How To Review Dossiers in eFaculty

This brief guide will take you through the steps necessary to access dossiers to review in eFaculty.

**Reviewing the Dossier**

**Step 1.**

Go to the My SJSU webpage and open the eFaculty link which can be found immediately below the Mail icon. You’ll be prompted to enter your SJSU ID and password.
Step 2.

When you enter the eFaculty site, your Dashboard on the left hand side you’ll see “Evaluations”. That will open a screen that will show you the complete list of faculty assigned to you for review. Open “Evaluate” on the far-right side of the screen to get to the actual dossiers.

Step 3.

The next screen you see will bring up the individual faculty being evaluated under that process.

Step 4.

Open the “View Icon” (looks like an eyeball) to the right of the faculty member’s name. This will take you to the dossier.
Step 5.

Every place you see an activity item in “blue” open the document(s) associated with that activity input. This will take you to all the uploaded documents in support of that activity. For example, when you open the Comprehensive CV it will take you to a window where you’ll see another “eyeball”. Open the “eyeball and the CV will open for review. There may be more than one document uploaded for an activity. For example, under each listed class, there may be one or two documents (e.g. a syllabus and a SOTE) linked to each class. To review the uploaded documents, open the “eyeball” for each.

Step 6.
For each activity input, when you hover over the blue highlighted sections in the dossier you’ll see a “magnifying glass” icon pop up on the right side of the line. Open the magnifying glass. It will take you to a window that will show you the complete record for that activity including any descriptive text and a list of attachments. For example, if you’re looking at a publication, or a committee listing there may be a description of the journal or a description of the committee’s activity etc. Open the magnifying glass whenever you see it to ensure that you don’t miss any information.

Also, make sure to open any live-links embedded throughout the dossier for additional documents/material
Submitting the Evaluation

Step 1.

The only individuals granted authorship to enter and submit the evaluation are Department Chairs, Committee Chairs, Deans, the Provost and the President. At each level, when the review is completed and you are ready to enter the evaluation, go back to the "Listing of Faculty Being Evaluated “and open the “Evaluate” screen.

For faculty being evaluated under S98-8 Standards the following screen will open for the evaluation author to enter the committee's vote re: the recommendation for Retention, Tenure, and Promotion. (Screen Shot for 98-8)
For faculty being evaluated under S15-7 standards the following screen will open for the “author” to record the vote under each of the categories.

(Screen shot for S15-7)

When the vote is recorded the “evaluation author” will enter his or her name and upload the statement. Once the vote is recorded and the statement is uploaded make sure to hit SAVE at the bottom of the page.
Step 3. **SUBMITTING THE EVALUATION**

After you “Save” the evaluation return to the *Listing of Faculty* and you’ll see “NOT SUBMITTED” highlighted in red. The evaluation isn’t finished until the recommendation is submitted. When you “submit” the evaluation it locks and no further revisions or additions to the vote or statement can be made.