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

Due Date[1]	Annual Evaluation	Cumulative Evaluation	Details
Ongoing	*Enter ASA-L and evidence of performance in eFaculty's F180*	*Enter prior evaluations and other evidence of performance in eFaculty's F180*	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	*Faculty prepare materials in F180 Activities area before submit deadlines.*	*Faculty prepare materials in F180 Activities area before submit deadlines.*	Faculty use F180 in eFaculty
Wed, Jan 24	**Submit Annual Evaluation Packet** *"Regenerate and Submit Packet" (FS will lock packets)* Departments review submitted materials to assist faculty with meeting requirements.		Faculty in eFaculty 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	*If undergoing Annual Evaluation now, upload Department Level Evaluation(s) and any Optional Response to F180, Activities, "Prior Evaluations and Reviews"*	Faculty via eFaculty
Mon, Mar 11	**Move Packets to College Level**		Department Staff via eFaculty
Tue, Mar 12		**Submit Cumulative Evaluation Packet** *"Regenerate and Submit Packet" (FS will lock packets)* Departments review submitted materials to assist faculty with meeting requirements.	Faculty via eFaculty 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*
	PAFs Available for "Careful Consideration" Send requests to: efaculty@sjsu.edu		*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
Assistance: Further instructions are located here. What Goes Where?	Performed at least once per appointment period (i.e., AY or Three-Yeaar). Required once per three-year appointment of entitled faculty unless department requires more often. **Period of Review** Terms/semesters of **prior *calendar year***. Faculty new in Fall Semester must be evaluated if they are rehired. **Required Documents in eFaculty** 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	"Satisfactory" outcome is required for 3-Year Appointment to be offered. They are scheduled as follows: **New or Intial Three-Year Appointment:** After six or more consecutive AY's of service in the department; Occurs in spring of 6th year **Renewal Three-Year Appointment**: After each 3-Year Appointment; Occurs in spring of 3rd year of the appointment **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 **Required Documents in eFaculty** 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	*Failure to submit required documents will be taken into consideration as part of the evaluation.*