Uploading Required Documents to eFaculty

Cumulative Evaluation

Required Doc: Where to upload the Doc:

Cumulative Evaluation - eFaculty Placement

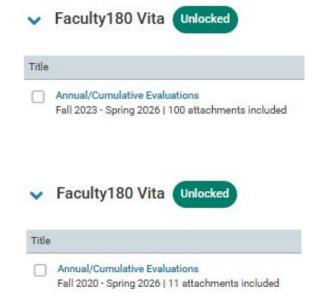| Item	Enter or Upload to This Activities Tab...
1. All prior reviews including ASAs and evaluator comments. **Note:** Faculty undergoing concurrent Annual Evaluation should note the date to upload Department Level Evaluation(s) and any Optional Response to F180, Activities Tab, "Prior Evaluations and Reviews"	Prior Evaluations and Reviews
2. All SOTEs from period of review; Syllabus for each course (title) taught; other evidence of teaching effectiveness	Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc. and/or Additional Courses and Student Evaluations SOTE/SOLATEs from Spring 2013 to present are preloaded to these sections
3. All Direct Observations of Teaching (peer evaluation) from the period of review	Direct Observations of Teaching
4. Any other department evaluations or evidence of performance in assignment	Choose tab as appropriate to tab description

How do I know what my term ranges are?

- **If you already have Entitlement:**
  You will undergo a **3-year renewal review**, which covers the *most recent three years* of your appointment.

- **If you are applying for Entitlement for the first time:**
  You will undergo a **6-year review**, which covers the *most recent six years* of your teaching and service.

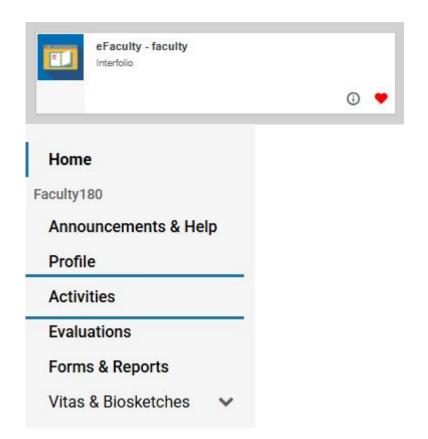- The terms to the right will change every year

Faculty180 Vita **Unlocked**

Title

Annual/Cumulative Evaluations
Fall 2023 - Spring 2026 | 100 attachments included

Faculty180 Vita **Unlocked**

Title

Annual/Cumulative Evaluations
Fall 2020 - Spring 2026 | 11 attachments included

Go to **one.sjsu.edu**

Click on **eFaculty**

Select **Activities**

Prior Evaluations Upload

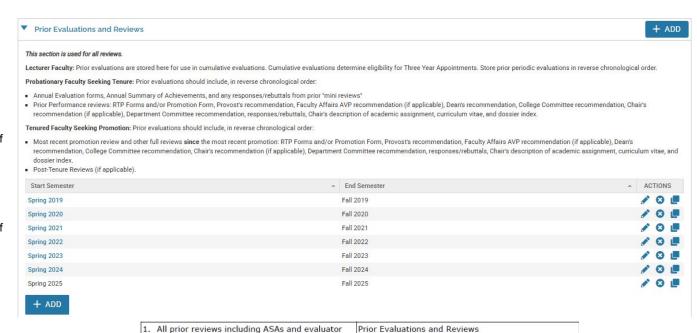1. All prior reviews are now uploaded automatically.

   If you are missing any prior evaluations, please reach out to me at **scott.nguyen01@sjsu.edu**.

2. **3-Year Review**

   Please make sure the **previous 3 years** of evaluations are uploaded.

3. **6-Year Review**

   Please make sure the **previous 6 years** of evaluations are uploaded.

Start Semester	End Semester	ACTIONS
Spring 2019	Fall 2019	
Spring 2020	Fall 2020	
Spring 2021	Fall 2021	
Spring 2022	Fall 2022	
Spring 2023	Fall 2023	
Spring 2024	Fall 2024	
Spring 2025	Fall 2025	

1. All prior reviews including ASAs and evaluator comments. — Prior Evaluations and Reviews

   Note: Faculty undergoing concurrent Annual Evaluation should note the date to upload Department Level Evaluation(s) and any Optional Response to F180, Activities Tab, "Prior Evaluations and Reviews"

SOTEs & Syllabi

SOTEs are automatically uploaded in this section.

Syllabi must be added manually.

To upload your syllabus, click the **pencil icon** under **ACTIONS** and then upload the file.

▼ Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc.   Help ❓

This section is prepopulated with classes taught at SJSU. If there is an error, please contact efaculty@sjsu.edu and a correction will be made. Please upload attachments related to your classes, such as syllabi and selected course materials that demonstrate instructional quality and effectiveness, here.

Student evaluations of teaching (SOTE/SOLATEs) now prepopulate in this section (Fall 2013 - present). When SOTE/SOLATE files do not match classes here, they are stored in the "Additional Student Evaluations" Activities Tab below. To obtain missing SOTE/SOLATEs, please contact eFaculty@sjsu.edu.

If exercising the option to eliminate one class's SOTE/SOLATE from consideration per F12-6, or any from spring 2020 per S20-4, it is best practice to document the removal of the evaluation citing this policy.* Faculty may choose to exclude the survey results from one class per qualifying year from their evaluations. For a year to qualify, they must have taught at least fifteen WTUs evaluated via the SOTE and/or SOLATE instrument during that review year. The "review year" shall correspond to the review cycle of the faculty member. The review cycle is typically the academic year (AY), but lecturer faculty annual evaluations are on the calendar year. When removing student evaluations, keep in mind the requirement that remaining SOTE/SOLATEs shall be representative of teaching assignments.

*Suggested language includes:

- Pursuant to F12-6, the official SOTE/SOLATE for [Course.Section] has been removed from the WPAF. There were at least 15 WTUs of courses that students evaluated in [AY Year-Year or CY Year]. The remaining evaluations are in the WPAF.
- Pursuant to S20-4, the official SOTE/SOLATE for [Course.Section] in Spring 2020 has been removed from the WPAF.
- Pursuant to F12-6, the official SOTE/SOLATE for [Course.Section] was not conducted in [semester/session Year] because [there were 5 or fewer students; there were fewer than 9 students and I requested they not be conducted; other substantiated reason].

Term	^	Course	^	Course Title	^	Credit Hours	Enrollment	Instruction Mode	Days	Time	ACTIONS
Fall 2016		ACCT 281 a		Principles of Financial Accounting		0	25	Evening Class			✏️
Fall 2016		ACCT 281 b		Principles of Financial Accounting		0	25	Evening Class			✏️
Fall 2016		ACCT 282 a		Principles of Managerial Accounting		0	32	Evening Class			✏️
Fall 2016		ACCT 282 b		Principles of Managerial Accounting		0	25	Evening Class			✏️
Spring 2016		ACCT 281 a		Principles of Financial Accounting		0	25	Evening Class			✏️
Spring 2016		ACCT 281 b		Principles of Financial Accounting		0	32	Evening Class			✏️
Spring 2016		ACCT 282 a		Principles of Managerial Accounting		0	28	Morning Class			✏️
Spring 2016		ACCT 282 b		Principles of Managerial Accounting		0	25	Evening Class			✏️

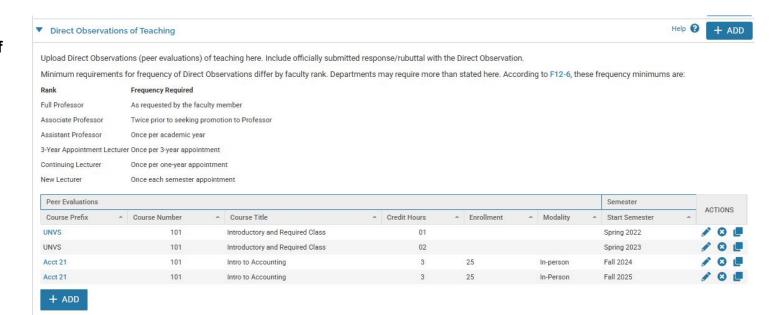| 2.	All SOTEs for prior calendar year; Syllabus for each course taught; other evidence of teaching effectiveness	Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc. and/or Additional Courses and Student Evaluations
		SOTE/SOLATEs from Spring 2013 to present are preloaded to these sections

Direct Observations of Teachings

Please navigate to the **Direct Observations of Teaching** section to upload your **Direct Observation of Teaching (Peer Review)** document.
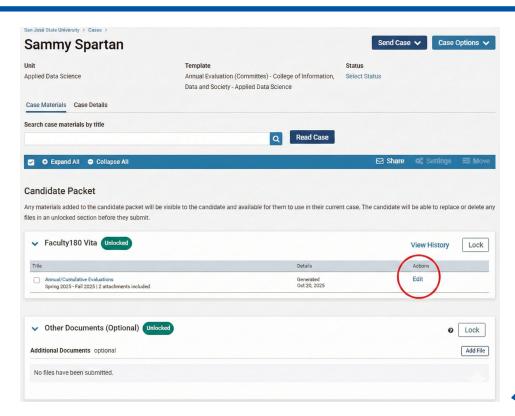
Click +ADD

And upload the document

Regenerating Your Cumulative Evaluation Packet

Once all required documents have been submitted:

1. Navigate to **Your Packet** in the top-left corner.

2. Click on your **Cumulative Evaluation Packet**.

3. Click **Edit**, then select **Regenerate**.

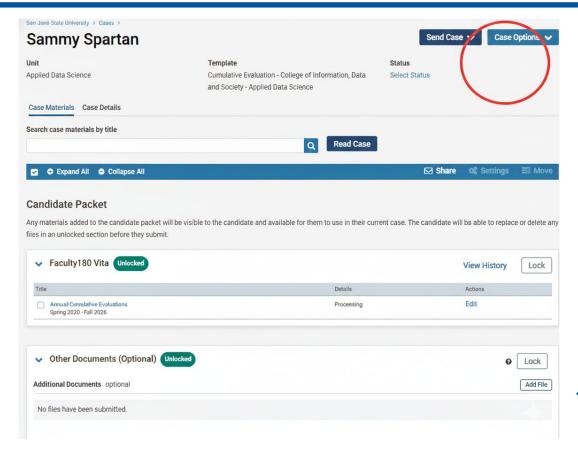4. Follow the prompts to complete the regeneration process.

After Regeneration is Complete

1. **Refresh** the webpage.

2. Click **Preview Packet** in the top-right corner.

Reviewing Your Packet

Once you are in **Preview**:

- Expand each section to review all documents.

- Click on each document to ensure it appears correctly and in the proper section.

- Please remember to **submit your packet** once all documents are complete.

After submission, you may notify your Chair so they can review the documents prior to the submission due date.