

eFaculty QuickTip: Review and Log Viewing of the PAF

Deans and/or Appropriate Administrators will need to review the PAF in eFaculty for their Cumulative Evaluations. Follow these steps to ensure that all items are completed.

<p>1. In the Home screen of eFaculty, click on "Cases" on the left hand side navigation</p>	
<p>2. Type in the faculty member's name in the Search bar at the top. On the search results, click on the faculty member's name to enter their case</p>	
<p>3. Scroll to the bottom and click on the "Dean or Appropriate Administrator" header to expand the section</p>	

4. Click on the material titled "Log Sheet Link"

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.

- Department Assistance [Edit] [Add File]
- Department Committee [Edit] [Add File]
- Department Chair [Edit] [Add File]
- Dean or Appropriate Administrator [Edit] [Add File]

Materials

Title	Details	Actions
<input type="checkbox"/> UP_Personnel_Packet...	Added by Anthony Hilton Apr 5, 2024	Edit
<input checked="" type="checkbox"/> PDF Log Sheet Link	Added by Anthony Hilton Apr 5, 2024	Edit

Committee Forms

Title	Details	Actions
<input type="checkbox"/> Cumulative Evaluation Form (Step 2: Annual & Cumulative) MPP - College of Social Sciences	Last Response Submitted May 11, 2024	Edit

Faculty Services [Edit] [Add File]

5. You will be taken to the eFaculty reader that will display a link. Click on the link.

URL
<https://ecm.sjsu.edu/sso/docpop/FormPop.aspx?clienttype=activex&docid=7780006>

The URL above is not supported by the viewer. Clicking the link above will open the webpage in a new browser tab or window.

6. You will be taken to a page titled "UP Personnel Log Sheet for the faculty member."

UP Personnel Log Sheet

Log Sheet ID: 7780006

EMPID: [] First Name: [] Middle: [] Last Name: []

Faculty or Staff*
 Faculty Staff

The Personnel File shall be held in confidence. Access to a staff employee's Personnel File shall be limited only to persons with official business. The custodian shall log all instances of access to a Personnel File, including access to the file by administrators, when access is not for the purpose of routine maintenance. Such a log record shall be a part of the Personnel File.

The Personnel File shall indicate the location of other records regarding an employee kept on the campus to which the staff employee has access in accordance with statute.

Staff includes MPPs, temporary employees, student assistants, and emergency hires.

View Request [Add]

Log my view of the Personnel File	Viewer ID	Viewer Name	View Date	
Log my view of the Personnel File	[]	[]	[]	[Remove]
Log my view of the Personnel File	[]	[]	[]	[Remove]
Log my view of the Personnel File	[]	[]	[]	[Remove]
Log my view of the Personnel File	[]	[]	[]	[Remove]

Non-SJSU views (UP Admin Only) [Add]

Viewer Name	View Date	Add Date-Time	Reason for Viewing	
[]	[]	[Add Date-Time]	[]	[Remove]

[Submit]

7. Go to the View Request section and click on the Add button. A new **blank row** will be added to the bottom of the list of viewers. Click on the "Log my view of the Personnel File" at the beginning of the **blank row**. Your ID number, name, and date/timestamp will be populated.

A. Do not override a row that already contains the information of a previous reviewer

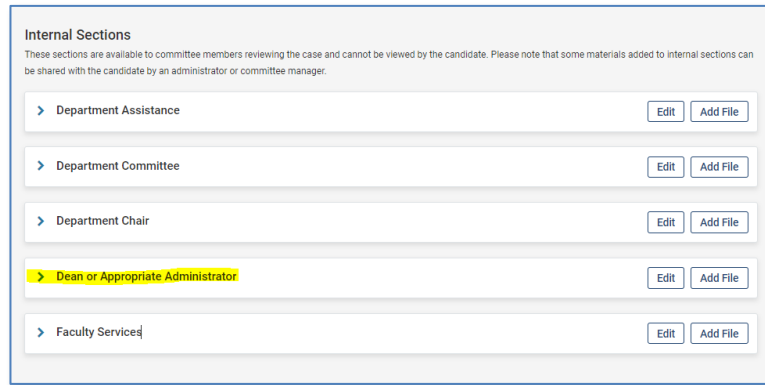
B. We encourage you to click the "Add" button again to add another blank row at the bottom of the list to prepare for the next reviewer

The screenshot shows the 'UP Personnel Log Sheet' form. At the top, there are input fields for Log Sheet ID (7780006), EMPID, First Name, Middle, and Last Name. Below these are radio buttons for 'Faculty or Staff?' (Faculty selected). A paragraph of text explains confidentiality and access rules. Another paragraph states that the Personnel File shall indicate the location of other records. A third paragraph lists staff types: MPPs, temporary employees, student assistants, and emergency hires. The 'View Request' section contains a table with columns: 'Log my view of the Personnel File', 'Viewer ID', 'Viewer Name', and 'View Date'. There are four rows in this table, each with a 'Remove' button. A yellow 'Add' button is highlighted in the top right corner of the 'View Request' section. Below the table is a section for 'Non-SJSU views (UP Admin Only)' with columns for 'Viewer Name', 'View Date', 'Add Date-Time', and 'Reason for Viewing'. It includes an 'Add Date-Time' button and a 'Remove' button. A 'Submit' button is at the bottom left.

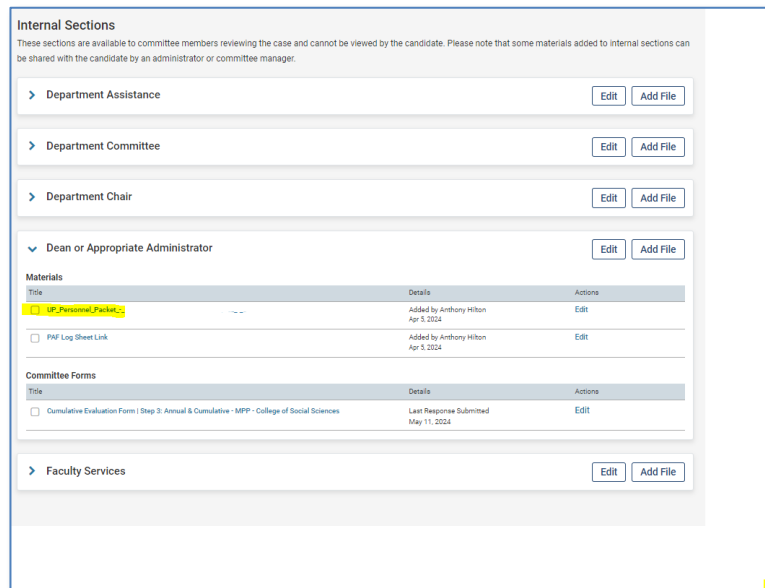
8. Press the Submit button at the bottom of the screen

This screenshot is identical to the one above, showing the 'UP Personnel Log Sheet' form. The 'View Request' table now has four rows, each with a 'Log my view of the Personnel File' button. The 'Add' button is no longer highlighted. The 'Submit' button at the bottom left is now highlighted in yellow.

9. Exit this website and return to the "Dean or Appropriate Administrator" section of the eFaculty case.



10. Expand the section and click on the material titled "UP Personnel Packet"



11. You will be taken to the eFaculty reader that will display the PAF. Scroll through and review information. Use the left side navigation to specify and review certain documents in the PAF.