Submitting Your Dossier

You should enter most of the information that will be included in the RTP review under the “Activities” section of eFaculty. You access those sections through the links on the left-hand margin of the website.

You can preview your dossier at any time using the instructions under “Previewing your Dossier” in this guide.

When you are ready to submit, go to your Dashboard and select the Action Item for RTP.

This will lead you to this screen. You should see your name listed.

Click on “Faculty Submission”
This dialog box will pop up.

You can read it to confirm that it lists the correct process (retention, tenure and promotion, promotion to full professor), the correct standard (S15-8 or S98-8) and the correct review period (e.g. 2012-2017).

If any of these are incorrect, contact efaculty@sjsu.edu immediately.

If it is correct, click “Save”

After you click save, you will be returned to the original list. Now, however, under “Evaluation Saved” it says “Not Submitted”
Select your name by clicking the box next to your name.

Then, click “Submit selected evaluations.” This dialog box will appear. When you click “Submit” your dossier will be submitted.

Your dossier will be sent to your chair/director’s Inbox on eFaculty.

You will be able to make changes to your dossier until October 9, 2017.

At 5:01pm (PST) your dossier will be locked and cannot be changed. You will still be able to enter information into eFaculty, but these changes will not be reflected in the materials that your committees and reviewers will see.