

*Instructions for Reviewing Sabbatical Leave Applications, Fall 2016*

To Review a Sabbatical Leave Application, first log in to **eFaculty** from the MySJSU 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’s Endorsement**.

- Note: for the additional evaluation levels – naming convention is below
  - College Committee
  - Dean’s Recommendation
  - University Committee

To Do

Action Item	Type	Posted Date	Due Date	Actions
<b>Complete Evaluation: Chair’s Endorsement</b>	Evaluation	August 10, 2016	August 31, 2016	

A “Listing of Faculty Being Evaluated” will appear.

- Click the “View” icon to see the Sabbatical application.

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			Evaluate

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

Submit Selected Evaluations    Cancel

If multiple faculty are to be reviewed, each name will be listed.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Sabbatical Reviews ( Summer 2016 )	Evaluate
<input type="checkbox"/>	1	Faculty1, Training			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	2	Faculty2, Training			<input type="button" value="Evaluate"/>
<input type="checkbox"/>	3	Spartan, Sammy			<input type="button" value="Evaluate"/>

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

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.

Chair’s view:

**SABBATICAL REVIEWS**  
**SAMMY SPARTAN**  
sammy.spartan@sjsu.edu

Click on link to see application

Note the details of each step in the workflow

Evaluations

Process	Title	Type	Evaluation Author	Faculty Response	Start Date	Due Date
<a href="#">2016 Training Sabbatical Leave Review</a>	Application	Sabbatical	Spartan, Sammy	No	2016-08-01 00:00	2016-08-31 00:00

College Committee’s view:

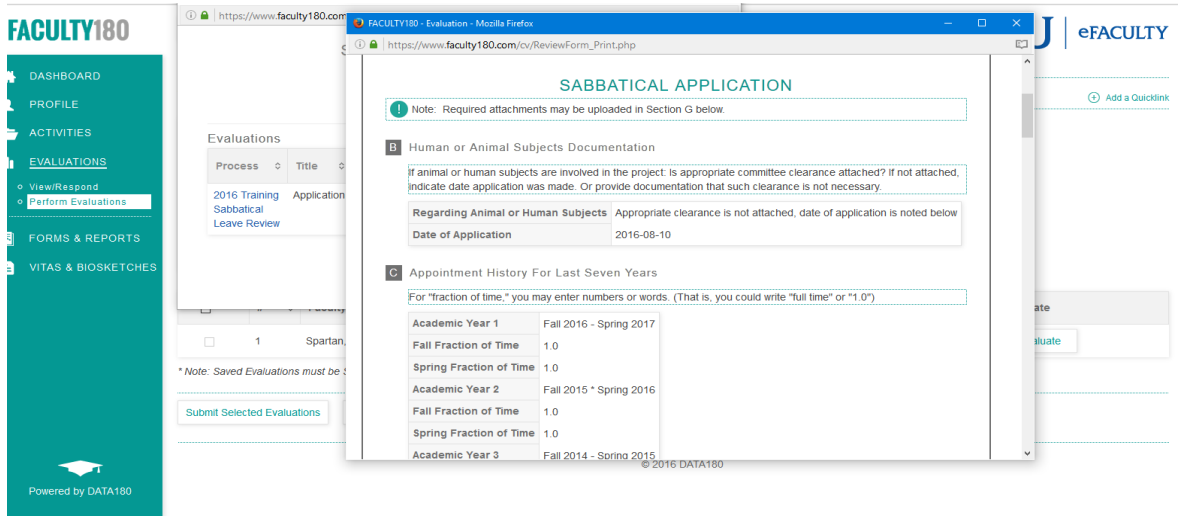
**SAMMY SPARTAN**  
sammy.spartan@sjsu.edu

Evaluations

Process	Title	Type	Evaluation Author	Faculty Response	Start Date	Due Date
<a href="#">2016 Training Sabbatical Leave Review</a>	Application	Sabbatical	Spartan, Sammy	No	2016-08-01 00:00	2016-08-31 00:00
<a href="#">2016 Training Sabbatical Leave Review</a>	Chair’s Endorsement	Sabbatical	Chair, Training	No	2016-08-01 00:00	2016-08-31 00:00

Note: For each level of review, another row will be added.

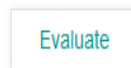
The application will open in another window. You might find it easier to read if you expand to “full screen.” Scroll down to review the full application.



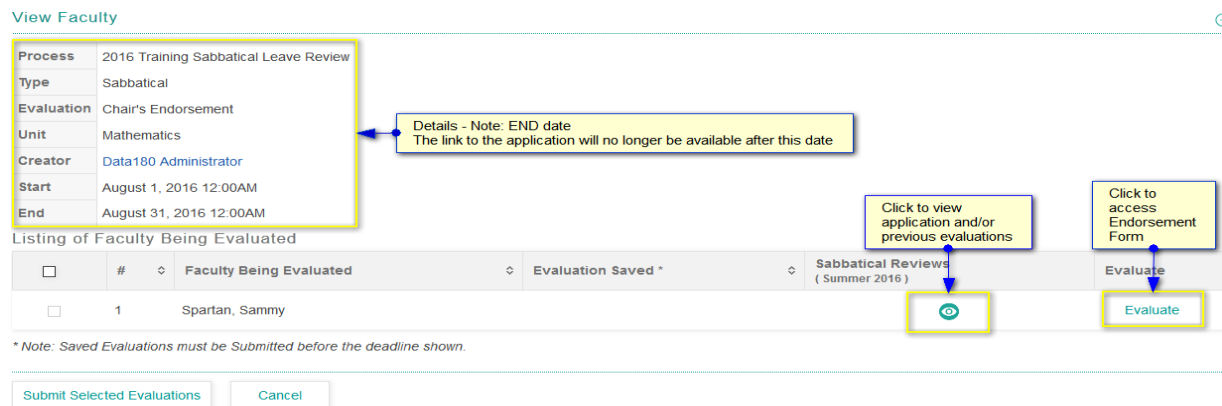
Close the application screen after you have finished reviewing it. Close the “Process” screen as well if it remains open, and return to the main page (the “Dashboard”) to complete your Chair’s Endorsement or Committee Evaluation.

**NOTE: If you are not the chair of the committee, you are to stop here and log out. Only the committee chair will complete the evaluation form for the committee.**

Complete the evaluation form. To do this, click the



button under



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



Complete the evaluation form as indicated. You may find it easier to read if you expand to full screen. Answer the required questions (Can suitable arrangements be made... etc.)

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”

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

**Click Submit.**

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.

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

Notification ✕

The evaluation has been submitted

**You have finished all steps. Please log out of [eFaculty](#). You will receive an email message confirming again that your evaluation is complete.**