

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.”

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.

Annual Evaluation

- All full-time (1.0 FTEF) and part-

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 the WPAF.

Department Level

Annual Evaluations

- may be evaluated by their chair alone during annual evaluations at the department level, but some departments use an elected faculty committee.
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