

eFaculty QuickTip
How to Preview and Submit a Packet

This QuickTip covers the final stages of preparing the packet, previewing and submitting. It provides some “how to” tips for end-stage preparation for review of any material being submitted for evaluation in eFaculty.

Previewing Materials for Review

For Faculty 180 Submissions, start with A and proceed through B. Others (e.g., sabbatical), skip A and proceed through B.

A. Previewing Materials in Faculty Activity Reporting (F180)

Faculty are able to preview their FAR packets from a reviewer’s perspective at any time. To do so:

1. Click on **Vitas and Biosketches** in the F180 sidebar (Warning: familiar academic idioms often carry different meanings in eFaculty. Here, “vita” is a technical term for the Interfolio summary document scraped from FAR, minus attachments.)
2. Select **Legacy Vitas**.
3. Select the correct review type (see Figure 1; sabbatical is not in F180 any more):
 - a. Annual and Cumulative Evaluation of Lecturers
 - b. Lecturer Range Elevation
 - c. Periodic Evaluation of Probationary Faculty - Mini Review
 - d. Post Tenure Review
 - e. Retention, Tenure, Promotion Dossier
4. Select the start date (semester of hire OR start of service credit at hire OR the fall dossier submit semester of last successful promotion OR start semester of current Lecturer Range); and end date, typically current semester (e.g., Fall 2020) corresponding to your period of review.
5. Click “Refresh Vita”

B. Previewing After Packet is Generated

reviewers’ perspective in the RPT (PDF) reader.

To return from the reviewer’s perspective attained in “B” above, look for the giant “X” in the RPT reader (see Figure 4).

When you see things you want to change, you should go back and revise accordingly. Upon making changes

Figure 1. Screenshot of Vitas and Biosketches to select in "A. Previewing" Above

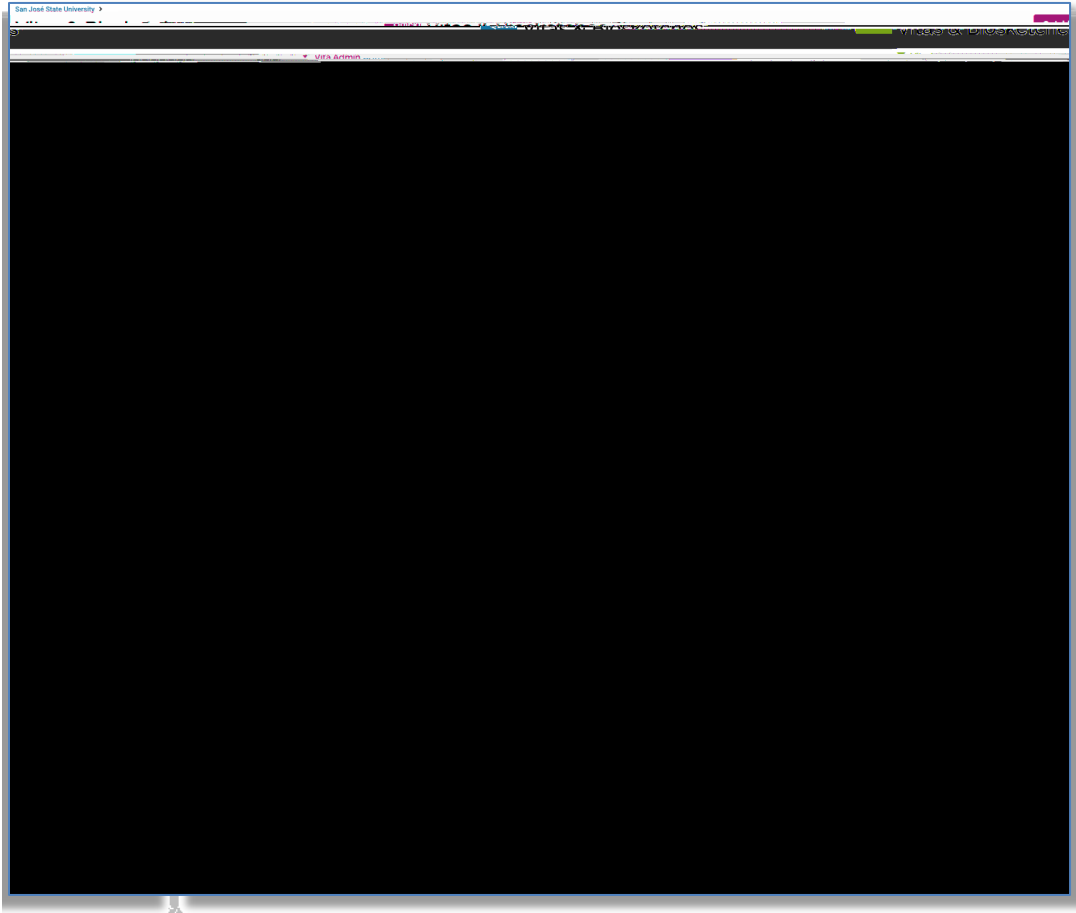


Figure 2. Screenshot of "Your Packets" section in eFaculty.

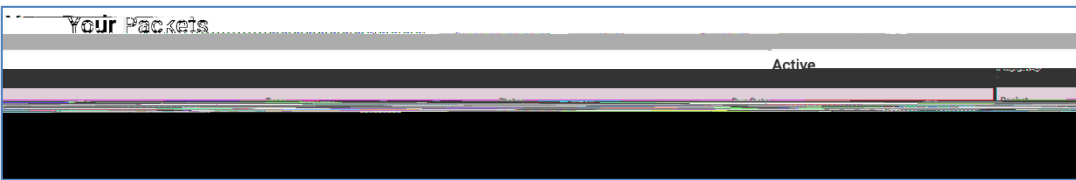


Figure 3. Packet Open, Preview Packet Appears

