Send email to eFaculty@sjsu.edu to initiate the late-add process in eFaculty. Please see the RTP Calendar for opening and closing dates.

1. UP - FA staff will unlock the “Approved Late Add Materials” section of your dossier.
2. Go to “Your Packets” after logging in to eFaculty.
3. Locate and select the packet corresponding to your review that is open for response.
4. Locate “Approved Late Add Materials,” and select “Edit” in the upper right corner.

5. Review the late-add guidelines provided for your convenience.

6. Select the “Late-Add Request” form.
7. Fill in the form. The form asks for a numbered list of items to be considered by the committee. (A vote will be taken for each item--ensure that each element is separated out.) Numbers and names should correspond with the file names uploaded separately.

8. University Late-Add Guidelines require a statement that supports the addition of each item. Committee members will determine whether the statement “justifies inclusion of the materials.”

9. Select “Return to Packet” to upload the listed items.

10. Upload the listed items (named to correspond with those on the form) by selecting the Add button to the far right on the “Additional Documents” row.
11. Instructions will lead you through the upload process.

12. After the success indicator, select “Add” on the bottom right of the dialog box.

13. After adding all items, review your work. When satisfied, click “Submit.”

14. As the Confirmation screen notes, submitting relocks the late-add section of the dossier. Contact eFaculty@sjsu.edu if you need access to the section prior to the “Close Late-Add Period” deadline.