

**ANNUAL AND CUMULATIVE EVALUATIONS CALENDAR
PERIODIC EVALUATION OF TEMPORARY FACULTY AY 2026-2027**

DUE DATE¹	ANNUAL EVALUATION	CUMULATIVE EVALUATION	DETAILS
AUGUST			
Mon, Aug 24	Faculty Services (FS) and Departments² distribute evaluation information to temporary faculty.		FS/Department via Email
	Notify faculty of standards of annual and/or cumulative evaluation; Distribute department evaluation forms (e.g., direct observations or supervisor forms).		College staff and Department Chairs and Staff
OCTOBER			
Mon, Oct 19	Begin annual case creation in eFaculty Reminder: Full-time faculty must be evaluated by a committee.	Begin cumulative case creation in eFaculty Reminder: All cumulative cases must be evaluated by committee.	Department Staff via eFaculty Dept staff reminder: Reach out to efaculty@sjsu.edu for assistance with the Faculty Sheets, Case Creation, Committee confirmation, etc.
NOVEMBER			
Fri, Nov 13	All cases created		Department Staff via eFaculty
Ongoing	Faculty prepare materials in F180 Activities area before submit deadlines³. They may preview their packets after case creation. Reach out to efaculty@sjsu.edu and/or attend an Open Lab for assistance with required document uploads.		Faculty via eFaculty

¹ Deadline is 5:00 p.m. on the date provided unless extended by Faculty Services. 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 optional response deadlines must 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.

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

*Note: Reappointments (AY and 3-Year) may not be processed until after "satisfactory" on annual (AY faculty) and cumulative (3-Year faculty) evaluations are received.

*Note: The CBA does not provide a 10 day optional response period after decisions are released.

JANUARY			
Wed, Jan 27	Faculty submit annual evaluation packet "regenerate and submit packet" Departments review materials to assist faculty with meeting requirements .		Faculty in eFaculty; Department via eFaculty RPT
FEBRUARY			
Mon, Feb 1	Cases move to department reviewers. (FS will lock packets) <i>Reminder: Full-time faculty must be evaluated by a committee.</i>		Department Staff via eFaculty RPT
Fri, Feb 19	Submit committee evaluation if Chair is reviewing separately	Reminder to faculty members: The deadline to upload all required documents to eFaculty is approaching. If you need assistance with document uploads, please reach out to your Dept. Admin and/or efaculty@sjsu.edu for assistance.	Annual: Committee Chair via eFaculty
Mon, Feb 22	Submit department level evaluations 1) Chair's, if reviewing separately, and 2) Committee's		Evaluator(s) via eFaculty
Tue, Feb 23	Send dept level evaluations to faculty Provide 10-Day optional response to the dept. level review		Department Staff via eFaculty
Fri, Feb 26		Faculty submit cumulative evaluation packet "regenerate and submit packet" Department chairs and staff verify each cumulative case has all required documents.	Faculty in eFaculty; Department Chair and Staff via eFaculty

MARCH			
Fri, Mar 5	Optional response to department due		Faculty via eFaculty
	<i>Merge Yr 3 of 3 "entitled," three-year appointee annual case with the cumulative case. Remove merged cases from the annual evaluation workflow.</i>		Faculty Services Staff in eFaculty
Mon, Mar 8	Cases move to college level review	Cases move to department reviewers. (FS will lock packets)	Annual: College Staff via eFaculty Cumulative: Department Staff via eFaculty
Wed, Mar 24		Submit committee evaluation if the Chair is reviewing separately.	Dept Committee Chair via eFaculty
Thu, Mar 25		Submit department level evaluations 1) Chair's, if reviewing separately, and 2) Committee's	Evaluator(s) via eFaculty
Fri, Mar 26		Send dept level evaluations to faculty Provide 10-Day optional response to the dept. level review	Department Staff via eFaculty
Mon, Mar 29	First Day of Spring Break		

APRIL			
Fri, Apr 2	Last Day of Spring Break		
Mon, Apr 5		Optional response to department due	Faculty via eFaculty
Tue, Apr 6	Submit college level evaluations	Cases move to college level review PAF review available in cases	Annual: Appropriate Administrator via eFaculty Cumulative: College Staff via eFaculty
Thu, Apr 8	Send college level evaluations to faculty No 10-Day optional response required for college level review; Faculty may submit a response to the review.		College Staff via eFaculty
Mon, Apr 12	Submit annual evaluations to PAFs PAFs available for "Careful Consideration"		Faculty Services; Chairs may request access to PAFs; send requests to: efaculty@sjsu.edu
MAY			
Wed, May 19		Submit college level cumulative evaluations	Appropriate Administrator via eFaculty
Fri, May 21		Send college level evaluations to faculty No 10-Day optional response required; Faculty may submit a response for their PAF	College Staff via eFaculty
Fri, May 28		Submit evaluations to PAFs	Faculty Services staff

GENERAL INFORMATION	ANNUAL EVALUATION	CUMULATIVE EVALUATION
Process follows CBA 12.12a and is outlined on website Assistance: What Goes Where? Guide Faculty having issues with uploading the documents, please reach out to your Dept. Admin for assistance, and/or efaculty@sjsu.edu Faculty may upload documents to their case when it is created and up until the submission due date. Entitled and Renewing - Term Ranges will be a 3 year review Applying for first time Entitlement - Term Range will be a 6 year review	Evaluation performed at least once per appointment period (i.e., AY or Three-Year). Required once per three-year appointment of entitled faculty unless department requires more often. Period of Review: Terms/semesters of prior calendar year. Faculty new in Fall Semester must be evaluated if they are rehired. Required documents: ASA-L uploaded to "Review: Annual/Cumulative Evaluation of Lecturers" Verify all SOTEs for prior calendar year uploaded to "Classes Taught at SJSU" Syllabus for each course taught - 1 per course title uploaded to "Classes taught at SJSU" Direct Observations of Teaching (Peer Evaluation) of prior year Any dept evaluations of performance in assignment or qualifications; upload to appropriate tab Faculty may upload items in other Activities tabs in Faculty	Evaluation required to have "Satisfactory" outcome for 3-year appointment to be offered. Scheduled as follows: • New or Initial Three-Year Appointment: After six or more consecutive AY's of service in the department; Occurs in spring of 6th year • Renewal Three-Year Appointment: After each 3-Year Appointment; Occurs in spring of 3rd year of the appointment Period of Review: • New: Current and All Prior Appointments in the 6 Years • Renewal: Current and Prior 2 Years of the Current Three-Year Appointment Required documents: Add documents for year AY of the review. 1. All prior annual evaluations including ASA-L, for the required term ranges uploaded to "Prior Evaluations and Reviews" 2. Verify all SOTEs for prior calendar year uploaded to "Classes Taught at SJSU" 3. Syllabus for each course taught - 1 per course title uploaded to "Classes taught at SJSU" 4. Direct Observations of Teaching (Peer Evaluation) of prior year 5. Any dept evaluations of performance in assignment or qualifications; upload to appropriate tab 6. Faculty may upload items in other Activities tabs in eFaculty

Caution: Failure to submit required documents will be taken into consideration as part of the evaluation.