

ANNUAL EVALUATIONS OF TEMPORARY FACULTY FOR 2016

Division of Academic Affairs
Office of Faculty Affairs

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

FROM: Joanne M. Wright, Senior Director, Academic Employee Relations

DATE: September 2, 2016

This memorandum provides information and materials for the annual review of temporary Unit 3 faculty members (“temporary faculty”), both full-time and part-time, for calendar year 2016. Each college or equivalent unit will provide these materials to temporary faculty 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.

Please note some changes in the process this year. The distribution of materials will take place in Fall Semester 2016. Review of Personnel Action Files (“PAFs”) are to be completed prior to the start of Spring Semester 2017 to ensure that the annual review process is completed by March 17, 2017, for part-time faculty and by March 24, 2017, for full-time 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 Faculty Affairs

Links are provided below for policies related to the 2016 annual evaluation process. Expandable word and PDF evaluation documents will be distributed on November 21, 2016

1. Memorandum: Annual Evaluations of Temporary Faculty for 2016
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”](#)
6. [F12-6 “Evaluation in Effectiveness in Teaching for all Faculty”](#)
7. [S14-1 “Evaluation in Effectiveness in teaching for all Faculty”](#)
8. [F04-1 “SOTE and SOLATE Interpretation Guides”](#)

The California State University:
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Should you have questions, please do not hesitate to contact me.

C: President Papazian
Provost Feinstein
Deputy Provost Kemnitz
College HR Analysts