

ANNUAL EVALUATIONS OF TEMPORARY FACULTY FOR 2017

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

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

**DATE: August 28, 2017**

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[www.sjsu.edu/facultyaffairs](http://www.sjsu.edu/facultyaffairs)

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 2017. Each college or equivalent unit should provide these materials to temporary faculty **by September 1, 2017**, 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 2017. The annual review process is to be completed by April 3, 2018, 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 Faculty Affairs.**

Links are provided below for policies related to the 2017 annual evaluation process. Evaluation documents will be distributed on November 17, 2017.

1. Memorandum: Annual Evaluations of Temporary Faculty for 2017
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>

**The California State University:**  
Chancellor’s Office  
Bakersfield, Channel Islands, Chico,  
Dominguez Hills, East Bay, Fresno, Fullerton,  
Humboldt, Long Beach, Los Angeles, Maritime  
Academy, Monterey Bay, Northridge, Pomona,  
Sacramento, San Bernardino, San Diego, San  
Francisco, San José, San Luis Obispo, San  
Marcos, Sonoma, Stanislaus

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

**C:** Vice President Bailey  
Provost Feinstein  
Deputy Provost Kemnitz  
Interim AVP Kimbarow  
College HR Analysts