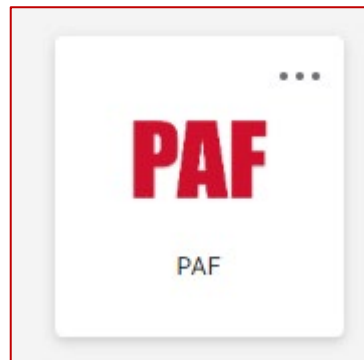




ST. JOHN'S UNIVERSITY

PAF/Interfolio: P&B and CPC User Guide

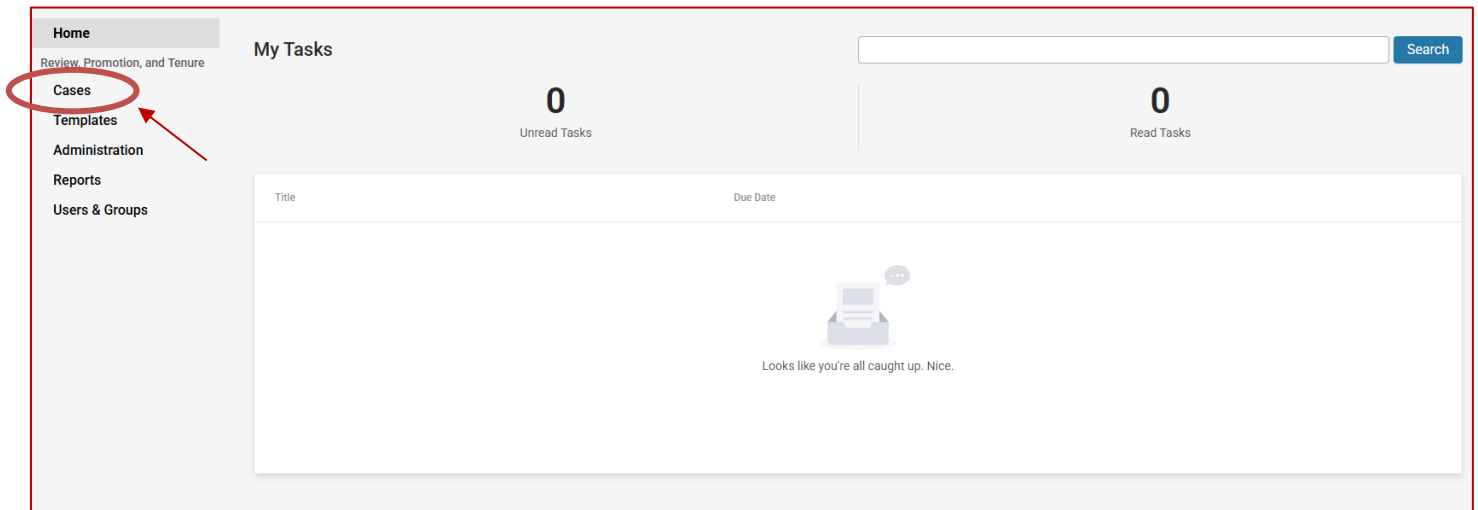
- 1) Access Interfolio via signon.stjohns.edu. If you do not see the PAF chiclet, contact Karen Pennacchio (pennacck@stjohns.edu).

A screenshot of the St. John's University Sign In page. It features a "Sign In" heading, a username field (shannonl@stjohns.edu), a password field, a "Remember me" checkbox, and a "Sign In" button. Below the button are links for "Forgot Password", "Unlock Account", and "IT Website/Chatbot". A small link "Need help signing in?" is at the bottom.

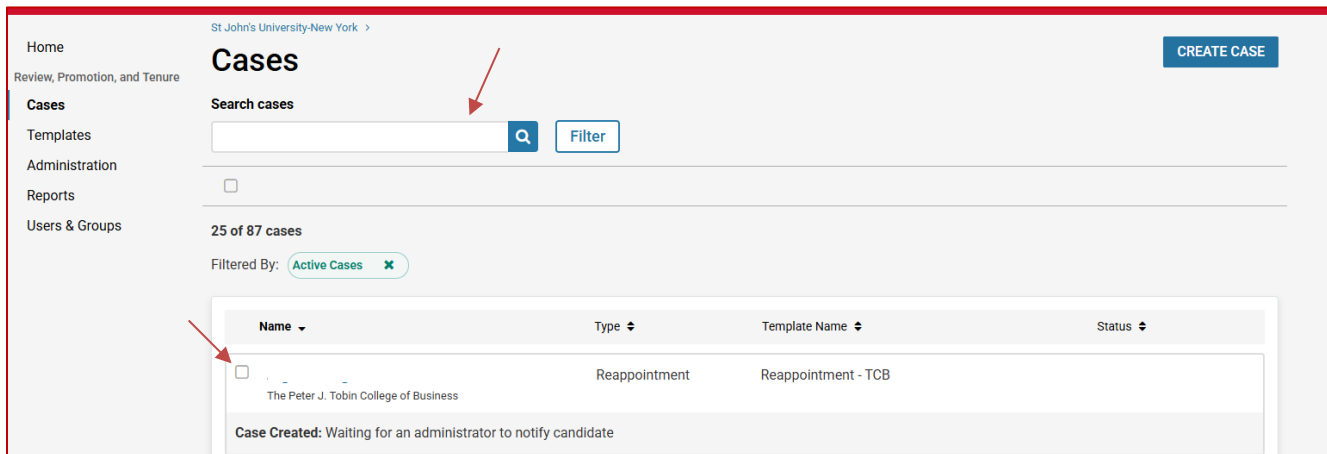
- 2) If prompted, select St. John's University.



3) Select **Cases** on the left-hand menu.



4) **Select or search** for the name of the candidate you would like to review.



- 5) When you select a candidate, you will see all materials submitted in their case. Select the drop-down arrow to view the uploaded files.

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

- > Personnel Action Form Unlocked ? Lock
- > Dean's Classroom Evaluation Unlocked ? Lock
- > Chairperson's Classroom Evaluation Unlocked ? Lock
- > Chairperson's Summary of Student Evaluations Unlocked ? Lock
- > Teaching Materials Unlocked ? Lock
- > Support Materials Unlocked ? Lock

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

- > External Evaluations Request Evaluation Add File

Candidate Name

[Return to Case](#)

☰
Search PDF
Search

Packet
Annotations

PERSONNEL ACTION FORM

PAF 2026-27 - FAQs

Biographical Information: A, B, C, D, and E

Section A: Educational Background/Certifications

Section B: Teaching Experience

Section C: Professional Experience

Section D: Academic Awards and Honors

Section E: Significant/Distinguished Achievements

Research: F or G, H, I, J, and K

Service: L, M, and N

Teaching: O, P, Q, and R

Certification and Support Materials

DEAN'S CLASSROOM EVALUATION

CHAIRPERSON'S CLASSROOM EVALUATION

CHAIRPERSON'S SUMMARY OF STUDENT EVALUATIONS

TEACHING MATERIALS

SUPPORT MATERIALS

EXTERNAL EVALUATIONS

Biographical Information: A, B, C, D, and E

Section A: Educational Background/Certifications

- Enables committee members to see the time between certifications
- CONTINUING EDUCATION CREDITS ARE NOT THE FOCUS OF THIS SECTION
- Clinical Pharmacy Practice faculty members should include residency training program/s in this section

(i) College, University, etc.

Institution	Degree (Diploma)	Field of Concentration	Dates of Attendance or Date of Degree Conferral

(ii) Certifications with year(s) (if applicable)

Certification(s) & original date	Recertification required (yes or no)	Date(s) of recertification (or N/A)	Next recertification date (or N/A)

Section B: Teaching Experience

(i) List all FULL-TIME teaching experience AT OTHER INSTITUTIONS in reverse chronological order. Librarians should list full-time academic/research library experience.

Other Institution	Title or Academic Rank	Date of Employment (From – To)

(ii) List all teaching experience (including promotions) at St. John's University in reverse chronological order. Distinguish Part-Time and Full-Time employment with (PT) or (FT) after the entry.

School or College	Rank	From - To	Years Served	PT/FT

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Should you need assistance, please contact Karen Pennacchio (pennacck@stjohns.edu).