

**ANNUAL AND CUMULATIVE EVALUATIONS CALENDAR  
PERIODIC EVALUATION OF TEMPORARY FACULTY AY 2025-2026**

<b>DUE DATE<sup>1</sup></b>	<b>ANNUAL EVALUATION</b>	<b>CUMULATIVE EVALUATION</b>	<b>DETAILS</b>
<b>AUGUST</b>			
Mon, Aug 25	Faculty Services (FS) and <b>Departments<sup>2</sup> distribute evaluation information to temporary faculty.</b>		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
<b>OCTOBER</b>			
Fri, Oct 10	<b>Begin annual case creation in eFaculty</b>  Reminder: Full-time faculty must be evaluated by committee.	<b>Begin cumulative case creation in eFaculty</b>  Reminder: All cumulative cases must be evaluated by committee.	Department Staff via eFaculty  Dept staff reminder: Reach out to <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a> for assistance with the Faculty Sheets, Case Creation, Committee confirmation, etc.
<b>DECEMBER</b>			
Fri, Dec 12	<b>All cases created</b>		Department Staff via eFaculty
Ongoing	Faculty prepare materials in F180 Activities area before submit deadlines <sup>3</sup> .  Reach out to <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a> and/or attend an <a href="#">Open Lab</a> for assistance with required document uploads.		Faculty via eFaculty

<sup>1</sup> 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.

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

<sup>3</sup> 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.

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

\*The CBA does not provide a 10 day optional response for decisions

JANUARY			
Fri, Jan 23	<b>Faculty submit annual evaluation packet "regenerate and submit packet"</b> (FS will lock packets)		Faculty in eFaculty
	<b>Departments</b> review submitted materials to assist faculty with <b>meeting requirements.</b>		Department via eFaculty RPT
Mon, Jan 26	<b>Move annual evaluation case to department level review.</b> Move Step 2 of 4 - Dept. level review.  Reminder: Full-time faculty must be evaluated by committee.		Department via eFaculty RPT
FEBRUARY			
Wed, Feb 11	Submit committee evaluation if Chair is reviewing separately.  <b>Committee evaluation required for full time faculty</b>	<b>Reminder to faculty members:</b> The deadline to upload all required documents to eFaculty is approaching.  If you need assistance with document uploads, please reach out to your Dept. Admin and/or <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a> for assistance.	Annual: Committee Chair via eFaculty
Fri, Feb 13	Submit department level evaluations  1) Chair's, if reviewing separately, and 2) Committee's		Annual: Evaluator(s) via eFaculty
Tues, Feb 17	<b>Send dept level evaluations to faculty</b>  Provide 10-Day optional response to the dept. level review	<b>Reminder to department Admins:</b> Verify each cumulative case to ensure all required documents have been submitted prior to the deadline.	Annual: Department Staff via eFaculty
Thur, Feb 26	Optional response to department due		Annual: Faculty via eFaculty

Fri, Feb 27	<b>Move packets to college level review.</b> Move to Step 3 of 4 - College level review	<b>Faculty submit cumulative evaluation packet "regenerate and submit packet"</b> (FS will lock packets) <b>Departments</b> review submitted materials to assist faculty with <b>meeting requirements.</b>	Annual: College Staff via eFaculty Cumulative: Faculty via eFaculty
<b>MARCH</b>			
Tue, Mar 3		<b>Move packets to department level review.</b> Move to Step 2 of 4 - Dept. level review	Cumulative: Department Staff via eFaculty
Thur, Mar 19		Submit committee evaluation if Chair is reviewing separately.	Cumulative: Committee Chair via eFaculty
Mon, Mar 23		Submit department level evaluations 1) Chair's, if reviewing separately, and 2) Committee's	Cumulative: Evaluator(s) via eFaculty
Wed, Mar 25		<b>Send dept level evaluations to faculty</b> Provide 10-Day optional response to the dept. level review	Cumulative: Department Staff via eFaculty
Fri, Mar 27	<b>Submit college level evaluations</b>		Annual: Appropriate Admin. Via eFaculty
Mon, Mar 30	<b>Send college level evaluations to faculty</b> No 10-Day optional response required for college level review; Faculty may submit a response to the review.		Annual: College Staff via eFaculty
Mon, Mar 30	<b>Spring Recess</b>		
<b>APRIL</b>			
Fri, Apr 3	<b>Spring Recess</b>		
Fri, Apr 3		<b>Optional response to department due</b>	Cumulative: Faculty via eFaculty

Mon, Apr 6	<p><b>Submit annual evaluations to PAFs</b></p> <p>PAFs available for "Careful Consideration"</p> <p>Chairs send requests to: <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a></p>		Annual: Faculty Services; Chairs may request access to PAFs of AY appointees from FS
Fri, Apr 10		PAF review available in cases	Faculty Services staff
Mon, Apr 13		<b>Move packets to college level review.</b> Move to Step 3 of 4 - College level review	Cumulative: Department Staff via eFaculty
<b>MAY</b>			
Fri, May 8		<b>Submit college level cumulative evaluations</b>	Cumulative: Appropriate Administrator via eFaculty
Tue, May 12		<p><b>Send college level evaluations to faculty</b></p> <p>No 10-Day optional response required for college level review; Faculty may submit a response to the review.</p>	Cumulative: College Staff via eFaculty
Mon, May 18		Submit evaluations to PAFs	Faculty Services staff

GENERAL INFORMATION	ANNUAL EVALUATION	CUMULATIVE EVALUATION	CAUTION
<p>Process follows <a href="#">CBA 12.12a</a> and is outlined on <a href="#">website</a></p> <p>Assistance: <a href="#">What Goes Where? Guide</a></p> <p>Faculty having issues with uploading the documents, please reach out your Dept. Admin for assistance, and/or <a href="mailto:efaculty@sjsu.edu">efaculty@sjsu.edu</a></p> <p>Faculty may upload documents to their case when it is created and up until the submission due date.</p> <p>Entitled and Renewing - Term Ranges will be a 3 year review</p> <p>Applying for first time Entitlement - Term Range will be a 6 year review</p>	<p><b>Evaluation</b> 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><b>Period of Review:</b> Terms/semesters of prior calendar year. Faculty new in Fall Semester must be evaluated if they are rehired.</p> <p><b>Required documents:</b> ASA-L uploaded to "Review: Annual/Cumulative Evaluation of Lecturers" Verify all SOTEs for prior calendar year uploaded to "Classes Taught at SJSU" Syllabus for each course taught - 1 per course title uploaded to "Classes taught at SJSU" Direct Observations of Teaching (Peer Evaluation) of prior year Any dept evaluations of performance in assignment or qualifications; upload to appropriate tab Faculty may upload items in other Activities tabs in Faculty</p>	<p><b>Evaluation</b> required to have "Satisfactory" outcome for 3-year appointment to be offered. Scheduled as follows:</p> <ul style="list-style-type: none"> <li>• New or Initial Three-Year Appointment: After six or more consecutive AY's of service in the department; Occurs in spring of 6th year</li> <li>• Renewal Three-Year Appointment: After each 3-Year Appointment; Occurs in spring of 3rd year of the appointment</li> </ul> <p><b>Period of Review:</b></p> <ul style="list-style-type: none"> <li>• New: Current and All Prior Appointments in the 6 Years</li> <li>• Renewal: Current and Prior 2 Years of the Current Three-Year Appointment</li> </ul> <p><b>Required documents:</b> Add documents for year AY of the review.</p> <ol style="list-style-type: none"> <li>1. All prior annual evaluations including ASA-L, for the required term ranges uploaded to "Prior Evaluations and Reviews"</li> <li>2. Verify all SOTEs for prior calendar year uploaded to "Classes Taught at SJSU"</li> <li>3. Syllabus for each course taught - 1 per course title uploaded to "Classes taught at SJSU"</li> <li>4. Direct Observations of Teaching (Peer Evaluation) of prior year</li> <li>5. Any dept evaluations of performance in assignment or qualifications; upload to appropriate tab</li> <li>6. Faculty may upload items in other Activities tabs in eFaculty</li> </ol>	<p>Failure to submit required documents will be taken into consideration as part of the evaluation.</p>