

Part 3: Moving Faculty Cases to College Level

Sharing College Evaluations with Faculty

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Faculty Services
University Personnel*



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Committee Review Due if Chair Submits Separate Review

- As a reminder, if the **Department Chair plans to submit a separate review**, the **committee must submit its review by the date listed in the calendar** so the Chair has access to it in advance.

Committee/Chair Submission

- If the Chair serves on the committee, a separate review is not required. The review may be submitted on the Chair's submission date listed in the calendar.*

Department sends 10-day Optional Response after the Department Level Submission

- Departments send the **10-day optional response** after the **Department-level submission**.
- If a committee member has **not submitted their review or signed the confidentiality agreement**, the case **cannot move forward as required**. This may also result in a **delay to the 10-day optional response timeframe**.



Required Documents

Please note:

- If you see **“Required Documents,”** this indicates that the case is missing one or more forms needed to move forward to the next step.
- This may be due to a **missing review** or an **unsigned confidentiality agreement.**
- Please contact **Faculty Services** for assistance in confirming which required documents are outstanding.

Name	Type	Template Name	Status
<input type="checkbox"/> Samantha Spartan Accounting & Finance	Reappointment	Annual Evaluation (Committee) - College of Business - Accounting and Finance	
Step 2 of 4: Department Level Feb 26, 2025 ⚠ Required Documents			
<input type="checkbox"/> sammy spartan Accounting & Finance	Reappointment	Annual Evaluation (Committee) - College of Business - Accounting and Finance	
Step 2 of 4: Department Level Feb 26, 2025			

Here you can see that Sammy has all required documents submitted and is ready to move forward, whereas Samantha Spartan is still missing documents and cannot be moved to the next step.



Send to Step 3

Cases should now be moved from **Step 2** to **Step 3**. Please refer to the calendar for the appropriate dates on when faculty cases should be moved through each step.

At **Step 3**, the **Dean and/or appropriate administrator** will complete and submit the **final review** for the faculty member.

Name	Type	Template Name	Status
<input checked="" type="checkbox"/> Sammy Spartan Accounting & Finance	Reappointment	Annual Evaluation (Committee) - College of Business - Accounting and Finance	

Step 2 of 4: Department Level



Name	Type	Template Name	Status
<input type="checkbox"/> Sammy Spartan Accounting & Finance	Reappointment	Annual Evaluation (Committee) - College of Business - Accounting and Finance	

Step 3 of 4: Dean or Appropriate Administrator ⚠ Required Documents



Sending the case forward

Moving cases forward will follow the same steps outlined in **Step 2**:

- Locate the faculty case you want to move forward.
- Select the **checkbox** next to the faculty member's name.
- Click "**Send Forward**."
- Add the appropriate **template for the College-Level Reviewer**.

San José State University >

Cases

CREATE CASE

Search cases

Notify Candidates Send Backward Send Forward Close Cases More Options

2 of 2 cases

Filtered By: Reappointment Active Cases Reset Filters

Name	Type	Template Name	Status
<input checked="" type="checkbox"/> Sammy Spartan Accounting & Finance	Reappointment	Annual Evaluation (Committee) - College of Business - Accounting and Finance	
<input type="checkbox"/> Sammy Spartan Accounting & Finance	Reapp		

Step 2 of 4: Department Level

Send Cases Forward

Please confirm you wish to send the following cases forward to the next step in the review process.

Sammy Spartan is moving forward to "Dean or Appropriate Administrator"

Send a message to the reviewers gaining access.
If recipients respond to this message, their response will come directly to your email inbox.

Subject: Message Subject

Message *

Dear committee members,
This case is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in.
Best,
Scott Nguyen

Preview Send Cancel



Dear Dean/Appropriate Administrator:

This evaluation is coming your way for review. You'll be able to see the documents and deadlines in Review, Promotion & Tenure when you sign in. For help initiating your review, please visit our [reviewers guide](#), our [eFaculty Training and Help](#) page, or the help pages under your name in the extreme upper right corner of your eFaculty account. If the wrong faculty member is designated chair, they may assign manager duties to the properly elected chair.

[Link to Template](#)



Sharing College Review - **NO Optional Response Required**

Once the College Level reviews have been submitted, the Dean, appropriate administrator, or assigned delegate is responsible for sharing the final decision from the Dean's-level review. Please ensure that this review is communicated to the faculty member, as the version shared with them constitutes the **final review**.

You may copy and paste the provided template from the next slide, or use your own template in the Subject and Message fields.

Reminder: The College-Level Review is the **final review** being shared.

A 10-day optional response period is **not required** at this stage. However, if the faculty member wishes, they may upload a response to their PAF.



To Share Documents

- Click the **checkbox** next to the document you wish to share.
- Click “**Share**” located in the **blue bar**.
- Select “**With Candidate**.”
- You will then be taken to the next page.

The diagram illustrates the process of sharing documents. A blue arrow originates from the 'Share' button in the blue bar of the Case Materials page and points to the 'Share' section of the sharing interface. Another blue arrow originates from the 'With Candidate' dropdown in the same bar and points to the 'With Candidate' section of the sharing interface. The sharing interface displays internal sections such as Department Assisted Document Upload, Department Committee, Department Chair, and Dean or Appropriate Administrator. It also shows a Materials section with a note that 'No files have been added to this section.' and a Committee Forms section listing an 'Annual Evaluation Form - Appropriate Administrator | Step 3: Annual & Cumulative - MPP - College of Education' with a 'Last Response Submitted' date of 'Apr 3, 2025'. The interface includes 'Edit' and 'Add File' buttons for each section.

Case Materials Case Details

Search case materials by title

Read Case

Expand All Collapse All

Share Settings Move

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

Department Assisted Document Upload

Department Committee

Department Chair

Dean or Appropriate Administrator

Materials

No files have been added to this section.

Committee Forms

Title	Details	Actions
Annual Evaluation Form - Appropriate Administrator Step 3: Annual & Cumulative - MPP - College of Education	Last Response Submitted Apr 3, 2025	Edit

Faculty Services



Dear Faculty Member,

The College has concluded its review of your **annual** evaluation. The decision is attached, and it will be placed in your Personnel Action File (PAF). Decisions do not entail a 10-day optional response period.

However, pursuant to Provision 11.2 of the CSU-CFA Collective Bargaining Agreement, faculty shall have the right to submit material to their PAF. This may occur at any time by sending the material to Faculty Services.

[Link To Template](#)



Dear Faculty Member,

The College has concluded its review of your **Cumulative** evaluation. The decision is attached, and it will be placed in your Personnel Action File (PAF). Decisions do not entail a 10-day optional response period.

However, pursuant to Provision 11.2 of the CSU-CFA Collective Bargaining Agreement, faculty shall have the right to submit material to their PAF. This may occur at any time by sending the material to Faculty Services.

[Link to Template](#)



Questions or need 1 on 1 assistance, please contact:

eFaculty@sjsu.edu

scott.nguyen01@sjsu.edu

[Open Lab Schedule:](#)

Tuesday 2pm-3pm :<https://sjsu.zoom.us/j/83578498656>

Thursday 9am - 10pm :<https://sjsu.zoom.us/j/83578498656>

By Phone: x4-2204

