eFaculty QuickTip: Forwarding Cases to the Next Level

| Once the Optional Response Deadline has passed, cases are ready to be moved to the next level. Committee members receive notice of submission of any optional response (right). If there is no response, the files may be moved on the calendar deadline or later. | P has responded to the files you shared. VIEW RESPONSE You previously shared a file with and requested that the candidate respond to the shared file. The candidate has uploaded a response to the file you shared. Please login to your account to view the response. |
|--|---|
| To initiate the move, open a case, find the "Send Case" button in the top right, and select it. In the drop-down box, select "Forward to". | * SUSU carcular * Subset Send carcular * Send carcular Carcularian * Send carcularian Send carcularian * Send carcularian Send carcularian * Carcularian Carcularian * * Carcularian * * Carcularian * * Carcularian * * Send carcularian * * Send carcularian * * Send carcularian * * Send carcu |

SJSU | UNIVERSITY PERSONNEL

eFACULTY QUICKTIP: FORWARDING CASES TO THE NEXT LEVEL

| 3. An email form opens. In the "Subject", include the review process name (e.g., Annual Evaluation). Input text from the template into the message body.* (A template for this email is in the last section of this QuickTip.) You can also "Preview" the message to see how it will look. | Send Case Forward ★ Great poly You're sending the case forward to the next step, Department Level. The following reviewers will lose cases to the case: |
|---|---|
| 4. The final step is to select "Continue". The Case has now been moved forward. Those at the current level lose access as the case is opened to the next level. | Send Case Forward Areat job You're sending the case forward to the next step, Department Level. The following reviewers will lose access: Arnual & Cumulative - Department Assistant - Social Sciences - Justice Studies 1 1 members Justice Studies - Chair 1 members Instructive respond to this measage, their response will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their response will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their response will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their response will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their nesponse will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their nesponse will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their nesponse will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their nesponse will come directly to your email inbox. Studies - Chair 1 members Instructive respond to this measage, their nesponse will come directly to your email inbox. Studies - Chair 1 members Instructive responder to the directly to your email inbox. Studies - Studies - Chair 1 members Instructive responder to the directly to your email inbox. Instructive responder to the directly to your email inbox. |
| * Email Template: Forwarding Case | to the Next Level |
| Subject: [Review Type (e.g., Annual Eva | aluation)] |
| Dear Reviewers: | |
| Review, Promotion & Tenure when you s | review. You'll be able to see the documents and deadlines in sign in. For help initiating your review, please visit our and Help page, or the help pages under your name in the culty account. |
| Please note that the link above will not veFaculty accountvisit one.SJSU.edu. | work for sign on unless you are already signed in to your |