SJSU | UNIVERSITY PERSONNEL

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.

1. In the Home screen of eFaculty, click on "Cases" on the left hand side navigation	
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	
3. Scroll to the bottom and click on the "Dean or Appropriate Administrator" header to expand the section	

4. Click on the material titled "Log Sheet Link"	
5. You will be taken to the eFaculty reader that will display a link. Click on the link.	
6. You will be taken to a page titled "UP Personnel Log Sheet for the faculty member.	

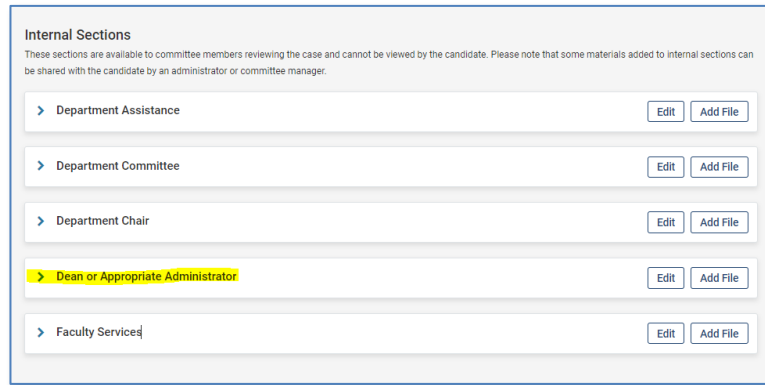|	
7. Go to the View Request section and click on the Add button. A new **blank row** will be added to the bottom of the list of viewers. Click on the "Log my view of the Personnel File" at the beginning of the **blank row**. Your ID number, name, and date/timestamp will be populated. A. Do not override 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	
8. Press the Submit button at the bottom of the screen	
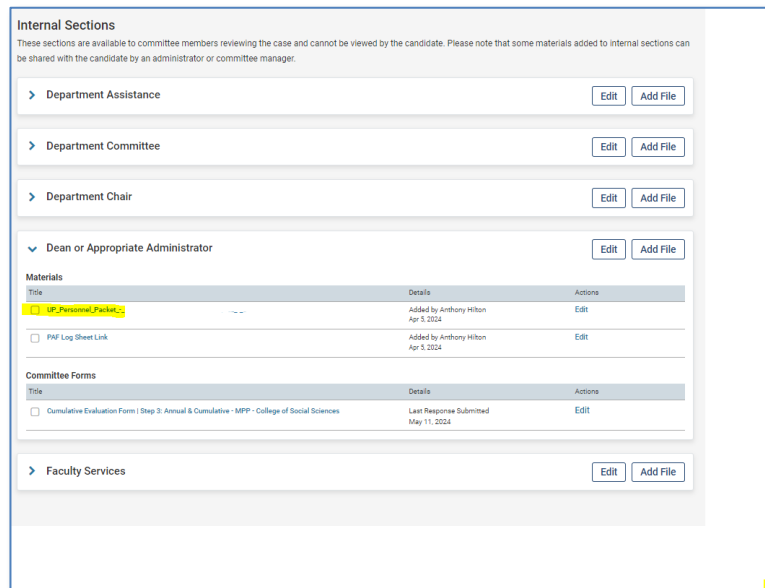
9. Exit this website and return to the "Dean or Appropriate Administrator" section of the eFaculty case.	
10. Expand the section and click on the material titled "UP Personnel Packet"	
11. You will be taken to the eFaculty reader that will display the PAF. Scroll through and review information. Use the left side navigation to specify and review certain documents in the PAF.	