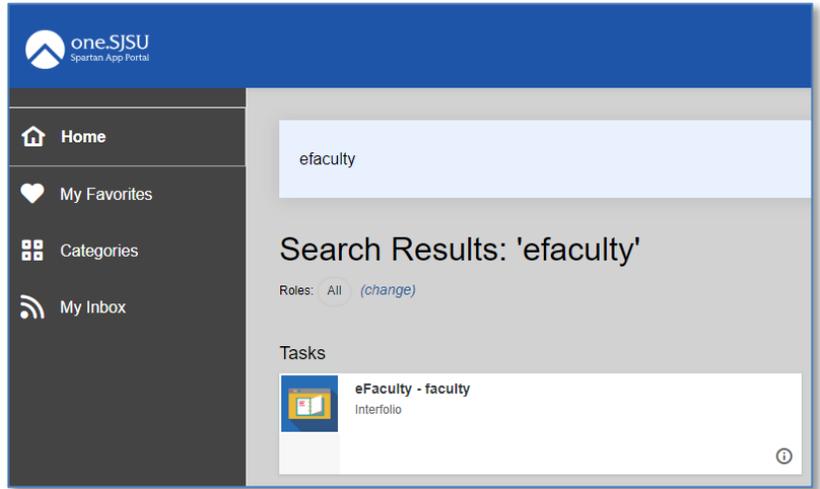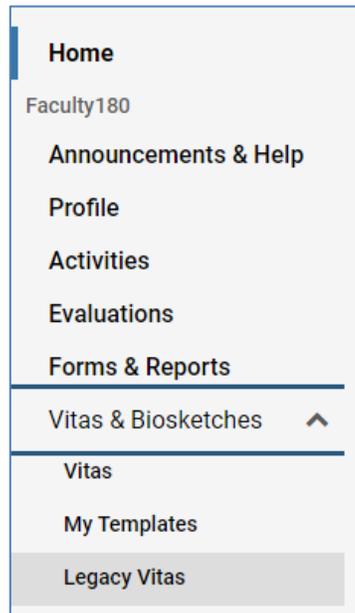**eFaculty QuickTip: Sharing Your Vita with Colleagues**

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).	
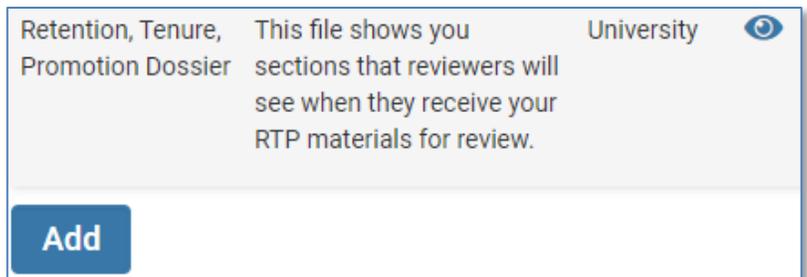
4. Input the date range corresponding with your period of review (see guidance below)
   - Annual Evaluation:
     - Begin: First Semester/Year after last evaluation (or employment start Semester/Year for first evaluation)
     - End: Prior Fall/Year
   - Cumulative Evaluation:
     - Begin: First Semester/Year 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*   Fall ⌄   2021 ⌄   **End***   Spring ⌄   2025 ⌄

☐ Hide date range in vita output

Note: date range only applies to items from activity input

[Refresh Vita]   [Export/Share ⌄]   [Print]

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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.