To Review a Sabbatical Leave Application, first log in to eFaculty from the MySJSU portal using your campus credentials. Any applications waiting for your review will appear as an Action Item in your “To Do” list.

Click on the link **Complete Evaluation: Chair’s Endorsement.**

- Note: for the additional evaluation levels – naming convention is below
  - College Committee
  - Dean’s Recommendation
  - University Committee

A “Listing of Faculty Being Evaluated” will appear.

- Click the “View” icon to see the Sabbatical application.
If multiple faculty are to be reviewed, each name will be listed.

After you click on the “view” icon, a new window opens with only the individual application you selected. Click the link in the “Process” column related to each evaluation step as needed.

Chair’s view:

College Committee’s view:

Note: For each level of review, another row will be added.
The application will open in another window. You might find it easier to read if you expand to “full screen.” Scroll down to review the full application.

Close the application screen after you have finished reviewing it. Close the “Process” screen as well if it remains open, and return to the main page (the “Dashboard”) to complete your Chair’s Endorsement or Committee Evaluation.

NOTE: If you are not the chair of the committee, you are to stop here and log out. Only the committee chair will complete the evaluation form for the committee.

Complete the evaluation form. To do this, click the **Evaluate** button under the Evaluation column.
Complete the evaluation form as indicated. You may find it easier to read if you expand to full screen. Answer the required questions (Can suitable arrangements be made... etc.)

Type your full name in the eSignature box.

Click the “Save” button below the Electronic Signature box.

You will be returned to the evaluation screen. Your evaluation is completed and saved. Now you need to submit the evaluation.

- Check the box in the first column
- Click the “Submit Selected Evaluations”
Click Submit.

Submit Selected Evaluations

Submitting the selected evaluations has the following implications:
1. Faculty being evaluated can respond to the evaluation, if applicable.
2. Submitted evaluations will be removed from your Listing of Faculty Being Evaluated.
3. Your responsibility for this evaluation will be completed.

Submit Cancel

Your evaluation has been submitted and will automatically be routed to the next level of evaluation. Click “Okay.”

Notification

The evaluation has been submitted

Okay

You have finished all steps. Please log out of eFaculty. You will receive an email message confirming again that your evaluation is complete.