

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.

#	Process	Title	Type	Unit Name	Faculty Under Review	Due	Creator	Actions
1	AY17-18, RTP Promotion and Tenure S98-8, 2012-2017_MK test	AY17-18, RPT Department Committee Recommendation Promotion and Tenure_S98-8_MK test	Tenure Evaluation	Center for Faculty Development	Sammy Spartan	2017-10-30 5:00pm	Marquez, Molly	Evaluate

Step 3.

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


Evaluations

View Faculty

[Add a Quick](#)

Process	AY17-18, RTP Promotion and Tenure S98-8, 2012-2017_MK test
Type	Tenure Evaluation
Evaluation	AY17-18, RPT Department Committee Recommendation Promotion and Tenure_S98-8_MK test
Unit	Center for Faculty Development
Creator	Molly Marquez
Start	October 4, 2017 4:00AM
End	October 30, 2017 5:00PM

Listing of Faculty Being Evaluated


<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	RTP Full Dossier AY 2017-2018 (Fall 2012 - Fall 2017)	Actions	Export
<input type="checkbox"/>	1	Spartan, Sammy			Evaluate	PDF

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

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.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	RTP Full Dossier AY 2017-2018 (Fall 2012 - Fall 2017)	Actions	Export
<input type="checkbox"/>	1	Spartan, Sammy			Evaluate	PDF

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

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

Current Comprehensive C.V.	Fall 2017	Ongoing 
Chair's Description	Fall 2017	Spring 2018
Complete Index to this Dossier	Fall 2017	Spring 2018
Appointment Letter	Spring 2006	Ongoing

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.

Evaluations

View Faculty Add a Quicklink

Process	AY17-18, RTP Promotion and Tenure S98-8, 2012-2017_MK test
Type	Tenure Evaluation
Evaluation	AY17-18, RPT Department Committee Recommendation Promotion and Tenure_S98-8_MK test
Unit	Center for Faculty Development
Creator	Molly Marquez
Start	October 4, 2017 4:00AM
End	October 30, 2017 5:00PM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	RTP Full Dossier AY 2017-2018 (Fall 2012 - Fall 2017)	Actions	Export
<input type="checkbox"/>	1	Spartan, Sammy	<input checked="" type="checkbox"/>		Evaluate	PDF

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

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)

A Evaluation Details

Evaluation Of	Sammy Spartan
Title	AY17-18, RPT Department Committee Recommendation Promotion and Tenure_S98-8_MK test
Type	Tenure Evaluation
Description	AY 2017-2018 RTP, Promotion and Tenure Candidate Standard: S98-8 Review Period: 2012-2017
Evaluation Author	Michael Kimbarow

RTP S98-8 Committee Tenure and Promotion Recommendation

B Committee Tenure Votes

Tenure	<input type="text"/>
Early Tenure	<input type="text"/>
No Early Tenure, but Retain	<input type="text"/>
Do Not Retain	<input type="text"/>
Abstain	<input type="text"/>
Absent	<input type="text"/>

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)

Department, College, and University Committees **must** attach a statement providing an assessment of candidate's levels of achievement in all 3 areas (Academic Assignment, Research/Scholarly/Artistic/ Professional Activity, and Service). The Committee should state here it's evaluation of the faculty member's achievement and activity since date of appointment to probationary service or since last promotion. The statement should not summarize the candidate's activity, but express the committee's judgement of it's quality and significance. The evaluation statement should address the criteria and standards in the university RTP policy and clearly state the reason for the committee's recommendation, including reasons for dissenting votes.

B Votes on Academic Assignment:

Unsatisfactory*	<input type="text" value="0"/>
Baseline*	<input type="text" value="0"/>
Good*	<input type="text" value="1"/>
Excellent*	<input type="text" value="1"/>
Abstain*	<input type="text" value="0"/>
Absent*	<input type="text" value="0"/>

C Votes on Scholarly/Creative/Professional Achievement:

Unsatisfactory*	<input type="text" value="1"/>
Baseline*	<input type="text" value="1"/>
Good*	<input type="text" value="1"/>
Excellent*	<input type="text" value="1"/>
Abstain*	<input type="text" value="1"/>
Absent*	<input type="text" value="1"/>

Step 2.


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.

D eSignature

Evaluator Name*	<input type="text"/>
Date	<input type="text"/>

E Attachments

 No attachments uploaded.



Attachment

No file chosen

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.

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	RTP Full Dossier AY 2017-2018 (Fall 2013 - Fall 2017)	Actions	Export
<input type="checkbox"/>	1	Spartan, Sammy	 Not Submitted		<input type="button" value="Evaluate"/>	<input type="button" value="PDF"/>

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