MEMORANDUM
ANNUAL & CUMULATIVE EVALUATIONS OF TEMPORARY FACULTY

DATE: August 27, 2021
TO: Campus Academic Leaders
FROM: James Lee, Senior Director, Faculty Services

This memorandum provides information and materials for the annual and cumulative periodic evaluations of full-time and part-time temporary Unit 3 faculty members ("temporary faculty"), for calendar year 2021. Please note that there is a new University Policy covering these procedures, S21-2. Among other things, it specifies a new ratings scale for Annual Evaluations with definitions for each point: Unsatisfactory, Needs Improvement, Satisfactory, Good, Excellent.

Each college or equivalent unit should make the attached materials available to temporary faculty, along with any department-level evaluation tools (e.g., direct observation forms, performance assessments) by September 2, 2021, 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 [sic] 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.

Pursuant to provisions of Article 15 of the CSU-CFA Agreement, departments shall evaluate lecturers at least once per appointment period. Furthermore, all lecturers eligible for an initial or subsequent three-year appointment (commonly called, "entitlement") undergo a cumulative evaluation in the academic year preceding the issuance of a new or renewal appointment. This cumulative evaluation is separate from, and in addition to, any annual evaluation.

After a department committee issues their cumulative evaluation (and also chair if not on the committee), the appropriate administrator, Dean or Associate Dean (or equivalent), must rate the faculty member as either “Satisfactory” or “Unsatisfactory.” Only faculty whose performance is rated as “Satisfactory” may be offered a three-year appointment.

Completed annual evaluations and cumulative evaluations are due to UP - FS for placement in the faculty member’s Personnel Action File by April 25, 2022 and May 28, 2022 respectively.
Division and department heads, please ensure the information below is distributed to lecturers or “temporary faculty” by September 2, 2021, and that department-level criteria and evaluation forms are also distributed by that date.

Attachments and hyperlinks:

- This memo: Annual & Cumulative Evaluations of Temporary Faculty
- Periodic Evaluations - Lecturers - Instructions
- Periodic Evaluations - Lecturers - Calendar
- Annual Summary of Achievements - Lecturer (ASA-L) Form
- Replicated forms used by evaluators in eFaculty
  - Periodic Evaluation - Annual - Form - 1
  - Periodic Evaluation - Annual - Form - 2
  - Periodic Evaluation - Cumulative - Reviewer Comments
- CBA Article 15
- University Policies: S21-2; F12-6; S17-2; S20-4
- SOTEs Interpretation Guide - 2019
- What Goes Where? Preparing Materials in eFaculty
- eFaculty Training and Help