

Viewing Documents Sent from Department and Certification Process

Faculty Instructions

You will receive an email from the AP contact in your Department notifying you at various times in the review process in order to share documents with you. If applicable, you may need to respond to their email, and can choose to do so within Interfolio.

Viewing Documents Shared with You

1. Sign in to Interfolio at <https://review.ucsd.edu/> and login via single sign-on (**instead of clicking the “view files” button within the email you received**).
2. Click on “Your Packets” on the left-hand menu.



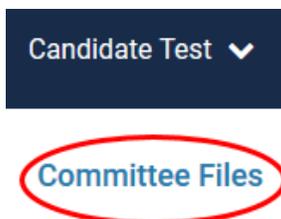
3. Under the “Active” section, click on the department name for the file you have in progress.

Your Packets

Active



4. Click on the “Committee Files” link in the upper right-hand corner of the screen to view the files that have been sent to you.



- Click on the hyperlinked document name to be directed to the Interfolio in-system Materials Viewer.

Committee Files

Below you will see files that have been sent to you by committee members.

Sent by Jenna Lucius on
Nov 22, 2017

[UC Employment history](#)

- Review the shared documents.

Viewing Files ← Committee Files

SENT BY JENNA LUCIUS: NOV 22, 2017

UC Employment history

TITLE
STEP
DEPARTMENT

PERIOD	TITLE	STEP	% TIME	DEPARTMENT
7/1/93 – 6/30/95	Asst Professor	II	100%	Test
7/1/95 – 6/30/97	Asst Professor	III	100%	Test
7/1/97 – 6/30/99	Assoc Professor	I	100%	Test
7/1/99 – 6/30/01	Assoc Professor	II	100%	Test
7/1/01 – 6/30/03	Assoc Professor	III	100%	Test
7/1/03 – 6/30/06	Professor	I	100%	Test
7/1/06 – 6/30/09	Professor	II	100%	Test
* 7/1/09 – 6/30/12	Professor	IV	100%	Test
7/1/12 – 6/30/15	Professor	V	100%	Test
7/1/15 – tenure	Professor	VI	100%	Test

Sabbatical:
7/1/98 – 10/31/98
7/1/05 – 2/28/06
7/1/12 – 2/28/13
7/1/15 – 6/30/16

- If the department needs you to upload a response document, the “Send Respond” link will be enabled.
 - Note: The response due date is a hard deadline. If you are unable to make this deadline, please contact your Departmental AP contact.

← Committee Files

[Send Response](#)

- Enter a response title (ex. Biobib Response), and upload any additional materials that you may wish to add to your file.

Response ✕

You can respond with a document for the committee to review.

Title*

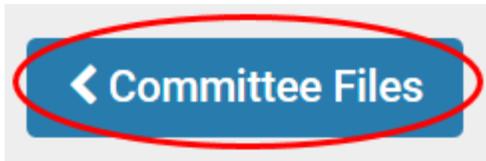
Biobib Response

Drag & Drop your files anywhere or

[Browse To Upload](#)

[Send](#) [Cancel](#)

9. Click the "Committee Files" button to return to the file list.



10. The response documents and the date submitted will appear along with shared files in the list of Committee Files. Your department will receive a notice that you have submitted a response.

Sent by Brandy Cheshire on
Feb 25, 2018 [View](#)

Ad Hoc Report Feb 25, 2018

Response

RESPONSE TO AD HOC Sent: Feb 24, 2018

Completing the Certification 1-A, 1-B, 2, or 3

Once you have reviewed the shared documents and submitted your response (if applicable), then you need to complete your certification next.

1. Click on “Your Packets” on the left-hand menu.



2. Under the “Active” section, click on the department name for the file you have in progress.

Your Packets

Active



3. Click on the “Edit Packet” button.

Overview

Katniss Everdeen

Below you will find an overview of the packe



4. Click the “view” button for the certification that you need to complete (either 1-A, 1-B, 2, or 3).

▼ Certification 1-A

Please do not complete the certification A form until you are instructed to do so by your department.

○ INCOMPLETE 0 / 1 REQUIRED

○ Cert 1-A: Certification of Department Review Required [View](#)

○ Additional Documents [Add File](#)

5. Read and answer each question.

Cert 1-A: Certification of Department Review

Eric Northman

I certify that:

Note: Your acceptance on this certification indicates only that you acknowledge that the procedures required by University policy were followed prior to departmental consideration of your file. disagreement with any of the assessments or opinions in the academic review file. If you have questions, contact your department's academic personnel representative before accepting.

I was informed of the impending academic review for this personnel action and of the relevant University of California policies and procedures related to the academic review process. *

Yes

No

6. Enter today's date.

Today's Date *

09/12/2018

7. List any items that you have added to your response in the "Items/Statements I have added" box.

Items/Statements I have added:

Evaluation from mentee

8. Click "Return to Packet."

[Return to Packet](#)

9. The Certification will show a status of “Complete” but it still needs to be submitted.

▼ **Certification 1-A**

Please do not complete the certification A form until you are instructed to do so by your department.

COMPLETE 1 / 1 REQUIRED

- Cert 1-A: Certification of Department Review
- Additional Documents

10. Scroll to the bottom of the screen and click the “Review & Submit” button.



11. Click the sections you want to submit and click the “Submit Section(s)” button.

Review & Submit

Eric Northman

Only sections with completed requirements will appear

- Section Information

- Candidate Documents**

- Certification 1-A**

[Preview Submission](#)

Submit Section(s) [Cancel](#)

12. Your department will receive a notification that your certification has been submitted.