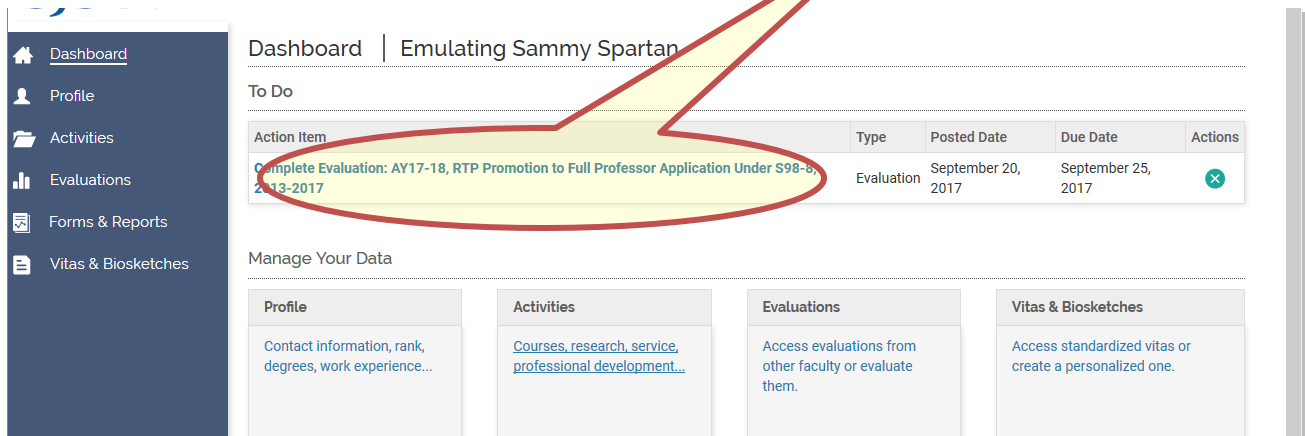


Submitting Your Dossier

You should enter most of the information that will be included in the RTP review under the “Activities” section of eFaculty. You access those sections through the links on the left-hand margin of the website.

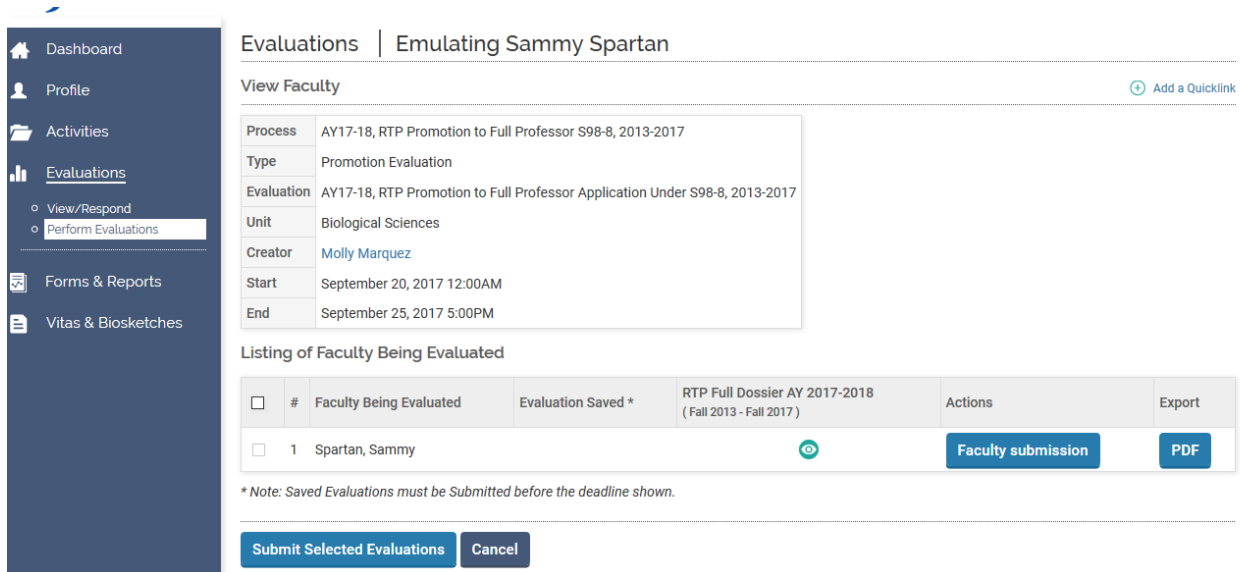
You can preview your dossier at any time using the instructions under “Previewing your Dossier” in this guide.

When you are ready to submit, go to your Dashboard and select the Action Item for RTP.



This will lead you to this screen. You should see your name listed.

Click on “Faculty Submission”



This dialog box will pop up.

You can read it to confirm that it lists the correct process (retention, tenure and promotion, promotion to full professor), the correct standard (S15-8 or S98-8) and the correct review period (e.g. 2012-2017).

If any of these are incorrect, contact efaculty@sjsu.edu immediately.

If it is correct, click "Save"

Evaluations | Emulating Sammy Spartan

Evaluate + Add a Quicklink

** Indicates required field*

Evaluation Details

Evaluation Of	Sammy Spartan
Title	AY17-18, RTP Promotion to Full Professor Application Under S98-8, 2013-2017
Type	Promotion Evaluation
Description	-
Evaluation Author	Sammy Spartan

Save **Cancel**

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1 Spartan, Sammy +

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

After you click save, you will be returned to the original list. Now, however, under "Evaluation Saved" it says "Not Submitted"

Evaluations | Emulating Sammy Spartan

View Faculty + Add a Quicklink

Process	AY17-18, RTP Promotion to Full Professor S98-8, 2013-2017
Type	Promotion Evaluation
Evaluation	AY17-18, RTP Promotion to Full Professor Application Under S98-8, 2013-2017
Unit	Biological Sciences
Creator	Molly Marquez
Start	September 20, 2017 12:00AM
End	September 25, 2017 5:00PM

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	+	Faculty submission	PDF

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

Submit Selected Evaluations **Cancel**

Select your name by clicking the box next to your name.

Then, click "Submit selected evaluations." This dialog box will appear. When you click "Submit" your dossier will be submitted.

Your dossier will be sent to your chair/director's Inbox on eFaculty.

You will be able to make changes to your dossier until October 9, 2017.

At 5:01pm (PST) your dossier will be locked and cannot be changed. You will still be able to enter information into eFaculty, but these changes will not be reflected in the materials that your committees and reviewers will see.

