![SJSU | UNIVERSITY PERSONNEL]

**ANNUAL AND CUMULATIVE EVALUATIONS CALENDAR
PERIODIC EVALUATION OF TEMPORARY FACULTY AY 2024-2025**

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 for guidance at bottom of calendar.
AUGUST			
Fri, Aug 23	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			
Mon, Dec 2	**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 add ASA-L and evidence of performance in eFaculty's F180 Activities areas.*	*Faculty prepare materials in F180 Activities areas before submit deadline[3].*	Faculty use F180 in eFaculty
Fri, Jan 24	**All Cases Created** Departments review materials to assist faculty with adhering to requirements		Department via eFaculty RPT
Fri, Jan 31	**Submit Annual Evaluation Packet** *"Regenerate and Submit Packet" (Department Locks all packets)*		Faculty submit via eFaculty Department locks packet in RPT

---

[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.

FEBRUARY			
Mon, Feb 3	**Move Packets to Department Level Review**		Department via eFaculty RPT
Fri, Feb 21	Submit Committee Evaluation if Chair is reviewing separately		Committee Chair via eFaculty
Wed, Feb 26	Submit Department Level Evaluations (1) Chair's, if reviewing separately, and (2) Committee's		Chair/Comm. Chair via eFaculty
Fri, Feb 28	**Send Dept Level Evals to Faculty** 10-Day Optional Response Period		Department Staff via eFaculty
MARCH			
Mon, Mar 10	Optional Response to Department Due		Faculty via eFaculty
		All Cases Created Departments review materials to assist faculty with adhering to requirements	Department via eFaculty RPT
Tue, Mar 11	**Move Packets to College Level**		Department Staff via eFaculty
		Populate with Concurrent Dep. Ann. Evals	FS Staff via eFaculty
Mon, Mar 17		**Submit Cumulative Evaluation Packet** *"Regenerate and Submit Packet" (Department locks all packets)*	Faculty submit via eFaculty Department locks packet in RPT
Tue, Mar 18		**Move Packets to Department Level Review**	Department Staff via eFaculty
APRIL			
Tue, Apr 8	Submit College Level Evaluations		Appropriate Admin. via eFaculty
Wed, Apr 9		Submit Committee Evaluation if Chair is reviewing separately.	Committee Chair via eFaculty
Thu, Apr 10	**Send College Level Evals to Faculty**		College Staff via eFaculty
Fri, Apr 11		Submit Department Level Evaluations (1) Chair's, if reviewing separately, and (2) Committee's	Chair/Comm. Chair via eFaculty

Mon, Apr 14		**Send Dept Level Evals to Faculty**	Department Staff via eFaculty
Tue, Apr 15	*Submit Annual Evaluations to PAFs PAFs Available for "Careful*		*Chairs may request access to PAFs of AY appointees from FS*
Thu, Apr 24		Submit Optional Response to Department	Faculty via eFaculty
		PAF Review Available in Cases	*Faculty Services Staff*
Fri, Apr 25		Move Packets to College Level Review	Department Staff via eFaculty
MAY			
Fri, May 16		Submit College Level Evaluations	Appropriate Admin. via eFaculty
Tue, May 20		Send College Level Evals to Faculty	College Staff via eFaculty
Fri, May 30		Submit Evaluations to PAFs	Faculty Services Staff

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-Year). Required only once per three-year appointment unless department requires more often. Faculty new in Fall Semester must be evaluated if they are rehired in Spring. Multi-year faculty are evaluated each year. **Period of Review** Typically, terms/semesters of **prior** *calendar* **year**. Under some circumstances, prior semesters may also be included (e.g., first evaluation, missed evaluation)	"Satisfactory" outcome is required for offer of 3-Year Appointment. Evaluations 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	*Failure to submit required documents will be taken into consideration as part of the evaluation.*

	Required Documents in eFaculty	**Required Documents in eFaculty**	
	1. ASA-L; upload to tab, "Review: Annual/Cumulative Evaluation of Lecturers" 2. All SOTEs for prior calendar year; under tab, "Classes Taught at SJSU" 3. All Direct Observations from prior calendar year; upload to tab, "Direct Observations of Teaching" 4. Syllabi (one per course title) and other teaching materials demonstrating effectiveness; under tab, "Classes Taught at SJSU" 5. Any department evaluations of performance in assignment or qualifications; place under tab most related to duties 6. Faculty may put items in other Activities tabs in eFaculty	1. All reviews from period of review, including prior ASA-Ls and evaluator comments; under tab, "Prior Evaluations and Reviews" 2. All SOTEs from period of review; under tab, "Classes Taught at SJSU" 3. All Direct Observations of Teaching from period of review; tab is "Direct Observations of Teaching" 4. Syllabi (one per course title) and other teaching materials; under tab, "Classes Taught at SJSU" 5. Department evaluations of performance in assignment or qualifications; under tab most related to duties 6. Faculty may use other Activities tabs in eFaculty to relay achievements	