

CUMULATIVE EVALUATIONS - INSTRUCTIONS

Cumulative Evaluations for Initial and Renewal Three-Year Appointments will be conducted during Spring Semester 2020. Please note change to process for "Who Evaluates?" below.

WHO RECEIVES A CUMULATIVE EVALUATION?

1. All temporary faculty who have served six consecutive years are eligible for an Initial Three-Year Appointment and must receive a Cumulative Evaluation in the sixth year.
2. All temporary faculty in the third year of a Three-Year Appointment are eligible for a Renewal Three-Year Appointment and must receive a Cumulative Evaluation.

Note: Cumulative Evaluations should be completed even if the faculty member did not teach during the third (or any other) year of a Three-Year appointment.

WHAT YEARS ARE REVIEWED FOR CUMULATIVE EVALUATION?

Eligible for New Three-Year Appointment	Eligible for Renewal of Three-Year Appointment
Spring and Fall 2014	-----
Spring and Fall 2015	-----
Spring and Fall 2016	-----
Spring and Fall 2017	Spring and Fall 2017
Spring and Fall 2018	Spring and Fall 2018
Spring and Fall 2019	Spring and Fall 2019

DOCUMENTS REQUIRED FROM FACULTY MEMBER

Pursuant to Article 15.12 a. of the CSU/CFA Collective Bargaining Agreement (CBA), faculty members subject to review "shall be responsible for the identification of materials they wish to be considered, as well as materials required by campus policy, and for the submission of such materials as may be accessible to them." The required materials are designated as the **Working Personnel Action File (WPAF)**.

Additional documentation from the period of review may be provided by the faculty member or gathered by the Department and shall be included in the WPAF and considered in the evaluation. Copies of materials not provided by anyone other than the reviewed faculty member **must** be given to the faculty member at least five (5) days before the review begins.

The failure to submit required documentation or otherwise cooperate in the evaluation process may be taken into consideration in the faculty member's evaluation.

Documents Required for an Initial (New) or Renewal Three-Year Appointment:

APPT. TYPE	YEAR	SOTE/SOLAREs*	PEER REVIEW	ASA
New	2014	For at least TWO classes	At least ONE	As submitted for 2014
	2015	For at least TWO classes	At least ONE	As submitted for 2015
	2016	For at least TWO classes	All Direct Observations	As submitted for 2016
New/Renewal:	2017	For ALL classes	All Direct Observations	As submitted for 2017
	2018	For ALL classes	All Direct Observations	As submitted for 2018
	2019	SUBMITTED AS PER ANNUAL EVALUATION INSTRUCTIONS**		

* The Appropriate Administrator will notify faculty by December 6, 2019, if they will access SOTES electronically; if no notification is received, faculty should submit SOTES in cumulative evaluation packet.

**Faculty members eligible for Initial (New) Three-Year Appointments must also have 2019 Annual Evaluations. Documents submitted for Annual Evaluations do not have to be re-submitted for Cumulative Evaluations.

In addition to the documents described above, please also submit as a cover sheet the *Cumulative Evaluations of Temporary Faculty for Three-Year Appointment – Form*

EVALUATION PROCESS**A. What Ratings are Given?**

The faculty member will be rated as either "Satisfactory" or "Unsatisfactory." It is the Appropriate Administrator's responsibility to define what is required to achieve a "Satisfactory." Satisfactory ratings must be both objective and non-discriminatory; they may include narrative comments including constructive suggestions for development. Ratings of "Unsatisfactory" **must** include written comments.

B. Who Evaluates?

An "Appropriate Administrator" (Dean, Associate Dean, or equivalent) evaluates **all** temporary faculty eligible for a Cumulative Evaluation.

NEW IN AY 2019-2020—OPTION FOR DEPARTMENT-LEVEL REVIEW.

The University will transition in future to require department-level evaluation prior to three-year appointments being made. In AY 2019-2020, faculty who choose to have a department-level evaluation, and departments that require it, shall complete a review prior to the College review. A duly elected department personnel committee shall evaluate and rate the faculty as "Satisfactory" or "Unsatisfactory." If the chair did not serve on the committee, they may provide an evaluation after the committee evaluation is completed. Department evaluators may elaborate with formative statements only if their rating is "Satisfactory." Evaluated faculty may choose to submit a written statement in response to the department-level review.

C. What Is Considered During The Evaluation Process?

1. All materials in the faculty member's WPAF as stated above ("Documents Required from Faculty Member")
2. Faculty member's PAF. 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.

D. Completion of Evaluation Process

Following review by the Dean, a copy of the completed evaluation must be provided to the faculty member. The faculty member may then respond to and/or rebut the college-level evaluation during a 10-day window. By April 24, 2020, evaluations and evaluation materials are sent to Departments for distribution and to UP -FA for placement into PAFs.

APPOINTMENTS

No Initial or Renewal Three-Year Appointment will be approved by UP-FA until the completed Cumulative Evaluation is received by UP-FA. Temporary faculty members who receive "Unsatisfactory" on their evaluations will not receive Initial or Renewal Three-Year Appointments and are not eligible to teach for SJSU.