eFaculty QuickTip:

Sending Evaluations for Optional Response

Resource guide to help departments and colleges send their evaluations to the faculty and enable the required 10-calendar-day period for them to submit an optional response or rebuttal to the evaluation.

Step 1. On the Case Materials page, Scroll down to Internal Sections

Select the appropriate committee* caret (if the form is not visible, select the caret again, and the form should appear).

Under Committee Forms, select the evaluation form check box.

*If sending from the department level, and there are both department committee and chair evaluations, select the evaluations from both areas.

Step 2. Find the dark blue bar near the top of the screen and select “Share.”

Then select, “With Candidate.”
Step 4. Prepare the Message
Provide a message to the candidate. Please go to the box below for a message template.*

In the grey box on the right, select Enable using the check box. Type for each area as indicated:

**Message Reason:**
Department [or College] Annual [or Cumulative] Evaluation - Optional Response

**Deadline:**
Select 10 calendar days out or enter the mini-review calendar date (preferred). [This is a real cut-off date. Make sure it is at least 10 days, even if past the deadline, and match the message date to it.]

**Section for Response:**
Choose the level from which you are sending:
- a. Department Committee (do not send from committee if there will be a chair review).
- b. Department Chair (if there is a chair review, select this one).
- c. Dean or Appropriate Administrator

If the form(s) did not attach, use “+ Add” under “Share Files” to select. Select “Send” when all items are completed.

* **Message Template:** Sending Recommendations to the Candidate for Optional Response

**Subject:** Department [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 signon unless you are already signed in to your eFaculty account--visit 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](https://product-help.interfolio.com/m/33238/l/677357-view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal)