

Uploading Required Documents to eFaculty

Annual Evaluation



Annual - Required Documents

Required Doc:

Where to upload the Doc:

Annual Evaluation - eFaculty Placement

Item	Enter or Upload to This Activities Tab...
1. Annual Summary of Achievements - Lecturers/Librarians (ASA-L)	Review: Annual/Cumulative Evaluation of Lecturers
2. All SOTEs for prior calendar year; Syllabus for each course taught; other evidence of teaching effectiveness	Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc. and/or Additional Courses and Student Evaluations <i>SOTE/SOLATEs from Spring 2013 to present are preloaded to these sections</i>
3. All Direct Observations of Teaching (peer evaluation) from the prior year	Direct Observations of Teaching
4. Any other department evaluations or evidence of performance in assignment	Choose tab as appropriate to tab's description



Where to Find the ASA-L Document

1. Go to www.sjsu.edu
2. Use the search bar to look up “**Annual Evaluation**”
3. Locate the file titled **Annual Summary of Achievements – Lecturers (ASA-L) [docx]**
4. Download the document and fill it out

University Personnel



< Back to Faculty Resources & Support

[Assigned Time for Exceptional Levels of Service to Students](#)

eFaculty Training and Help

Lecturer Evaluations

Periodic Evaluation of Probationary and Tenured Faculty

Range Elevation

Retention, Tenure, & Promotion (RTP)

Lecturer Evaluations

Periodic Evaluations - Annual and Cumulative Review of Lecturers

- My Preparation and Review
 - [Annual and Cumulative Evaluation Calendar \[pdf\]](#)
 - [Periodic Evaluations - Lecturers - Instructions \[pdf\]](#)
 - [Annual Summary of Achievements - Lecturers \(ASA-L\) \[docx\]](#)
 - [What Goes Where? Preparing Materials in eFaculty \[pdf\]](#)
 - [eFaculty Training and Help](#)
- Review Policies and Procedures
 - [Memo Annual & Cumulative Evaluations of Temporary Faculty \[pdf\]](#)
 - [Periodic Evaluation - Annual - Form - 1 \[docx\]](#)
 - [Periodic Evaluation - Annual - Form - 2 \[docx\]](#)
 - [Periodic Evaluation - Cumulative - Reviewer Comments \[docx\]](#)
 - [CBA Article 15 \[pdf\]](#)
 - [SOTEs Interpretation Guide \[pdf\]](#)

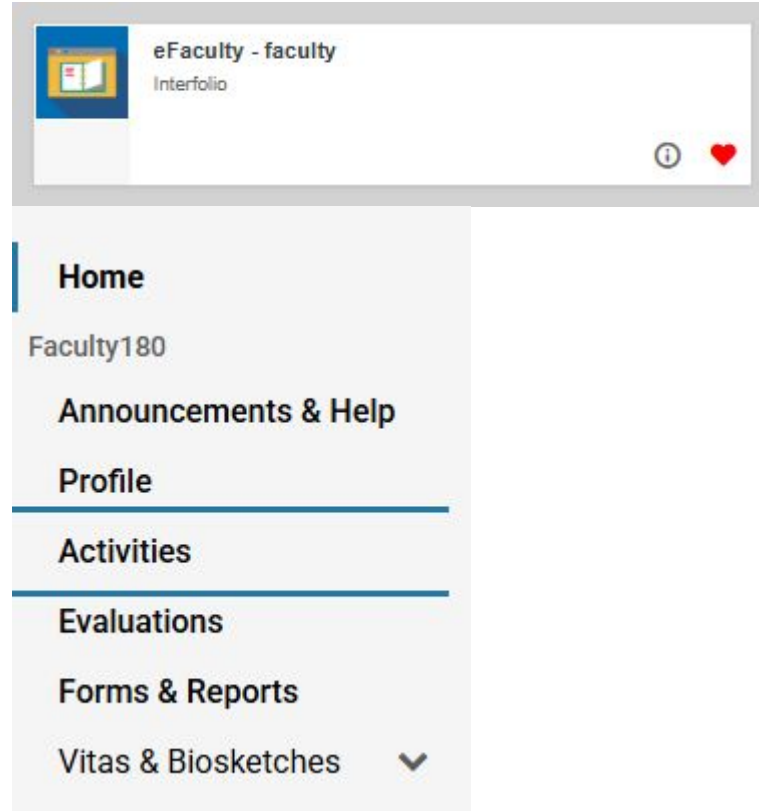


Annual Evaluation - Uploading Required Documents

Go to **one.sjsu.edu**

Click on **eFaculty**

Select **Activities**



Please navigate to **Review:
Annual/Cumulative
Evaluations** to upload your
ASA-L document.

Click +ADD

Upload the document

Review: Annual/Cumulative Evaluations

+ ADD

This section appears to reviewers only during periodic evaluation of lecturer faculty (annual and/or cumulative review). It should be updated each year of annual review. It will not show in other review processes.

Annual Evaluation: Submit the completed ASA-L here or enter your statement(s) in the box(es) provided. NOTE: The ASA-L is for the last completed calendar year—not AY. For example, the evaluation conducted in 2021 is for the Winter, Spring, Summer, and Fall sessions of 2020.

Cumulative Evaluation (CE): DOES NOT REQUIRE ASA-L. CE is a review of all activities at year 6 for initial 3-Year Appointment or year 3 of 3 for renewal of 3-Year Appointment. CE may be conducted during same review cycle as an Annual Evaluation (or not). A CE document is not required here, but candidates may submit a cumulative evaluation narrative statement if they wish.

The ASA-L is required for the annual evaluation process only, and must be completed by each lecturer or temporary faculty member for annual evaluation. It will be placed in the faculty member's Personnel Action File with other evaluation material. Pursuant to Article 15.12 of the Collective Bargaining Agreement, faculty members are responsible for submitting evaluation materials required by campus policy. Failure to submit required material will be taken into consideration as part of the evaluation.

The ASA-L sections are:

- 1) ACADEMIC ASSIGNMENT: TEACHING, SUPERVISION, AND/OR OTHER ACADEMIC WORK ASSIGNMENTS

Required Section if Faculty Were Teaching. Evaluators may use student ratings, peer direct observations, and course materials such as outlines, tests, or grades in their review. In the space below, please provide them additional information about your efforts to maintain or improve your effectiveness in your academic assignment, such as teaching practices, activities to improve teaching effectiveness, and professional development.

- 2) SERVICE TO STUDENTS, UNIVERSITY, PROFESSION Required when applicable to work assignment (e.g., assigned to advise majors).
- 3) ADDITIONAL ACHIEVEMENTS, QUALIFICATIONS, RSCA, AND/OR CONTRIBUTIONS Required when applicable to work assignment (e.g., laboratory researcher).

Start Semester	End Semester	ACTIONS
Spring 2019	Fall 2019	
Spring 2020	Fall 2020	
Spring 2021	Fall 2021	
Spring 2022	Fall 2022	
Spring 2023	Fall 2023	
Spring 2024	Fall 2024	
Spring 2025	Fall 2025	

+ ADD

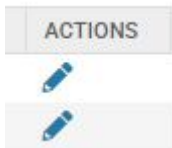
Item	Enter or Upload to This Activities Tab...
1. Annual Summary of Achievements - Lecturers/Librarians (ASA-L)	Review: Annual/Cumulative Evaluation of Lecturers



SOTEs are automatically uploaded in this section.

Syllabi must be added manually.

To upload your syllabus, click the **pencil icon** under **ACTIONS** and then upload the file.



Classes Taught at SJSU, SOTE/SOLATES, Syllabi, etc.

Help ?

This section is prepopulated with classes taught at SJSU. If there is an error, please contact efaculty@sjsu.edu and a correction will be made. Please upload attachments related to your classes, such as syllabi and selected course materials that demonstrate instructional quality and effectiveness, here.

Student evaluations of teaching (SOTE/SOLATES) now prepopulate in this section (Fall 2013 - present). When SOTE/SOLATE files do not match classes here, they are stored in the "Additional Student Evaluations" Activities Tab below. To obtain missing SOTE/SOLATES, please contact efaculty@sjsu.edu.

If exercising the option to eliminate one class's SOTE/SOLATE from consideration per [F12-6](#), or any from spring 2020 per [S20-4](#), it is best practice to document the removal of the evaluation citing this policy.* Faculty may choose to exclude the survey results from one class per qualifying year from their evaluations. For a year to qualify, they must have taught at least fifteen WTUs evaluated via the SOTE and/or SOLATE instrument during that review year. The "review year" shall correspond to the review cycle of the faculty member. The review cycle is typically the academic year (AY), but lecturer faculty annual evaluations are on the calendar year. When removing student evaluations, keep in mind the requirement that remaining SOTE/SOLATES shall be representative of teaching assignments.

*Suggested language includes:

- Pursuant to F12-6, the official SOTE/SOLATE for [Course.Section] has been removed from the WPAF. There were at least 15 WTUs of courses that students evaluated in [AY Year-Year or CY Year]. The remaining evaluations are in the WPAF.
- Pursuant to S20-4, the official SOTE/SOLATE for [Course.Section] in Spring 2020 has been removed from the WPAF.
- Pursuant to F12-6, the official SOTE/SOLATE for [Course.Section] was not conducted in [semester/session Year] because [there were 5 or fewer students; there were fewer than 9 students and I requested they not be conducted; other substantiated reason].

Term	Course	Course Title	Credit Hours	Enrollment	Instruction Mode	Days	Time	ACTIONS
Fall 2016	ACCT 281 a	Principles of Financial Accounting	0	25	Evening Class			
Fall 2016	ACCT 281 b	Principles of Financial Accounting	0	25	Evening Class			
Fall 2016	ACCT 282 a	Principles of Managerial Accounting	0	32	Evening Class			
Fall 2016	ACCT 282 b	Principles of Managerial Accounting	0	25	Evening Class			
Spring 2016	ACCT 281 a	Principles of Financial Accounting	0	25	Evening Class			
Spring 2016	ACCT 281 b	Principles of Financial Accounting	0	32	Evening Class			
Spring 2016	ACCT 282 a	Principles of Managerial Accounting	0	28	Morning Class			
Spring 2016	ACCT 282 b	Principles of Managerial Accounting	0	25	Evening Class			

2. All SOTEs for prior calendar year; Syllabus for each course taught; other evidence of teaching effectiveness

Classes Taught at SJSU, SOTE/SOLATES, Syllabi, etc. and/or Additional Courses and Student Evaluations

SOTE/SOLATES from Spring 2013 to present are preloaded to these sections



Uploading Your Syllabus

1. Click **Add**
2. Select your **file**
3. Set **Type** to **Syllabus**
4. Click **Upload**

Please upload only one syllabus per course.
Duplicate syllabi are not required.

A Course Information

Term	Course	Course Title	Credit Hours	Enrollment	Instruction Mode	Days	Time	Course Not Taught
Spring 2016	ACCT 282 b	Principles of Managerial Accounting	0	25	Evening Class			<input type="checkbox"/>

B Attachments

Syllabus	Course Evaluation	Peer Evaluation	Other	Add
-	-	-	-	+ ADD

Course Attachments

Attachment Type*
File

Attachment*
[Choose File](#) No file chosen

Type*

Select

Select
Syllabus
Course Evaluation
Peer Evaluation
Other

Course	Upload
ACCT 282 a	<input type="checkbox"/>
ACCT 282 b	<input checked="" type="checkbox"/>

UPLOAD

CANCEL



Direct Observations of Teachings

Please navigate to the **Direct Observations of Teaching** section to upload your **Direct Observation of Teaching (Peer Review)** document.

Click +ADD

And upload the document

Direct Observations of Teaching
Help ?
+ ADD

Upload Direct Observations (peer evaluations) of teaching here. Include officially submitted response/rubtuttal with the Direct Observation.

Minimum requirements for frequency of Direct Observations differ by faculty rank. Departments may require more than stated here. According to [F12-6](#), these frequency minimums are:

Rank	Frequency Required
Full Professor	As requested by the faculty member
Associate Professor	Twice prior to seeking promotion to Professor
Assistant Professor	Once per academic year
3-Year Appointment Lecturer	Once per 3-year appointment
Continuing Lecturer	Once per one-year appointment
New Lecturer	Once each semester appointment

Peer Evaluations								Semester	ACTIONS
Course Prefix	Course Number	Course Title	Credit Hours	Enrollment	Modality	Start Semester			
UNVS	101	Introductory and Required Class	01			Spring 2022			
UNVS	101	Introductory and Required Class	02			Spring 2023			
Acct 21	101	Intro to Accounting	3	25	In-person	Fall 2024			
Acct 21	101	Intro to Accounting	3	25	In-Person	Fall 2025			

+ ADD



Once all required documents have been submitted:

1. Navigate to **Your Packet** in the top-left corner.
2. Click on your **Annual Evaluation Packet**.
3. Click **Edit**, then select **Regenerate**.
4. Follow the prompts to complete the regeneration process.

San José State University > Cases >

Sammy Spartan

Unit: Applied Data Science Template: Annual Evaluation (Committees) - College of Information, Data and Society - Applied Data Science Status: Select Status

Case Materials Case Details

Search case materials by title

☒ Expand All ☐ Collapse All

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

▼ Faculty180 Vita Unlocked [View History](#)

Title	Details	Actions
<input type="checkbox"/> Annual/Cumulative Evaluations Spring 2025 - Fall 2025 2 attachments included	Generated Oct 20, 2025	<div><input type="button" value="Edit"/></div>

▼ Other Documents (Optional) Unlocked

Additional Documents optional

No files have been submitted.



After Regeneration is Complete

1. **Refresh** the webpage.
2. Click **Preview Packet** in the top-right corner.

Sammy Spartan

Sand Case

Case Options

Unit

Applied Data Science

Template

Annual Evaluation (Committee) - College of Information, Data and Society - Applied Data Science

Status

Select Status

Case Materials

Case Details

Search case materials by title

Q

Read Case

☒ Expand All
 ☐ Collapse All

Share

Settings

Move

Candidate Packet

Any materials added to the candidate packet will be visible to the candidate and available for them to use in their current case. The candidate will be able to replace or delete any files in an unlocked section before they submit.

Faculty180 Vita

Unlocked

View History

Lock

Title	Details	Actions
<input type="checkbox"/> Annual/Cumulative Evaluations Spring 2025 - Fall 2025 2 attachments included	Generated Oct 20, 2025	Edit

Other Documents (Optional)

Unlocked

Lock

Additional Documents optional

Add File

No files have been submitted.



Reviewing Your Packet

Once you are in **Preview**:

- Expand each section to review all documents.
- Click on each document to ensure it appears correctly and in the proper section.
- Please remember to **submit your packet** once all documents are complete.

After submission, you may notify your Chair so they can review the documents prior to the submission due date.

▼ Attachments from Annual/Cumulative Evaluations
▼ Review: Annual/Cumulative Evaluations
annual-summary-of-achievements-lecturers-asa-l 2026 revised.docx
➤ Prior Evaluations and Reviews
▼ Classes Taught at SJSU, SOTE/SOLATEs, Syllabi, etc.
Bus 12 Syllabus F25 - Section 2.pdf
Spring_2025_BUS3_189_13.pdf
Strategic Management Syllabus S25 Sec 13.pdf
Spring_2025_BUS3_189_14.pdf
Spring_2025_BUS3_189_15.pdf
Spring_2025_BUS3_189_18.pdf
▼ Direct Observations of Teaching
Bus3 12 Class Observation Report for Singmay Chou, Revised Oct. 10, 2025.pdf

