

eFaculty QuickTip: Submitting Late-Add Materials

Send email to eFaculty@sjsu.edu to initiate the late-add process in eFaculty. Please see the [RTP Calendar](#) for opening and closing dates.

<ol style="list-style-type: none"> UP - FA staff will unlock the "Approved Late Add Materials" section of your dossier. Go to "Your Packets" after logging in to eFaculty. 	
<ol style="list-style-type: none"> Locate and select the packet corresponding to your review that is open for response. 	

4. Locate "Approved Late Add Materials," and select "Edit" in the upper right corner.

Unit: Faculty Affairs | Type: Promotion | Candidate Instructions: View Instructions

Overview | Packet

Below you will find an overview of the packet requirements outlined by your institution. This page will be updated as you make progress toward your packet. To learn more, read the Candidate's Packet Guide.

Faculty180 Vita (Locked) [View]

Type	# Required	# Added
RTP Full Dossier		

Approved Late Add Materials (Edit)

Due: 2021-01-26 | Not Yet Submitted Unlocked

Type	# Required	# Added
Additional Documents	0 required	0
Late-Add Request	7 required	0

5. Review the late-add guidelines provided for your convenience.
6. Select the "Late-Add Request" form.

Faculty180 Vita (Submitted) (Locked)

Title	Details
Retention, Tenure, Promotion Dossier	Generated: Dec 11, 2020

Approved Late Add Materials (Unlocked) [Preview] [Submit] 0 of 0 Required Files

Due: Jan 26, 2021 | Not Yet Submitted

Submit Late Add materials for review.

Additional Documents 1 Added [Add]

Title	Details	Actions
late-add-guidelines	Suggested by Administrator Dec 11, 2020	Edit Remove

Late-Add Request 7 required questions, [Edit Form]

Title	Details	Actions
Late-Add Request	Completed Not Yet Submitted	Edit

7. Fill in the form. The form asks for a numbered list of items to be considered by the committee. (A vote will be taken for each item--ensure that each element is separated out.) Numbers and names should correspond with the file names uploaded separately.
8. University Late-Add Guidelines require a statement that supports the addition of each item. Committee members will determine whether the statement "justifies inclusion of the materials."
9. Select "Return to Packet" to upload the listed items.

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Please create a numbered list of all items being submitted for consideration. *

1.
2.
3.

Late-Add Statement

A candidate seeking to add materials after the deadline must provide a written statement that provides 1) a justification for the late-add, 2) a statement of support from the candidate's department chair, and 3) a statement of support from the candidate's dean. The statement will be reviewed by the University Personnel Committee.

Statement

Late-Add Statement

Upload Evidence Corresponding with Each Item Listed Above

In the late-add area, click "Add" and upload submissions or evidence of achievement as separate files in the item.

[Return to Packet](#)

10. Upload the listed items (named to correspond with those on the form) by selecting the Add button to the far right on the "Additional Documents" row.

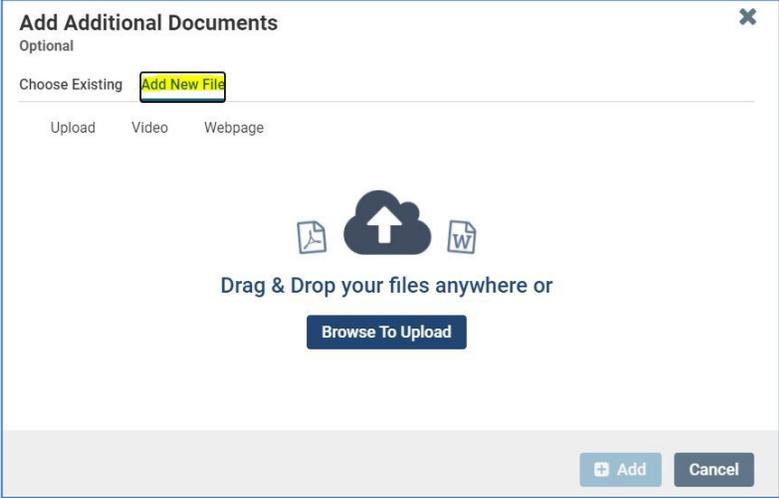
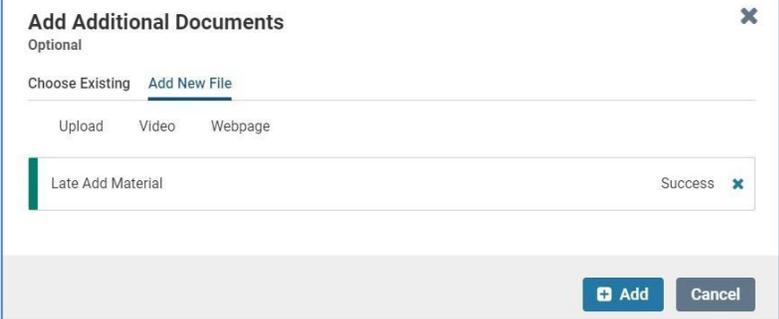
Approved Late Add Materials Unlocked Preview Submit 0 of 0 Required Files

Due: Jan 26, 2021 | Not Yet Submitted

Submit Late Add materials for review.

Additional Documents 1 Added Add

Title	Details	Actions
late-add-guidelines	Suggested by Administrator Dec 11, 2020	Edit Remove

<p>11. Instructions will lead you through the upload process.</p>	
<p>12. After the success indicator, select "Add" on the bottom right of the dialog box.</p>	
<p>13. After adding all items, review your work. When satisfied, click "Submit."</p>	
<p>14. As the Confirmation screen notes, submitting relocks the late-add section of the dossier. Contact eFaculty@sjsu.edu if you need access to the section prior to the "Close Late-Add Period" deadline.</p>	