

Training

Is there eFaculty training available? If so, how can I register for training classes?

Yes, there is training for all faculty being reviewed, college and department admins, and reviewers for Annual and Cumulative Evaluations. To register for classes, visit the [eFaculty Temporary Faculty Evaluation Class Schedule](#) or visit one.sjsu.edu and search for [Enroll in Training Classes](#). If you have any difficulty enrolling in the classes, please contact up-org-development@sjsu.edu.

Who will be doing the training?

UP staff will be providing the training. If you have any questions about the classes, please contact Anthony Hilton at anthony.hilton@sjsu.edu.

Is the training required for temporary faculty, department admins, and reviewers?

The training is highly recommended, but not required for temporary faculty and reviewers. There will be training materials posted on the [UP website](#) at a later date. Since department admins will be heavily involved, training may be required for some departments, and highly encouraged for others.

In addition to the training, what other help will be available?

Open labs will be available to support Department Administrators, Temporary Faculty, and Reviewers. The Open Labs are open to all eFaculty users. For a full list of Open Lab dates, visit the [eFaculty Temporary Faculty Evaluation Class Schedule](#) (scroll down to the bottom of the page).

Can temporary faculty, department admins, and reviewers repeat the training?

Yes, training classes can be repeated.

Temporary Faculty

What materials need to be uploaded?

For Annual Evaluations and Cumulative Evaluations, temporary faculty will need to submit three [eFaculty Temporary Faculty Evaluation Class Schedule](#) (scroll down to the bottom of the page).

When are Annual and Cumulative Evaluations due?

Annual Evaluations are due on January 29, 2020 and Cumulative Evaluations are due on March 8, 2020.

Department Administrators

What is changing for annual and cumulative evaluation processes in AY 2020-21?

Rather than generating evaluations using traditional means whereby departments collected materials, generated evaluation files, and routed paperwork, department reviewers will evaluate materials uploaded by faculty in the eFaculty system.

Who do I contact if I need help with setting up cases for temporary faculty?

We highly recommend that Department Admins attend eFaculty Training to learn how to set up cases for temporary faculty. To register for classes, visit the [eFaculty Temporary Faculty Evaluation Class Schedule](#) or visit