

INFORMATION ABOUT THIS HANDOUT

Campus policy can be found online at:

<https://policies.sonoma.edu/policies/periodic-evaluation-temporary-faculty>

This policy is based on Article 15 of the collective bargaining agreement, available online at:

<https://www.calstate.edu/csu-system/faculty-staff/labor-and-employee-relations/Pages/default.aspx/bargaining-agreements/contracts/cfa>

FAQs

Which temporary faculty must be evaluated?

Temporary faculty eligible for a three-year appointment shall be evaluated in the academic year preceding the issuance of a three-year appointment. They shall be evaluated for their cumulative work performance during the entire qualifying period.

What is the “qualifying period” of evaluation?

Temporary faculty who are eligible for their first three-year appointment shall be evaluated in their 6th consecutive year. They will be evaluated for the previous 5-year period. A “satisfactory” evaluation is required to receive their initial three- year appointment.

Temporary faculty holding a three-year appointment shall be evaluated in the third year of the appointment. They will be evaluated for the period since the last evaluation. A “satisfactory” evaluation is required to receive a subsequent three-year appointment.

When are the deadlines?

Deadlines are posted on the Academic Personnel Website each year by May 1.

How do I obtain my SETEs?

Contact Academic Personnel (academicpersonnel@sonoma.edu) to request electronic SETEs.

To view your Personnel Action File, contact Academic Personnel (academicpersonnel@sonoma.edu) to make an appointment.

Am I required to complete the cumulative evaluation?

Yes. It is required by the [CBA](#) for temporary faculty members (lecturers and library faculty). If a temporary faculty elects not to complete the cumulative evaluation their employment will be terminated in accordance with the [CBA](#).

If I teach only one semester within the academic year am I still required to meet the posted deadlines?

Yes. You will need to make arrangements with your department to complete your requirements for the evaluation by the stated deadlines.

May I request a postponement of my cumulative evaluation?

No. The only exception to this is provided for those on a full-time authorized leave during the period in which the evaluation is scheduled per article 15.30. This must be requested at the time the Request for Leave of Absence Form is submitted.

What materials must go forward to Academic Personnel when the cumulative evaluation is complete?

Lecturers: When the cumulative evaluation is completed, the following materials shall be forwarded to the Academic Personnel Office for filing in the Personnel Action File: summaries of student evaluations of teaching effectiveness, evaluation and recommendation by all levels of review, rebuttal statement(s) by the faculty member (if any), and any other materials used in the evaluation.

Library faculty: Evaluations for temporary faculty without instructional assignments may include not more than four pages of other material used in the evaluation process which demonstrate the faculty member’s performance in his/her assignment. The materials to be submitted should be agreed upon between the dean, department chair and the temporary faculty member.

QUESTIONS/CONTACT

If you have any additional questions, please contact Academic Personnel at tempfacprocess@sonoma.edu