EFACULTY QUICKTIP: REGENERATE, ASSIST, MOVE TO REVIEW

REGENERATE Regenerating acts as an "update", so it's important to follow these steps to ensure that the case includes all the materials that the faculty added to their packet.					
Open a Case.	Faculty180 Vita Loste View History Unlock Tite Details Actions				
Under Case Materials, find "Faculty180 Vita," select "Edit"	Armal and Constants Explanding of Lectures Generated Jan 20, 2021 Edit				
Please check that the dates are correct for the review type and faculty member's career.	Edit Vita 🛠 The vitae was last generated on Jan 21, 2021. Any information added or updates to existing activities after Jan 21, 2021 will not be reflected. Please select a new term range or regenerate the vita with the existing range to capture any new activities or information. Vita Name				
Select "Regenerate."	Annual and Cumulative Evaluation of Lecturers Term Range * Select the term range (time period) for the vita. Start Term * Spring 2020 Fall 2020 Support Sup				
Warning: Never regenerate after department review has begun unless approved to update by UP - FA.	Regenerate Cancel				
A confirmation window opens.	Confirm				
Select "Yes."	Regenerating the vita will create a PDF of the vita with any new information added to activities or any information removed from the activities within the specified term range. Annotations will be removed from any activities that no longer exist.				
Processing may take a few minutes.	Details				
The case is updated when "Generated" appears under details.	Generated Jan 25, 2021				
alterations made by faculty in F180 replace the	cuments prior to official review. Upon regeneration, packet submitted to RPT for review. The official review official review period. Seek assistance from UP - FA if				

EFACULTY QUICKTIP: REGENERATE, ASSIST, MOVE TO REVIEW

ASSIST

As an individual in the "Department Assistance" group, or as a Department eFaculty Administrator, you'll be able to review the case before moving it forward to the next reviewer.

Under Case Materials, select "Read Case"	as ded falle followedgr → Case → James Lee Jet Template Same Arrua Fruitacion (Committee) - College of Busines Same
	Case Materials Case Details Terch case materials by tite Q Read Case Q D Expand All Collagee All E3 Share 02 Settinges E1 Move
	Candidate Packet Vy materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any les in an unlocked section before they submit. Faculty180 Vite (monster) View History Lock
	The Decails Access In Annual and Considence Evaluation of Lensmers Revented Being 2000 - Fair 2020 EGR
The "Faculty180 Vitae" contains all text direct-entered into eFaculty.	James Lee
Attachments uploaded to Activities tabs appear in the left sidebar.	Packet Annotations FACULTY180 VITAE
Select the right hand caret symbol next to "Attachments from Annual and Cumulative Evaluation of Lecturers" to view the	Annual and Committive Evaluation of Lecturers Attachments from Annual and Cumulative Evaluation of Lecturers DEPARTMENT ASSISTANCE
attached documents.	DEPARTMENT ASSISTANCE DEPARTMENT COMMITTEE DEPARTMENT CHAIR
Document file names appear under the names of the Activities tab to which they were uploaded.	 > DEFARTMENT OFFART > DEAN OR APPROPRIATE ADMINISTRATOR > UP - FA

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EFACULTY QUICKTIP: REGENERATE, ASSIST, MOVE TO REVIEW

Select the down caret symbol to view the attached documents for each section	 FACULTY180 VITAE Annual and Cumulative Evaluation of Lecturers Attachments from Annual and Cumulative Evaluation of Lecturers Review: Annual/Cumulative Evaluation of Lecturers annual-summary-of-achievements-lecturers-asa-I Lee.docx Prior Evaluations and Reviews Letter Dean CAHSS.docx Classes Taught at SJSU Direct Observations of Teaching Research, Scholarship, and Creative Activity (RSCA) Grants 		
After you are finished reviewing the case materials, select "Return to Case".	G Return to Case		
Please work with faculty members to ensure they have uploaded materials for review. If the case is not ready to move to official review, repeat the prior steps after faculty make necessary changes and adjustments.	Common reasons items uploaded do Faculty180 do not show in RPT: 1. Faculty member did not generate case in F180. <u>Solution</u> .		
Unlocking the vita is a way to signal to faculty they may make changes. Their submission indicates they have finalized changes. Nonetheless, one is not required to unlock the vita to allow faculty to make changes. Regenerating in RPT after changes are made updates the files for review.	 "Date stamp" in F180 is outside the period of review. Solution: Have faculty change the date stamp(s) of missing items to within the review period. Item was placed in an incorrect Activities "Review" tab (wrong review type). Solution: Faculty moves items to proper tab. 		

EFACULTY QUICKTIP: REGENERATE, ASSIST, MOVE TO REVIEW

MOVE TO REVIEW

After regenerating and reviewing the case as if it is ready.	a Departi	ment Assistant,	you'll nee	ed to move the	e case	forward
Select a case	ſ					

Select a case. At the top, select "Send Case". Then select "Forward to Department Level" or "Peer Review"	Send Class / James Lee Vi Jatos Budes Sensor States / Sensor States / Senso
An email opens. In the "Subject", include "Annual Evaluation". Input the template text into the message body. (A template for this email is in the last section of this QuickTip.)* You can also "Preview" the message.	Send Case Forward * Great job) You're sending the case forward to the next step. Department Level. The following reviewers will lose access to the case: Inmual & Cumulative - Department Assistant - Social Sciences - Justice Studies 1 members The following reviewers will gain access to the case: Immulative - Department Assistant - Social Sciences - Justice Studies 1 members Immulative Studies - Onlar 1 members Immulative - Department Assistant - Social Sciences - Justice Studies 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members Immulative Studies - Onlar 1 members </td
When selecting "Preview", you will see how the message will show as an email.	In express respond to the message, then response the come directly to your entermined. SJSU eFACULTY James Lee's case is now available for your review. REVIEW CANDIDATE Dear committee members,
The final step is to select "Continue"	Send Case Forward A creat job! You're sending the case forward to the next step, Department Level. The following reviewers will lose access to the case: Annual & Cumulative - Department Assistant - Social Sciences - Justice Studies 1 members The following reviewers will gain access to the case: Justice Studies - Ohair 1 members I send a message to the reviewers gaining access. If recipients respond to this message, their response will come directly to your email inbox. Subject * Annual Evaluation Message * I is B I I, IIIIIIIIIIIIIIIIIIIIIIIIIIIIII



*Email template for first review step.

Subject: Annual Evaluation or Cumulative Evaluation

Dear Reviewers:

This packet is now available for review. You'll be able to see the documents and deadlines in RPT when you sign in (the link above will not work for sign on unless you are already signed in to your faculty account--visit one.sjsu.edu). For help initiating your review, please visit our reviewers guide, on 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 person is designated chair of a committee, the one assigned may transfer manager duties to the correct person (page 10 of the reviewers guide).

Please note that all materials submitted for review, and personnel committee deliberations, are deemed confidential. Faculty working in more than one department will have items for (an)other department(s) in their packet. Please restrict your review to materials indicating work performance in this department. Finally, if this case were sent to you in error, please alert UP - FA at eFaculty@sjsu.edu.

Best,

James Lee

Senior Director, Faculty Affairs