

MEMORANDUM
ANNUAL & CUMULATIVE EVALUATIONS OF
TEMPORARY FACULTY

University Personnel

One Washington Square
San José, CA 95192-0021
Voice: 408-924-2450
Fax: 408-924-2425
www.sjsu.edu/up/

DATE: August 25, 2023

TO: Department and Division Heads

FROM: James Lee, Senior Director, Faculty Services



This memorandum provides information and materials for the annual and cumulative periodic evaluations of full-time and part-time temporary Unit 3 faculty members ("temporary faculty"), for calendar year 2023.

Each college or equivalent unit should make the attached materials available to temporary faculty, along with any department-level evaluation tools (e.g., direct observation forms, performance assessments) by **August 31, 2023**, in accordance with Article 12.2 of the CSU-CFA Collective Bargaining Agreement ("CBA") which states:

Each new faculty unit employee shall...be provided no later than fourteen (14) days after the start of the semester with written notification of the evaluation criteria and procedures in effect at the time of their initial appointment. In addition, pursuant to provision 15.3, the faculty unit employee shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.

Pursuant to provisions of Article 15 of the CSU-CFA Agreement, departments shall evaluate temporary faculty at least once per appointment period--annual evaluation. An evaluation will be made by the department and the appropriate administrator. Reappointment is not allowed if performance is rated unsatisfactory.

Furthermore, all lecturers, librarians, and counselors eligible for an initial or subsequent three-year appointment (commonly called, "entitlement") undergo a cumulative evaluation in the academic year preceding the issuance of a new or renewal three-year appointment. **This cumulative evaluation is separate from, and in addition to, any annual evaluation.**

**The California State
University:**

Chancellor's Office,
Bakersfield, Channel Islands,
Chico, Dominguez Hills, East
Bay, Fresno, Fullerton,
Humboldt, Long Beach, Los
Angeles, Maritime Academy,
Monterey Bay, Northridge,
Pomona, Sacramento, San
Bernadino, San Diego, San
Francisco, San José, San Luis
Obispo, San Marcos, Sonoma,
Stanislaus

After a department issues the committee and chair (if writing separately) cumulative evaluations, the appropriate administrator must rate the faculty member as either "Satisfactory" or "Unsatisfactory." Only faculty whose performance is rated as "Satisfactory" may be offered a three-year appointment.

Completed annual and cumulative evaluations are due to Faculty Services for placement in the faculty member's Personnel Action File (PAF) by April 30, 2024 (annual) and May 31, 2024 (cumulative).

Division and department heads, please ensure the information below is distributed to "temporary faculty" by August 31, 2023, and that department-level criteria and evaluation forms are also distributed by that date.

Attachments and hyperlinks:

- This memo: [Annual & Cumulative Evaluations of Temporary Faculty](#)
- [Periodic Evaluations - Lecturers - Instructions](#)
- [Periodic Evaluations - Lecturers - Calendar](#)
- [Annual Summary of Achievements - Lecturer \(ASA-L\) Form](#)
- Replicated forms used by evaluators in eFaculty
 - [Periodic Evaluation - Annual - Form - 1](#)
 - [Periodic Evaluation - Annual - Form - 2](#)
 - [Periodic Evaluation - Cumulative - Reviewer Comments](#)
- [CBA Article 15](#)
- [University Policies: S21-2; F12-6; S17-2; S20-4](#)
- [SOTEs Interpretation Guide - 2019](#)
- [What Goes Where? Preparing Materials in eFaculty](#)
- [eFaculty Training and Help](#)