

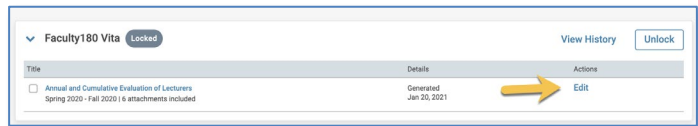
**EFACULTY QUICKTIP:
REGENERATE, ASSIST, MOVE TO REVIEW**

REGENERATE

Regenerating acts as an “update”, so it’s important to follow these steps to ensure that the case includes all the materials that the faculty added to their packet.

Open a Case.

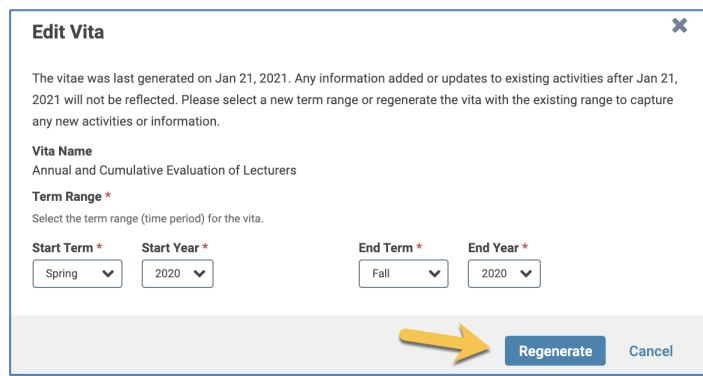
Under Case Materials, find “Faculty180 Vita,” select “Edit”



Please check that the dates are correct for the review type and faculty member’s career.

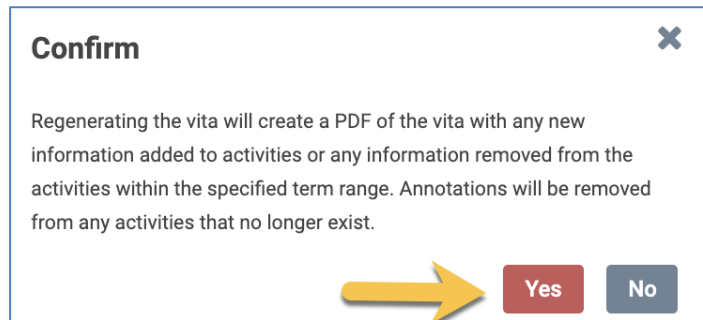
Select “Regenerate.”

Warning: Never regenerate after department review has begun unless approved to update by UP - FA.



A confirmation window opens.

Select “Yes.”



Processing may take a few minutes.

The case is updated when “Generated” appears under details.

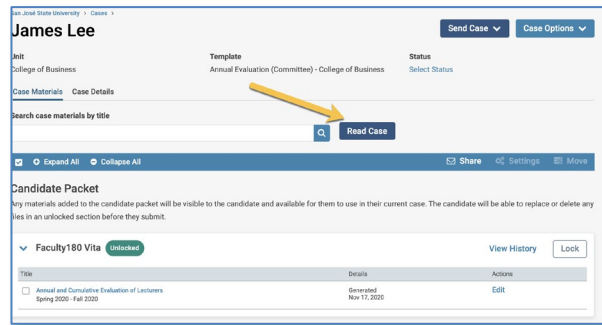


Note: Only regenerate cases when updating documents prior to official review. Upon regeneration, alterations made by faculty in F180 replace the packet submitted to RPT for review. The official review copy may be lost if one regenerates during the official review period. Seek assistance from UP - FA if there are issues that need to be resolved.

ASSIST

As an individual in the "Department Assistance" group, or as a Department eFaculty Administrator, you'll be able to review the case before moving it forward to the next reviewer.

Under Case Materials, select "Read Case"

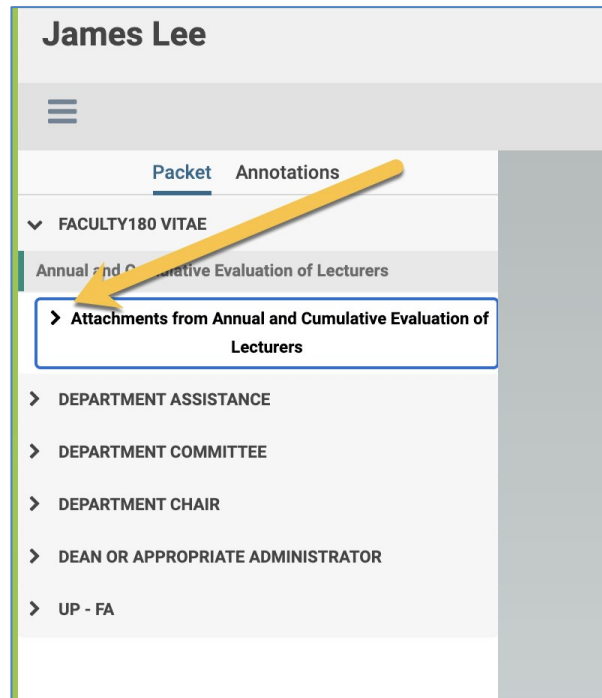


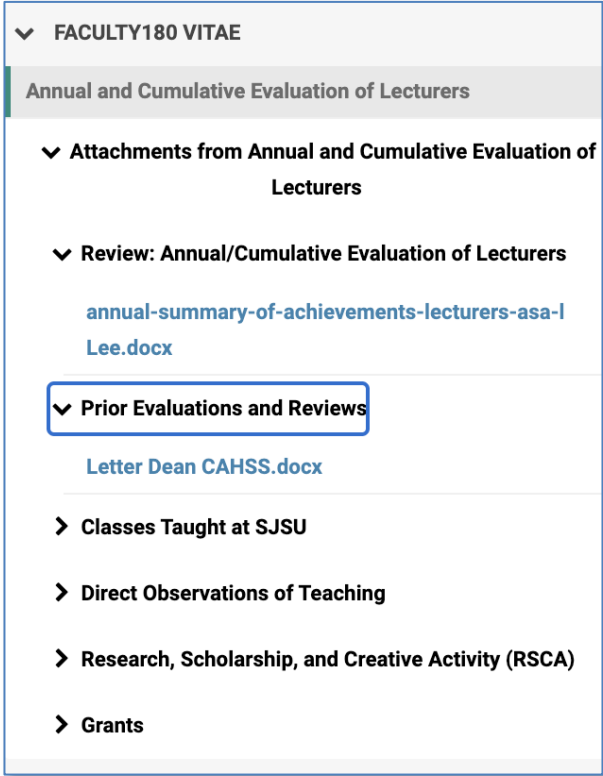
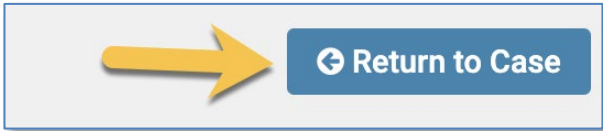
The "Faculty180 Vitae" contains all text direct-entered into eFaculty.

Attachments uploaded to Activities tabs appear in the left sidebar.

Select the right hand caret symbol next to "Attachments from Annual and Cumulative Evaluation of Lecturers" to view the attached documents.

Document file names appear under the names of the Activities tab to which they were uploaded.

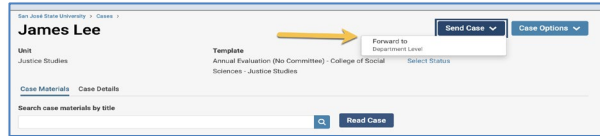


<p>Select the down caret symbol to view the attached documents for each section</p>	
<p>After you are finished reviewing the case materials, select "Return to Case".</p>	
<p>Please work with faculty members to ensure they have uploaded materials for review. If the case is not ready to move to official review, repeat the prior steps after faculty make necessary changes and adjustments.</p> <p>Unlocking the vita is a way to signal to faculty they may make changes. Their submission indicates they have finalized changes. Nonetheless, one is not required to unlock the vita to allow faculty to make changes. Regenerating in RPT after changes are made updates the files for review.</p>	<p>Common reasons items uploaded do Faculty180 do not show in RPT:</p> <ol style="list-style-type: none"> 1. Faculty member did not generate case in F180. Solution. 2. "Date stamp" in F180 is outside the period of review. Solution: Have faculty change the date stamp(s) of missing items to within the review period. 3. Item was placed in an incorrect Activities "Review" tab (wrong review type). Solution: Faculty moves items to proper tab.

MOVE TO REVIEW

After regenerating and reviewing the case as a Department Assistant, you'll need to move the case forward if it is ready.

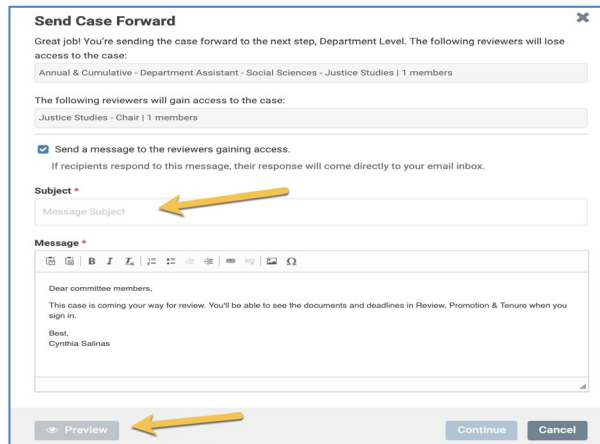
Select a case.
At the top, select "Send Case". Then select "Forward to Department Level" or "Peer Review"



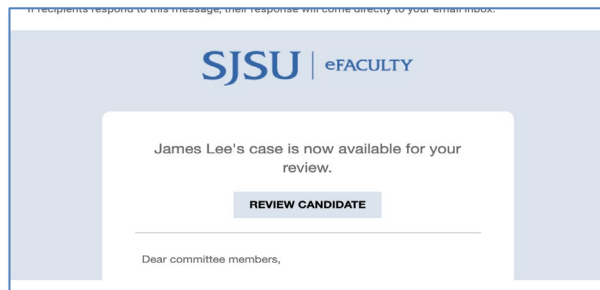
An email opens.

In the "Subject", include "Annual Evaluation". Input the template text into the message body. (A template for this email is in the last section of this QuickTip.)*

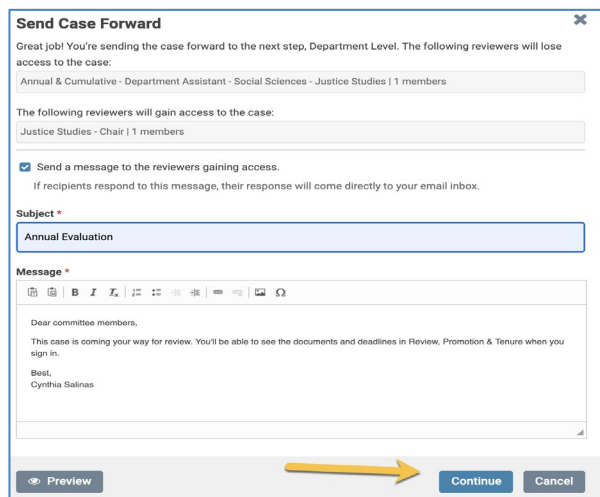
You can also "Preview" the message.



When selecting "Preview", you will see how the message will show as an email.



The final step is to select "Continue"



*Email template for first review step.

Subject: Annual Evaluation or Cumulative Evaluation

Dear Reviewers:

This packet is now available for review. You'll be able to see the documents and deadlines in RPT when you sign in (the link above will not work for sign on unless you are already signed in to your faculty account--visit one.sjsu.edu). For help initiating your review, please visit our [reviewers guide](#), on our [eFaculty Training and Help](#) page, or the help pages under your name in the extreme upper right corner of your eFaculty account. If the wrong person is designated chair of a committee, the one assigned may transfer manager duties to the correct person (page 10 of the reviewers guide).

Please note that all materials submitted for review, and personnel committee deliberations, are deemed confidential. Faculty working in more than one department will have items for (an)other department(s) in their packet. Please restrict your review to materials indicating work performance in this department. Finally, if this case were sent to you in error, please alert UP - FA at eFaculty@sjsu.edu.

Best,

James Lee

Senior Director, Faculty Affairs