

Cumulative Evaluation for Temporary Faculty (Three-year appointments)

Temporary Faculty Unit employees (excluding coaches) eligible for a three-year appointment pursuant to [CBA, Article 12.12](#) shall be evaluated in the academic year preceding the issuance of a three-year appointment. The department determines who will manage the cumulative evaluation of the temporary faculty, as outlined in the [CBA, Article 15.2](#).

In order to receive a three-year appointment, each candidate must submit evaluation materials that conform to the requirements of the [CBA, Article 15](#) by the dates outlined in the [Cumulative Evaluation Schedule](#).

Evaluations will begin in the fall and will culminate in the spring. Whether a temporary faculty unit employee works both semesters or only one semester in the academic year, the deadlines still apply as outlined in the [Cumulative Evaluation Schedule](#). It is essential that the employee is in communication with their department chair and that arrangements are made to have all materials for the evaluation submitted to the department. It is in the employee's best interest to monitor the deadlines and flow of their evaluation in the department and school for a timely submission to Faculty Affairs & Success.

Temporary faculty unit employees employed during the prior academic year and possessing six (6) or more years of prior consecutive service shall be offered ***a new three-year appointment*** following a satisfactory evaluation. This periodic evaluation shall consider the faculty unit employee's cumulative work performance during the entire qualifying period for the three-year appointment. A three-year appointment shall be issued if the temporary faculty is determined by the appropriate administrator to have performed in a satisfactory manner. The determination of the appropriate administrator will be placed in the Personnel Action File.

Temporary faculty unit employees ***holding a three-year appointment*** shall be evaluated in the third year of the appointment. This periodic evaluation shall consider the employee's cumulative work performance during the entire three-year appointment, since the previous evaluation. A subsequent three-year appointment shall be issued if the temporary faculty is determined by the appropriate administrator to have performed in a satisfactory manner. The determination of the appropriate administrator will be placed in the Personnel Action File.

If you have questions about this policy, please contact the Office of Faculty Affairs & Success (tempfacpro@sonoma.edu).