

**INSTRUCTIONS AND CALENDAR
FOR CUMULATIVE EVALUATION OF
THREE YEAR ENTITLED TEMPORARY FACULTY**

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. 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 for each college and the library is the Dean or Associate Dean.

This cumulative evaluation is separate from, and in addition to, the annual evaluation required per Article 15.26.

For the cumulative evaluation process, the temporary faculty member shall turn in to the Dean's Office the following items by **April 8, 2016 for the qualifying period under review***:

1. SOTEs (minimum of 2 classes annually through Fall 2013; all classes beginning Spring 2014)**;
2. All direct observations/peer reviews (minimum of 1 peer review for first semester taught and 1 peer review each third semester thereafter through Spring 2014; minimum of 1 peer review for first semester taught and 1 peer review per appointment period-- e.g., one-year or three-year appointments-- beginning Fall 2014.
3. Annual Summary of Achievements (ASA) for Calendar Year 2015 (unless attached to Annual Evaluation for Calendar Year 2015).

*The qualifying period under review for temporary faculty seeking an initial appointment is Spring 2010-Fall 2015; the qualifying period under review for temporary faculty seeking a successor three year is Spring 2013-Fall 2015. Note that Spring semester is the beginning semester to allow alignment with the annual evaluation period.

If the appropriate administrator chooses, he/she may view SOTEs electronically if available. For this choice to be effective, the appropriate administrator must provide written notification to all affected faculty of this decision by **February 29, 2016. If no written notification is provided, the temporary faculty member shall turn in hard copies of the SOTEs.

If an annual evaluation of the temporary faculty member is due for calendar year 2015, the Department Chair/School Director shall be responsible for submitting the completed evaluation, ASA, and faculty response/rebuttal to the Dean's Office by **March 18, 2016 for full-time temporary faculty and by April 4, 2016 for part-time temporary faculty**.

After receipt of these materials, the appropriate administrator shall review all submitted materials and shall schedule a time with the Office of Faculty Affairs to review and sign all of the PAFs prior to completing the cumulative evaluation. 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.

In all cumulative evaluations, the appropriate administrator will rate the temporary faculty member as either satisfactory or unsatisfactory. It is the appropriate administrator's responsibility

to define what is required to achieve a satisfactory rating. A satisfactory rating must be both objective and non-discriminatory. Satisfactory ratings may include narrative comments including constructive suggestions for development. Where the appropriate administrator determines that a temporary faculty member has not performed their duties in a satisfactory manner, then the reasons for the appropriate administrator's determination shall be reduced to writing.

The Dean's office shall provide the faculty member with a copy of the completed evaluation and request that the faculty member sign and return the evaluation with any response/rebuttal. This shall occur no later than **May 6, 2016**. The faculty member then has ten (10) days to submit a response/rebuttal. After ten (10) days have elapsed, the Dean's office shall forward the completed evaluation to the temporary faculty member, the Department Chair/School Director, and the Office of Faculty Affairs for placement into the official Personnel Action File (PAF). This shall occur no later than **May 16, 2016**.

All other materials submitted shall remain in the Dean's office for a minimum of fifty (50) calendar days after the evaluation is forwarded to the PAF. Unless notified otherwise by Faculty Affairs, after fifty (50) calendar days have elapsed, the materials shall be returned to the temporary faculty member. For additional information, please contact Elna Green, the AVP of Faculty Affairs, at (408) 924-2450.

SPRING 2016 CALENDAR FOR CUMULATIVE EVALUATIONS

DUE DATE	EVENT
February 29, 2016 (Optional)	Dean/Associate Dean provides written notification to all affected faculty that he/she will view SOTEs electronically and that no hard copy SOTEs need to be submitted to Dean's Office
March 18, 2016 (if applicable)	If annual evaluation for calendar year 2015 for <i>full-time</i> temporary faculty member is due, Chair/Director shall submit evaluation, ASA, and any faculty response/rebuttal to Dean's Office
April 4, 2016 (if applicable)	If annual evaluation for calendar year 2015 for <i>part-time</i> temporary faculty member is due, Chair/Director shall submit evaluation, ASA, and any faculty response/rebuttal to Dean's Office
April 8, 2016	All materials submitted to Dean's Office by faculty member (except annual evaluation for calendar year 2015, which is submitted by Chair/Director)
Between March 31-May 3, 2016	Dean/Associate Dean to schedule and review PAFs of all affected faculty members at Office of Faculty Affairs
May 6, 2016	Dean/Associate Dean to forward completed evaluation to faculty members for signature and 10 day response/rebuttal period
May 16, 2016	All cumulative evaluations due to Office of Faculty Affairs for placement in PAF; copies of the same to the temporary faculty member and Chair/Director
July 7, 2016*	All materials may be returned to temporary faculty members (*This date is subject to change, depending on final date of submission of evaluation to Office of Faculty Affairs.)