ANNUAL AND CUMULATIVE EVALUATIONS CALENDAR
PERIODIC EVALUATION OF TEMPORARY FACULTY AY 2023-2024

Due Date[1]	Annual Evaluation	Cumulative Evaluation	Details
Ongoing	*Enter ASA-L and evidence of performance in eFaculty's F180*	*Enter prior evaluations and other evidence of performance in eFaculty's F180*	See resources and links below for guidance.
AUGUST			
Fri, Aug 25	Faculty Services (FS) and Departments[2] 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
DECEMBER			
Fri, Dec 1	Begin Case Creation in eFaculty Reminder: Full-time faculty must be evaluated by committee.	Begin Case Creation in eFaculty Reminder: All cumulative cases must be evaluated by committee.	Department Staff
JANUARY			
Ongoing	*Faculty prepare materials in F180 Activities area before submit deadlines.*	*Faculty prepare materials in F180 Activities area before submit deadlines.*	Faculty use F180 in eFaculty
Wed, Jan 24	Submit Annual Evaluation Packet *"Regenerate and Submit Packet" (FS will lock packets)*		Faculty in eFaculty
	Departments review submitted materials to assist faculty with meeting requirements.		Department via eFaculty RPT
Wed, Jan 31	Move Packets to Department Level Review		Department via eFaculty RPT
FEBRUARY			
Wed, Feb 21	Submit Committee Evaluation if Chair is reviewing separately.		Committee Chair via eFaculty
Mon, Feb 26	Submit Department Level Evaluations (1) Chair's, if reviewing separately, and (2) Committee's		Chair/Comm. Chair via eFaculty
Tue, Feb 27	Send Dept Level Evals to Faculty		Department Staff via eFaculty
MARCH			
Fri, Mar 8	Optional Response to Department Due	*If undergoing Annual Evaluation now, upload Department Level Evaluation(s) and any Optional Response to F180, Activities, "Prior Evaluations and Reviews"*	Faculty via eFaculty
Mon, Mar 11	Move Packets to College Level		Department Staff via eFaculty
Tue, Mar 12		Submit Cumulative Evaluation Packet *"Regenerate and Submit Packet" (FS will lock packets)*	Faculty via eFaculty
		Departments review submitted materials to assist faculty with meeting requirements.	Department via eFaculty RPT
Fri, Mar 15		Move Packets to Department Level Review	Department Staff via eFaculty
APRIL			
Mon, Apr 8	Submit College Level Evaluations		College Staff via eFaculty
Tue, Apr 9	Send College Level Evaluations to Faculty		Appropriate Administrator via eFaculty
		Submit Committee Evaluation if Chair is reviewing separately.	Committee Chair via eFaculty
Fri, Apr 12		Submit Department Level Evaluations (1) Chair's, if reviewing separately, and (2) Committee's	Chair/Comm. Chair via eFaculty
Mon, Apr 15		Send Dept Level Evaluations to Faculty	Department Staff via eFaculty
Fri, Apr 19	Submit Optional Response to College		Faculty via eFaculty
Thu, Apr 25		Submit Optional Response to Department	Faculty via eFaculty

Fri, Apr 26		Move Packets to College Level Review	Department Staff via eFaculty
Fri, Apr 26	*Submit Annual Evaluations to PAFs*	*PAF Review Available in Cases*	*Faculty Services Staff*
	PAFs Available for "Careful Consideration" Send requests to: efaculty@sjsu.edu		*Chairs may request access to PAFs of AY appointees from FS (*