

Steps for RTP Candidate in eFaculty

LOGIN & ACCESS

Navigate to one.sjsu.edu and search for the eFaculty tile.

Use your standard SJSU Credentials for Single Sign-On access.

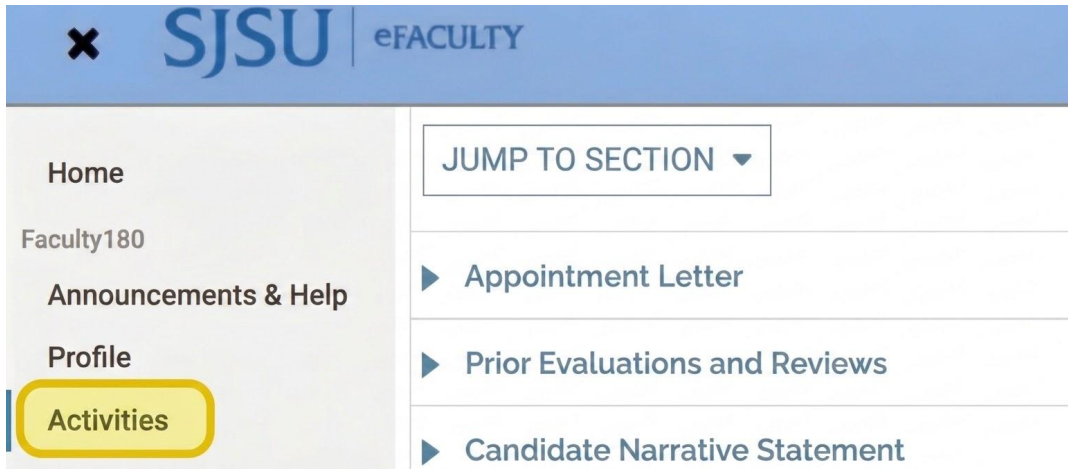
Pictorial guide: [eFaculty QuickTips - Logging In](#)

Presentation Goals

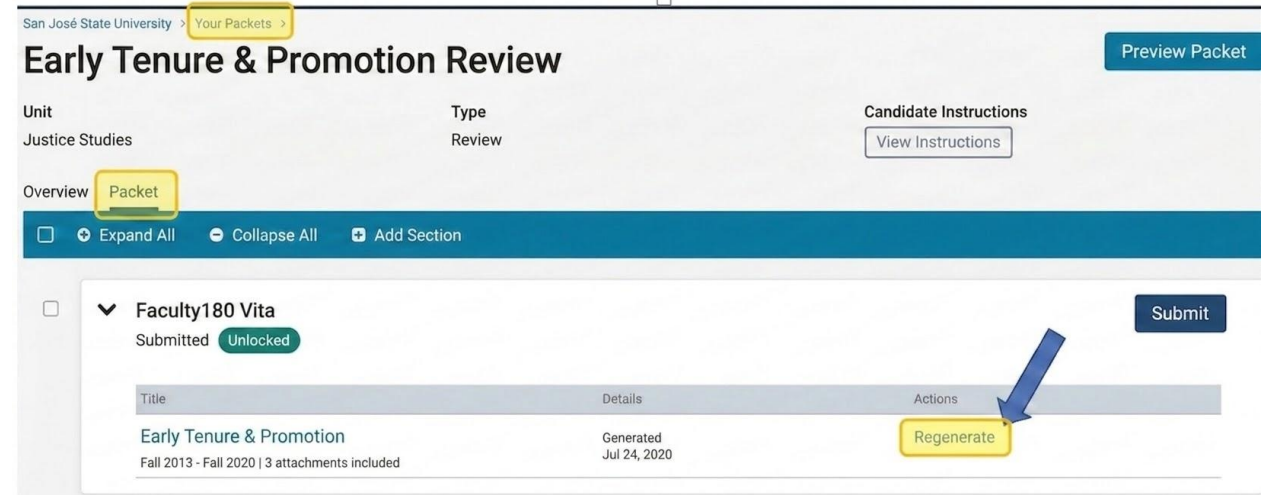
- ✔ Compare "Activities" and "Your Packets" [Slide 3](#)
- ✔ Manage dossier content by semester date [Slide 4](#)
- ✔ Distinguish attachments and forms [Slide 5](#)
- ✔ Remember Courses Taught layout [Slide 6](#)
- ✔ Utilize key aids for assembling both “required” and “substantive” documentation [Slide 8](#)
- ✔ Recognize misconceptions updating with “Regenerate” [Slide 9](#)
- ✔ Verify with Preview and Dossier Checker tool [Slide 10](#)
- ✔ Save time on the dossier index [Slide 11](#)
- ✔ Plan submission well informed [Slide 13](#)
- ✔ Recognize optional response steps [Slide 15](#)

You Need Two eFaculty Pages to Prepare an RTP Dossier

Activities: Your accomplishments for you. Each tagged with semester dates, available for year-round update. This is not the reviewers' interface.



Your Packets: Your accomplishments for reviewers. SJSU creates these yearly, in late August RTP packets/cases, and can do early for individual requests.



Relationship of the Two: Gather your files at your Activities.

When the case/packet opens in Your Packets, the case can organize activities for reviewers.

RPT Assembles Dossiers with Date-Search of Activities

Set Dates (Date Stamp)

The case in Your Packets pulls text and attachment Activities strictly like a date search.

- **"Ongoing"** items persists.
- Use **"Winter"** ONLY for the break session.
- Use **"Fall"** for late December dates.

Change Date to Remove

Conversely, to disinclude a item, apart from deleting it, pick a date outside the evaluation.

- A 10 year change often leaves the real date apparent while skipping the dossier.
- E.g., to set aside a 2024 item, choose 2014.
- **You may delete** if the eFaculty copy is extra.

A RTP Dossier Front Matter

Start Semester*	Fall	2020
End Semester*	Fall	2026
Select from list*	Current Dossier Index	

Types of Activities: Forms & Attachments

✓ The Activities page has many “tabs.”

▶ Review: Retention, Tenure, Promotion - Dossier Front Matter	+ ADD
▶ Appointment Letter	+ ADD
▶ Prior Evaluations and Reviews	+ ADD
▶ Candidate Narrative Statement	+ ADD
▶ Curriculum Vitae (CV)	+ ADD
▶ Academic Assignment and/or Teaching Effectiveness Narrative <small>Help ?</small>	+ ADD
▶ Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc. <small>Help ?</small>	
▶ Classes Taught at Other Institutions <small>Help ?</small>	+ ADD
▶ Additional Courses and Student Evaluations <small>Help ?</small>	+ ADD
▶ Direct Observations of Teaching <small>Help ?</small>	+ ADD

✓ There are instructions in all Activity tabs.

Candidate Narrative Statement

i
This section appears in all reviews. It is only required for Range Elevation and RTP reviews. Leaving it empty renders it invisible to reviewers.
Use this space to describe your scholarly agenda and professional accomplishments related to the three areas of faculty responsibilities: 1) teaching/academic assignment, 2) service, and 3) research, scholarship, and activities. Describe synergies across these areas.
The narrative section is for an overview statement and is most effective if no longer than 2,000 words. Space to elaborate with details is provided in optional narrative sections preceding each area of professional responsibility.

** Indicates required field*

A Subsection 1

Upload a file or type the narrative here.

Semester*
Field 1

B Attachments **?**

Attachment Type	Attachment	Type	Lock <small>(faculty cannot delete)</small>
<input type="text" value="File"/>	<input type="button" value="Upload File"/> no file uploaded	<input type="text" value="Select"/>	<input checked="" type="checkbox"/>

All can take attachments. Some

✓ have optional-use form fields: no

need to both copy-in and upload.

"Courses Taught at SJSU": One Step More Complex

- Most Activity tabs open to tables of items you've added.

Appointment Letter

+ ADD

Lecturer Faculty

Signed appointment letter from when you were first hired. Also, include any signed amendment or revision to your duties. (Do not upload routine annual terms and conditions.)

Probationary and Tenured Faculty

Signed appointment letter from when you were first hired. Also, include any signed amendment or revision to your duties.






Start Semester

End Semester

ACTIONS


No data available in table

+ ADD

Term	Course	Course Title	Credit Hours	Enrollment
Fall 2016	ACCT 281 a	Principles of Financial Accounting	0 25	Evening Class 
Fall 2016	ACCT 281 b	Principles of Financial Accounting	0 25	Evening Class 
Fall 2016	ACCT 282 a	Principles of Managerial Accounting	0 32	Evening Class 
Fall 2016	ACCT 282 b	Principles of Managerial Accounting	0 25	Evening Class 
Spring 2016	ACCT 281 a	Principles of Financial Accounting	0 25	Evening Class 

One exception is the section

- "Courses Taught at SJSU": a tab of per-course tabs.



 SOTEs, syllabi and other course attachments go under their **Blue Pencil Icons**.

Finding Attachments within a course page


A Course Information

Term	Course	Course Title	Credit Hours	Enrollment	Instruction Mode	Days	Time	Course Not Taught
Fall 2016	ACCT 282 a	Principles of Managerial Accounting	0	32	Evening Class			<input type="checkbox"/>

B Activity Classifications

Publicly Displayed*  Yes 

C Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	1	-	-	

What Activities Should You Include?

Key Resources:

[What Goes Where Guide](#) | [Candidate RTP Checklist](#) | [Open Labs](#)



Required Items

Some basic attachments are common to all disciplines, such as a CV and a narrative. Without basic touchstones, reviewers would struggle, so **policy requires these.**



Substantive Items

Success requires evidence. Policies can't prescribe one-size-fits all. S15-7 says, "It shall be the primary responsibility of the faculty member under review to gather the necessary evidence."

Exercise Version Control: Regenerate

“Regenerate” is your “Update,” “Recompile,” or “Rerun ‘Activities’ Date-Search” button.

Core Concept

The **case’s dossier is a separate copy of your Activities**, the size of all the Activities files.

They **sync when you hit Regenerate** under Edit or Packet.

Timing & Feedback

It takes time to compile large files. The word **“Processing...” is static text:** ignore it.

Normally, **takes 1-5 minutes**, depending on dossier size.

Important Caution

Do not hit the button repeatedly: this slows the whole queue.

On due dates, allow 30 minutes in case others are repeating regeneration requests.

The screenshot shows the 'Early Tenure & Promotion Review' page in the SJSU eFaculty Candidate Guide. The page is titled 'Early Tenure & Promotion Review' and includes a 'Preview Packet' button. The unit is 'Justice Studies' and the type is 'Review'. The candidate instructions are 'View Instructions'. The overview shows a 'Packet' tab. The main content area is titled 'Faculty180 Vita' and is 'Submitted' and 'Unlocked'. A table lists the activities, with the first row being 'Early Tenure & Promotion' for 'Fall 2013 - Fall 2020 | 3 attachments included', generated on 'Jul 24, 2020'. A 'Regenerate' button is highlighted with a yellow box and a blue arrow pointing to it.

Title	Details	Actions
Early Tenure & Promotion Fall 2013 - Fall 2020 3 attachments included	Generated Jul 24, 2020	Regenerate

Preview: The Reviewers' Same Interface

San José State University > Your Packets >

Early Tenure & Promotion Review

Unit: Justice Studies | Type: Review | Candidate Instructions: View Instructions

Overview | Packet

Expand All | Collapse All | Add Section

Faculty180 Vita | Submitted | Unlocked | Submit

Title	Details	Actions
Early Tenure & Promotion Fall 2013 - Fall 2020 3 attachments included	Generated Jul 24, 2020	Regenerate

- ✓ The **Preview** shows the latest **Regeneration**.
- ✓ All text from Activities collects in the **RTP Dossier “vita.”**
- ✓ Attachments collect in expandable sections below.

✓ If you hit Regenerate and Preview in short order, Preview might be incomplete. Give Regenerate time, then refresh the page.

Sammy Spartan

Return to Case

Search PDF | Search

Packet | Annotations

▼ FACULTY180 VITAE

Retention, Tenure, Promotion Dossier

▼ Attachments from Retention, Tenure, Promotion Dossier

- Prior Evaluations and Reviews
- Direct Observations of Teaching

► ADDITIONAL DOCUMENTS (FACULTY SERVICES)

► CHAIR / DEPARTMENT COMMITTEE RECOMMENDATION

► COLLEGE LEVEL RECOMMENDATION

Sammy Spartan
Fall 2022 - Fall 2025
Retention, Tenure, Promotion Dossier
Assistant Professor
sammy.spartan@sjsu.edu

Prior Evaluations and Reviews

Spring 2025 - Fall 2025
Annual Evaluation

Spring 2024 - Fall 2024

Spring 2023 - Fall 2023

Spring 2022 - Fall 2022

Direct Observations of Teaching

Course Prefix	Course Number	Course Title	Credit Hours	Enrollment	Modality	Semester
Acct 21	101	Intro to Accounting	3	25	In-Person	Fall 2025
Acct 21	101	Intro to Accounting	3	25	In-person	Fall 2024

Grants

Funded - In Progress

Grant that is in Progress Fall 2017 (February 1, 2017), awarded January 1, 2017 (\$100,000.00), Funded - In Progress, Fall 2017, PI Sammy Spartan

The Efficient Index



Step 1

Complete uploading all attachments you want to index.



Step 2

[Follow these steps.](#)



Step 3

Upload your index to the **Review: Retention, Tenure, Promotion - Dossier Front Matter** section.

Final Ready-Check? The Dossier Checker

Final Validation Tool

SJSU IT and Faculty Services created a [Dossier Checker Tool](#) to compare the latest regeneration to per-section policy requirements.

 **Policy Compliance**

 **Missing Content Alerts**

Attachments from Post Tenure Review

Attachments not up-to-date? [Regenerate in eFaculty](#) so your most recent files get loaded.

REVIEW: PERIODIC EVALUATION OF TENURED FACULTY - POST TENURE REVIEW

Requirements: 1 • Uploaded: 2

Requirements

- 1 narrative reviewing teaching and professional currency

Documents Found

- PTR Lee 2020.html
- <https://youtu.be/ny2DEKRVY80>

CURRICULUM VITAE (CV)

Requirements: 1 • Uploaded: 1

Requirements

- 1 updated CV

Documents Found

- Lee Vita 2020.docx

Candidate Submission Deadline

5:00 PM

Not midnight.

RTP Calendar

Faculty Services begins opening cases to:

- ✓ Courtesy **Regenerate** (if not done recently)
- ✓ Software-error check
- ✓ **Lock/Submit** unsubmitted cases

Cases are processed one by one, starting at 5:00 PM on the due date.

Somebody's case will be first at 5pm. Somebody's will be last an hour or less later.

You are welcome to keep working until we get to yours.

Putting It All Together

Any time

- [Plan getting started early](#) to be ready for the September Chair Review ready check
 - Each year, [this link goes to the current RTP calendar](#)
- [Gather documentation](#) [Candidate Checklist](#), [What Goes Where Guide](#), and [Open Labs](#)
- [Date materials purposefully](#)

Once the Your Packets case is created (efaculty@sjsu.edu can create them early)

- See your dossier develop with [Regenerate and Preview](#)
- [Collect all document titles for the Index from the Preview](#) (Index required per CBA, 15.9)
- [Software-check requirements in the final draft](#) on time for a [5pm submission deadline](#)

Submitting an Optional Response

Anthony Hilton <noreply@interfolio.com>
to me

6:15 PM

Viewing Shared Files for Sammy Spartan

Respond

Download

Return to Details

SJSU | eFACULTY

Anthony Hilton has shared files with you.

VIEW FILES

SENT BY ANTHONY HILTON: MAY 7, 2026

Late-Add Retention Recommendation | Step 6:
Placeholder Dean

Late-Add Retention Recommendation

Candidate Name
Sammy Spartan

Responses from:
Step 6: College Level

for Sammy Spartan

Respond

Response

You can respond with a document for the committee to review.

Title *

Response to a stupendous slide deck

Spartan's Response

Success

Send

Cancel

2:18 PM

Center for Faculty Excellence and Teaching Innovation

CFETI offers expert consultation

- On dossier content quality
- On dossier content composition
- On faculty development and evaluation strategy, career-wide

Contact CFETI for sabbaticals

- **1:1:** Friederike Bruehoefener, Assistant Vice Provost of Faculty Excellence and Teaching Innovation, offers [her calendar for faculty to schedule 1:1 consultations](#).
- **Reach out by email:** Dr. Bruehoefener may help with [questions by email](#) too.

Questions?

SJSU Faculty Services is here to help.

✉ efaculty@sjsu.edu