Deans’ Instructions for Reviewing Assigned Time Applications, Fall 2016

To review an application, first log in to eFaculty from the MySJSU Apps portal using your campus credentials.

Any applications waiting for your review will appear as an Action Item in your “To Do” list.

Click on the link Complete Evaluation. (For deans, it will read “Complete Evaluation: Dean”)

A “Listing of Faculty Being Evaluated” will appear. (In the example below, some have not yet been reviewed by the chairs.)
Click the “View” icon to read the application.

A new window will open with only the individual application you selected. Click the link in the “Process” column related to each evaluation step as needed.

The application will open in another window. You might find it easier to read if you expand to “full screen.” Scroll down to review the full application. Click each “view” icon to read the separate documents.
Close the application screen after you have finished reviewing it. Close the “Process” screen as well if it remains open, and return to the main page (the “Dashboard”) to complete your Evaluation.

Complete the evaluation form. To do this, click the button under the Evaluation column.

Complete the evaluation form as indicated. You may find it easier to read if you expand to full screen. Answer the required questions. Type your full name in the eSignature box.

Click the “Save” button below the Electronic Signature box.
You will be returned to the evaluation screen. Your evaluation is completed and saved. Now you need to submit the evaluation.

Check the box in the first column

Click the “Submit Selected Evaluations”

Click Submit.

Your evaluation has been submitted and will automatically be routed to the next level of evaluation. Click “Okay.”

You have finished all steps. Please log out of eFaculty.