eFaculty QuickTip: Review Sabbatical Applications

Reviewers* receive an email from eFaculty inviting them to “Review Candidate.” Clicking the link in the email will prompt an attempt at SJSU SSO sign-on.

*Reviewer is a Department Chair, Committee Chair, Committee Member, Dean.

The link may send you to Interfolio.com. If taken there, choose “sign in with ‘Partner Institution.’”
You’ll see San José State University as you start typing in the name of the university in search.

If the link does not direct to the eFaculty dashboard, use the following log-in instructions.

Log in through https://one.sjsu.edu/ and select “eFaculty”

Enter your SJSU Credentials
You will be directed to the My Tasks dashboard. Click on the name of the Applicant or on Cases, to open the Sabbatical packet.

In the overview of the packet, click on Read Case to open the Document Viewer.

The Case Details link (A) includes the link to the Statement by Chair or Director Form. Select Fill Out Form (B) to complete the form and submit it (C). If this section is not completed, the case will not move forward.

Click on Send Case (D) and select Forward to Sabbatical-Admin Step. The Sabbatical Admin will be notified once your case has been submitted. The Sabbatical Admin is UP-FA.

*Note: UP-FA will release the chair/director statement to the applicant.