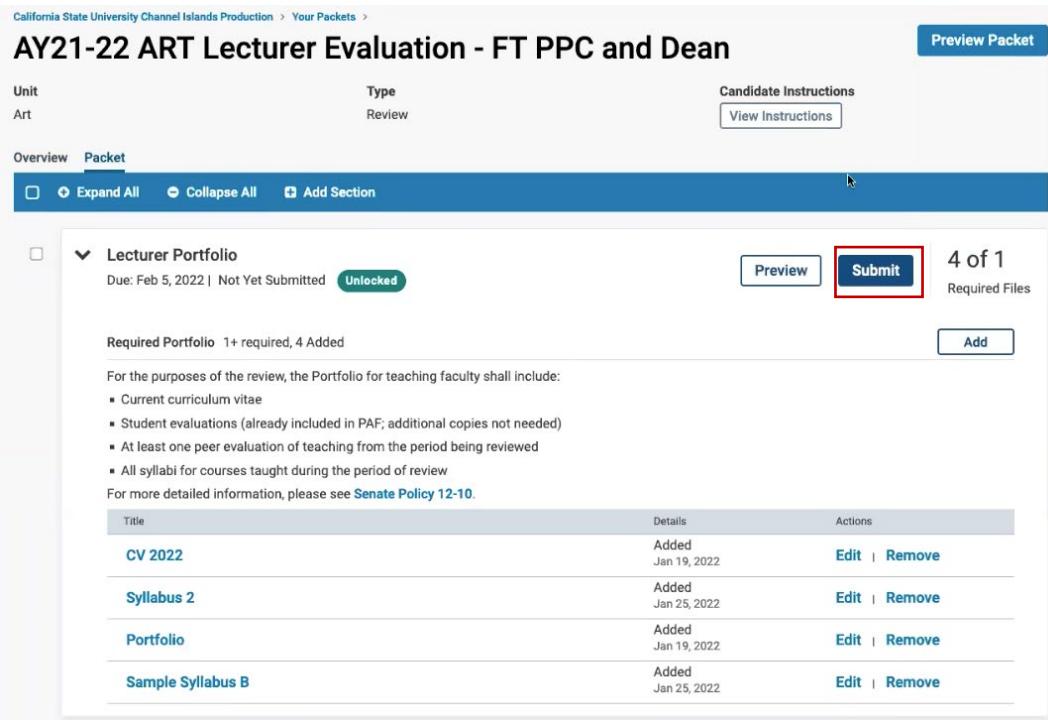
- 3) Click on the X at the top right to close the preview and return to your portfolio.



How to submit your portfolio

([Video Tutorial Link](#))

1) Click on Submit



California State University Channel Islands Production > Your Packets > AY21-22 ART Lecturer Evaluation - FT PPC and Dean

Unit: Art Type: Review Candidate Instructions: [View Instructions](#)

Overview Packet

□ Expand All □ Collapse All □ Add Section

□ Lecturer Portfolio Due: Feb 5, 2022 | Not Yet Submitted **Unlocked**

Preview **Submit** 4 of 1 Required Files

Required Portfolio 1+ required, 4 Added

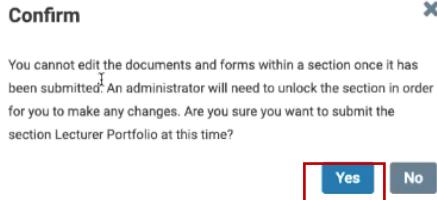
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Portfolio	Added Jan 19, 2022	Edit Remove
Sample Syllabus B	Added Jan 25, 2022	Edit Remove

2) Confirm submission and click Yes

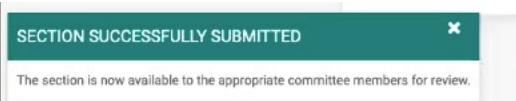


Confirm

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 Lecturer Portfolio at this time?

Yes **No**

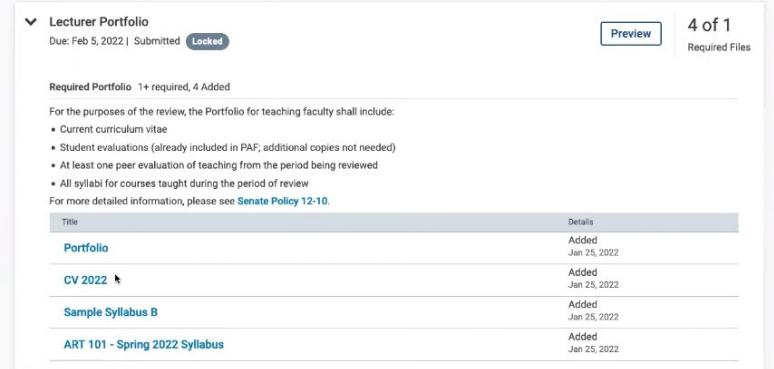
3) You will get a confirmation message at the bottom left of your screen.



SECTION SUCCESSFULLY SUBMITTED

The section is now available to the appropriate committee members for review.

4) Your portfolio will now be **Locked** and you will no longer be able to edit your files. But you will still have access to view your portfolio. Please contact Faculty Affairs if you still need to make changes and it's not past the deadline. We can return the portfolio to you so you may make changes.



California State University Channel Islands Production > Your Packets > AY21-22 ART Lecturer Evaluation - FT PPC and Dean

Unit: Art Type: Review Candidate Instructions: [View Instructions](#)

Overview Packet

□ Expand All □ Collapse All □ Add Section

□ Lecturer Portfolio Due: Feb 5, 2022 | Submitted **Locked**

Preview 4 of 1 Required Files

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