

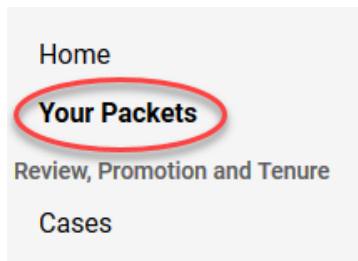
Viewing Documents Sent from Department

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

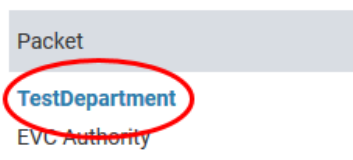
1. Sign in to Interfolio at <https://review.ucsd.edu/> and login via single sign-on (**instead of clicking the “view files” button within the email you received**).
2. Click on “Your Packets” on the left-hand menu.



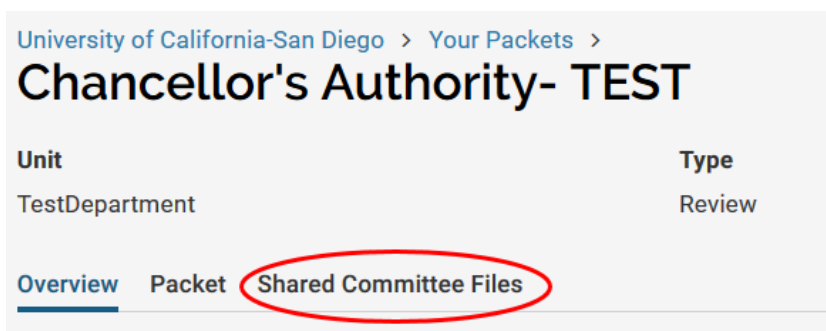
3. Under the “Active” section, click on the department name for the file you have in progress.

Your Packets

Active



4. Click on the “Shared Committee Files” tab to view the documents that have been sent to you.



- You will now see a list of the documents that have been shared with you. Click on the hyperlinked document name to be directed to the Interfolio in-system Materials Viewer.

Overview Packet **Shared Committee Files**

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

▼ Sent by Jenna Lucius on Oct 8, 2018

Shared Files	Actions
TEST 228_FA14	Copy to Dossier Download
TEST 145_SP15	Copy to Dossier Download
Review Summary.pdf	Copy to Dossier Download
Biobib	Copy to Dossier Download

- Review the shared documents.

Viewing Files ← Committee Files

▼ SENT BY JENNA LUCIUS: NOV 22, 2017

UC Employment history

TITLE	STEP	DEPARTMENT		
UC EMPLOYMENT HISTORY				
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 has enabled a response within Interfolio, the “Send Respond” link will appear.
 - 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](#) Search PDF Search

8. Enter a response title (ex. Dept Ad Hoc Committee letter 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 *

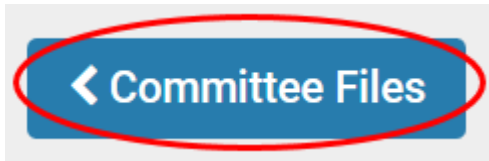
Biobib Response

Drag & Drop your files anywhere or

[Browse To Upload](#)

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

9. Click the “Committee Files” button to return to the shared document 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