

Annual Evaluation Document Submission Guide - No Standard CV or Regeneration

Before You Begin

Have the following documents ready for upload:

1. Updated Curriculum Vitae (CV), including activities, accomplishments, and professional updates through AY 2025/26.
2. Course evaluations for AY 2025/26 for all courses taught during the academic year.
3. AY 2025/26 workload document(s), including copies of approved workload assignments.
4. Optional supporting materials that you would like reviewers to consider, such as publications, presentations, grants, awards, service activities, teaching materials, or other evidence of professional accomplishments.

You will also complete the required Outside Employment form and the Candidate Documents form in the packet

Step 1 | Open Your Annual Evaluation Packet

1. Sign in and navigate to **Your Packets**.
2. Locate the active AY 2025/26 annual evaluation packet.
3. Select **View** on the right side of the packet row

The screenshot shows a web browser window with the URL apply.interfolio.com/16270/packets. The page title is "Your Packets". On the left is a sidebar menu with options: Home, Your Packets (selected), Faculty180, Announcements & Help, Profile, Activities, Evaluations, Forms & Reports, Vitas & Biosketches, Find Colleagues, Account Access, Review, Promotion and Tenure Cases. The main content area is divided into "Active" and "Completed" sections. The "Active" section contains one row for the "English Language and Literature" packet, which is a "Review" type, "Not Submitted", and "Case due Jan 20, 2027". A yellow "View" button is circled in the screenshot. The "Completed" section contains one row for the same packet, which is "Open for Response", "Reviewed", and "Completed Jan 19, 2023". A "View" button is also present in the completed row.

Packet	Type	Status	Due Date	
English Language and Literature AY 2025-26_Lecturer Annual Report of Professional Activities (ARPA) - English Language and Lit.	Review	Not Submitted	Case due Jan 20, 2027	View

Packet	Type	Responded	Completed	
English Language and Literature Lecturer Annual Report of Professional Activities (ARPA) - English Language and Literature	Review	-	Jan 19, 2023	View

Step 2 | Open the Packet Tab and Add Documents

1. Select the **Packet** tab.
2. Expand **Candidate Documents - Annual Evaluation Materials Submission**.
3. Select Add beside each applicable document category and upload the correct file:
 - Updated Curriculum Vitae (CV)
 - Course Evaluations for AY 2025/26
 - AY 2025/26 Workload Documents
 - Additional Supporting Materials (Optional)

[University of Toledo](#) > [Your Packets](#) >

AY 2025-26_Lecturer Annual Report of Professional Activities (ARPA) - English Language and Lit.

[View Instructions](#)
[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
English Language and Literature	Review	Soft Deadline	Jan 20, 2027

Overview

Packet

☐ Expand All ☐ Collapse All

☐

▼

Candidate Documents - Annual Evaluation Materials Submission

Not Yet Submitted Unlocked

Please upload the following documents for your AY 2025/26 annual evaluation:

1. Updated Curriculum Vitae (CV).

- Upload your most current CV, including all activities, accomplishments, and professional updates through AY 2025/26.

2. Course Evaluations for AY 2025/26.

- Upload copies of your course evaluation reports for all courses taught during the academic year.

3. AY 2025/26 Workload Documents.

- Upload copies of your approved workload assignments for AY 2025/26.

4. Additional Supporting Materials (Optional).

- You may also upload any other materials you would like considered as part of your annual evaluation, such as publications, presentations, grants, awards, service activities, teaching materials, or other evidence of professional accomplishments.

Updated Curriculum Vitae (CV) 1+ required, 0 Added

Add

No files have been added yet.

Course Evaluations for AY 2025/26 1+ required, 0 Added

Add

No files have been added yet.

AY 2025/26 Workload Documents 1+ required, 0 Added

Add

No files have been added yet.

Additional Supporting Materials (Optional) 0 Added

Add

No files have been added yet.

Submit

0 of 3
Required Files

Step 3 | Complete the Candidate Forms

1. In the **Outside Employment** section, select **Fill Out Form**.
2. Answer both required questions and save the form.
3. In the **Candidate Documents** section, select **Fill Out Form**.
4. Complete the required dossier submission question and save the form.

☐

▼ Outside Employment

Not Yet Submitted Unlocked

Submit

0 of 0
Required Files

Outside Employment 2 required questions,

Fill Out Form

This form has not been completed.

☐

▼ Candidate Documents

Not Yet Submitted Unlocked

Submit

0 of 0
Required Files

Dossier Submission 1 required questions,

Fill Out Form

This form has not been completed.

Step 4 | Review and Submit All Sections

1. Verify that the required documents are listed in the annual evaluation materials section.
2. Verify that both forms show as completed.
3. Select the checkboxes beside the completed sections.
4. Select **Submit Sections** at the top of the packet. In the screenshot below, the Submit Section is unavailable because the required sections have not been completed.

University of Toledo > Your Packets >

AY 2025-26_Lecturer Annual Report of Professional Activities (ARPA) - English Language and Lit.

[View Instructions](#)
[Preview Packet](#)

Unit	Type	Packet Deadline Type	Packet Due Date
English Language and Literature	Review	Soft Deadline	Jan 20, 2027

Overview **Packet**

☒ [Preview Sections](#) [Submit Sections](#) [Expand All](#) [Collapse All](#)

☒

Candidate Documents - Annual Evaluation Materials Submission
Not Yet Submitted [Unlocked](#)
[Submit](#)
0 of 3 Required Files

☒

Outside Employment
Not Yet Submitted [Unlocked](#)
[Submit](#)
0 of 0 Required Files
Outside Employment 2 required questions,
[Fill Out Form](#)
This form has not been completed.

☒

Candidate Documents
Not Yet Submitted [Unlocked](#)
[Submit](#)
0 of 0 Required Files
Dossier Submission 1 required questions,
[Fill Out Form](#)
This form has not been completed.