

Office of Faculty Affairs
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Associate Vice President
Elna Green

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Francisco, San José, San Luis
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MEMORANDUM:

CUMULATIVE TEMPORARY FACULTY EVALUATIONS

TO: Deans and Associate Deans

FR: Elna C. Green
AVP/FA



DATE: August 27, 2015

Per Articles 15.28 and 15.29 of the CFA/CSU Agreement, all temporary faculty members eligible for an initial or subsequent three-year appointment shall have a **cumulative evaluation** in the final year of their current appointment. *This cumulative evaluation is separate from, and in addition to, any annual evaluation.*

The faculty member's cumulative performance for the entire qualifying period (6 years for initial appointment; 3 years for subsequent appointment) shall be evaluated in the year preceding the issuance of any three-year appointment. This evaluation shall be conducted by the appropriate administrator. The appropriate administrator is the Dean or Associate Dean.

The following items are hyperlinked and attached in separate pdfs:

- [Instructions and Calendar](#); and
- Cumulative Evaluation form.

Please read the directions carefully as we have made changes from last year, based on your input about the inaugural process.

By September 3, 2015, please distribute this memo, the calendar and the instructions to the affected temporary faculty. Completed evaluations are due to the Office of Faculty Affairs for placement in the temporary faculty's Personnel Action File by **May 16, 2015**. This memorandum and its attachments will be sent out again at the start of the Spring 2016 semester.

A list of faculty in your college who need a cumulative evaluation according to our records will be sent under separate email. Please notify Thanh-Minh Nguyen, at 408-924-2457, for any corrections/edits.

Should you have any questions, please contact me at 408-924-2450.

C: Interim President Martin
Provost Feinstein
Deputy Provost Kemnitz
CFA President Rudy
Department Chairs/School Directors
College HR Analysts