eFaculty Training FAQ

eFaculty

What is eFaculty?
SJSU has branded its Interfolio (its vendor) product suite as eFaculty. Interfolio provides a secure online solution to help higher education with faculty evaluation workflow, ensuring that these processes are transparent, equitable, efficient, and well documented. eFaculty has "Faculty180" for faculty activity reporting and "RPT" for evaluation processing.

Will annual and cumulative evaluations of lecturers and librarians be conducted using eFaculty?
Yes. Annual evaluations, covering the preceding calendar year (spring and fall) and cumulative evaluations, required for initial, and renewal, three-year appointments, will be conducted in eFaculty during Spring 2021. More information, visit the Periodic Evaluations-Lecturers Instructions and the Periodic Evaluations-Lecturers Calendar.

Where do I enter my 1) ASA-L, 2) SOTE/SOLATEs, 3) Direct Observations of Teaching, and any other materials that are required or that I'd like to be considered during the evaluation process?
Faculty will fill out the ASA-L in Faculty180, or upload a copy of it, under the "Activities" tab, *Review: Annual/Cumulative Evaluation of Lecturers*. SOTE/SOLATEs are already loaded into eFaculty under "Activities" tab, *Classes Taught at SJSU*, and Direct Observations of Teaching are under the aptly named tab, *Direct Observations of Teaching*. Other items may be placed under any of the other (not *Review*) tabs, whichever seems most appropriate.

How do I sign in to eFaculty?
To sign in, follow the direction on the eFaculty QuickTip: Logging in. Or you may find the eFaculty tile at one.sjsu.edu. If you have any issues signing in, please contact UP Faculty Affairs directly at efaculty@sjsu.edu.

Do I need to sign in using my SJSU credentials?
Yes, you must sign in using your SJSU credentials. If you have signed in using an email address other than an SJSU email address, then your files may not show on eFaculty. Information on merging accounts is found in the eFaculty QuickTip: Access Solution-Merge Accounts.

Who do I contact if I'm having trouble logging into eFaculty?
You may try the help found at eFaculty Training and Help. For questions not answered here, contact efaculty@sjsu.edu.

Training

Is there eFaculty training available? If so, how can I register for training classes?
Yes, there is training for all faculty being reviewed, college and department admins, and reviewers for Annual and Cumulative Evaluations. To register for classes, visit the eFaculty Temporary Faculty Evaluation Class Schedule or visit one.sjsu.edu and search for Enroll in Training Classes. If you have any difficulty enrolling in the classes, please contact up-org-development@sjsu.edu.

Who will be doing the training?
UP staff will be providing the training. If you have any questions about the classes, please contact Anthony Hilton at anthony.hilton@sjsu.edu.

Is the training required for temporary faculty, department admins, and reviewers?
The training is highly recommended, but not required for temporary faculty and reviewers. There will be training materials posted on the UP website at a later date. Since department admins will be heavily involved, training may be required for some departments, and highly encouraged for others.

In addition to the training, what other help will be available?
Open labs will be available to support Department Administrators, Temporary Faculty, and Reviewers. The Open Labs are open to all eFaculty users. For a full list of Open Lab dates, visit the eFaculty Temporary Faculty Evaluation Class Schedule (scroll down to the bottom of the page).

Can temporary faculty, department admins, and reviewers repeat the training?
Yes, training classes can be repeated.

Temporary Faculty

What materials need to be uploaded?
For Annual Evaluations and Cumulative Evaluations, temporary faculty will need to submit three items: a completed ASA-L, Direct Observations of Teaching, and SOTE/SOLATEs. SOTE/SOLATEs will be automatically uploaded. Faculty may remove SOTE/SOLATEs in accordance with University Policies F12-6 and S20-4. Temporary Faculty also have the option to include additional information related to classes.

Will I be able to submit files now?
All faculty may upload files to Faculty180 at any time. That means that temporary faculty may upload any required materials at any time prior to the evaluation. Official submission of files will only be able after the case has been created. Temporary Faculty should NOT wait for the Department Administrator to send a notification through eFaculty to start preparing their files. However, when the notification arrives, they may "submit" their files for evaluation.

When should I expect a notification from the Department Administrator?
Remember, you do not need a notification to prepare your evaluation. However, Department Admins should be opening cases Temporary Faculty evaluations anytime between early December and late January. Contact your College Admin directly for dates.

When are Annual and Cumulative Evaluations due?
Annual Evaluations are due on January 29, 2020 and Cumulative Evaluations are due on March 8, 2020.

Department Administrators

What is changing for annual and cumulative evaluation processes in AY 20-21?
Rather than generating evaluations using traditional means whereby departments collected materials, generated evaluation files, and routed paperwork, department reviewers will evaluate materials uploaded by faculty in the eFaculty system.

Who do I contact if I need help with setting up cases for temporary faculty?
We highly recommend that Department Admins attend eFaculty Training to learn how to set up cases for temporary faculty. To register for classes, visit the eFaculty Temporary Faculty Evaluation Class Schedule or visit one.sjsu.edu and search for Enroll in Training Classes. If you have any difficulty enrolling in the classes, please contact up-org-development@sjsu.edu. If you have specific questions about the training, please contact Anthony Hilton, anthony.hilton@sjsu.edu.

Can I reach out to my College Staff for help?
Yes, College Staff will be available to assist with any questions. They will be sending communication in the future to their departments about providing assistance to department admins.

After I attend training, can I start creating cases and send them later?
Yes, cases can be created and sent at a later date.

Reviewers

Who is a Reviewer?
A Reviewer can be anyone in an administrative or faculty position authorized to make recommendations about faculty qualifications.

What is the role of a Reviewer?
Reviewers will read the case thoroughly and sign any required forms via eFaculty. Generally, committee members assist with writing reviews. The committee chair completes the recommendation form and submits it. Administrators review and submit a recommendation or decision form.

What is the most important task that I need to do as a Reviewer?
Review the case - of course. It is also important to ensure that committee members complete their part, and all required elements of forms are completed.

Is there training for Reviewers?
Yes, there is a training for Reviewers. Training is not required, but it is highly recommended. To register for classes, visit the eFaculty Temporary Faculty Evaluation Class Schedule or visit one.sjsu.edu and search for Enroll in Training Classes. If you have any difficulty enrolling in the classes, please contact up-org-development@sjsu.edu. If you have specific questions about the training, please contact Anthony Hilton, anthony.hilton@sjsu.edu.