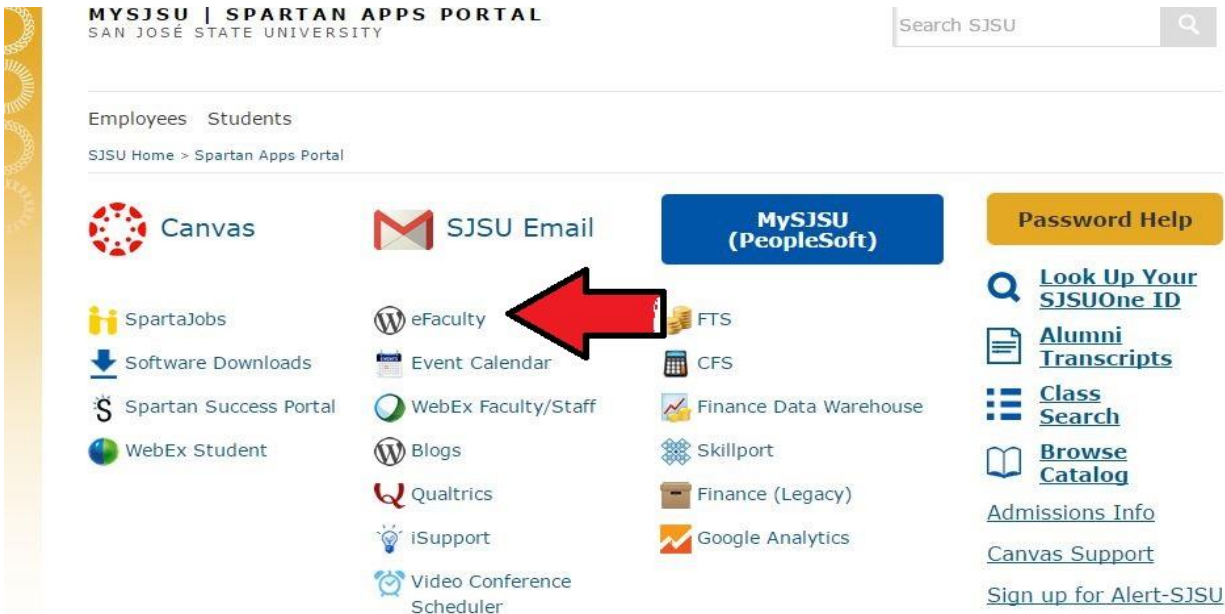
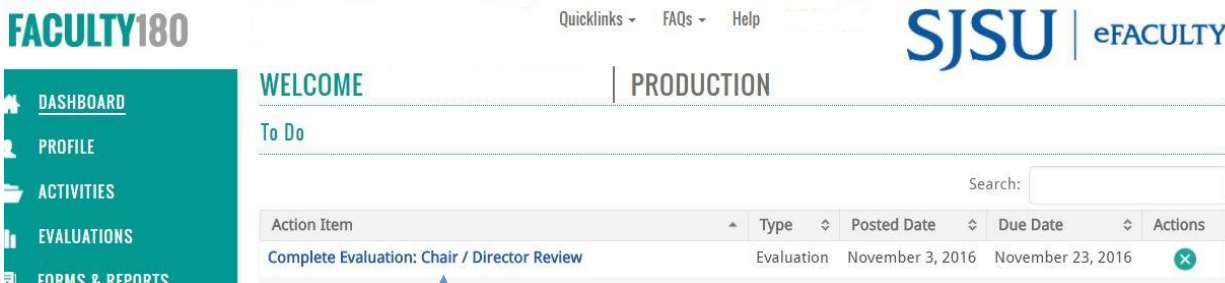


*Instructions for Reviewing Assigned Time Applications, Fall 2016*

To Review a Sabbatical Leave 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: Chair/Director Review**.

A “Listing of Faculty Being Evaluated” will appear.

Click the “View” icon to read the application.

- DASHBOARD
- PROFILE
- ACTIVITIES
- EVALUATIONS
  - [View/Respond](#)
  - [Perform Evaluations](#)
- FORMS & REPORTS
- VITAS & BIOSKETCHES

**EVALUATIONS | PRODUCTION**

View Faculty Add a Quicklink

Process	AY 2017-2018 Assigned Time for Exceptional Levels of Service to Students
Type	Request for Assigned Time
Evaluation	Chair / Director Review
Unit	Any department
Creator	Molly Marquez
Start	November 15, 2016 11:45PM
End	November 23, 2016 11:45PM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Faculty Application ( Fall 2016)	Actions
<input type="checkbox"/>	1	Sammy Spartan			<input type="button" value="Evaluate"/>

After you click on the “view” icon, a new window opens with only the individual application you selected. Click the link in the “Process” column related to each evaluation step as needed.

FALL 2016 - FALL 2016  
FACULTY APPLICATION

Evaluations

Process	Title	Type	Evaluation Author	Faculty Response	Start Date	Due Date
AY 2017-2018 Assigned Time for Exceptional Levels of Service to Students	Assigned Time for Exceptional Levels of Service to Students Application	Request for Assigned Time	Sammy Spartan	No	2016-11-03 00:00	2016-11-16 23:45

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.

**B** Applicant Information

Last Name, First Name	Sammy
Employee ID	
College	Science
Department	Any
Academic Rank	Associate Professor
I am requesting Assigned Time for	Spring 2018

**C** Previous Awards?

If you have received an Assigned Time award under this program previously, you must indicate that you did, and upload in Section E below a single page assessment of the results of the

Have you received an Assigned Time award in a previous year?  Yes

If yes, did you attach a single page assessment signed by your chair?  Yes

**D** eSignature

Type your name in the text box, and then save.

Applicant Full Name

Date

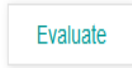
**E** Attachments

Attached Files			
Title		Uploaded	View
ESS - Sammy	PRIOR.pdf	2016-11-15 11:32pm	
ESS	NARRATIVE.pdf	2016-11-15 11:32pm	
ESS	~v.pdf	2016-11-15 11:32pm	



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 Chair’s Evaluation.

Complete the evaluation form. To do this, click the column



button under the Evaluation

View Faculty

Process	2016 Training Sabbatical Leave Review
Type	Sabbatical
Evaluation	Chair's Endorsement
Unit	Mathematics
Creator	Data180 Administrator
Start	August 1, 2016 12:00AM
End	August 31, 2016 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Sabbatical Reviews ( Summer 2016 )	Evaluate
<input type="checkbox"/>	1	Spartan, Sammy			<input type="button" value="Evaluate"/>

\* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations    Cancel

Details - Note: END date  
The link to the application will no longer be available after this date

Click to view application and/or previous evaluations

Click to access Endorsement Form

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.

EVALUATIONS | PRODUCTION

Evaluate

\* Indicates required field

**A** Evaluation Details

Evaluation Of	Sammy
Title	Chair / Director Review
Type	Request for Assigned Time
Description	
Evaluation Author	Chair

**ASSIGNED TIME FOR EXCEPTIONAL LEVELS OF SERVICE TO STUDENTS REVIEW FORM**

**B** Reviewer Confirmation

I have reviewed the proposal and determined each of the following three conditions is met.

Check all that apply\*

- Proposal meets the minimum requirements and criteria as outlined.
- The activities described in the proposal are not already supported by assigned time or they substantially exceed the level of support that is currently provided.
- If awarded, the assigned time can be implemented in a manner that will not create undue hardship for scheduling or staffing critical curricula.

Comments

**C** eSignature

Full Name\*

**D** Attachments

No attachments uploaded.

Attachment	Type	Lock (faculty cannot delete)
<input type="button" value="Choose File"/> No file chosen	Select	<input type="checkbox"/>



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.

View Faculty

Process	2016 Training Sabbatical Leave Review
Type	Sabbatical
Evaluation	Chair's Endorsement
Unit	Mathematics
Creator	Data180 Administrator
Start	August 1, 2016 12:00AM
End	August 31, 2016 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Sabbatical Reviews ( Summer 2016 )	Evaluate
<input checked="" type="checkbox"/>	1	Spartan, Sammy	✔ Not Submitted	👁	Evaluate

\* Note: Saved Evaluations must be Submitted before the deadline shown.

Submit Selected Evaluations Cancel

Submit Selected Evaluations

Submitting the selected evaluations has the following implications:

1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

Submit Cancel

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

Notification

The evaluation has been submitted

Okay

You have finished all steps. Please log out of eFaculty. You will receive an email message confirming again that your evaluation is complete.