Instructions for Reviewing Sabbatical Leave Applications, Fall 2016

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

A “Listing of Faculty Being Evaluated” will appear.

- Click the “View” icon to see the sabbatical application. Note: All committee members will see applications. But only committee chair will see “Evaluate” button.

If multiple faculty are to be reviewed, each name will be listed separately.
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. You read each review separately, by clicking on the links.

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. **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.

**Instructions for committee chairs:** After committee has completed its review and made its decisions, you will return to 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. Note: You may write the evaluation in the textbox, or upload as an attachment.

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.

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

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