

**EMAIL STANDARD MESSAGES****Annual & Cumulative Evaluation of Lecturers Email Templates:**

1. [Sending the case to the CANDIDATE for ANNUAL EVALUATION](#)
  2. [Sending the case to the CANDIDATE for CUMULATIVE EVALUATION](#)
  3. [Sending the case to the next level \(e.g., Department Committee and/or Chair; Dean\)](#)
  4. [Sending Recommendations to the Candidate for Optional Response](#)
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**1. Sending the case to the CANDIDATE for ANNUAL EVALUATION**

**Subject:** Annual Evaluation

**Message:**

Your Annual Evaluation case has been initiated by **[Department/Division Name]**. This will allow you to view your materials from the reviewers' perspective, and when you are ready, submit your annual evaluation packet for review. [\[Date on Calendar\]](#) is the deadline for submission. You may work with your division's analyst before submitting to ensure that you have uploaded all required materials (please see [instructions for periodic evaluations](#)).

Assistance with using eFaculty is available at [efaculty@sjsu.edu](mailto:efaculty@sjsu.edu) and [help@interfolio.com](mailto:help@interfolio.com), and multiple help documents are available at the [eFaculty Training and Help](#) web page:

- [Add files in eFaculty](#)
- [Submit the packet.](#)
- [Add or remove SOTE/SOLATEs](#)
- [Entering eFaculty](#) (log into [one.SJSU.edu](http://one.SJSU.edu) and select the [eFaculty tile](#)).

Please do not hesitate to contact us if you have any questions.

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**2. Sending the case to the CANDIDATE for CUMULATIVE EVALUATION**

**Subject:** Cumulative Evaluation

**Message:**

Your Cumulative Evaluation case has been initiated by **[Department/Division Name]**. This will allow you to view your materials from the reviewers' perspective, and when you are ready, submit your annual evaluation packet for review. [\[Date on Calendar\]](#) is the deadline for submission. You may work with your division's analyst before submitting to ensure that you have uploaded all required materials (please see [instructions for periodic evaluations](#)).

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Please do not hesitate to contact us if you have any questions.

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### **3. Sending the case to the next level (e.g., Department Committee and/or Chair; Dean)**

**Subject:** Annual Evaluation [or Cumulative Evaluation]

Dear Reviewers:

This packet is coming your way for review. You'll be able to see the documents and deadlines in RPT when you sign in (the link above will not work for sign on unless you are already signed in to your faculty account--visit [one.sjsu.edu](http://one.sjsu.edu)). For help initiating your review, please visit our [reviewers guide](#), on our [eFaculty Training and Help](#) page, or the help pages under your name in the extreme upper right corner of your eFaculty account. If the wrong person is designated chair of a committee (or manager), the one assigned may transfer manager duties to the correct person.

Please note that all materials submitted for review, and personnel committee deliberations, are deemed confidential. Faculty working in more than one department will have items for (an)other department(s) in their packet. Please restrict your review to materials indicating work performance in this department. Finally, if this case were sent to you in error, please alert UP - FA at [efaculty@sjsu.edu](mailto:efaculty@sjsu.edu).

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### **4. Sending Recommendations to the Candidate for Optional Response**

**Subject:** Department Level [or College Level] Recommendations

Dear Faculty Member:

The Department [or College] has concluded its review of your annual [or cumulative] evaluation. Their recommendation is attached. You have 10 days to provide an optional response. If responding, please submit your response no later than [[Date on Calendar](#) or for late review, always 10 calendar days/Match this date to that in the "enabled" box to the right].

Please note that the link above will not work for sign on unless you are already signed in to your eFaculty account--visit [one.sjsu.edu](http://one.sjsu.edu). Here's a help guide for how to submit optional responses: <https://product-help.interfolio.com/m/33238/l/677357-view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal>