

**ANNUAL AND CUMULATIVE EVALUATIONS CALENDAR
PERIODIC EVALUATION OF TEMPORARY FACULTY AY 2023-2024**

Due Date¹	Annual Evaluation	Cumulative Evaluation	Details
Ongoing	<i>Enter ASA-L and evidence of performance in eFaculty's F180</i>	<i>Enter prior evaluations and other evidence of performance in eFaculty's F180</i>	See resources and links below for guidance.
AUGUST			
Fri, Aug 25	Faculty Services (FS) and Departments ² Distribute Evaluation Information to Temporary Faculty.		FS/Department via Email
	Notify faculty of standards of annual and/or cumulative evaluation; Distribute department evaluation forms (e.g., direct observations or supervisor forms).		College staff and Department Chairs and Staff
DECEMBER			
Fri, Dec 1	Begin Case Creation in eFaculty Reminder: Full-time faculty must be evaluated by committee.	Begin Case Creation in eFaculty Reminder: All cumulative cases must be evaluated by committee.	Department Staff
JANUARY			
Ongoing	<i>Faculty prepare materials in F180 Activities area before submit deadlines.</i>	<i>Faculty prepare materials in F180 Activities area before submit deadlines.</i>	Faculty use F180 in eFaculty
Wed, Jan 24	Submit Annual Evaluation Packet <i>"Regenerate and Submit Packet"</i> <i>(FS will lock packets)</i>		Faculty in eFaculty
	Departments review submitted materials to assist faculty with meeting requirements.		Department via eFaculty RPT
Wed, Jan 31	Move Packets to Department Level Review		Department via eFaculty RPT
FEBRUARY			
Wed, Feb 21	Submit Committee Evaluation if Chair is reviewing separately.		Committee Chair via eFaculty
Mon, Feb 26	Submit Department Level Evaluations (1) Chair's, if reviewing separately, and (2) Committee's		Chair/Comm. Chair via eFaculty
Tue, Feb 27	Send Dept Level Evals to Faculty		Department Staff via eFaculty
MARCH			
Fri, Mar 8	Optional Response to Department Due	<i>If undergoing Annual Evaluation now, upload Department Level Evaluation(s) and any Optional Response to F180, Activities, "Prior Evaluations and Reviews"</i>	Faculty via eFaculty
Mon, Mar 11	Move Packets to College Level		Department Staff via eFaculty
Tue, Mar 12		Submit Cumulative Evaluation Packet <i>"Regenerate and Submit Packet"</i> <i>(FS will lock packets)</i>	Faculty via eFaculty
		Departments review submitted materials to assist faculty with meeting requirements.	Department via eFaculty RPT
Fri, Mar 15		Move Packets to Department Level Review	Department Staff via eFaculty
APRIL			
Mon, Apr 8	Submit College Level Evaluations		College Staff via eFaculty
Tue, Apr 9	Send College Level Evaluations to Faculty		Appropriate Administrator via eFaculty
		Submit Committee Evaluation if Chair is reviewing separately.	Committee Chair via eFaculty
Fri, Apr 12		Submit Department Level Evaluations (1) Chair's, if reviewing separately, and (2) Committee's	Chair/Comm. Chair via eFaculty
Mon, Apr 15		Send Dept Level Evaluations to Faculty	Department Staff via eFaculty
Fri, Apr 19	Submit Optional Response to College		Faculty via eFaculty
Thu, Apr 25		Submit Optional Response to Department	Faculty via eFaculty

Fri, Apr 26		Move Packets to College Level Review	Department Staff via eFaculty
Fri, Apr 26	Submit Annual Evaluations to PAFs	PAF Review Available in Cases	Faculty Services Staff
	<u>PAFs Available for "Careful Consideration" Send requests to: efaculty@sjsu.edu</u>		Chairs may request access to PAFs of AY appointees from FS (efaculty@sjsu.edu)
MAY			
Mon, May 13		Submit College Level Cumulative Evaluations	Appropriate Administrator via eFaculty
Tue, May 14		Send College Level Evaluations to Faculty	College Staff via eFaculty
Fri, May 24		Submit Optional Response to College	Faculty via eFaculty
Wed, May 29		Submit Evaluations to PAFs	Faculty Services Staff

1 Time deadline is 5:00 p.m. on the date provided unless extended by FS. Departments and Colleges may advance cases prior to deadlines. However, faculty must be granted 10 days to submit a response; faculty requests to use calendar deadlines for optional responses will be honored.

2 Academic terms herein such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

3 eFaculty deadlines reflect review-level closeout dates. Committees should adhere to any earlier dates set in this calendar.

Note: Faculty Services prepared this calendar following the CFA-CSU CBA and University Policies.

Reappointments (AY and 3-Year) may not be processed until after "satisfactory" on annual (AY faculty) and cumulative (3-Year faculty) evaluations are received.

Assistance	Annual Evaluation	Cumulative Evaluation	Caution
<p>Assistance: Further instructions are located here.</p> <p>What Goes Where?</p>	<p>Performed at least once per appointment period (i.e., AY or Three-Year). Required once per three-year appointment of entitled faculty unless department requires more often.</p> <p>Period of Review Terms/semesters of prior calendar year. Faculty new in Fall Semester must be evaluated if they are rehired.</p> <p>Required Documents in eFaculty</p> <ol style="list-style-type: none"> 1. ASA-L; upload to "Review: Annual/Cumulative Evaluation of Lecturers" 2. All SOTEs for prior calendar year; under "Classes Taught at SJSU" 3. All Direct Observations from prior calendar year; upload to "Direct Observations of Teaching" 4. Any department evaluations of performance in assignment or qualifications 5. Faculty may put items in other Activities tabs in eFaculty 	<p>"Satisfactory" outcome is required for 3-Year Appointment to be offered. They are scheduled as follows:</p> <p>New or Intial Three-Year Appointment: After six or more consecutive AY's of service in the department; Occurs in spring of 6th year</p> <p>Renewal Three-Year Appointment: After each 3-Year Appointment; Occurs in spring of 3rd year of the appointment</p> <p>Period of Review New: Current and All Prior Appointments in the 6 Years Renewal: Current and Prior 2 Years of the Current Three-Year Appointment</p> <p>Required Documents in eFaculty</p> <ol style="list-style-type: none"> 1. All reviews from period of review, including prior ASA-Ls and evaluator comments; place under "Prior Evaluations and Reviews" tab 2. All SOTEs from period of review; under "Classes Taught at SJSU" tab 3. All Direct Observations of Teaching from period of review; in self-named tab 4. Department evaluations of performance in assignment or qualifications 5. Faculty may use other Activities tabs in eFaculty to relay achievements 	<p><i>Failure to submit required documents will be taken into consideration as part of the evaluation.</i></p>