

Faculty Committee Reviewers' Quick Guide to eFaculty's Review, Promotion and Tenure Module

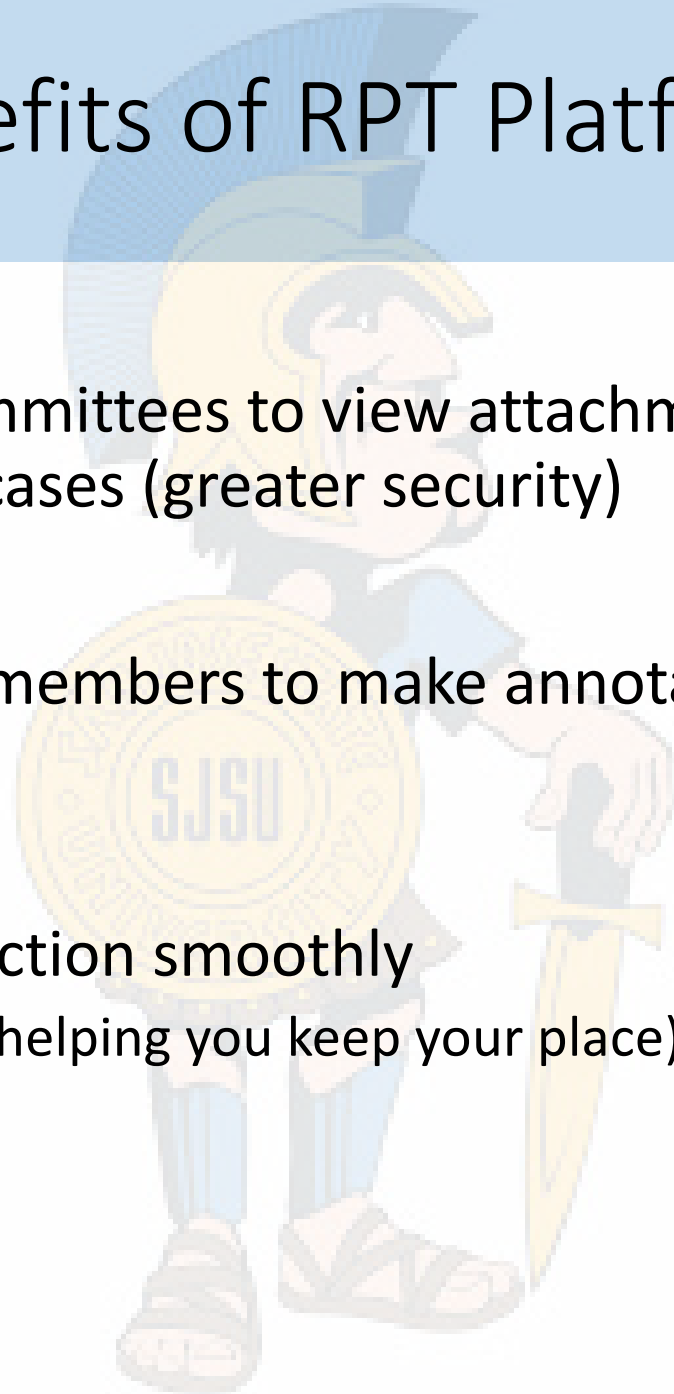
University Personnel - Faculty Affairs

SJSU SAN JOSÉ STATE
UNIVERSITY

Questions?
Email eFaculty@sjsu.edu

Benefits of RPT Platform

- RPT Reader allows committees to view attachments without downloading in most cases (greater security)
- Ability for committee members to make annotations or notes while reviewing
- Move through each section smoothly
 - Subsections included (helping you keep your place)
- Fewer Clicks!



1. Log in to eFaculty at one.sjsu.edu.
2. Find "Review, Promotion and Tenure" in the left bar.

San Jose State University > Cases >

Sammy Spartan

Unit: Accounting and Finance
Template: Academic Year Summary of Achievements - Accounting and Finance
Status: Select Status

Buttons: Send Case, Case Options

Case Materials | Case Details

Search case materials by title

Read Case

Expand All | Collapse All | Share | Settings | Move

Candidate Packet

Any 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 files in an unlocked section before they submit.

Details	Actions
Faculty180 Vita Locked	View History Unlock
ACADEMIC YEAR SUMMARY OF ACHIEVEMENTS UNDER S15-8 Summer 2015 - Spring 2020 17 attachments included	Generated Feb 11, 2020 Edit

- 3. Click **Cases**.
Reviews are conducted here.

Place 1

- 4. Use one of two places, with identical reader access, to open a case.

Place 2

Initial View in RPT: Dossier Sections are Listed, Files are Embedded in These

The screenshot displays the RPT system interface. On the left is a navigation sidebar with categories like 'Faculty180', 'Faculty Search', and 'Review, Promotion and Tenure'. The main content area is titled 'Candidate Packet' and includes a sub-header: 'Any 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 files in an unlocked section before they submit.' Below this, a list of dossier sections is shown, each with a right-pointing arrow, a 'Locked' status indicator, and an 'Unlock' button.

Dossier Section	Status	Action
Periodic Evaluation Dossier Summary	Locked	Unlock
RTP Dossier Documents (Front Matter)	Locked	Unlock
Classes Taught at SJSU	Locked	Unlock
Student Opinion of Teaching Effectiveness (SOTES/SOLATES)	Locked	Unlock
Direct Observations of Teaching	Locked	Unlock
Classes Taught at Other Institutions	Locked	Unlock
Teaching Effectiveness Narrative, Optional Section	Locked	Unlock
Service Narrative, Optional Section	Locked	Unlock
RSCA Narrative, Optional Section	Locked	Unlock

The Reader

Opening a file, engages the reader.

Dossier sections are listed here. As files are read, headers in files are also displayed.

Note: Candidates may not be aware headers in files would be displayed on the left.

Click here to go back to the main area with all cases of other candidates



The screenshot shows a web application interface for a candidate dossier. At the top left, the name "Sammy Spartan" is displayed. Below it is a navigation menu with a "Packet" tab selected. The sidebar on the left lists various dossier sections, including "PERIODIC EVALUATION DOSSIER SUMMARY", "Current Position", "Teaching", "Academic Advising", "Student Evaluations of Teaching Effectiveness", "Peer Evaluations of Teaching Effectiveness", "Student Supervision", "Reassigned Duties", "Other Academic Assignment", "Scholarly Contributions and Creative Productions", "Grants", "Service to the Students, Department, College, and University Committees", "Service to the Community", "Service to Your Profession/Discipline", "Professional Development", "Consulting", "Membership in Professional Organizations", "Honors and Awards", and "Professional Licensures & Certifications". The main content area displays a PDF document titled "Sammy Spartan Summer 2017 - Summer 2019 Tenure Track Assistant Professor sammy.spartan@sjsu.edu". The document content includes sections for "Career Position", "Teaching", "Academic Advising", "Student Evaluations of Teaching Effectiveness", "Peer Evaluations of Teaching Effectiveness", "Student Supervision", "Reassigned Duties", "Other Academic Assignment", "Scholarly Contributions and Creative Productions", and "Book". A "Return to Case" button is located at the top right of the interface, and a search bar is also present. At the bottom of the interface, there are navigation controls for "Previous Material" and "Next Material", along with a page indicator "1 / 4".

The Reader

Sammy Spartan

Return to Case

Search PDF Search

Packet Annotations

PERIODIC EVALUATION DOSSIER SUMMARY

Periodic Evaluation Dossier Summary

- Sammy Spartan
- Current Position
- Teaching
- Academic Advising
- Student Evaluations of Teaching Effectiveness
- Peer Evaluations of Teaching Effectiveness
- Student Supervision
- Reassigned Duties
- Other Academic Assignment
- Scholarly Contributions and Creative Productions
- Grants
- Service to the Students, Department, College, and University Committees
- Service to the Community
- Service to Your Profession/Discipline
- Professional Development
- Consulting
- Membership in Professional Organizations
- Honors and Awards
- Professional Licensures & Certifications

Sammy Spartan
Summer 2017 - Summer 2018
Tenure Track
Assistant Professor
sammy.spartan@osu.edu

Current Position
No activities entered.

Teaching

Semester	Course Prefix	Course Number	Section	Course Title
----------	---------------	---------------	---------	--------------

Academic Advising
No activities entered.

Student Evaluations of Teaching Effectiveness
No activities entered.

Peer Evaluations of Teaching Effectiveness
No activities entered.

Student Supervision
Fall 2015 - Ongoing

Thesis Advisor, Claire Standish

Here, you could enter a description of your supervision to this student. Please note that if you create a bulleted list, the actual bullets will not show up in the text of the dossier. The text will be indented, but no bullets will appear. See below.

Some specific responsibilities of a graduate supervisor:

- assist the student with the selection and planning of a suitable and manageable research topic;
- is sufficiently familiar with the field of research to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor;
- is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should supervisory meetings be less frequent than once per term;
- establishes (with input from the student and colleagues where appropriate) a supervisory committee, and convenes a meeting, at least annually, to evaluate the student's progress.

Reassigned Duties
No activities entered.

Other Academic Assignment
Fall 2016 - Fall 2017

Kerlin Chak, Kerlin chair for a really awesome department.

Scholarly Contributions and Creative Productions

Book
No activities entered.

Previous Material < 1 / 4 > Next Material

Click this to go back to the main area of all cases and other candidates

Page number to indicate how many pages long the attachment is

If there are headers in attachments, this index displays them—for keeping your place while looking through the documents



- Packet Annotations
- PERIODIC EVALUATION DOSSIER SUMMARY
- Periodic Evaluation Dossier Summary
- Sammy Spartan
- Current Position
- Teaching
- Academic Advising
- Student Evaluations of Teaching Effectiveness
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It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using Content here, content there, making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for Lorem Ipsum will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

Assigned Time: course releases, course "buy outs," and leaves
Fall 2016 - Fall 2016

The Academic Affairs Division announces the continuation of the RSCA grant program, providing Division support (and CSU support if CSU/RSCA funding becomes available) to lecturers, tenure-track and tenured faculty for their research, scholarly and creative activities. Applicants are invited to submit proposals for funding to assist them as they advance an ongoing RSCA project, or as they launch a new avenue of RSCA. Faculty who receive funding through this program are expected to share their accomplishments at a campus-wide event and will also be expected to serve as a resource for prospective applicants, 3 hours

Other Academic Assignment
Fall 2016 - Fall 2017
Interim Chair, interim chair for a really awesome department.

Student Opinion of Teaching Effectiveness ISOTE/SOLATEd
Spring 2017
UNVS, 101, 01, Introductory and Required Class

Direct Observations of Teaching
Spring 2017
UNVS, 101, 01, Introductory and Required Class
UNVS, 101, 02, Introductory and Required Class

Scholarly, Creative, or Professional Achievements (RSCA): Publications, etc.

Electronic Media
Completed/Published
Spartan, S. (2016). Electronic Project with multiple collaborators, online. <https://www.increase.wy.edu/>
Publication that people sometimes find amusing.

A summary of works published on the site in a pdf format is available here (https://drive.google.com/open?id=0Bxtw-3U2c_HfPhyVn2rWV4R6Q)

Proceedings Publication
Completed/Published
Reis, R. M. (2017). Using Google Apps to Collect and Organize My Tenure Portfolio. In 2017 ASSE Annual Conference & Exposition.

Scholarly, Creative, or Professional Achievements (RSCA): Grants
Completed
Grant that is COMPLETED as of fall 2017 (January 1, 2016 - December 31, 2016), awarded September 1, 2015 (\$35,000.00). Completed, Fall 2017, PI Sammy Spartan (50%) with CoPI Samantha Spartan (50%)

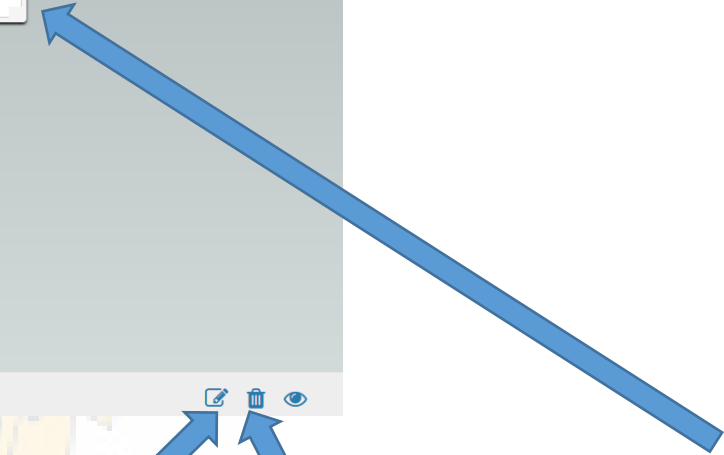
Funded - In Progress
Grant that is in Progress Fall 2017 (February 1, 2017), awarded January 1, 2017 (\$100,000.00), Funded - In Progress, Fall 2017, PI

Check policy for accuracy

Reviewer Annotations

If you'd like to write notes within the platform, you can utilize annotations. Only you as a reviewer can view your own annotations.

Click here to create the annotation



Example annotation looks like that you can always go back to

At anytime, you can delete the annotation by clicking here



Options for annotations

Read Case - Review, Promotion X New Tab

https://rpt.interfolio.com/14879/cases/123372/read

Sammy Spartan

Return to Case

Search PDF Search

Packet Annotations

Search

ACADEMIC YEAR SUMMARY OF ACHIEVEMENTS UNDER S15-8 Feb 25, 2020 at 7:57 PM

Look deeper into this. Perhaps check the offer letter in the Front Matter

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'lorem ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (jagged humour and the like).

Assigned Time: course releases, course "buy outs," and leaves

Fall 2015 - Fall 2015

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Other Academic Assignment

Fall 2016 - Fall 2017

Interim Chair, Interim chair for a really awesome department.

Student Opinion of Teaching Effectiveness (SOTES/SOLATEs)

Spring 2017

UNVS, 101, 01, introductory and Required Class

Direct Observations of Teaching

Spring 2017

UNVS, 101, 01, introductory and Required Class

UNVS, 101, 02, introductory and Required Class

Scholarly, Creative, or Professional Achievements (RSCA): Publications, etc.

Electronic Media

Completed/Published

Spartan, S. (2016). Electronic Project with multiple collaborators. online. <https://www.mcaweeenys.net/>

Publication that people sometimes find amusing.

A summary of works published on the site in a pdf format is available here: https://drive.google.com/open?id=0Batew-JU5z_HdFhyVm5eYV4MGc

Proceedings Publication

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Reek, R. M. (2017). Using Google Apps to Collect and Organize My Tenure Portfolio. In 2017 ASEE Annual Conference & Exposition.

Scholarly, Creative, or Professional Achievements (RSCA): Grants

Completed

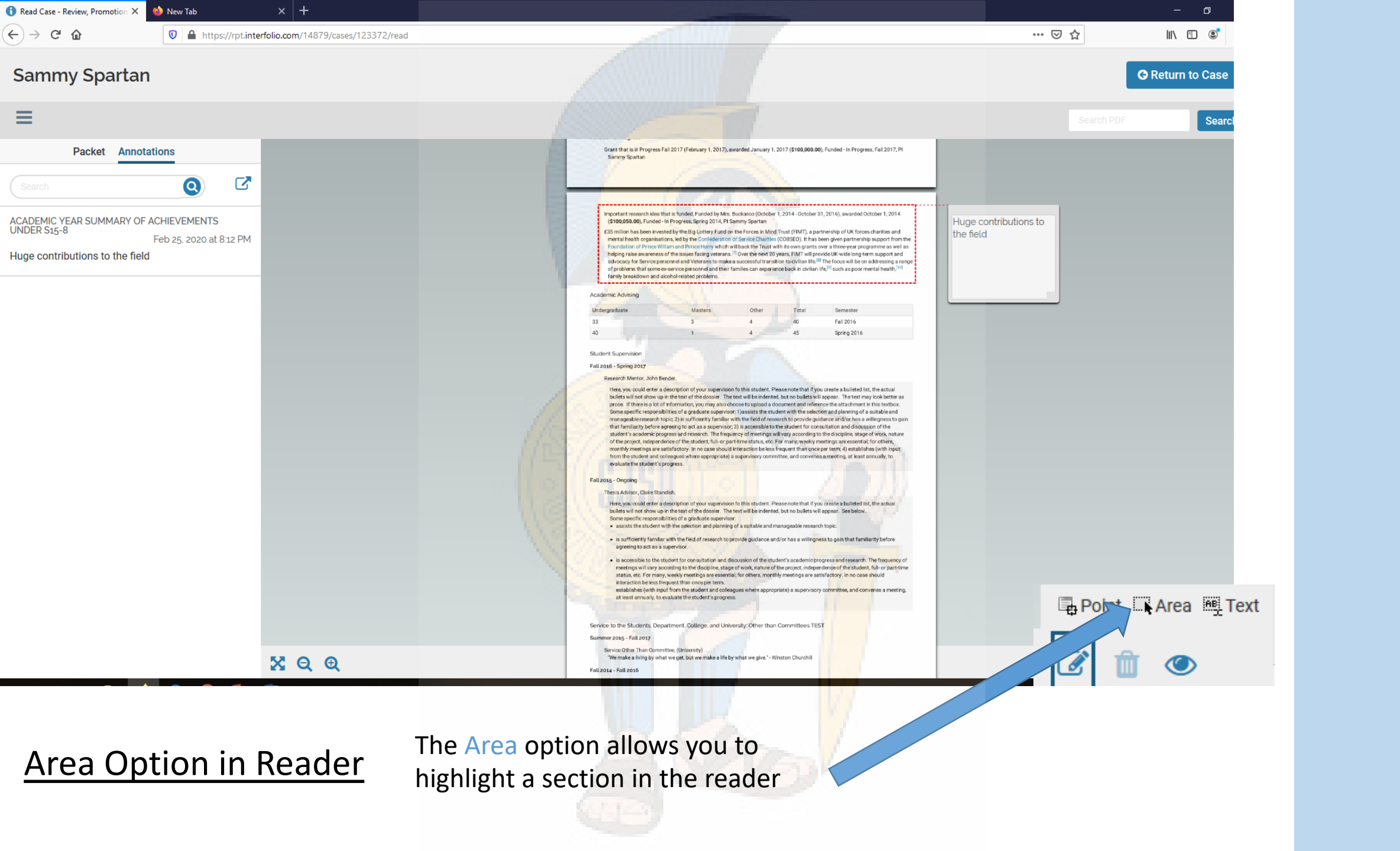
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Funded - In Progress

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

Point Area Text

Point will allow you to create a line to an annotation to the side of the area. Click and drag (from the top bar of the bow) to move



Area Option in Reader

The **Area** option allows you to highlight a section in the reader

Return to Case

Search PDF

Search

Packet Annotations

Search



ACADEMIC YEAR SUMMARY OF ACHIEVEMENTS UNDER S15-8

Feb 25, 2020 at 8:12 PM

Huge contributions to the field

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

Important research idea that is funded, Funded by Mrs. Buckaroo (October 1, 2014 - October 31, 2016), awarded October 1, 2014 (\$100,050.00), Funded - In Progress, Spring 2014, PI Sammy Spartan

£35 million has been invested by the Big Lottery Fund on the Forces in Mind Trust (FMFT), a partnership of UK forces charities and mental health organisations, led by the Confederation of Service Charities (COBSEO). It has been given partnership support from the Foundation of Prince William and Prince Harry which will back the Trust with its own grants over a three-year programme as well as helping raise awareness of the issues facing veterans. Over the next 20 years, FMFT will provide UK-wide long-term support and advocacy for Service personnel and Veterans to make a successful transition to civilian life. The focus will be on addressing a range of problems that some ex-service personnel and their families can experience back in civilian life, such as poor mental health, family breakdown and alcohol-related problems.

Huge contributions to the field

Academic Advising

Undergraduate	Masters	Other	Total	Semester
33	3	4	40	Fall 2016
40	1	4	45	Spring 2016

Student Supervision

Fall 2016 - Spring 2017

Research Mentor, John Bender.

Here, you could enter a description of your supervision to this student. Please note that if you create a bulleted list, the actual bullets will not show up in the text of the dossier. The text will be indented, but no bullets will appear. The text may look better as prose. If there is a lot of information, you may also choose to upload a document and reference the attachment in this textbox. Some specific responsibilities of a graduate supervisor: 1) assists the student with the selection and planning of a suitable and manageable research topic; 2) is sufficiently familiar with the field of research to provide guidance and/or has a willingness to gain that familiarity before agreeing to act as a supervisor; 3) is accessible to the student for consultation and discussion of the student's academic progress and research. The frequency of meetings will vary according to the discipline, stage of work, nature of the project, independence of the student, full- or part-time status, etc. For many, weekly meetings are essential; for others, monthly meetings are satisfactory. In no case should interaction be less frequent than once per term; 4) establishes (with input from the student and colleagues where appropriate) a supervisory committee, and convenes a meeting, at least annually, to evaluate the student's progress.

Fall 2015 - Ongoing

Thesis Advisor, Claire Standish.

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Service to the Students, Department, College, and University; Other than Committees TEST

Summer 2015 - Fall 2017

Service Other Than Committee, (University)

"We make a living by what we get, but we make a life by what we give." - Winston Churchill

Fall 2014 - Fall 2016

Point Area Text







Search PDF

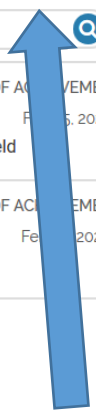
Search

Packet Annotations

Search  

ACADEMIC YEAR SUMMARY OF ACHIEVEMENTS UNDER S15-8
Feb 15, 2020 at 8:17 PM
Huge contributions to the field

ACADEMIC YEAR SUMMARY OF ACHIEVEMENTS UNDER S15-8
Feb 15, 2020 at 8:23 PM
This area is a priority



You can ALWAYS see your annotations (notes) while scrolling through the packet, but it is best to click the **annotations** tab here to see all notes.

Fall 2015 - Fall 2015

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

Spartan, S. (2016). [Electronic Project with multiple collaborators](https://www.mcsweeneys.net/). online: online.
<https://www.mcsweeneys.net/>

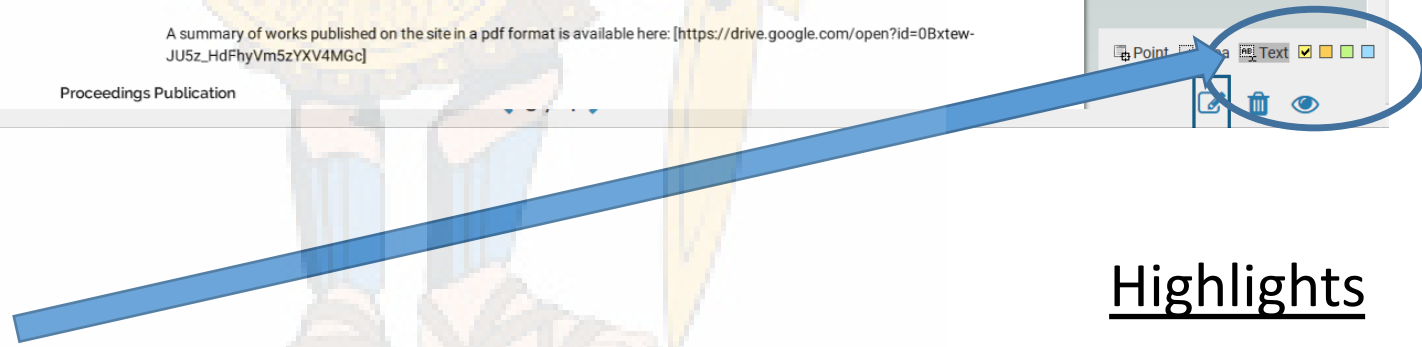
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A summary of works published on the site in a pdf format is available here: [https://drive.google.com/open?id=0Bxtew-JU5z_HdFhyVm5zYXV4MGc]

Proceedings Publication

This area is a priority

Point  



Text will allow you to highlight a particular area. You have four highlighter colors to choose from; yellow, orange, green, and blue.

Highlights

Comments for other committee members

San Jose State University > Cases > Sammy Spartan

Unit: San Jose State University

Template: Academic Year Summary of Achievements - UPDATED

Status: Select Status

Case Materials | **Case Details**

Reviewing as: Hold

Name	Email	Role
Test Committee Manager	test.committee.manager.sjsu@interfolio.com	Manager
Test Committee Member	test.committee.member.sjsu@interfolio.com	

Conversation (0) Turn Off Comments

No Comments Yet

Add Comment

Add New Votes

?

You can enter the results of a committee vote here. Voting information can be viewed by all committee members for this step, but can only be updated by Managers and Administrators.

If you would like to leave a comment for the rest of the committee, click **Case Details**

Click **Add Comment**

Submitting the Review

Home

Review, Promotion and Tenure

Cases

- > Service Narrative, Optional Section Locked Unlock
- > RSCA Narrative, Optional Section Locked Unlock

Internal Sections

These sections are available to committee members reviewing the case and cannot be viewed by the candidate. Please note that some materials added to internal sections can be shared with the candidate by an administrator or committee manager.

Chair/ Department Committee Evaluation Edit Add File

Materials

Title	Details	Actions
<input type="checkbox"/> Test document	Added by Interfolio Interfolio Support Account Feb 26, 2020	Edit

> Dean Evaluation Edit Add File

Scroll to the bottom of the initial page (one before the reader) the Committee (Chair) Manager will have the responsibility to upload the review here.

Get the form here:

<http://www.sjsu.edu/up/docs/periodic-evaluation-form.doc>

Help for Reviewers

- eFaculty@sjsu.edu
- James Lee
 - james.lee@sjsu.edu
 - 4-5866
- Interfolio help:
 - help@interfolio.com
 - Product Help - selected under name in top right (logged in to eFaculty)
- **eFaculty Training and Help**
 - <https://www.sjsu.edu/up/mycareer/faculty-resources-and-support/efaculty.php>

