

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

DUE DATE ¹	ANNUAL EVALUATION	CUMULATIVE EVALUATION	DETAILS
AUGUST			
Mon, Aug 25	Faculty Services (FS) and Departments² 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
OCTOBER			
Fri, Oct 10	Begin annual case creation in eFaculty Reminder: Full-time faculty must be evaluated by committee.	Begin cumulative case creation in eFaculty Reminder: All cumulative cases must be evaluated by committee.	Department Staff via eFaculty Dept staff reminder: Reach out to efaculty@sjsu.edu for assistance with the Faculty Sheets, Case Creation, Committee confirmation, etc.
DECEMBER			
Fri, Dec 12	All cases created		Department Staff via eFaculty
Ongoing	Faculty prepare materials in F180 Activities area before submit deadlines ³ . Reach out to efaculty@sjsu.edu and/or attend an Open Lab for assistance with required document uploads.		Faculty via eFaculty

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.

*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	Faculty submit annual evaluation packet "regenerate and submit packet" (FS will lock packets)		Faculty in eFaculty
	Departments review submitted materials to assist faculty with meeting requirements.		Department via eFaculty RPT
Mon, Jan 26	Move annual evaluation case to department level review. 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. Committee evaluation required for full time faculty	Reminder to faculty members: 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 efaculty@sjsu.edu 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	Send dept level evaluations to faculty Provide 10-Day optional response to the dept. level review	Reminder to department Admins: 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	Move packets to college level review. Move to Step 3 of 4 - College level review	Faculty submit cumulative evaluation packet "regenerate and submit packet" (FS will lock packets) Departments review submitted materials to assist faculty with meeting requirements.	Annual: College Staff via eFaculty Cumulative: Faculty via eFaculty
MARCH			
Tue, Mar 3		Move packets to department level review. 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		Send dept level evaluations to faculty Provide 10-Day optional response to the dept. level review	Cumulative: Department Staff via eFaculty
Fri, Mar 27	Submit college level evaluations		Annual: Appropriate Admin. Via eFaculty
Mon, Mar 30	Send college level evaluations to faculty 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	Spring Recess		
APRIL			
Fri, Apr 3	Spring Recess		
Fri, Apr 3		Optional response to department due	Cumulative: Faculty via eFaculty

Mon, Apr 6	Submit annual evaluations to PAFs PAFs available for "Careful Consideration" Chairs send requests to: efaculty@sjsu.edu		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		Move packets to college level review. Move to Step 3 of 4 - College level review	Cumulative: Department Staff via eFaculty
MAY			
Fri, May 8		Submit college level cumulative evaluations	Cumulative: Appropriate Administrator via eFaculty
Tue, May 12		Send college level evaluations to faculty No 10-Day optional response required for college level review; Faculty may submit a response to the review.	Cumulative: College Staff via eFaculty
Mon, May 18		Submit evaluations to PAFs	Faculty Services staff

GENERAL INFORMATION	ANNUAL EVALUATION	CUMULATIVE EVALUATION	CAUTION
Process follows CBA 12.12a and is outlined on website Assistance: What Goes Where? Guide Faculty having issues with uploading the documents, please reach out your Dept. Admin for assistance, and/or efaculty@sjsu.edu Faculty may upload documents to their case when it is created and up until the submission due date. Entitled and Renewing - Term Ranges will be a 3 year review Applying for first time Entitlement - Term Range will be a 6 year review	Evaluation 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. Period of Review: Terms/semesters of prior calendar year. Faculty new in Fall Semester must be evaluated if they are rehired. Required documents: 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	Evaluation required to have "Satisfactory" outcome for 3-year appointment to be offered. Scheduled as follows: - New or Initial 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: Add documents for year AY of the review. 1. All prior annual evaluations including ASA-L, for the required term ranges uploaded to "Prior Evaluations and Reviews" 2. Verify all SOTEs for prior calendar year uploaded to "Classes Taught at SJSU" 3. Syllabus for each course taught - 1 per course title uploaded to "Classes taught at SJSU" 4. Direct Observations of Teaching (Peer Evaluation) of prior year 5. Any dept evaluations of performance in assignment or qualifications; upload to appropriate tab 6. Faculty may upload items in other Activities tabs in eFaculty	Failure to submit required documents will be taken into consideration as part of the evaluation.