

**DATE:** August 29, 2024  
**TO:** Department and Division Heads  
**FROM:** James Lee, Senior Director, Faculty Services  
**RE:** ANNUAL & CUMULATIVE EVALUATIONS OF TEMPORARY FACULTY



This memorandum provides information and materials for the annual and cumulative evaluations of full-time and part-time temporary faculty members (excluding coaches) for calendar year 2024.

Each college or equivalent unit should distribute this memo and attachments provided with it in email, to their temporary faculty, along with any department-level evaluation instruments and procedures (e.g., direct observation forms, performance assessments) by **September 3, 2024**, in accordance with [Article 12.2 of the CSU-CFA Collective Bargaining Agreement](#) (CBA) which states:

*Each new faculty unit employee shall...be provided no later than fourteen (14) days after the start of the semester with written notification of the evaluation criteria and procedures in effect at the time of their initial appointment. In addition, pursuant to provision 15.3, the faculty unit employee shall be advised of any changes to those criteria and procedures prior to the commencement of the evaluation process.*

Pursuant to provisions of Article 15 of the CBA, departments shall evaluate temporary faculty at least once per appointment period--annual evaluation. An evaluation will be made by the department and the appropriate administrator. Reappointment is not allowed for annual appointees if performance is rated "unsatisfactory."

Furthermore, all lecturers, librarians, and counselors eligible for an initial or subsequent three-year appointment (commonly called, "entitlement") undergo a cumulative evaluation in the academic year preceding the issuance of a new or renewal three-year appointment. *This **cumulative evaluation** is separate from, and in addition to, any **annual evaluation**.*

After a department committee (and chair if writing separately) issues its recommendation, the appropriate administrator must rate the faculty member as either "Satisfactory" or "Unsatisfactory." Three-year appointments may only be offered to faculty whose job performance is rated "Satisfactory."

Completed annual and cumulative evaluations are forwarded to Faculty Services for placement in the faculty member's Personnel Action File (PAF).

**Division and department heads:** Please ensure the information below, and department instruments and procedures, are distributed to temporary faculty by **September 3, 2024**.

Attachments:

- [Memo: Annual & Cumulative Evaluations of Temporary Faculty](#)
- [Periodic Evaluations - Lecturers - Instructions](#)
- [Periodic Evaluations - Lecturers - Calendar](#)
- [Annual Summary of Achievements - Lecturer/Librarian \(ASA-L\) Form](#)
- [CBA Article 15](#)
- [University Policies: S21-2; F12-6; S17-2; S20-4](#)
- [SOTEs Interpretation Guide - 2019](#)
- [What Goes Where? Preparing Materials in eFaculty](#)
- [eFaculty Training and Help](#)