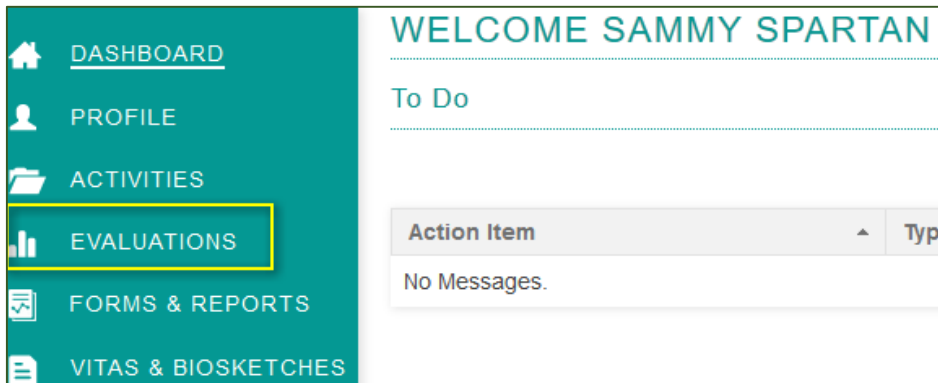


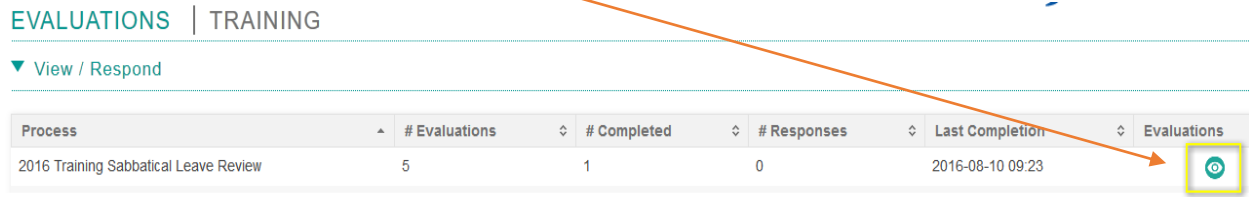
How to Respond to Reviews of Sabbatical Applications, Fall 2016

Sabbatical applicants have the option to respond to any of the levels of review (Chair, College Committee, Dean, University Committee). This option will be available for a period of seven (7) days. To respond to a Chair’s Endorsement, Dean’s Evaluation, or Committee Evaluation, you would first log in to eFaculty from the MySJSU portal using your campus credentials.

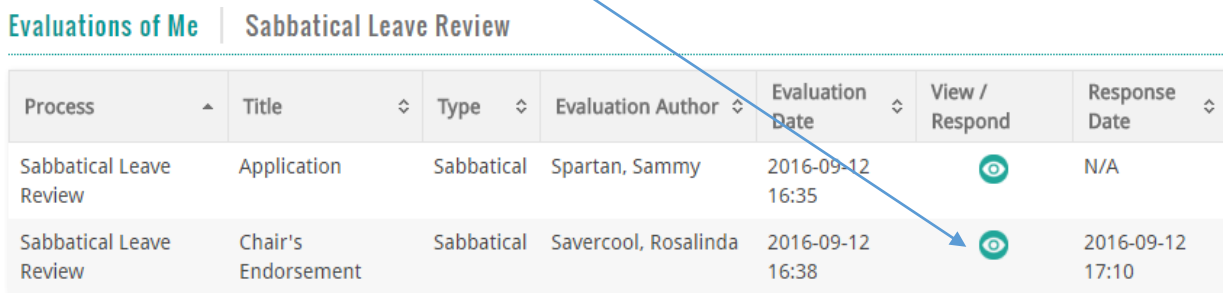
- On the left hand sidebar, click on the link for **EVALUATIONS**.



- Click on the “View” icon.



- Next, click the “View” icon to see the Evaluation that corresponds to the level of review you wish to read and respond to. In the illustration below, it is the Chair’s Endorsement.



The evaluation results will be shown. Scroll down to read the complete evaluation. After you view the evaluation, scroll down and enter your response in Section F. **Note: You may write text into the box itself, or you may attach a file. It is not necessary to do both.**

Then, click the “Save and Go Back” button at the lower left side of the screen.

The screenshot shows a web form titled "SABBATICAL - CHAIR'S ENDORSEMENT". It is divided into several sections:

- Section C: Input Form**
 - Question: "Suitable arrangements can be made so as not to disrupt seriously the continuing course offerings of the department or the functioning of the unit." with a "Yes" radio button.
 - Question: "The continuing course offerings of this department or the functioning of the unit will be seriously disrupted if the applicant is granted a sabbatical leave." with a "Yes" radio button.
 - Text input field: "Statement of benefits, if any, to the department if the leave were approved:" with a "dfasds" placeholder.
- Section D: Electronic Signature**
 - Text input field: "Chair's Full Name" with "asdfd" placeholder.
- Section E: Attachments**
 - Message: "No attachments uploaded."
- Section F: Response**
 - Rich text editor with a toolbar (bold, italic, underline, list, link, font size, etc.) and a "Path: p" field.
 - Annotation: A yellow box labeled "Provide response" with a red arrow pointing to the text editor.
- Attachment Section**
 - Message: "No attachments uploaded."
 - Table with columns: Attachment, Type, Lock (faculty cannot delete).
 - Form: "Choose File" (no file chosen), "Type" (Select), "Lock" (checked).
 - Button: "Add Another"
- Footer**
 - Buttons: "Save and Go Back", "Cancel", "Click to submit".
 - Annotation: A yellow box labeled "Click to submit" with a red arrow pointing to the "Click to submit" button.
 - Annotation: A yellow box labeled "Save and Go Back" with a red arrow pointing to the "Save and Go Back" button.
 - Text: "* Indicates required field"

Notification is sent to the evaluator that a response has been submitted.

You have finished all steps. Please log out of eFaculty.