

# Submitting a Tenure Dossier on eFaculty: A Quick Guide

## Introduction

### Who is this Guide for?

This guide is for tenure-line faculty who need to submit their tenure materials for the review periods specified in their hiring contracts, including “mini” and full reviews.

### What is this Guide for?

This is a practical guide to get up and running on eFaculty so you can submit your tenure materials for whatever review period you’re facing. It’s not meant to be a comprehensive guide, but should explain the process well enough so that when you get stuck, you know where to go for help.

### Official University Resources

(Hold CTRL on your keyboard and click on the links to open up the pages/files.)

#### **eFaculty Home Page:**

<http://www.sjsu.edu/up/faculty/efaculty/index.html>

If you get lost, go here to find yourself.

#### **What Goes Where (The University Guide):**

<http://www.sjsu.edu/up/docs/What%20Goes%20Where%20Guide%20Release%2009.20.17.pdf>

This has all the info you need to upload and submit your tenure materials, but *hoo boy* is the organization confusing.

#### **RTP Guidelines for Your Department**

If your department has RTP Guidelines, you can find them here (not all departments have/use them):

[http://www.sjsu.edu/up/faculty/retention\\_tenure\\_and\\_promotion/departmental\\_guidelines/index.htm](http://www.sjsu.edu/up/faculty/retention_tenure_and_promotion/departmental_guidelines/index.htm)

#### **Important Dates and Deadlines:**

Go here and download “Full Deadline Calendar for RTP” under Section 1:

[http://www.sjsu.edu/up/faculty/retention\\_tenure\\_and\\_promotion/](http://www.sjsu.edu/up/faculty/retention_tenure_and_promotion/)

#### **eFaculty Email for Help/Questions: [efaculty@sjsu.edu](mailto:efaculty@sjsu.edu)**

Email them with general questions or if any of the info that the university posts on eFaculty is wrong.

#### **The author of this guide: [mark.thompson@sjsu.edu](mailto:mark.thompson@sjsu.edu)**

This guide is a living, breathing manifestation of institutional consciousness. If you find any boners, ambiguities, or glaring lacunae in its content, please contact the document’s author so clarifications and corrections can be made.

## Before you get started

### **S15-8 vs S98-8: Know Your Status**

You will be repeatedly asked if you are using the new tenure guidelines (S15-8) or the old ones (S98-8). If you are reading this, you will most likely be taking the S15-8 route. S98-8 is for faculty hired before 2016 and is being phased out.

### **Collect Your Materials**

It's a good rule of thumb to compile everything related to tenure (previous reviews, SOTES, hiring documents, teaching documents, published articles, etc.) in a physical folder for printed documents and a digital folder on your computer for digital documents. It might be helpful to have a digital "Tenure" folder on your computer containing additional folders organized by school year. You might also make a habit of entering content into your eFaculty profile as it becomes available to you.

It's also a good idea to update your CV before you start entering info into the eFaculty system. Having your updated CV open while you work will allow you to copy and paste content as well as ensure you're not forgetting anything.

### **Start Early**

Starting the dossier process is a bit daunting—and stressful—but don't put it off until the last few days. The whole ordeal takes a while and will probably require work over a few sittings. You might need documents and signatures from other people. You might need to track down a form you were sure was in your folder. Give yourself time to handle any hiccups in the process.

### **Take a Deep Breath**

Though the process may seem facelessly institutional and almost adversarial at times, everyone wants you to succeed. Your colleagues are on your side. A successful review means we hired the right person; the last thing that anyone wants is to serve on another recruitment committee.

## Getting started

### Logging In

1. Go to <https://one.sjsu.edu/> and click the "eFaculty" button (Note: You may have to click the gray "See More" button to reveal more buttons.)
2. Log in with your SJSU credentials.

### Lay of the Land

You will start on the "Home" page which may or may not have your tenure review as an "action item." Use the menu on the left-hand side to navigate between the sections you need to fill with your wonderful content.

eFaculty is used for many different things. You're just here to submit your materials. If you get stuck or really confused, you may be in a section that doesn't apply to you.

### **eFaculty vs Faculty 180 vs Interfolio**

There's no distinction here you have to worry about. *But if you're curious:* eFaculty is the system you use to warehouse and submit your tenure materials; Faculty 180 is an old name they're not using anymore but still shows up in places; Interfolio is the software that makes it all work.

## Saving Your Work

Generally, the system is good at reminding you save your work before changing pages. That being said, save often. You don't want to spend 20 minutes entering info and have your browser freeze up on you.

# Building your application

## The Left-Hand Menu

*(Note: The menu is based on your rank and/or responsibilities. Things may be slightly different in your version. Please email [mark.thompson@sjsu.edu](mailto:mark.thompson@sjsu.edu) if this happens so we can document every case)*

### **Action Items**

You may or may not see this section depending on whether someone has assigned you an action item.

### **Announcements & Help**

About eFaculty itself—updates, new features, and where to look for general, non-university specific help.

### **Profile**

Basic info about you. None of this shows up in your tenure review so fill in as you see fit.

### **Activities**

This is where you will enter most of your materials for scholarship, creative work, teaching, and service.

### **Evaluations**

This is a collection of tenure/performance evaluations from previous years. You won't be submitting anything here.

### **Forms & Reports**

Forms that are relevant to your position will be found here. You can also use this section to generate your own reports that summarize your scholarly activity, service, and teaching.

### **Vitas & Biosketches**

This section lets you generate reports related to institutional use (sabbatical, early retirement, etc. ). It also collects previously generated reports. Most importantly for you, this is where you go to double check the dossier that you are submitting.

## The Process

### **1. Profile Information**

This is your basic information for eFaculty. It's not generally used by committees during your assessment. Some people, like the author of this document, only enter a name and basic contact info. It's up to you how much information to post, obviously.

## 2. Activities

This is where everything will go. Start at the top, work your way to the bottom. Depending on how long ago you were hired, certain categories (Student Evaluations, Courses Taught) will already be populated by the university. Double-check to make sure that the entries are correct and complete.

*Some things to remember when submitting your materials:*

- Submit .pdfs whenever possible. (Word and Google Docs can export documents as .pdfs.)
- Use the "clone" button when submitting similar work/entries in the same category so you don't have to add the same info over and over.
- Check to make sure all of your files work and that any internet links connect to what you want them to link to.

*New as of 2019/2020:*

- There will now be three new optional sections where candidates can place concise framing narratives (in addition to the overarching candidate statement, not replacing it) outlining scholarship/creative activities, teaching, and service. For writing tips, check out #7 (Candidate's Narrative Statement) in the next section.
- There is now space for materials sent by external reviewers. Please talk to your department chair about the standards and expectations for such reviews in your discipline.

### **RTP Dossier Documents (Front Matter)**

The very first section of Activities is "RTP Dossier Documents (Front Matter)". You need to upload the following stuff here:

1. **Chair's Description of Academic Assignment (signed and dated)**  
Get from department chair.
2. **Department RTP Guidelines (if applicable)**  
Get from department chair and re-read them. Each committee along the way uses these guidelines to assess you. Make sure you are responding to these criteria as you submit your work (see "Narrative" in Point 7 below).
3. **Tenure-clock Stop Memos (if applicable)**  
You'll only have to add stuff here if you experienced something that required you to put your tenure clock on hold.
4. **Comprehensive Curriculum Vitae**  
Make sure you have your CV complete and updated before you start entering data. That way you can fill out the sections on eFaculty by copying and pasting things from your CV. That being said, you probably want to turn this in after entering your activities because

you'll think of new things to add as you wrack your brain for possible things to include. Thinking through all your achievements may expand your CV considerably.

#### 5. **Current Dossier Index**

This is a bit of a pain to generate. Do it at the very end.

1. Click on "Vitas and Biosketches" in the left-hand menu.
2. Select the view icon (blue eyeball) next to the review you are submitting (For Example: "Full RTP Review, AY 2020-2021").
3. Select the start and end dates corresponding to your period of review and click "Refresh Report".
4. Click on the .pdf icon at the top of the screen to "Print to PDF" and save it to your computer.
5. Upload your "printed" .pdf file to this section.

#### 6. **Letter of Appointment**

This is the job letter you signed when you were hired here. Scan it from hard copy or search your email attachments for it. If you can't find it, contact the department chair for another copy.

#### 7. **Candidate's Narrative Statement**

Here is where you narrate your experience at SJSU. Remember, this is a persuasive document that will be used to assess whether you've met the criteria for retention/tenure/promotion. Re-read the tenure guidelines and make sure you are responding to them. Use language directly out of the guidelines to draw direct links for committee members who may not be familiar with you and your work. Remember, committee members are making their decision solely on the dossier you turn in, not you as a wonderful person.

Make Your Strongest Case in Your Introduction: Your first few sentences should make your strongest case for RTP.

Preview Your Case: Your introduction should be a greatest hits of your teaching, scholarly/creative work, and service—in the same order you cover it in the rest of the narrative. A reader should be able to get the big picture from the intro.

Use the Organization of the RTP Guide: Teaching, Creative/Scholarly Work, Service. Don't be afraid to use subheaders for each of these sections. People love subheaders.

Get to the Point: A committee may be reading 20 of these in a session. Make it easy for them to find the info that they need.

Use Simple Language: Simple subjects, action verbs, a minimum of complicated embedded clauses. You are not being assessed on your eloquence here. You are being assessed on content alone. Don't make it hard on people.

Remember That Your Audience is General: You are not necessarily writing to someone who understands your specialty, much less your field. Be sure to explain specialized topics and

why certain achievements in your field are notable. They may not know a journal has a 5% acceptance rate or that a particular writing fellowship is impressive.

This is a Narrative, Not a List: Committees already have your CV; this is where you explain or humanize the data. Tell a story of transition and development in which r/t/p is the next happy step in your journey.

Focus on the Positive, Don't Apologize: You had a terrible experience with a journal. A co-author left you in the lurch. A student has declared you their mortal enemy. These are challenges, not setbacks. Be clear about any circumstances which may be affecting your retention/tenure case, but don't make them a central feature. Focus on what they taught you and how they made you a better academic/teacher/colleague.

Get Your Officemate to Proofread: You will spend so much time on this document that it will stop making sense at some point and/or will become so familiar to you that you miss simple errors. A second or third set of eyes helps.

Ask Your Chair to Read It: The chair has read and written many of these. They know what it's like on the other end. When you have a "final" version, see if the chair has time to look it over and offer any feedback before you submit it.

8. **Prior Evaluations (completed before 2018).**  
These are your previous reviews (mini and 3-years). The fact that you're reading this means that the computer has probably already populated most if these. If not, do an email search and find them in your email as attachments.
9. **Declaration of Intent. (Form can be found [here](#))**  
This just officially clarifies which tenure regime you've chosen, S15-8 or S98-8. If you are newer, you will be most likely under the S15-8 system.

## Submitting your application

### Final Review

Okay, you did it. Do a final check of your materials. Go to *Vitas & Biosketches* and click on the blue eyeball in the row with the report you're submitting. Select the appropriate date range. Check to make sure:

- All of your materials are there
- All your links work
- All your info is correct.

This is what the committee sees, so make sure it's all there.

### Submitting:

1. Go to your "Action Item" in eFaculty
2. Click on your RTP package.

3. Click **Faculty Submission**.
4. Click **Save**.
5. Click **Submit**.
6. Email your chair to make sure it all looks okay.

### Confirmation

You should get immediate on-screen confirmation from eFaculty that your dossier has been submitted, as well as an email confirmation that you have successfully submitted it.

### **Checking with the Chair**

The chair will now have access to your dossier. Check with them to make sure that it is showing up and that all of your materials are accessible. Sometimes the person on campus who manages eFaculty forgets to click a box on their end, so it's best to check.

### After You Submit

Give yourself a few days to recover/celebrate, for sure, but now is a good time to finish anything else you're working on or look for other ways to shore up your case. If you don't get news you like from a committee, you still have the opportunity to add subsequent publications or achievements that take place during the review period. A few more irons in the fire won't hurt.

You can continue to tweak and update your dossier until the closing date. Just be sure to re-submit the dossier again, following the instructions above.

## After submission

### The Review Process

After you submit your materials, they go to the department RTP committee, which reviews, discusses, and votes on your rankings in the three categories: Academic Assignment (teaching/program management), RSCA (research and creative activity), and service. The committees will give you a score from 0-3 in each of these categories, with:

0=Unsatisfactory  
1=Baseline  
2=Good  
3=Excellent

### **Tenure and Promotion to Associate**

You must meet or exceed one of these profiles across the three categories:

- "Excellent" in either Academic Assignment or in Scholarly/Artistic/Professional Achievement and at least "Baseline" in the other two categories.
- "Good" in any two categories and at least "Baseline" in the remaining category.

*Early decisions.* Favorable early decisions require a significantly higher level of achievement than a favorable decision after the normal period of review. Candidates may be tenured and promoted to

Associate prior to the end of their probationary period if they attain evaluations of “*Excellent*” in two categories and “*Baseline*” or better in the remaining category.

### **Promotion to Full Professor**

Under normal circumstances, Associates may be considered for promotion to Professor during their fifth year at the rank of Associate, to be effective at the beginning of their sixth year at rank. (But if you earned promotion to Associate prior to earning tenure, the review period for Professor begins with your promotion to Associate and not with tenure.)

Faculty must meet these profiles across the three categories:

- At least “*Excellent*” in two categories and at least “*Baseline*” in the remaining category.
- At least “*Excellent*” in one category and at least “*Good*” in the remaining two categories.

*Early decisions.* Associates may be promoted to Professor prior to serving five years in rank if they meet the standards for “*Excellent*” in two categories and “*Good*” in one.

## Levels of Review

### **The Department Level**

This is the first committee to get your tenure package. Committee members assess you in all three categories and vote on a final grading of Excellent, Good, or Baseline in each category. After making their decision, they will post their decision to eFaculty and the department chair will write a letter summarizing the decision. (In some cases, department chairs may serve as members of the departmental committee, and, when they do, they don’t have to write a separate evaluation.) You will be notified that a decision has been made by email, and then log in to eFaculty to view the report under *Evaluations*. Click on the appropriate blue eyeball to see the decision. This is also where you can respond if you want to challenge or comment on the committee’s decision.

### **College Level**

The committee’s report and the chair’s letter are now sent to the College RTP committee, which is made up of professors from different departments in H&A and the dean. The process is identical to what happens at the department level. There’s a vote on each category and then a decision on retention/tenure. The dean of the college then writes letter that summarizes the findings, and also provides their own evaluation separate from the College RTP committee. Once again, you have the opportunity to respond.

If you are doing a mini-review, it stops here. Congrats. You’ve been mini-retained. If it’s a major review, tenure, or promotion to full professor, your case gets knock up to the university level.

### **The University Level**

Lather, rinse, repeat. The university RTP folks do the voting thing and you once again have the opportunity to respond. Then, taking department, college, and university feedback into consideration, the provost gets in on the act here and gives their recommendations.



### **The President's Decision**

The president of SJSU then makes the announcement at the very end of the school year (after your grades are submitted and you can't rage quit). Congrats! You've survived to fight another few years!

You can download the schedule and deadlines for each committee here:

[http://www.sjsu.edu/up/faculty/retention\\_tenure\\_and\\_promotion/](http://www.sjsu.edu/up/faculty/retention_tenure_and_promotion/)

### Late Adds

But what if you get great news from a journal after you've submitted all of your materials? Or win a super prestigious award in December? Good news, there are two times you can add these materials. Check the calendar for the specific dates, but it will usually be towards the end of each semester. Adding late materials may delay your decision a few weeks, but you should be putting your strongest case forward.

### Reading Evaluations

As previously mentioned, you will be sent an email telling you that your evaluation is ready. Log on to eFaculty and go to the *Evaluations* section in the left-hand menu. Click on the evaluation and then on blue eyeball under *View/Respond* to see your evaluation. If it's not there, click on the small blue *View All* box underneath the listing.

Even if you go into your tenure review with confidence, reading your evaluation report can be nerve wracking. After getting the decision, give yourself a bit of time to soak it in. The natural thing is to seize on anything negative, start obsessing on it, and launching Word to start writing a response. Even if you plan to do this, wait a few days to respond.

### Responding to Evaluations

At each stage of the review, you can respond to the committee's decision. Ideally you are looking for a clear mistake (they said you only had two articles but you had three) or a misunderstanding of an achievement (they thought you led a summer seminar at Folger's Coffee, not the Folger Library). Here, you should politely but firmly highlight the erroneous part of the review and offer contradicting evidence or explanation. As your tenure application moves to higher committees, you can use reviewer comments from previous committees to make your case. You can use reviewer comments from a previous year's evaluations as well. At any rate, keep it professional.

Write your response and save it in your tenure folder on your computer. Upload your response to eFaculty by clicking on the blue eyeball you clicked on to view your evaluation. Scroll to the bottom of the report to find the *Respond* section and upload your word file. Note that there is a set deadline for you to respond to an evaluation.

### Conclusion

That's it! Easy, huh?

## **eFaculty Dossier Preparation and Submission FAQ**

**Q: Where in eFaculty can I upload my Narrative Summary?**

A: For an overall dossier summary, navigate to the “Front Matter” Activity, click “Add” and select “Narrative” from the option drop list.

**Q: Can I include hyperlinks in my Narrative?**

A: You can include hyperlinks to documents on other websites but you cannot link to documents uploaded to eFaculty. There is no guarantee that your committee will follow provided links.

**Q: Where can I create a cover page?**

A: You do not need a cover page. The first page of the report will include your identifying information.

## Academic Assignment

**Q: What do I do if I notice an error or an omission in the courses that automatically populate for me?**

A: Send an email to [efaculty@sjsu.edu](mailto:efaculty@sjsu.edu). A staff member in the Office of Faculty Affairs will help correct your information.

**Q: How do I include the courses that I taught at another university?**

A: This information should be entered under “Classes Taught at Other Institutions.” Example course materials, may be added may also be added here. Student and peer evaluations should be entered under “Student Evaluations of Teaching Effectiveness” and “Peer Evaluations of Teaching Effectiveness.”

**Q: How can I enter or upload a narrative describing SOTES?**

A: You can include that information in your Narrative Statement. Under S15-8 that statement is limited to 2000 words. S98-8 is silent regarding Narrative Statements, so there is no word limit.

**Q: Where can I upload unsolicited student emails, magazine articles about my course, and other course-related information?**

A: You can attach that information directly to the course or upload the information under “Other Evaluations of Teaching Effectiveness.”

**Q: On my mini-review, I was able to group my classes. Can I still do this?**

A: We currently have the options set so that you can group your courses, but apparently that button is not showing up for users. Faculty 180 updated their system since the mini-review, and we have contacted tech support.

## RSCA

**Q: How do I enter RSCA publications that are in progress (e.g., in data collection, data analysis, etc.)?**

A: For RSCA (book, journal, creative production, etc.) in progress, you can enter information and select the “In progress” option from the “Status” dropdown list.

**Q: Where can I enter reviewed/vetted blog posts (not personal blogs) such as blogs hosted by academic institutions to educate the public about research?**

A: Blog posts should be entered under the RSCA option, “Electronic Media.” To differentiate a vetted blog post from a personal blog, provide a description of the work in the description field. Additionally, consider selecting the “Other” option in the “Intellectual Contributions: Review Type” drop list and providing a short explanation of how the blog was evaluated.

**Q: How do I include publications submitted prior to the current review period but accepted / published during the period under review?**

A: Enter these as Status “Published,” indicating the date of publication.

## Service

**Q: Where would I enter activities such as creating new departmental policies and procedures or faculty development programs, facilitating faculty retreats, program plans, etc.?**

A: Enter these under “Service to Students, Departments, Colleges, and the University: Other than Committees.”

**Q: Student Supervision Activity Input: Can I put more information about student research in this section?**

A: The instructions indicate that “You do not need” to list all students you supervise in this section. You are able, however, to provide information about student work in this section, as well as highlighting this work in the RSCA activities (where you can indicate student co-authors), and in the narrative statement.

**Q: I received years of credit, where can I put that service?**

A: There is a category for Classes Taught at Other Institutions. There is not an equivalent for Service (Committees, etc.). Under Service, pick the appropriate level at the other institution (department, college, university), select “other”, then type in the full name of the committee and the institution at which you served (e.g. College of X Faculty Search Committee).

## Dossier Preview, Backup, and Submission

**Q: How can I see a preview of my dossier or annual summary as it will appear to reviewers?**

A: Use the “Preview CV” button in the RTP Dossier form that appears in your dashboard. When the window opens up, select “Full RTP Dossier” from the “Template” drop list and select the Start and End Dates for your review period. Click “Preview.”

**Q: Can I save a version of my submitted dossier for myself?**

A: You can export a copy of your dossier by clicking on the “Vitas and Biosketches” link on the far left of the eFaculty window. Then select the type of data view “RTP full dossier” and click the eye icon to view your data. In the next window, select the time period you would like covered and click “Refresh Report” if needed. Finally, at the top middle of the window, select the export file type you prefer, either Word or PDF. The file will download automatically.

**Q: How can I export my information from eFaculty?**

A: Follow the instructions on saving a version of your dossier for yourself. Select a Word download from which you can copy and paste your information.

**Q: Do review committees see accompanying documentation (uploaded files) automatically or do they have to click on and download such documentation?**

A: Committees will receive training on how to download and view supporting documentation.

**Q: Will I eFaculty notify me when my responses to reviews are due?**

A: You will receive an eFaculty notification of completed evaluations from different levels of review. You will not receive a notification about the due date for your responses to those reviews.