

# 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.  <b>Note:</b> 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  <i>SOTE/SOLATEs from Spring 2013 to present are preloaded to these sections</i>
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

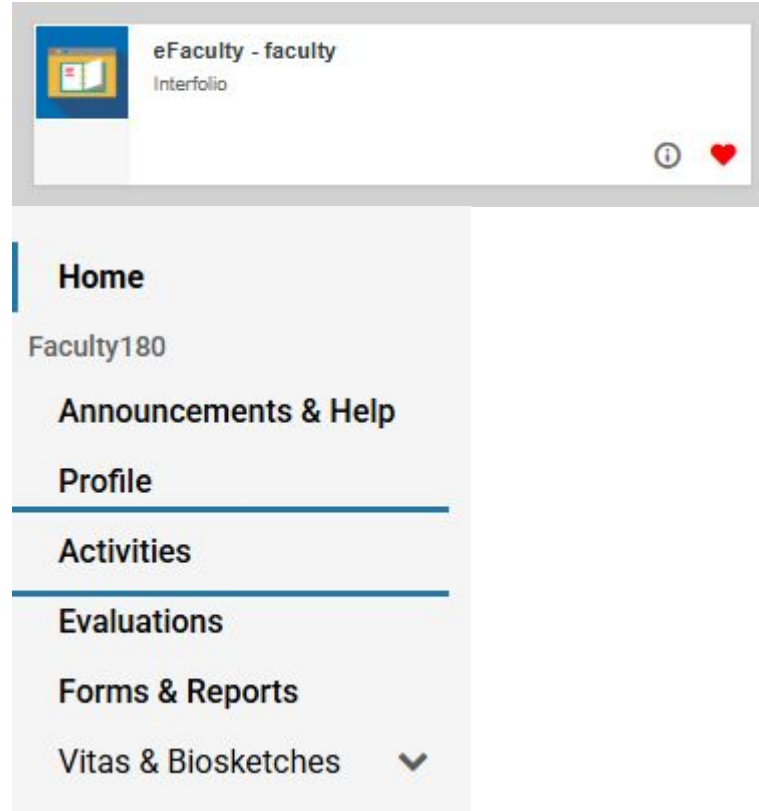


# Cumulative Evaluation - Uploading Required Documents

Go to **one.sjsu.edu**

Click on **eFaculty**

Select **Activities**



1. All prior reviews are now uploaded automatically.

If you are missing any prior evaluations, please reach out to me at [scott.nguyen01@sisu.edu](mailto:scott.nguyen01@sisu.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.

**Prior Evaluations and Reviews**

*This section is used for all reviews.*

**Lecturer Faculty:** Prior evaluations are stored here for use in cumulative evaluations. Cumulative evaluations determine eligibility for Three Year Appointments. Store prior periodic evaluations in reverse chronological order.

**Probationary Faculty Seeking Tenure:** Prior evaluations should include, in reverse chronological order:

- Annual Evaluation forms, Annual Summary of Achievements, and any responses/rebuttals from prior "mini reviews"
- Prior Performance reviews: RTP Forms and/or Promotion Form, Provost's recommendation, Faculty Affairs AVP recommendation (if applicable), Dean's recommendation, College Committee recommendation, Chair's recommendation (if applicable), Department Committee recommendation, responses/rebuttals, Chair's description of academic assignment, curriculum vitae, and dossier index.

**Tenured Faculty Seeking Promotion:** Prior evaluations should include, in reverse chronological order:

- Most recent promotion review and other full reviews **since** the most recent promotion: RTP Forms and/or Promotion Form, Provost's recommendation, Faculty Affairs AVP recommendation (if applicable), Dean's recommendation, College Committee recommendation, Chair's recommendation (if applicable), Department Committee recommendation, responses/rebuttals, Chair's description of academic assignment, curriculum vitae, and dossier index.
- Post-Tenure Reviews (if applicable).

Start Semester	End Semester	ACTIONS
Spring 2019	Fall 2019	[Edit] [Delete] [Duplicate]
Spring 2020	Fall 2020	[Edit] [Delete] [Duplicate]
Spring 2021	Fall 2021	[Edit] [Delete] [Duplicate]
Spring 2022	Fall 2022	[Edit] [Delete] [Duplicate]
Spring 2023	Fall 2023	[Edit] [Delete] [Duplicate]
Spring 2024	Fall 2024	[Edit] [Delete] [Duplicate]
Spring 2025	Fall 2025	[Edit] [Delete] [Duplicate]

+ ADD

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



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](mailto: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](mailto: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*



## Uploading Your Syllabus

1. Click **Add**
2. Select your **file**
3. Set **Type** to **Syllabus**
4. Click **Upload**

**Please upload only one syllabus per course. Duplicate syllabi are not required.**

### A Course Information

Term	Course	Course Title	Credit Hours	Enrollment	Instruction Mode	Days	Time	Course Not Taught
Spring 2016	ACCT 282 b	Principles of Managerial Accounting	0	25	Evening Class			<input type="checkbox"/>

### B Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	<a href="#">+ ADD</a>

### Course Attachments

Attachment Type\*
File

Attachment\*
[Choose File](#) No file chosen

Type\*

Select

Select  
**Syllabus**  
Course Evaluation  
Peer Evaluation  
Other

Course	Upload
ACCT 282 a	<input type="checkbox"/>
ACCT 282 b	<input checked="" type="checkbox"/>

UPLOAD

CANCEL





# 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

Direct Observations of Teaching
Help ?
+ ADD

Upload Direct Observations (peer evaluations) of teaching here. Include officially submitted response/rubtuttal with the Direct Observation.

Minimum requirements for frequency of Direct Observations differ by faculty rank. Departments may require more than stated here. According to [F12-6](#), these frequency minimums are:

Rank	Frequency Required
Full Professor	As requested by the faculty member
Associate Professor	Twice prior to seeking promotion to Professor
Assistant Professor	Once per academic year
3-Year Appointment Lecturer	Once per 3-year appointment
Continuing Lecturer	Once per one-year appointment
New Lecturer	Once each semester appointment

Peer Evaluations								Semester	ACTIONS
Course Prefix	Course Number	Course Title	Credit Hours	Enrollment	Modality	Start Semester			
UNVS	101	Introductory and Required Class	01			Spring 2022			
UNVS	101	Introductory and Required Class	02			Spring 2023			
Acct 21	101	Intro to Accounting	3	25	In-person	Fall 2024			
Acct 21	101	Intro to Accounting	3	25	In-Person	Fall 2025			

+ ADD





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.

San José State University > Cases >

## Sammy Spartan

Unit: Applied Data Science    Template: Annual Evaluation (Committees) - College of Information, Data and Society - Applied Data Science    Status: Select Status

Case Materials Case Details

Search case materials by title

☒ Expand All ☐ Collapse All

### Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ Faculty180 Vita Unlocked [View History](#)

Title	Details	Actions
<input type="checkbox"/> Annual/Cumulative Evaluations Spring 2025 - Fall 2025   2 attachments included	Generated Oct 20, 2025	<a href="#">Edit</a>

▼ Other Documents (Optional) Unlocked

Additional Documents optional

No files have been submitted.



## After Regeneration is Complete

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

San José State University > Cases >

### Sammy Spartan

Unit: Applied Data Science    Template: Cumulative Evaluation - College of Information, Data and Society - Applied Data Science    Status: [Select Status](#)

[Send Case](#) [Case Options](#)

[Case Materials](#) [Case Details](#)

Search case materials by title

[Read Case](#)

☒ Expand All ☐ Collapse All [Share](#) [Settings](#) [Move](#)

#### Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ Faculty180 Vita Unlocked [View History](#) [Lock](#)

Title	Details	Actions
<input type="checkbox"/> Annual Cumulative Evaluations Spring 2020 - Fall 2026	Processing	<a href="#">Edit</a>

▼ Other Documents (Optional) Unlocked [Lock](#)

Additional Documents optional [Add File](#)

No files have been submitted.



## 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.

