

## Instructions for Submitting Academic Year Summary of Achievements, Spring 2017

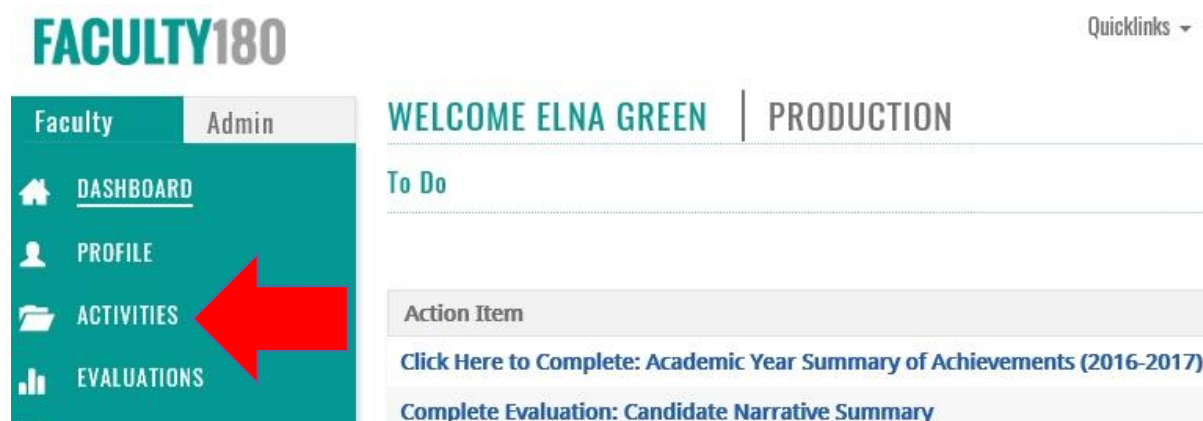
Submitting your Academic Year Summary of Achievements (the spring “mini-review”) is a 3-step process. **1) Enter your activities & achievements in teaching, RSCA, and service. 2) Review and approve the Summary. 3) Complete the Narrative portion, and submit all. You also may respond to any evaluations you receive in this review process. Instructions for this are in section 4) Responding to an evaluation.**

### Step 1: Entering your activities and achievements

- Access **eFaculty** from the My.SJSU “Apps” Portal and log in by using your regular campus credentials.



- You will land on your “Dashboard.” You will enter information about your activities by **clicking on the link for Activities**. (Note: You may enter information about your activities at any time during the year, not just during the spring while you are preparing your AYSA.)



- You will then see a list of categories of activities. **Click** on a category to enter your activities in that area. (Note: An asterisk indicates a required field.)

## FACULTY180

The screenshot shows the FACULTY180 interface. On the left is a teal sidebar with a 'Faculty' tab selected and an 'Admin' tab. The sidebar menu includes: DASHBOARD, PROFILE, and ACTIVITIES. Under 'ACTIVITIES', there is a list of categories with asterisks indicating required fields: Teaching Assignments, Academic Advising, Student Supervision, Assigned Time, course releases, leaves and overload, Research, Scholarship, and Creative Activity (RSCA): Publications, etc, Research, Scholarship, and Creative Activity (RSCA): Grants, Department, College, and University Service: Committees, Department, College, & University Service: Other than committees, Service to your profession/discipline, and Professional Service and Outreach to the Community. The main content area has a header with 'ACTIVITIES' and 'PRODUCTION' tabs. Below the header is a list of activity categories, each with a right-pointing arrow: Teaching Assignments, Academic Advising, Student Supervision, Assigned Time, course releases, leaves and overload, Research, Scholarship, and Creative Activity (RSCA): Publications, etc, Research, Scholarship, and Creative Activity (RSCA): Grants, Department, College, and University Service: Committees, Department, College, & University Service: Other than committees, Service to your profession/discipline, Professional Service and Outreach to the Community, Professional Development, and Professional Employment.

### Step 2: Review and approve your Summary.

- On your Dashboard, you should see at least 2 “Action Items” under your “To Do” list. **Click** on the link that says “Click Here to Complete Academic Year Summary of Achievements.”

The screenshot shows the FACULTY180 interface. On the left is a teal sidebar with a 'Faculty' tab selected and an 'Admin' tab. The sidebar menu includes: DASHBOARD, PROFILE, ACTIVITIES, and EVALUATIONS. The main content area has a header with 'WELCOME ELNA GREEN' and 'PRODUCTION' tabs. Below the header is a 'To Do' section. Under 'To Do', there is a list of action items: 'Click Here to Complete: Academic Year Summary of Achievements (2016-2017)' and 'Complete Evaluation: Candidate Narrative Summary'. A red arrow points to the first action item.

- From this screen, you have an opportunity to do any final revisions, additions, final attachments. Until you are certain that the Summary is final and ready to submit, you should “Save and Go Back” after each edit rather than “Submit.”

- When you have finished reviewing and editing, and are certain that you have finalized your AYSA, then **click** on “Submit for Review.”

ACTIVITY INPUT | PRODUCTION

---

**ACADEMIC YEAR SUMMARY OF ACHIEVEMENT**  
Fall 2016 - Spring 2017

Please review all the information below. When all sections have been confirmed, click "Submit For Review."

▶ Teaching Assignments

▶ Academic Advising

▶ Student Supervision

▶ Assigned Time, course releases, other leaves, and overloads

▶ Scholarly, Creative, or Professional Achievements (RSCA): Publications, etc.

▶ Scholarly, Creative, or Professional Achievements (RSCA): Grants

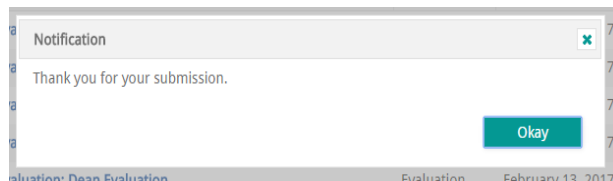
▶ Department, College, and University Service: Committees

▶ Department, College, and University Service: Other than committees

▶ Service to your profession/discipline

▶ Professional Service and Outreach to the Community

- You will receive a confirmation message. **Click** “Okay.”



**Step 3: Complete Narrative section and Submit all.**

- Return to your Dashboard and **click** on the link for “Complete Evaluation: Candidate Narrative Summary.”

**FACULTY180** Quicklinks ▾

Faculty | Admin

**WELCOME ELNA GREEN** | PRODUCTION

To Do

Action Item

[Click Here to Complete: Academic Year Summary of Achievements \(2016-2017\)](#)

[Complete Evaluation: Candidate Narrative Summary](#)

- Type your Narrative Summary into the textbox.

- Make your Declaration of Intent regarding which policy (S98-8 or S15-8) you choose to be reviewed under by choosing one of the options in the pull-down tab. *(Note: Faculty who started in Fall 2016 – regardless of any probationary credit at the time of appointment – MUST choose S15-8.)*
- **Save** your Declaration of Intent, which will bring you back to the Narrative Summary page.
- **Save** the Narrative Summary page, which will bring you back to the submission page.
- **Click** in the box by your name. Then **click** Submit.

Process	TEST Academic Year Summary of Achievements
Type	Annual Evaluation
Evaluation	Candidate Narrative Summary
Unit	Center for Faculty Development
Creator	Molly Marquez
Start	February 13, 2017 12:00AM
End	February 28, 2017 12:00AM

Listing of Faculty Being Evaluated

<input type="checkbox"/>	#	Faculty Being Evaluated	Evaluation Saved *	ACADEMIC YEAR SUMMARY OF ACHIEVEMENTS UNDER S98-8 & S15-8 ( Fall 2016 - Spring 2017 )	Actions	Export
<input type="checkbox"/>	1	Green, Elna	<span style="color: green;">✔</span> Not Submitted		<a href="#">Faculty submission</a>	<a href="#">PDF</a>

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

[Submit Selected Evaluations](#) [Cancel](#)

- Your application has now been submitted to be reviewed by the Chair. You will see the confirmation message below. **Click** the “Okay” button.

Notification ✕

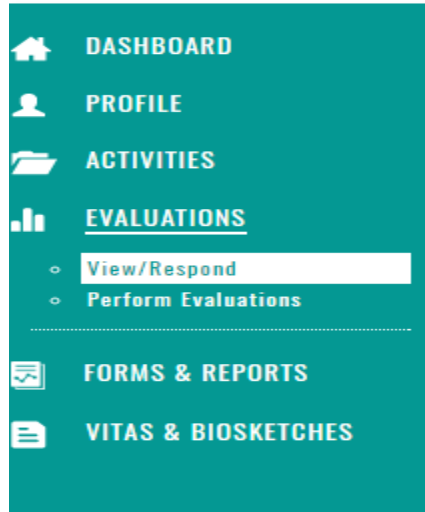
The evaluation has been submitted

[Okay](#)

You will also receive an email from the Faculty 180 system confirming that your application is complete and submitted. Congratulations! You have successfully submitted your AYSA. When you return to the Dashboard, you will see that it has been removed from your “To Do” list.

**Section 4: How to respond to an evaluation**

- From your Dashboard, **click** on Evaluations, and then on View/Respond.



- Click** on the “eyeball” to view the evaluation. When you view the evaluation, you will also see a textbox where you may enter any response.

Evaluations of Me | Academic Year Summary of Achievements

Process	Title	Type	Evaluation Author	Evaluation Date	View / Respond	Response Date
Academic Year Summary of Achievements	Candidate Narrative Summary	Annual Evaluation	Green, Elna	2017-02-14 11:59	click to view	N/A
Academic Year Summary of Achievements	Dean Evaluation	Annual Evaluation	Green, Elna	In Progress		-
Academic Year Summary of Achievements	Department Committee Evaluation	Annual Evaluation	Green, Elna	2017-02-15 13:59		-
Academic Year Summary of Achievements	Faculty Affairs	Annual Evaluation	Green, Elna	In Progress	-	N/A

**Need Help?**

**Contact Molly Marquez or Elna Green in the Office of Faculty Affairs.**