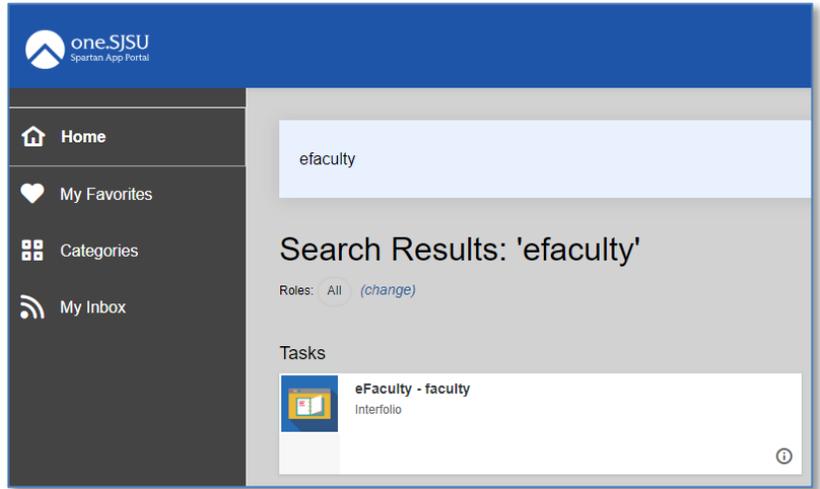
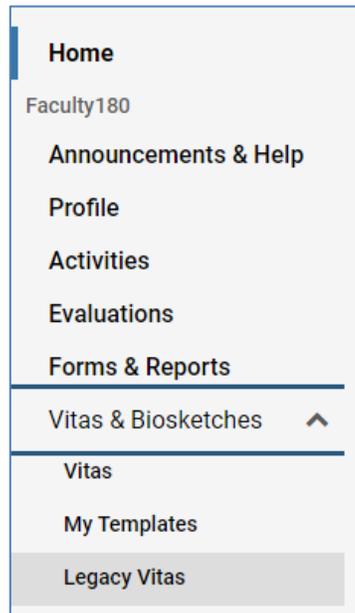


eFaculty QuickTip: Sharing Your Vita with Colleagues

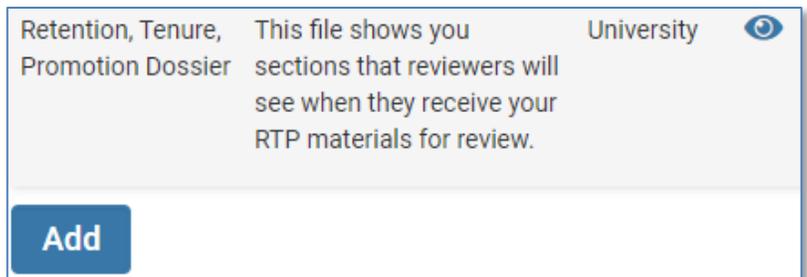
1. To informally share a Vita with colleagues, such as for getting feedback for an upcoming evaluation, begin by logging in to eFaculty from the one.sjsu.edu app site.



2. Under the Faculty 180 menu in the left sidebar, select Vitas & Biosketches, then Legacy Vitas.



3. Select the blue eye at the right of the row of the Evaluation Vita type you want to share (e.g., Retention, Tenure, Promotion Dossier).



4. Input the date range corresponding with your period of review (see guidance below)
- Annual Evaluation:
 - Begin: First Semester/Year after last evaluation (or employment start Semester/Year for first evaluation)
 - End: Prior Fall/Year
 - Cumulative Evaluation:
 - Begin: First Semester/Year after last cumulative evaluation (or employment start Semester/Year for first cumulative evaluation)
 - End: Current review's submission Semester/Year (i.e., Spring/Year)
 - Range Elevation:
 - Begin: First Semester/Year of employment in current range
 - End: Current review's submission Semester/Year (i.e., Fall/Year)
 - Mini Review:
 - Begin: Last Mini Review or RTP's submitted Semester/Year (or probationary service start Semester/Year for first evaluation)
 - End: Current review's submission Semester/Year (i.e., Spring/Year)
 - PTR:
 - Begin: Last PTR or RTP's submitted Semester/Year
 - End: Current review's submission Semester/Year (i.e., Spring/Year)
 - Promotion to Full:
 - Begin: Successful promotion dossier's submission Semester/Year (i.e., Fall/Year; or first Semester/Year at ASCP rank if hired as associate professor)
 - End: Current review's submission Semester/Year (i.e., Fall/Year)
 - Retention and Tenure and Promotion:
 - Begin: First Semester/Year of probationary service (including service credit)
 - End: Submit Semester/Year (i.e., Fall/Year)

Vita Options

Type* Institutional Personal

Retention, Tenure, Promotion Dossier (University) ▼

Date range* All Custom

Begin* End*

Fall 2021 Spring 2025

Hide date range in vita output

Note: date range only applies to items from activity input

Refresh Vita Export/Share ▼ Print

5. Click "Refresh Vita" to collect materials from that date range.

Then, choose your preferred sharing format by clicking "Export/Share" or Print. You can now share your vita with colleagues.

Note: the web link allows your colleagues to work in a web browser.

The screenshot shows a web interface for filtering and exporting data. At the top, there are radio buttons for "All" and "Custom" (selected). Below this, there are four dropdown menus for "Date range*", "Begin*", "End*", and "Year". The "Begin*" dropdown is set to "Fall", "End*" to "Spring", and the year dropdowns are set to "2021" and "2025". There is a checkbox for "Hide date range in vita output" and a note: "Note: date range only applies to items from activity input". Below the filters are two buttons: "Refresh Vita" and "Export/Share". The "Export/Share" button has a dropdown menu open with options: "Word Document", "PDF", "Share", and "Web Link". To the right of the dropdown menu, there is a "Print" button. At the bottom of the interface, there is a link: "Review: Retention, Tenure, Promotion - Dossier Front Matter" and a page title: "RTP Dossier Front Matter".