

ANNUAL EVALUATIONS OF TEMPORARY FACULTY FOR 2018

**TO: Deans, AVP Student Services, Department Chairs/School Directors,
Director of Counseling & Psychological Services**

FROM: Joanne M. Wright, Senior AVP, University Personnel

DATE: August 27, 2018

UNIVERSITY PERSONNEL

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This memorandum provides information and materials for the annual review of full-time and part-time temporary Unit 3 faculty members (“temporary faculty”), for calendar year 2018. Each college or equivalent unit should provide these materials to temporary faculty **by September 4, 2018**, 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 his/her 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.

The distribution of evaluation materials will take place in Fall Semester 2018. The annual review process is to be completed by April 2, 2019, for all temporary faculty.

No offer of appointments should be made before the completion of annual evaluations. An appointment will not be approved until the faculty member’s annual evaluation has been received by UP-Faculty Affairs.

Links are provided below for policies related to the 2018 annual evaluation process. Evaluation documents will be distributed on November 16, 2018.

1. Memorandum: Annual Evaluations of Temporary Faculty for 2018
2. Instructions for Annual Evaluation of Temporary Faculty
3. Annual Evaluation form
4. Annual Summary of Achievements form
5. S10-7 “Appointment and Evaluation Policy for Temporary Faculty”
<http://www.sjsu.edu/senate/docs/S10-7.pdf>
6. F12-6 “Evaluation in Effectiveness in Teaching for all Faculty”
<http://www.sjsu.edu/senate/docs/F12-6.pdf>
7. S14-1 “Evaluation in Effectiveness in teaching for all Faculty”
8. F04-1 “SOTE and SOLATE Interpretation Guides”
<http://www.sjsu.edu/senate/docs/F04-1.pdf>

Should you have questions, please do not hesitate to contact me.

C: Joan Ficke, Interim Provost & Senior Vice President for Academic Affairs
Jaye Bailey, Vice President for Organizational Development & Chief of Staff
Carl Kemnitz, Deputy Provost
College Analysts

The California State University:

Chancellor’s Office
Bakersfield, Channel Islands, Chico,
Dominguez Hills, East Bay, Fresno, Fullerton,
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Academy, Monterey Bay, Northridge, Pomona,
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