ANNUAL AND CUMULATIVE EVALUATIONS CALENDAR
PERIODIC EVALUATION OF LECTURERS AY 2022-2023

Due Date1	Annual Evaluation	Cumulative Evaluation	Details
AUGUST			
Fri, Aug 26	UP-FS Distributes Evaluation Information to Faculty.		UP-FS via Email
	Check "entitlements"; Determine lists for evaluations; Distribute evaluation forms (e.g., direct observations or supervisor forms).		Colleges and Departments2
DECEMBER			
Thu, Dec 1	**Departments Begin Annual and Cumulative Case Creation in eFaculty**		Department Staff
JANUARY			
	Faculty should be preparing materials in eFaculty's Faculty180 Activities area in advance of the submit deadlines. See below for further assistance with annual and cumulative evaluations.		Faculty use F180 in eFaculty
Wed, Jan 25	**Submit Annual Evaluation Packet** *"Regenerate and Submit Packet"*		Faculty in eFaculty
Mon, Jan 30	**Move Packets to Department Level Review**		Department Staff via eFaculty (RPT)
FEBRUARY			
Mon, Feb 20	Submit Dept Committee (if chair is not on committee and reviewing separately) Reminder: 1.0 FTE Lecturers must be evaluated by a committee.		Committee Chair via eFaculty
Fri, Feb 24	Submit Department Level AnnualEvaluations (1) Chair's, if reviewing separately, and (2) Committee's		Chair (or Comm. Chair) via eFaculty
Mon Feb 27	**Send Dept Level Evaluations to Faculty**		Department Staff via eFaculty
MARCH			
		If concurrently undergoing Annual and Cumulative Evaluation: Upload Department Level Annual Evaluations for 2022 and Any Optional Response to F180, Activities, "Prior Evaluations and Reviews"	Faculty via eFaculty
Wed, Mar 8	Submit Optional Response to Department		Faculty via eFaculty
Thu, Mar 9	**Move Packets to College Level Review**		Department Staff via eFaculty
Fri, Mar 10		**Submit Cumulative Evaluation Packet** *"Regenerate and Submit Packet"*	Faculty via eFaculty

Tue, Mar 14		**Move Packets to Department Level Review**	Department Staff via eFaculty
APRIL			
Wed, Apr 5		Submit Department Committee Evaluations (if chair is not on comm. andreviewing separately)	Committee Chair via eFaculty
Thu, Apr 6	Submit College Level Annual Evaluations		Appropriate Administrator via eFaculty
Fri, Apr 7	**Send College Level Evaluations to Faculty**		College Staff via eFaculty
		Submit Department Level Cumulative Evaluations (1) Chair's, if reviewing separately, and (2) Committee's	Chair (or Comm. Chair) via eFaculty
Mon, Apr 10		**Send Dept Level Evaluations to Faculty**	Department Staff via eFaculty
Tue, Apr 18	Submit Optional Response to College		Faculty via eFaculty
Thu, Apr 20		Submit Optional Response to Department	Faculty via eFaculty
Fri, Apr 21		**Move Packets to College Level Review**	Department Staff via eFaculty
Mon, Apr 24	Submit Annual Evaluations to PAFs	*PAF Review Available in Cases*	UP-FS
	PAFs Available for "Careful Consideration" Send requests to: up-faculty-evaluations@sjsu.edu		Chairs may request access to PAFs of AY appointees to UP - FS
MAY			
Thu, May 11		Submit College Level Cumulative Evaluations	Appropriate Administrator via eFaculty
Fri, May 12		**Send College Level Evaluations to Faculty**	College Staff via eFaculty
Mon, May 22		Submit Optional Response to College	Faculty via eFaculty
Fri, May 26		Submit Cumulative Evaluations to PAFs	UP – FS

1 Time deadline is 5:00 p.m. on the date provided unless extended by UP-FS. Departments and Colleges may advance cases prior to deadlines. However, faculty must be granted 10 days to submit a response; faculty requests to use calendar deadlines for optional responses will be honored.

2 Academic terms herein such as "Chair," "Dean," "Department," and "College," also refer to titular and organizational equivalents.

3 eFaculty deadlines reflect review-level closeout dates. Committees should adhere to any earlier dates set in this calendar.

Assistance: Further instructions are located here.	**Annual Evaluations** Performed at least once per appointment period. Period of Review Terms/Semesters in Prior Calendar Year	**Cumulative Evaluations** Required for 3-Year Appointments First: After six or more consecutive AY's service Renewal--after each 3- Year Appointment Period of Review First: Current and All Prior AY Appointments Renewal: Current and Prior 2 AY Appointments	
eFaculty help: What Goes Where? eFaculty Training and Help web page	**Required Documents in eFaculty** 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. Any department evaluations of performance in assignment or qualifications 5. Faculty may put items in other Activities tabs in eFaculty	**Required Documents in eFaculty** 1. All reviews from period of review, including ASAs and evaluator comments; place under "Prior Evaluations and Reviews" tab 2. All SOTEs from period of review; under "Classes Taught at SJSU" tab 3. All Direct Observations of Teaching from period of review; in self- named tab 4. Department evaluations of performance in assignment or qualifications 5. Faculty may use other Activities tabs in eFaculty to relay achievements	*Caution: Failure to submit required documents will be taken into consideration as part of the evaluation.*

Note: Faculty Services prepared this calendar following the CFA-CSU CBA and University Policies.

Reappointments (AY and 3-Year) may not be processed until after "satisfactory" on required evaluations are received.