

Date*	Annual	Cumulative
Thursday September 3, 2020	UP-FA Distributes Evaluation Information to Faculty	UP - FA Distributes Evaluation information to Faculty Colleges and Departments check "entitlement" lists.
Friday January 29, 2021	Faculty Submit Documents Via eFaculty	<i>Faculty begin preparing materials in eFaculty</i>
Thursday February 18, 2021	Department Committee Recommendations Due <i>via eFaculty (e.g., 1.0 FTE Lecturers)</i>	
Thursday February 25, 2021	All Department Level Annual Evaluations Due <i>Chair submits via eFaculty.</i>	
Friday February 26, 2021	Department Level Evaluations Released to Faculty	
Monday March 8, 2021	Faculty Optional Response to Department Due <i>via eFaculty</i>	Faculty Submit Documents Via eFaculty <i>Include any concurrent annual evaluations.</i>
Tuesday March 9, 2021	Evaluations Released to College Administrators <i>Excludes concurrent annual evaluations.</i>	
Monday March 29, 2021		Department Committee Recommendations Due <i>via eFaculty</i>
Wednesday March 31, 2021		Department Level Evaluations Released to Faculty <i>Chair submits via eFaculty (chair eval. ok if not on committee).</i>
Friday April 2, 2021		Department Level Evaluations Released to Faculty
Thursday April 8, 2021	College Level Evaluations Due <i>Appropriate Administrator submits via eFaculty.</i>	
Friday April 9, 2021	College Level Evaluations Released to Faculty	
Monday April 12, 2021		Faculty Optional Response to Department Due <i>via eFaculty</i>
Tuesday April 13, 2021		1. Evaluations Released to College Administrators 2. PAF Review Period Opens
Monday April 19, 2021	Faculty Optional Response to College Due <i>via eFaculty</i>	
Monday April 26, 2021	PAFs Available for "Careful Consideration" Review <i>Send requests to:</i> up-faculty-evaluations@sjsu.edu .	
Thursday May 6, 2021		College Level Evaluations Due <i>Including concurrent annual evaluations.</i>
Friday May 7, 2021		College Level Evaluations Released to Faculty
Monday May 17, 2021		Faculty Optional Response to Annual Evaluation Due <i>via eFaculty</i>

<p>Assistance: Further instructions are located here.</p> <p>eFaculty help: What Goes Where? eFaculty Training and Help web page</p>	<p>Annual Evaluations: <i>Required at minimum once per appointment period. Period of Review is Spring '20 - Fall '20</i></p> <p>Required Documents in eFaculty</p> <ol style="list-style-type: none"> 1. ASA; upload to "Review: Annual/Cumulative Evaluation of Lecturers" 2. All SOTEs for prior calendar year; under "Classes Taught at SJSU" 3. All Direct Observations from prior year; upload to "Direct Observations of Teaching" 4. Department evaluations of performance in assignment <p>Faculty may use other Activities tabs in eFaculty to relay achievements. <i>Failure to submit required documents will be taken into consideration as part of the evaluation.</i></p>	<p>Cumulative Evaluations: <i>Required for first, or renewal, 3-Year Appointments</i> First: <i>Period of Review is Likely Fall'15 or Spring'16 to Present</i> Renewal: <i>Period of Review is Likely F18 or S19 to Present</i></p> <p>Required Documents in eFaculty</p> <ol style="list-style-type: none"> 1. All prior reviews including ASAs and evaluator comments; place under "Prior Evaluations and Reviews" tab 2. All SOTEs; under "Classes Taught at SJSU" tab 3. All Direct Observations of Teaching; in self-named tab 4. Department evaluations of performance in assignment <p>Faculty may use other Activities tabs in eFaculty to relay achievements. <i>Failure to submit required documents will be taken into consideration as part of the evaluation</i></p>
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*Time deadline is 5:00 p.m. on the date provided unless extended by UP - FA.

UP - FA will not process lecturer appointments until any required annual evaluations have been received.
AY 20-21 THREE-YEAR APPOINTMENTS ("ENTITLEMENT") WILL NOT BE APPROVED UNTIL UP - FA RECEIVES THE REQUIRED CUMULATIVE EVALUATION.