

INSTRUCTIONS FOR CUMULATIVE EVALUATIONS

Cumulative Evaluations for Initial and Renewal Three-Year Appointments will be conducted during Spring Semester 2018.

WHO RECEIVES A CUMULATIVE EVALUATION?

1. All temporary faculty who have served six consecutive years are eligible for an Initial Three-Year Appointment and must receive a Cumulative Evaluation in the sixth year.
2. All temporary faculty in the third year of a Three-Year Appointment are eligible for a Renewal Three-Year Appointment and must receive a Cumulative Evaluation.

Note: Cumulative Evaluations should be completed even if the faculty member did not teach during the third (or any other) year of a Three-Year appointment.

WHAT YEARS ARE REVIEWED FOR CUMULATIVE EVALUATION?

Eligible for Initial Three-Year Appointment	Eligible for Renewal Three-Year Appointment
Spring and Fall 2012	-----
Spring and Fall 2013	-----
Spring and Fall 2014	-----
Spring and Fall 2015	Spring and Fall 2015
Spring and Fall 2016	Spring and Fall 2016
Spring and Fall 2017	Spring and Fall 2017

DOCUMENTS REQUIRED FROM FACULTY MEMBER

Pursuant to Article 15.12 a. of the CSU/CFA Collective Bargaining Agreement (CBA), faculty members subject to review “shall be responsible for the identification of materials they wish to be considered, as well as materials required by campus policy, and for the submission of such materials as may be accessible to them.” The required materials are designated as the **Working Personnel Action File (WPAF)**. Additional documentation from the period of review may be provided by the faculty member or gathered by the Department and shall be included in the WPAF and considered in the evaluation. Copies of materials not provided by the temporary faculty member **must** be given to the temporary faculty member at least five (5) days before the review begins.

The failure to submit required documentation or otherwise cooperate in the evaluation process may be taken into consideration in the faculty member’s evaluation.

Documents Required for an Initial Three-Year Appointment:

YEAR	SOTES*	PEER REVIEW	ANNUAL SUMMARY OF ACHIEVEMENTS
2012	For at least TWO classes	At least ONE	NA (in PAF)
2013	For at least TWO classes	At least ONE	NA (in PAF)
2014	For at least TWO classes	At least ONE	NA (in PAF)
2015	For ALL classes	All Peer Reviews	NA (in PAF)
2016	For ALL classes	All Peer Reviews	NA (in PAF)
2017	SUBMITTED AS PER ANNUAL EVALUATION INSTRUCTIONS**		

* The Appropriate Administrator will notify faculty by December 8, 2017, if s/he will access SOTES electronically; if no notification is received, faculty should submit SOTES in hard copy.

**Faculty members eligible for Initial Three-Year Appointments must also have 2017 Annual Evaluations. Documents submitted for Annual Evaluations do not have to be re-submitted for Cumulative Evaluations.

Documents Required for a Renewal Three-Year Appointment:

YEAR	SOTES	PEER REVIEW	ASA
2015	For ALL classes	All Peer Reviews	If ASA in PAF, will review
2016	For ALL classes	All Peer Reviews	If ASA in PAF, will review
2017*	For ALL classes*	All Peer Reviews*	ASA Required*

* If the faculty member is receiving a 2017 Annual Evaluation, there is no need to re-submit 2017 materials for the Cumulative Evaluation.

EVALUATION PROCESS

A. Who Evaluates?

An “Appropriate Administrator” (Dean, Associate Dean, or equivalent) evaluates **all** temporary faculty eligible for a Cumulative Evaluation.

B. What Ratings are Given?

The faculty member will be rated as either “Satisfactory” or “Unsatisfactory.” It is the Appropriate Administrator’s responsibility to define what is required to achieve a “Satisfactory.” Satisfactory ratings must be both objective and non-discriminatory; they may include narrative comments including constructive suggestions for development. Ratings of “Unsatisfactory” **must** include written comments.

C. What Is Considered During The Evaluation Process?

1. All materials in the faculty member’s WPAF as stated above (“Documents Required from Faculty Member”)
2. Faculty member’s PAF. The review of the PAF shall include a review of all of the annual evaluations and Annual Summary of Achievements (ASAs) for the qualifying period under review.

D. Completion of Evaluation Process

Following review by the Dean, a copy of the completed evaluation must be provided to the faculty member. The faculty member may then respond to and/or rebut the evaluation. After ten days, the process is completed. By April 30, 2018, the Dean forwards evaluations and evaluation materials to Departments for distribution.

APPOINTMENTS

No Initial or Renewal Three-Year Appointment will be approved by OFA until the completed Cumulative Evaluation is received by OFA. Temporary faculty members who receive “Unsatisfactory” on their evaluations will not receive Initial or Renewal Three-Year Appointments and are not eligible to teach for SJSU.