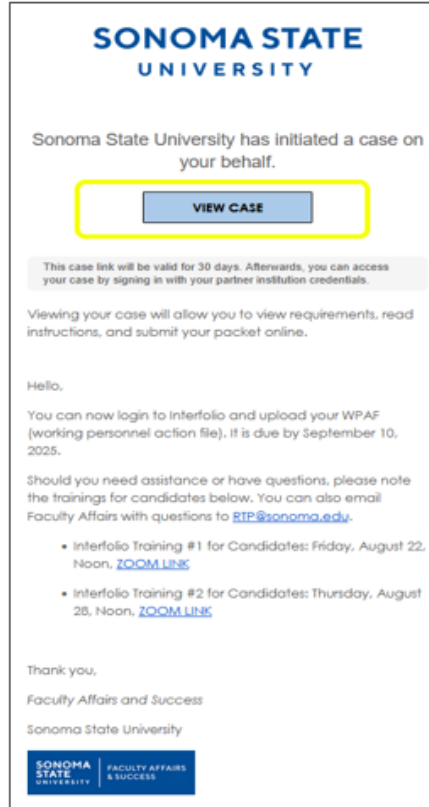


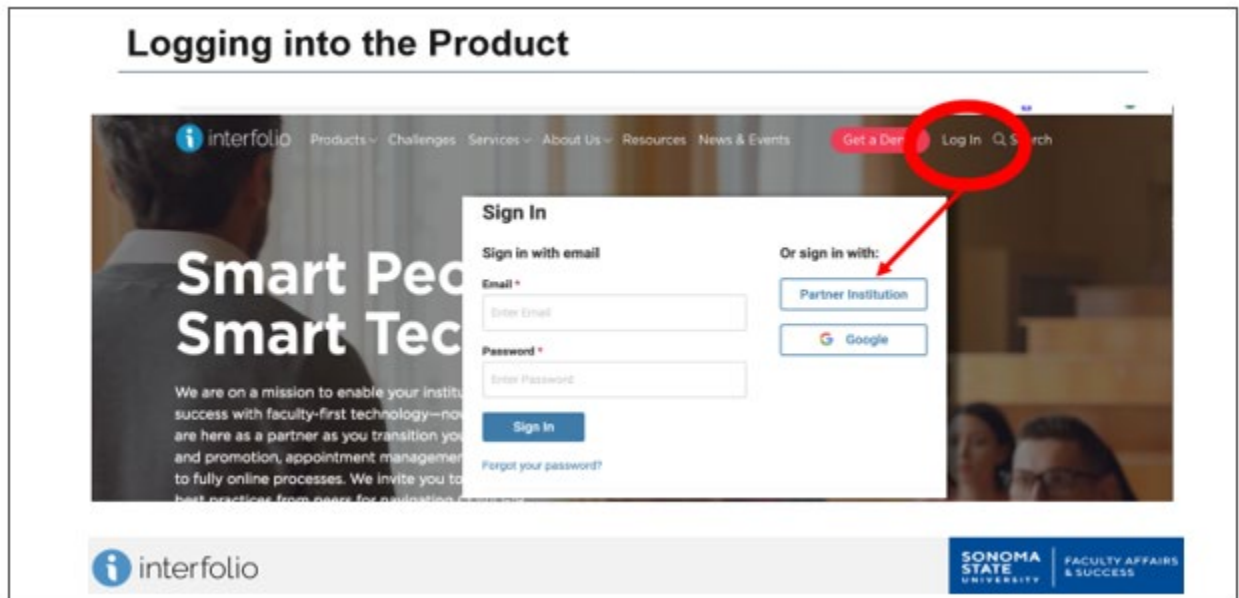
# Sonoma State University RTP

## Candidates Step-by- Step Guide to Interfolio

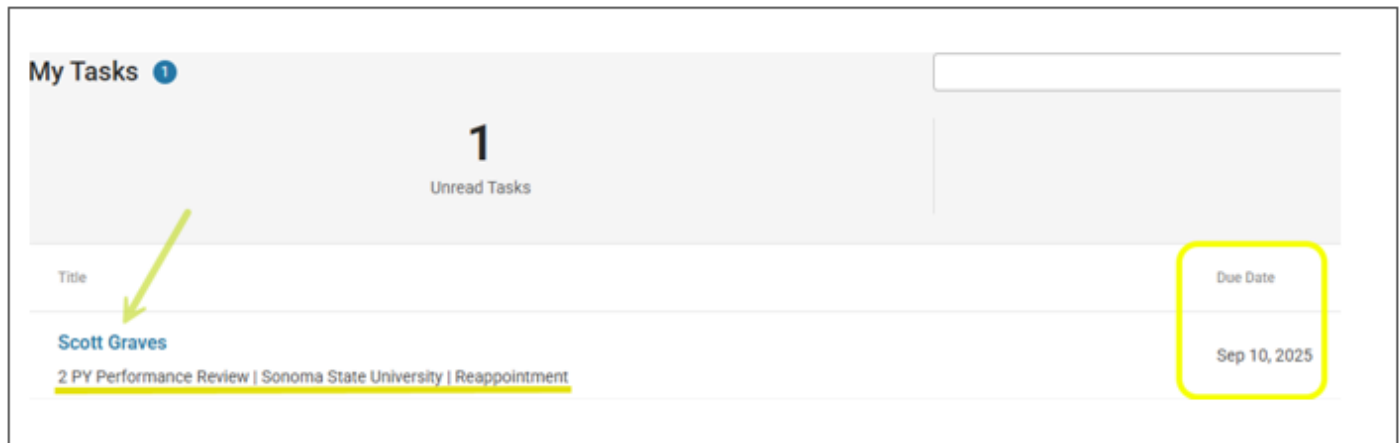
As an RTP Candidate, you will receive an email when your case has been created.



This case link will be valid for 30 days. Afterwards, you can access your case by signing in with your partner institution credentials.



After you log in, click on your name to move forward. Note, this also lists the WPAF due date and your RTP cycle. This is listed throughout the case. If this looks incorrect, please stop and reach out to Faculty Affairs at [RTP@sonoma.edu](mailto:RTP@sonoma.edu).

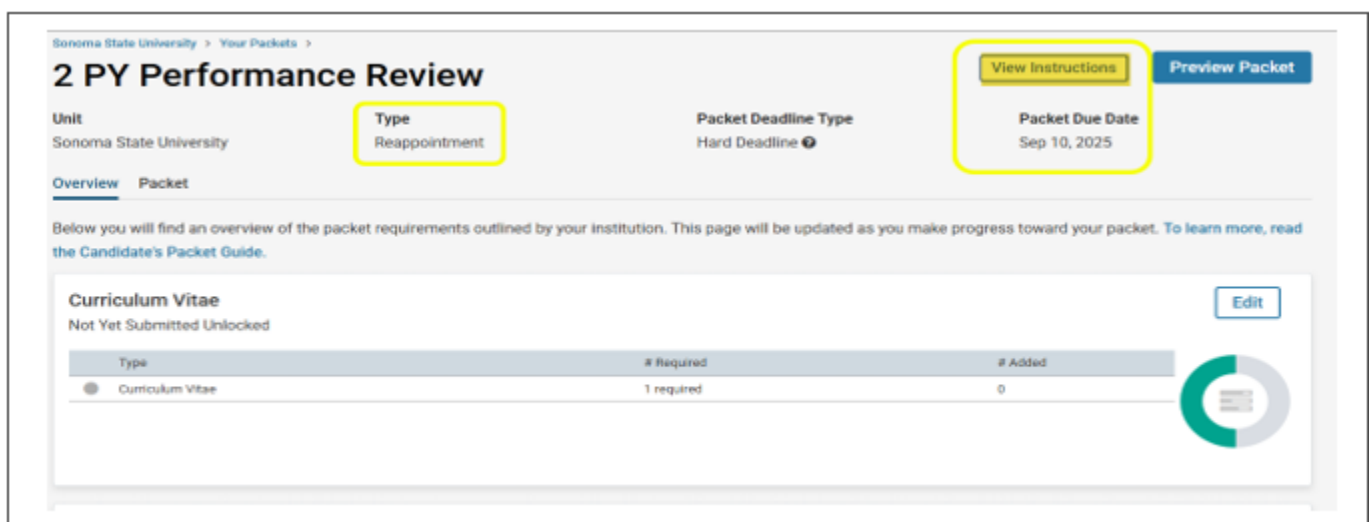


**The Packet Overview** page will display, showing each section requirement and the progress in fulfilling each of the requirements.

### View Instruction and Fulfill Requirements

Before taking any action, click **View Instructions** in the upper right-hand corner to see important details on requirements, policies, and processes.

These will appear in the ‘Candidate Instructions’ window.



## Candidate Instructions

Due:  
Sep 10, 2025

This is your Working Personnel Action File (WPAF). Please provide up-to-date documentation showing evidence of your achievements and professional development.

Please include:

1. Current curriculum vitae.
2. Self-assessment of teaching and professional activity (no more than seven pages), and shall include:
3. Two peer observations of teaching since the last Performance Review.
4. Reflections on Student Experience (ROSE).
5. Index of appropriate evidence to support a record of growth and contribution in the area of scholarship, and quality of service to the University, to the profession, and to the community.

Files can be uploaded from Interfolio's Dossier program or from any files saved to your desktop or thumb drive. Once you see the gray "Locked" button on a section, that means the section has been fully submitted. For more information on how to submit your case, please see [Interfolio's Candidate Guide to Populating and Submitting a Packet Using Interfolio RPT](#)

Close

## Navigate Packet

You will navigate to the applicable section within the **Packet** tab where you can view the requirement details, number of required files, and number of uploaded (added) files.

To add your first set of materials, which will be the CV, click Edit.

Sonoma State University > Your Packets >

## 2 PY Performance Review

View Instructions

Preview Packet

Unit	Type	Packet Deadline Type	Packet Due Date
Sonoma State University	Reappointment	Hard Deadline	Sep 10, 2025

Overview

Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. [To learn more, read the Candidate's Packet Guide.](#)

### Curriculum Vitae

Not Yet Submitted Unlocked

Type	# Required	# Added
<div>Curriculum Vitae</div>	1 required	0

Edit

100%

100%

Faculty Affairs & Success

3

August 2025

Click the **Add** button.

The screenshot shows the '2 PY Performance Review' interface. At the top, there are tabs for 'View Instructions' and 'Preview Packet'. Below this, a header section displays 'Unit: Sonoma State University', 'Type: Reappointment', 'Packet Deadline Type: Hard Deadline', and 'Packet Due Date: Sep 10, 2025'. The main content area has a blue bar with 'Expand All' and 'Collapse All' buttons. A section titled 'Curriculum Vitae' is expanded, showing 'Not Yet Submitted' and an 'Unlock' button. To the right, a 'Submit' button and a progress indicator '0 of 1 Required Files' are visible. Below the progress indicator is a yellow 'Add' button. The section contains instructions: 'Please upload your CV here using the naming convention: LastName\_CV\_2025', 'Bold or highlight all additional items since your last review.', 'Describe items that may not be understood by those outside your department.', and 'Specifically describe progress of projects or manuscripts. Are they submitted, back for review, scheduled to be published?'. A text box at the bottom of the section says 'No files have been added yet.'

Upload your material, and once it is listed, click Add.

The screenshot shows the 'Add Curriculum Vitae' dialog box. It has a title 'Add Curriculum Vitae' and a subtitle '1 Required'. Below the title, there are two tabs: 'Choose Existing' and 'Add New File'. Under the 'Add New File' tab, there are three options: 'Upload', 'Video', and 'Webpage'. A text input field contains the text 'LastName\_CV\_2025'. To the right of the input field is a yellow 'Success' message with a close button. At the bottom right of the dialog, there are two buttons: a yellow 'Add' button and a grey 'Cancel' button.

To continue fulfilling requirements, click **Edit** within each section.

In this case, 1 of 1 has now been added. You can remove or edit at any time PRIOR to submitting.

1

Sonoma State University > Your Packets >

## 2 PY Performance Review

View Instructions Preview Packet

Unit: Sonoma State University Type: Reappointment Packet Deadline Type: Hard Deadline Packet Due Date: Sep 10, 2025

Overview Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Curriculum Vitae Not Yet Submitted Unlocked Edit

Type	# Required	# Added
Curriculum Vitae	1 required	1

### Preview Packet and Make Changes

It is recommended to **Preview Packet** in the upper right-hand corner before submitting sections. The preview shows exactly how the packet will appear to the committee in the document reader.

☰ Only show submitted sections. X

Search PDF Search

> FACULTY ACTIVITY REPORTING VITAE

> EXTERNAL REVIEWERS' LETTERS AND CREDENTIALS

> IMPACT STATEMENT

▼ COLLEGE CRITERIA (AS APPLICABLE)

CU Narratives Describing Teaching Innovations and Scholarship

Virginia Appgar article

CV Virginia Appgar

EDUCATION

WORK EXPERIENCE

PROFESSIONAL LICENSURES & CERTIFICATIONS

HONORS

MEMBERSHIPS

> SCHOLARLY CONTRIBUTIONS & CREATIVE PRODUCTIONS

> INSTITUTIONAL COMMITTEES

> OTHER INSTITUTIONAL SERVICE

> PROFESSIONAL SERVICE

> PROFESSIONAL DEVELOPMENT

> TEACHING

Virginia Appgar Publications

> Scholarly Contributions & Creative Productions

> DEPARTMENT CRITERIA (AS APPLICABLE)

Virginia Appgar  
vappgar-demo@interfolio.com

**EDUCATION**

M.P.H., Public Health, Johns Hopkins, Maryland 1980

M.D., Surgery, Columbia University College of Physicians and Surgeons (P&S), New York 1972

B.S., Zoology, Mount Holyoke College, Massachusetts 1968

**WORK EXPERIENCE**

Lecturer, Johns Hopkins School of Public Health, Maryland 2005 – Ongoing

Vice President for Medical Affairs, March of Dimes Foundation, New York 1999 – Ongoing

Clinical Professor of Pediatrics, Cornell University School of Medicine, New York 1995 – 2002

Professor, Columbia University P&S, New York 1989 – 1999

Director of Anesthesia Division, Columbia University P&S, New York 1979 – 1989

Anesthesia Fellowship, University of Wisconsin - Madison, Wisconsin 1978 – 1978

Surgical Residency Program, Columbia University P&S, New York 1976 – 1976

**PROFESSIONAL LICENSURES & CERTIFICATIONS**

Board Certified, American Board of Anesthesiologists 1978

**HONORS**

Woman of the Year in Science, Ladies Home Journal 1990

Alumni Gold Medal for Distinguished Achievement, Columbia University P&S 1990

Distinguished Service Award, American Society of Anesthesiologists 1989

Elizabeth Blackwell Award, American Women's Medical Association 1989

Honorary doctorate, Mount Holyoke College 1985

Honorary doctorate, Women's Medical College of Pennsylvania 1984

Previous Material < 1 / 6 > Next Material

**Edit Files:** Click the ‘Edit’ hyperlink under the ‘Actions’ column on the ‘Packet’ tab to change the title.

✕

Edit Document

Document Title \*

Cover Letter

✓

↻ Replace

✓ Save

Cancel

**Rearrange Files:** If you add a file to the wrong section, you can move it by dragging and dropping it into the correct section.

• **Rearrange Files:** If you add a file to the wrong section, you can move it by dragging and dropping it into the correct section.

Impact Statement 1 required, 1 Added

Title	Details	Actions
Impact Statement	Suggested by Administrator Sep 26, 2022	Edit

✓ College Criteria (As applicable)

## Submit your Packet

Be sure all sections are submitted by the due date. Sections can only be submitted when the requirements have been met.

Because there is a hard deadline, all materials will be automatically submitted and locked at the due date, even if some requirements remain incomplete. You'll receive reminder emails 7 days and 1 day before the deadline.

Candidates can submit all sections at once by clicking the **checkbox** at the top of the screen to check all sections and then clicking the white **Submit Sections** button that appears. Each section can also be submitted individually by clicking the blue **Submit** button within its section.

The screenshot displays a web interface for submitting a packet. At the top, there are tabs for 'Overview', 'Packet', and 'Shared Committee Files'. Below the tabs is a blue bar with a checked checkbox, 'Preview Sections', 'Submit Sections', 'Expand All', and 'Collapse All'. The main content area lists three sections, each with a checked checkbox, a right-pointing arrow, the section name, a 'Submitted' status, an 'Unlocked' badge, and a 'Submit' button. The 'Candidate Requirements' section also includes a 'Preview' button and a '1 of 1 Required Files' indicator. The 'Teaching/Scholarship of Teaching' section includes a 'Preview' button and a '2 of 2 Required Files' indicator.

Section	Status	Action Buttons	Required Files
Faculty Activity Reporting Vita	Submitted Unlocked	Submit	
Candidate Requirements	Submitted Unlocked	Preview Submit	1 of 1 Required Files
Teaching/Scholarship of Teaching	Submitted Unlocked	Preview Submit	2 of 2 Required Files

## FAQs

### **What happens once I submit a section?**

You should not submit a section until it is complete. When a section is submitted, that section will lock. The review committee at the first step of the review will be notified that there are materials available for them to review (even if only one of the sections has been submitted.) Be sure to submit all sections by the due date.

### **How do I make updates to a section or unlock it after I have submitted?**

Reach out to an administrator at the institution to unlock that section. Neither candidates nor Interfolio can unlock a locked section.

### **Will I receive a confirmation email after submitting my packet?**

No, candidates do not receive an email confirmation after submitting all sections of their packet. However, once submitted, the packet's status will update to "Submitted" in your account, which serves as confirmation that your materials have been successfully submitted for review.

### **How do I download or print my packet?**

Candidates cannot download or print packets.

### **Is there a size limit for RPT packets?**

Yes, there is a 5GB limit.