

Easy as 1, 2, 3 Cumulative Evaluation Process

Temporary faculty up for a New Three-Year Appointment:

- Requirements – To be placed in the Personnel Action File
 - ❖ A complete [SETE Summary Table](#).
 - This is from the previous 5-year period prior to the year in which the evaluation is taking place. All courses taught or two courses for each year (the classes to be evaluated shall be jointly determined between the temporary faculty and the department chair or program coordinator).
 - Each semester the Office of Institutional Effectiveness sends SETEs to all faculty members. If you did not retain copies of your SETEs; you may request an appointment with Faculty Affairs and Success (facultya@sonoma.edu) to obtain copies. Please include the terms of the SETEs needed in your request.
 - ❖ For those without SETEs: You may include no more than four (4) pages of other material used in the evaluation process, which demonstrate your performance in your assignment. Materials to be submitted should be agreed upon between the dean, department chair and you.
- Optional Materials – To be placed in the Personnel Action File
 - ❖ Classroom observations. These are done either at the request of the department or you per the SSU policy. **If applicable, it is important that you begin thinking about classroom observations and arrange for them to take place.**
- Remain in contact with your Department Chair or Program Coordinator to monitor the flow of the cumulative evaluation until all deadlines have been met, per the [Cumulative Evaluation Schedule](#). Late submissions may have an untoward effect on your subsequent appointment.

Temporary faculty holding a Three-Year Appointment:

- Requirements – To be placed in the Personnel Action File
 - ❖ A complete [SETE Summary Table](#).
 - This is from the 3 years since their previous evaluation for the renewal of a three-year contract. All courses taught or two courses for each year (the classes to be evaluated shall be jointly determined between the temporary faculty and the department chair or program coordinator).
 - Each semester the Office of Institutional Effectiveness sends SETEs to all faculty members. If you did not retain copies of your SETEs; you may request an appointment with Faculty Affairs and Success (facultya@sonoma.edu) to obtain copies. Please include the terms of the SETEs needed in your request.
 - ❖ For those without SETEs: You may include no more than four (4) pages of other material used in the evaluation process, which demonstrate your performance in your assignment. Materials to be submitted should be agreed upon between the dean, department chair and you.
- Optional Materials – To be placed in the Personnel Action File
 - ❖ Classroom observations. These are done either at the request of the department or you per the SSU policy. **If applicable, it is important that you begin thinking about classroom observations and arrange for them to take place.**
- Remain in contact with your Department Chair or Program Coordinator to monitor the flow of the cumulative evaluation until all deadlines have been met, per the [Cumulative Evaluation Schedule](#). Late submissions may have an untoward effect on your subsequent appointment.

Department Chair, Program Coordinator or Department “Temporary Faculty Evaluation Committee”:

The department’s role is to ‘evaluate’ the temporary faculty member. Please discuss with your dean any issues you raise related to a temporary faculty members’ performance. Use the [Cumulative Evaluation Form](#) for the evaluation. A complete list of temporary faculty eligible to go through the cumulative evaluation process is on the [Faculty Affairs and Success Website](#).

- Determine who in the department will do the cumulative evaluation(s). This needs to be either the department chair or a designated review committee.
- Have an evaluator contact the temporary faculty member to confirm what materials will be included in the evaluation. Make arrangements for classroom observations to take place if these will be included in the evaluation.
 - ❖ Required to submit a completed SETE Summary – To be placed in the Personnel Action File
 - For those without SETEs: A document that is no more than four (4) pages of other material used in the evaluation process, which demonstrates the performance of the employee. Materials to be submitted should be agreed upon between the dean, department chair and the employee.
 - New three-year: from the previous 5-year period prior to the year in which the evaluation is taking place. All courses taught or two courses for each year (the classes to be evaluated shall be jointly determined between the temporary faculty and the department chair or program coordinator).
 - Currently holding a three-year appointment: from the 3 years since their previous evaluation for the renewal of a three-year contract. All courses taught or two courses for each year (the classes to be evaluated shall be jointly determined between the temporary faculty and the department chair or program coordinator).
 - ❖ Optional materials – To be placed in the Personnel Action File
 - Classroom observations (these are either done at the request of the department or the faculty member per SSU policy). **If applicable, it is important that you begin thinking about classroom observations and arrange for them to take place.**
- Evaluate the temporary faculty member using the [Cumulative Evaluation Form](#)
 - ❖ Give the employee 10 days to review the evaluation.
 - ❖ Make sure that both the evaluator and the employee sign the Cumulative Evaluation Form prior to sending to the Dean.
 - Classroom observation may also need to be reviewed for signatures.
 - ❖ Forward each evaluation to the Dean as they are completed and signed, **By April 5.**

School Dean:

The Dean’s role is to ‘recommend’ them as satisfactory or unsatisfactory. Your chairs are directed to discuss any issues or concerns with you related to a temporary faculty member’s performance. Make your recommendations using the [Dean’s Recommendation Form](#). Your recommendation should include some specifics on the faculty members’ performance. If a faculty receives an ‘Unsatisfactory’ recommendation it should be supported by materials submitted by the department. A complete list of temporary faculty eligible to go through the cumulative evaluation process is on the [Faculty Affairs and Success Website](#).

- **By April 5**, you will receive evaluations from each department along with the materials used in the evaluation.
- Make your recommendations using the [Dean’s Recommendation Form](#). Your recommendation should include some specifics on the faculty performance. If a faculty receives an ‘Unsatisfactory’ recommendation it should be supported by materials submitted by the department.
 - ❖ Give the employee 10 days to review the evaluation.
- Submit each evaluation electronically to Faculty Affairs and Success upon completion. Include the faculty member in accordance with the “Periodic Evaluation of Temporary Faculty” policy.
 - ❖ Make sure the employee signs the Dean’s Recommendation Form prior to submitting the completed evaluation Faculty Affairs and Success. **Submission accepted electronically by Email Only (tempfacprocess@sonoma.edu)**. Include the faculty member in the email to provide the faculty a copy of the materials to be included in the PAF in accordance with SSU Policy.
 - ❖ Final deadline to submit to Faculty Affairs and Success is **May 15**.