![SJSU | UNIVERSITY PERSONNEL]

eFaculty QuickTip:

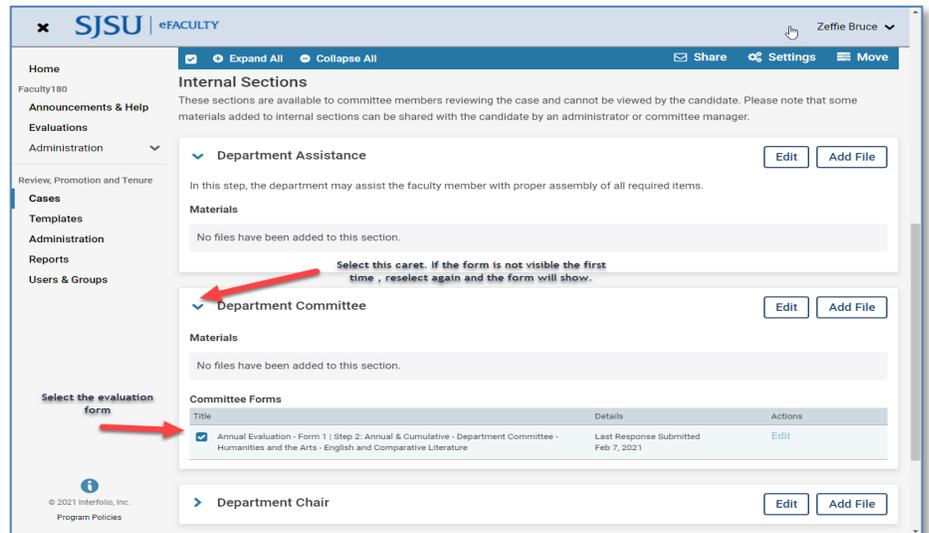## Sending Evaluations for Optional Response

Resource guide to help departments and colleges send their evaluations to the faculty and enable the required 10-calendar-day period for them to submit an optional response or rebuttal to the evaluation.

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Step 1. On the Case Materials page, Scroll down to Internal Sections Select the appropriate committee* caret (if the form is not visible, select the caret again, and the form should appear). Under Committee Forms, select the evaluation form check box. *If sending from the department level, and there are both department committee and chair evaluations, select the evaluations from both areas.*	
Step 2. Find the dark blue bar near the top of the screen and select "Share." Then select, "With Candidate."	

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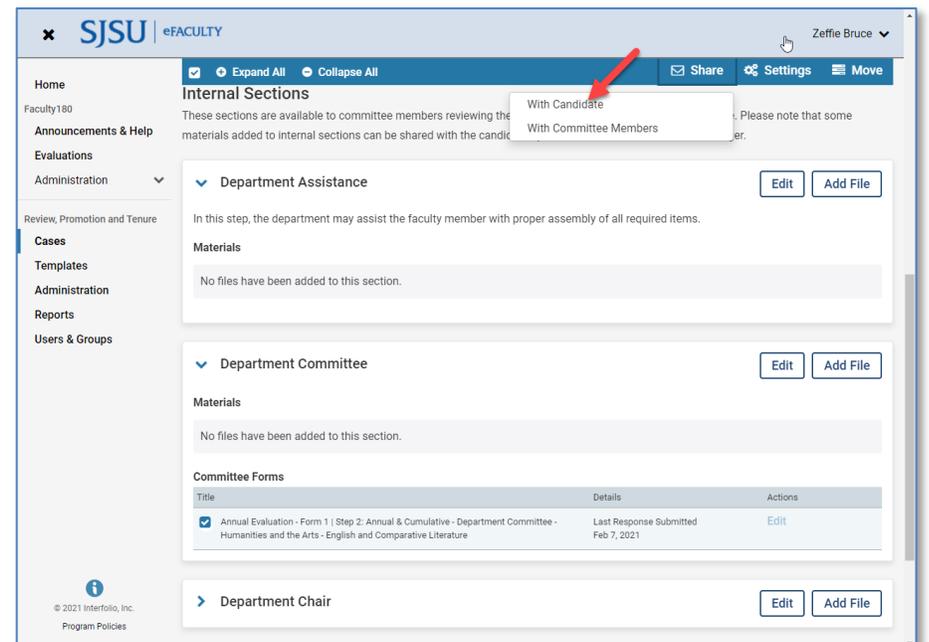
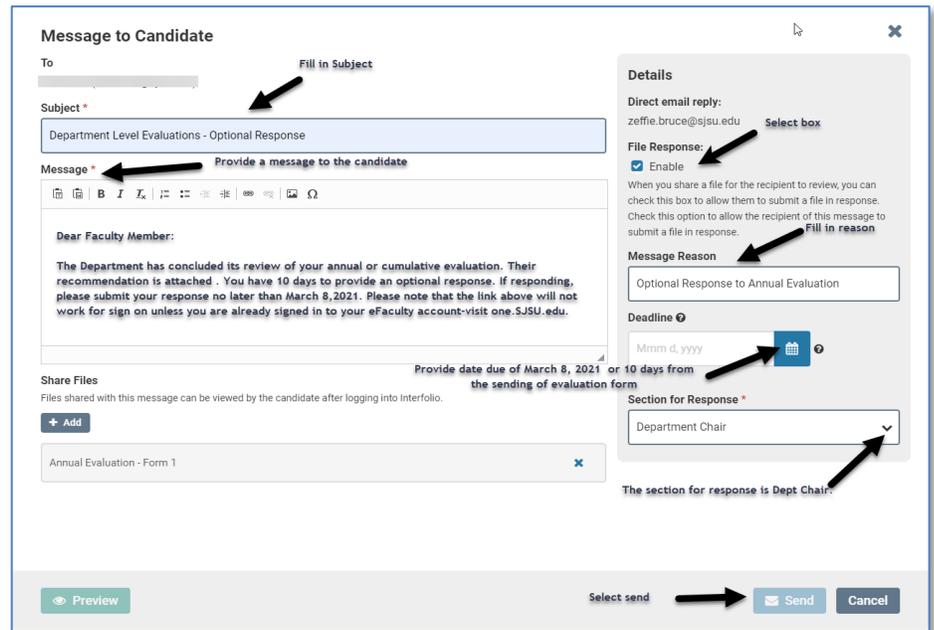|	
Step 4. Prepare the Message Provide a message to the candidate. Please go to the box below for a message template.* In the grey box on the right, select **Enable** using the check box. Type for each area as indicated: **Message Reason:** Department [or College] Annual [or Cumulative] Evaluation - Optional Response **Deadline:** Select 10 calendar days out or enter the mini-review calendar date (preferred). [This is a real cut-off date. Make sure it is at least 10 days, even if past the deadline, and match the message date to it.] **Section for Response:** Choose the level from which you are sending: a. Department Committee (do not send from committee if there will be a chair review). b. Department Chair (if there is a chair review, select this one). c. Dean or Appropriate Administrator If the form(s) did not attach, use "+ Add" under "Share Files" to select. Select "Send" when all items are completed.	

* Message Template: Sending Recommendations to the Candidate for Optional Response **Other message templates:** https://www.sjsu.edu/up/docs/email-standard-messages.docx	**Subject:** Department [or College] Level Recommendations *Dear Faculty Member:* *The Department [or College] has concluded its review of your annual [or cumulative] evaluation. Their recommendation is attached. You have 10 days to provide an optional response. If responding, please submit your response no later than [Date on Calendar or for late review, always 10 calendar days/Match this date to that in the "enabled" box to the right].* *Please note that the link above will not work for signon unless you are already signed in to your eFaculty account--visit one.SJSU.edu. Here's a help guide for how to submit optional responses: https://product-help.interfolio.com/m/33238/l/677357-view-and-respond-to-files-shared-with-you-by-a-committee-rebuttal*