

All periodic evaluations of lecturers, librarians, and counselors (temporary faculty) will be conducted during the Spring Semester. Annual evaluations shall cover the preceding calendar year (typically, spring and fall). Cumulative evaluations, required for initial, and renewal, three-year appointments will also be conducted during Spring Semester. All faculty evaluations will be completed in eFaculty. For more information on using eFaculty, please visit [What Goes Where? Preparing Materials in eFaculty](#).

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

It is important that faculty receive complete and detailed evaluations, regardless of their reappointment status or the work they performed (i.e., teaching, service, or research). The evaluator's written comments should support the rating given and should note any changes in the faculty member's performance since the last evaluation. Evaluations should be based on written evidence, not on informal sources of input such as casual comments. Chairs and directors may comment on job performance drawing from documented information, and they are encouraged to solicit feedback from supervisors overseeing faculty work. Faculty members should have been made aware upon appointment that supervisors may provide feedback for evaluation purposes.

Which Faculty Must Be Evaluated?

Annual Evaluation

- All full-time (1.0 FTEF) and part-time (less than 1.0 FTEF) temporary faculty who have been appointed for two or more semesters, but not holding a three (3) year appointment, must be evaluated each year.
- All full-time and part-time temporary faculty with three-year appointments are evaluated at least once during the three-year appointment term. As a best practice, they may be evaluated more frequently. **If using a single annual evaluation, it should be scheduled in the second year of the three-year appointment.**

Although not required, a temporary faculty member who has been appointed for only one semester or less may be evaluated at the discretion of the department chair or appropriate administrator. *However, if a faculty member has served in the department in any prior semester (e.g., Fall Semester 2026), and is appointed in Spring Semester 2027, the faculty member is a two-semester appointee and must be evaluated on the prior semester's work.*

Candidates for Cumulative Evaluation

Consideration for new or renewal three-year appointments ("entitlement") can only be made after lecturers, temporary librarians, or temporary counselors (not coaches) undergo cumulative evaluation.

- Initial three-year appointments follow employment in the department for six consecutive years of service in the department (including the current year), and a "satisfactory" rating on a cumulative evaluation. The evaluation normally occurs in the spring semester of the 6th year. The period of review is the entire qualifying period (typically the current and prior 5 years).
- Renewal three-year appointments follow three consecutive years of a three-year appointment and a "satisfactory" rating on a cumulative evaluation. The evaluation normally occurs in the spring semester of the 3rd year. The period of review for renewal is the entire three-year appointment time span. *Note: Cumulative Evaluations should be completed even if the faculty member was not appointed during the third (or any other) year of a Three-Year appointment.*

Pursuant to provisions of Article 15 of the CBA, the appropriate administrator must determine that the candidate performed the duties of the position in a "satisfactory" manner and has no documented serious conduct problems. Any faculty member not meeting this standard will be notified that they may not be appointed in the department in the future.

Required Documents

In periodic evaluations, reviewers are to consider faculty performance in all assigned duties during the period of review. Cumulative evaluations include review of the cumulative work performance over the period of review.

The following are requirements for documenting faculty performance for each review type. Faculty whose appointments include non-teaching duties and maintaining qualifications or credentials shall be evaluated on performance in those areas as well.

Annual Evaluation - eFaculty Placement

Item	Enter or Upload to this eFaculty 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 period of review	Direct Observations of Teaching
4. Any other department evaluations or evidence of performance in assignment	Choose tab as appropriate to tab's description

Cumulative Evaluation - eFaculty Placement

Item	Enter or Upload to this eFaculty Activities Tab...
1. All prior reviews including ASAs and evaluator comments from the period of review; immediately prior cumulative evaluation Note: Faculty undergoing concurrent Annual Evaluation should note that Department Level Evaluation(s) and any Optional Response will be uploaded to their cumulative evaluation case prior to appropriate administrator review.	Prior Evaluations and Reviews <i>Prior evaluations may be preloaded to this section by Faculty Services.</i>
2. All SOTEs; Syllabus for each course (title) taught; other evidence of teaching effectiveness from the period of review	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; syllabi may be preloaded</i>
3. All Direct Observations of Teaching (peer evaluation) from the period of review	Direct Observations of Teaching
4. A narrative statement reflecting on job performance during the period of review is encouraged.	Upload a file with your statement to: Review: Annual/Cumulative Evaluations or Candidate Narrative Statement
5. Any other department evaluations or evidence of performance in assignment.	Choose tab as appropriate to tab description

Faculty may use other Activities tabs in eFaculty to relay achievements. 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. Faculty have the right to rebut the material in their packets.

Evaluation Steps

Department Level

Annual Evaluations

- **Part-time lecturers** may be evaluated by their chair alone during annual evaluations at the department level, but some departments use an elected faculty committee.
- **Full-time lecturers** must be evaluated by an elected department committee. The Chair may submit a separate recommendation as part of the evaluation process.

In annual evaluations, faculty are rated on this scale:

- Unsatisfactory
- Needs Improvement
- Satisfactory
- Good
- Excellent

Only a rating of "Unsatisfactory" will result in non-reappointment in the department for those not on three-year appointments.

Cumulative Evaluations

- A *Department committee* of tenured faculty elected by the probationary and tenured faculty conducts the evaluations.
- If the *Department Chair* is not part of the committee, the Chair may submit a separate recommendation as part of the evaluation process.

In cumulative evaluations, faculty are rated on a binary scale:

- Unsatisfactory
- Satisfactory

Satisfactory ratings may include narrative comments including constructive suggestions for development. Ratings of "Unsatisfactory" **must** include written comments. A rating of "Unsatisfactory" will result in non-reappointment in the department.

In both annual and cumulative evaluations, departments and the appropriate administrator have an option to "carve out" faculty duties and/or classes taught that are unsatisfactory, while rating other work at a higher level. If the appropriate administrator supports the decision to rate select duties and/or classes as unsatisfactory, the faculty member may not be reassigned those duties for future appointments.

Within ten calendar days of the department level evaluation, candidates may submit a response/rebuttal to the department's evaluation(s). After ten days, the WPAF, department level evaluation(s), and any response/rebuttal will be forwarded to the college level. *Note: If a three-year appointee is undergoing an annual evaluation currently with a cumulative evaluation, department recommendations and any optional response for the annual evaluation will be uploaded to the cumulative evaluation case for college consideration.* The appropriate administrator will complete the cumulative evaluation while taking the department's annual evaluation into consideration.

College Level

All lecturers are evaluated by the appropriate administrator (the dean or designee). At the college level, the appropriate administrator reviews all materials in the faculty member's packet (WPAF), department level evaluation(s), and any response/rebuttal to the department level evaluation(s).

In cumulative evaluations, the dean or designee rates the faculty member as "satisfactory" or "unsatisfactory." Appropriate administrators must review the PAF of each faculty member prior to determining their ratings in the cumulative evaluation. The PAFs will be uploaded to the RPT interface in eFaculty. The reviewer must sign the PAF Log electronically by following a link to the OnBase Log Sheet and submitting their view.

Following the appropriate administrator's determination, the faculty member and department will receive a copy of the college level evaluation. There is no right to submit an optional response to the college level findings as part of the evaluation process. However, Faculty Services allows a response for PAF placement. The evaluation materials and any response for the PAF will be placed in the faculty members' PAFs.

Reappointment

Chairs' decisions to reappoint lecturers to annual appointments must be based on the careful consideration of their evaluations and applications. If a temporary faculty employee applies for a subsequent appointment and does not receive one, the faculty member's right to file a grievance is limited to allegations of a failure to give careful consideration. Reviewing the faculty member's PAF may be considered a good faith effort toward careful consideration.

PAFs shall be available for careful consideration review electronically via ShareBase in April. Chairs must review the PAF for any AY faculty member whose timebase will be reduced due to findings from the evaluation process (i.e., a carve out of some duties and/or courses).

No appointment will be approved unless the lecturer's annual evaluation has been received by Faculty Services. Annual lecturers rated "Unsatisfactory" by the appropriate administrator cannot be reappointed.

Faculty rated "Unsatisfactory" in cumulative evaluation cannot be reappointed. Their employment in the department or equivalent unit will be terminated. A notice of termination will be sent to the faculty member by Faculty Services.

Where to Get Help

- [Lecturer Evaluations website](#) contains the [calendar for important deadlines](#), instructions for how to submit and for viewing your application (your packet) as reviewers will see it are found in the [What Goes Where? guide](#)
- Help with using eFaculty: eFaculty@sjsu.edu or drop into an [Open Lab](#)
- Questions about the process: Scott Nguyen, email eFaculty@sjsu.edu.
- University Policies or Evaluation Procedures: AVP James Lee (james.lee@sjsu.edu)