

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: College Committee**.

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

To Do

Action Item	Type	Posted Date	Due Date	Actions
Complete Evaluation: Chair's Endorsement	Evaluation	August 10, 2016	August 31, 2016	

A “Listing of Faculty Being Evaluated” will appear.

- Click the “View” icon to see the sabbatical application. Note: All committee members will see applications. But only committee chair will see “Evaluate” button.

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.

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.

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

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
2016 Training Sabbatical Leave Review	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
2016 Training Sabbatical Leave Review	Application	Sabbatical	Spartan, Sammy	No	2016-08-01 00:00	2016-08-31 00:00
2016 Training Sabbatical Leave Review	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. You read each review separately, by clicking on the links.

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.

FACULTY180

SABBATICAL APPLICATION

Note: Required attachments may be uploaded in Section G below.

Human or Animal Subjects Documentation

If animal or human subjects are involved in the project, is appropriate committee clearance attached? If not attached, indicate date application was made. Or provide documentation that such clearance is not necessary.

Regarding Animal or Human Subjects: Appropriate clearance is not attached, date of application is noted below


Date of Application: 2016-08-10

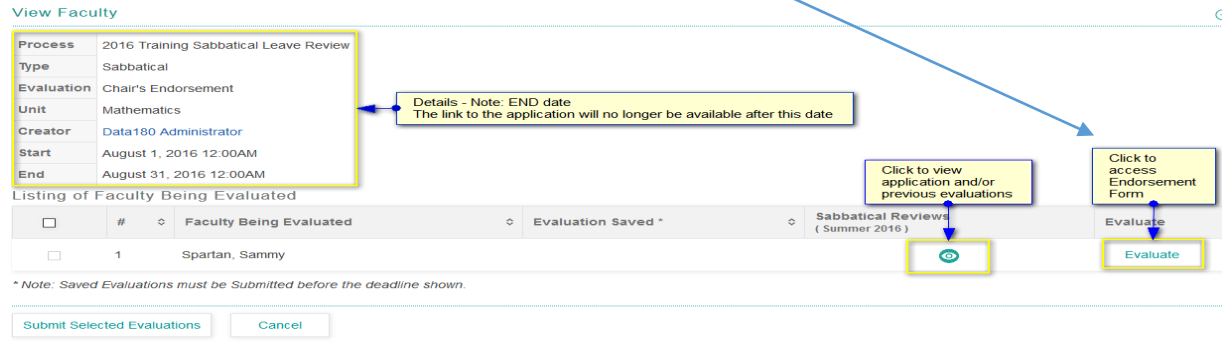
Appointment History For Last Seven Years

For "fraction of time," you may enter numbers or words. (That is, you could write "full time" or "1.0")

Academic Year	Fraction of Time
Academic Year 1	Fall 2016 - Spring 2017
Fall Fraction of Time	1.0
Spring Fraction of Time	1.0
Academic Year 2	Fall 2015 - Spring 2016
Fall Fraction of Time	1.0
Spring Fraction of Time	1.0
Academic Year 3	Fall 2014 - Spring 2015

Close the application screen after you have finished reviewing it. **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.**

Instructions for committee chairs: After committee has completed its review and made its decisions, you will return to complete the evaluation form. To do this, click the  button under the Evaluation column.



The screenshot shows the 'View Faculty' interface. A table lists the following details for a sabbatical application:

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

Below the table is a 'Listing of Faculty Being Evaluated' table:

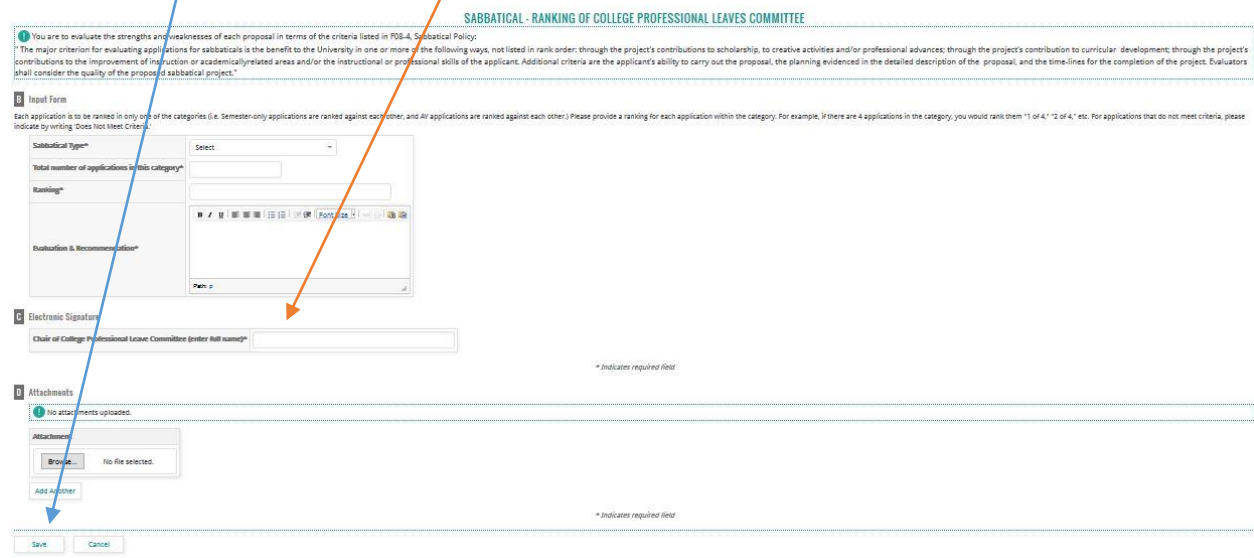
<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	Sabbatical Review (Summer 2016)	Evaluate
<input type="checkbox"/>	1	Spartan, Sammy			

Annotations include: 'Details - Note: END date. The link to the application will no longer be available after this date' pointing to the end date; 'Click to view application and/or previous evaluations' pointing to the eye icon; and 'Click to access Endorsement Form' pointing to the Evaluate button. At the bottom are 'Submit Selected Evaluations' and 'Cancel' buttons.

Complete the evaluation form as indicated. You may find it easier to read if you expand to full screen. Answer the required questions. Note: You may write the evaluation in the textbox, or upload as an attachment.

Type your full name in the eSignature box.

Click the "Save" button below the Electronic Signature box.



The screenshot shows the evaluation form titled 'SABBATICAL - RANKING OF COLLEGE PROFESSIONAL LEAVES COMMITTEE'. It includes sections for:

- Instructions:** Guidelines for evaluating applications based on criteria like scholarship, professional advances, and curricular development.
- Input Form:** Fields for 'Sabbatical Type', 'Total number of applications in this category', 'Ranking', and 'Evaluation & Recommendation'.
- Electronic Signature:** A text box for the 'Chair of College Professional Leave Committee' and a signature line.
- Attachments:** A section for uploading files, currently showing 'No attachments uploaded'.

Annotations include: 'Click to view application and/or previous evaluations' pointing to the eye icon in the table; 'Click to access Endorsement Form' pointing to the Evaluate button; and an arrow pointing to the 'Save' button at the bottom.

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”

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.

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.