

ANNUAL EVALUATIONS OF TEMPORARY FACULTY FOR 2019

TO: Campus Academic Leaders

FROM: James Lee, Senior Director, UP – Faculty Affairs

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UNIVERSITY PERSONNEL

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This memorandum provides information and materials for the annual review of full-time and part-time temporary Unit 3 faculty members (“temporary faculty”), for calendar year 2019. Each college or equivalent unit should provide these materials to temporary faculty **by September 3, 2019**, 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 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.

UP - FA distributes evaluation materials in the fall semester. The annual review process for all temporary faculty is to be completed by April 1.

No offer of appointments should be made before the completion of annual evaluations. An appointment will not be approved until the faculty member’s annual evaluation has been received by UP-Faculty Affairs.

Evaluation documents below are attached. Links are provided below for policies related to the annual evaluation process. UP – FA will distribute evaluation documents again by November 15, 2019.

1. Memorandum: Annual Evaluations of Temporary Faculty for 2019
2. Annual Evaluations of Temporary Faculty - Instructions
3. Annual Evaluations of Temporary Faculty - Calendar
4. Annual Evaluation of Temporary Faculty - Form
5. Annual Summary of Achievements (ASA)
6. S10-7 “Appointment and Evaluation Policy for Temporary Faculty”
<http://www.sjsu.edu/senate/docs/S10-7.pdf>
7. F12-6 “Evaluation in Effectiveness in Teaching for all Faculty”
<http://www.sjsu.edu/senate/docs/F12-6.pdf>
8. S14-1 “Evaluation in Effectiveness in teaching for all Faculty”
<http://www.sjsu.edu/senate/docs/S14-1.pdf>
9. S17-6 “Adopting New SOTE and SOLATE Instruments”
<http://www.sjsu.edu/senate/docs/S17-2.pdf>
10. SOTEs Interpretation Guide - 2019
<http://www.sjsu.edu/up/docs/sote-interpretation-guide-fall-2019.pdf>

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Should you have questions, please do not hesitate to contact me at 408-924-2450.