

11.1 Tenure Review of Probationary Faculty

11.1.A. **Process:** The tenure review process should ensure that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available. To that end, an up to four-year probationary period provides sufficient time for contract employees to understand the expectations for tenure, to develop the skills and acquire the experience to participate successfully in the educational process, and to use the District's and other resources for professional growth. The process should promote professionalism and enhance academic growth by providing a useful assessment of performance, using clear evaluation criteria.

11.1.B. **Criteria:** The criteria upon which probationary faculty members will be evaluated are as follows:

(1) **Students**

- a. Willingness and availability to assist students.
- b. Engages student in lesson(s) taught.
- c. Stimulates student performance in fair and valid ways.
- d. Responsiveness to the educational needs of students by exhibiting awareness of and sensitivity to the following:
 - 1) Diversity of cultural backgrounds, gender, age, and lifestyles.
 - 2) Variety of learning styles.
 - 3) Student goals and aspirations.
 - 4) The special needs of students with physical and/or learning disabilities.
 - 5) Resolution of problems between faculty member and student.
 - 6) Understanding and utilizing student support services.
 - 7) Concern for student welfare.

(2) **Classroom Assignment**

- a. Knowledge of subject matter.
- b. Awareness of current developments and research in the discipline/field of study.
- c. Demonstration of effective communication with students.
- d. Effective use of varied teaching methods appropriate to the subject matter.

- e. Appropriate testing and measurement of student progress.
- f. Communication with students with clear identification of course goals, objectives, and student performance expectations.
- g. Evidence of course objectives being met in accordance with approved Course Outline(s) of Record (COR) being taught.
- h. Uses class time effectively.
- i. Voice and delivery are clear and understandable.
- j. Paces class time effectively and in accordance with the majority of students' abilities.

(3) **Non-Classroom Assignment (Librarians, Counselors, and Special Assignments)**

- a. Resolution of problems between faculty member and student.
- b. Understanding and making referrals to appropriate student support services/resources and following up on referrals, as appropriate.
- c. Knowledge and appropriate utilization of campus/community resources.
- d. Knowledge of area of expertise.
- e. Awareness of current developments and research in discipline/field of study.
- f. Demonstration of effective communication with students.
- g. Effective use of methods appropriate to area of assignment.
- h. Communication with students with clear identification of goals, objectives and student performance expectations (when appropriate).
- i. Presents information/directions to students in clear and organized way.
- j. Advisement methods and techniques utilized are effective.
- k. Demonstrates knowledge of currency in information literacy instruction, research methods and appropriate information resources.
- l. Evidence of program objectives being met.

(4) **Professional Responsibilities Evaluation**

- a. Active participation in institutional governance as outlined in Sections 5.2.A.(3) and 5.3.D.

- b. Maintenance of ethical standards such as outlined in the AAUP Ethical Standards Statement and other discipline-specific commonly accepted ethical/professional standards, if warranted.
- c. Recognition and adherence to the principles of academic freedom as outlined in the AAUP Academic Freedom Statement.
- d. Work in a constructive manner to foster a collegial atmosphere among faculty and students.
- e. Demonstration of willingness to advocate for faculty and student rights.
- f. Demonstration of commitment to and enthusiasm for the profession.
- g. Maintenance of class and office hours as scheduled; accurate collection and reporting of records, census data, and other documentation in a timely manner.

11.1.C. **Evaluation Components:** Probationary faculty evaluation shall be comprised of the following components:

(1) **Records Evaluation**

- a. **For Classroom Evaluations:** The Tenure Review Committee (hereafter referred to as the “Committee”) shall assess the teaching candidate’s classroom records such as syllabus, handouts, tests, and/or assignments and grading criteria. This assessment shall be within the bounds of professional ethics and academic freedom.
- b. **For Non-Classroom Evaluations:** The Committee shall assess the counselor/librarian candidate’s maintenance of appropriate documentation or (for librarians) public and technical services proficiencies. This assessment shall be within the bounds of professional ethics and academic freedom.
- c. The candidate will submit the records as described above to the Committee Co-Chairs to be kept for placement in an evaluation portfolio that may be added to during the tenure process.

(2) **Professional Responsibilities Evaluation**

- a. The Committee shall assess the candidate’s commitment to professional development activities, such as conference/workshop attendance, staff development participation, professional association memberships, scholarly publications, research, etc.
- b. The Committee shall assess the candidate’s participation in institutional governance as outlined in Section 5.2.A.(3) and 5.3.D.

- c. The candidate shall submit to the Committee Chair a written report of his/her professional development activities.
- d. The candidate's report will be kept in the evaluation portfolio.

(3) **Self-Evaluation**

- a. The candidate shall evaluate on Form A1 his/her performance in respect to the evaluation criteria stated in Section 11.1.B.
- b. The candidate shall indicate areas of personal strengths.
- c. The candidate shall respond in writing to any written recommendations made by the Committee by developing a plan to correct his/her areas of deficiency.

(4) **Evaluation of Performance in Primary Area of Assignment**

- a. Evaluation of performance shall consist of a minimum of three (3) separate visitations. A visit means a designated time regardless of the number of peers visiting.
- b. Preferably, visitations will be with two (2) committee members evaluating at a time during the same visit, but an initial visit will be by two (2) members of the committee.
- c. The candidate will receive at least one (1) week's notice prior to all visits.
- d. The candidate shall provide a brief lesson plan and any relevant supporting materials (e.g., handouts, etc.) to the visitors at least one (1) day prior to a visit.

(5) **Student Evaluation of Performance**

- a. Student evaluations shall be administered by the Dean or his/her designee with standardized instructions to students.
- b. Student evaluations of classroom faculty shall be administered to a minimum of 3 classes of the evaluatee per semester.
- c. For counselors or librarians, a minimum of 30 student evaluations shall be administered. Student evaluations administered shall be maintained in a sealed envelope and shall be submitted to the appropriate office for tally. A student evaluation summary will be submitted to the Tenure Review Committee Co-Chairs.

11.1.D. **Committee**

- (1) **Composition:** The Committee shall be composed of the following members:
 - a. Two (2) campus faculty members from the candidate's discipline (if available), one (1) selected by the Department Chair and one

(1) selected by the Dean. At a minimum, one (1) of these two (2) members should be from the candidate's hiring committee, if possible.

- 1) If there are not a sufficient number of faculty available in the candidate's discipline, faculty from a related discipline at the college shall be appointed to the Committee.
 - 2) If there are not a sufficient number of faculty available in a related discipline at the college, faculty in the discipline or a related discipline from another District college shall be appointed.
- b. One (1) faculty member selected by the Department Chair from another discipline.
 - c. One (1) faculty member selected by the candidate from the candidate's division.
 - d. The current Dean of the faculty member's assignment.

(2) **Committee Appointment**

- a. Once the committee members in Section 11.1.D.(1) have been selected, the committee composition shall be provided in writing to the College President and College Academic Senate President for approval. Upon receipt of approval, the Dean shall then convene the Committee.
- b. The candidate must select his/her committee member in Section 11.1.D.(1)(c) by the end of the fourth week of the Fall semester. If the candidate does not choose a committee member in the designated time, one will be chosen by the Tenure Review Committee.
- c. Committee members shall serve for the duration of the candidate's probationary period. Replacement committee members shall be appointed by the Committee Co-Chairs, when necessary. If during the tenure review process a college reorganization occurs, the composition of the tenure review committee shall remain in effect to the extent practicable, in order to provide the greatest continuity and support for the tenure candidate. If a retirement, resignation, death, or other similar event occurs during the tenure review process, replacement Committee members shall come from the most appropriate and logical areas respective to the organization of the college at the time of the Committee vacancy and approved by the Co-Chairs. Committee member resignations must be submitted, signed and in writing to the College President.
- d. Other than the Committee Co-Chairs, the candidate shall have the right to remove one (1) committee member during the probationary period. If the candidate removes a committee member, a replacement committee member shall be appointed from the same constituency. Should the candidate wish to remove

a Committee Co-Chair from the Committee, rationale must be provided in writing to and approved by the College President who shall in turn provide a written explanation and a face-to-face meeting upon written request, explaining his or her confirmation or rejection of the candidate's request.

- e. The Co-Chairs of the Committee shall be the Dean and a faculty member elected by the faculty members on the committee.
- f. The Committee members have the right to fully discuss their professional judgment of the candidate's strengths and weaknesses during the Tenure Review Committee meetings in a confidential setting. All individuals involved shall maintain the confidentiality of the evaluation process and sign a statement to that effect. All information gathered or reports generated as part of the evaluation shall be treated confidentially. Committee members shall enjoy all of the protections afforded those who participate in a statutory evaluation process, including but not limited to, the qualified privileges associated with defamation as described in Evidence Code Section 411. Concerns regarding confidentiality must be reported to the appropriate college Vice President. If there is no resolution, the committee should address its concerns to the President. The College President will determine whether a re-evaluation is necessary.

11.1.E. Steps of Tenure Review Process

Meetings must only occur with all Committee members attending in real-time communication, and any exceptions must be approved by a majority of the Committee. The only record of such meetings shall be the appropriate evaluation documentation (e.g., A1, A3, A4, etc.). At any time, the evaluatee may request a convening of the Committee or additional meetings.

The steps of the tenure review process are as follows:

- (1) An orientation meeting of the Committee members.
- (2) A meeting of the Committee and candidate, reviewing evaluation criteria, evaluation process, and timelines.
- (3) At a minimum, three (3) site visitations of the candidate. Following each site visitation there shall be a Committee meeting where those who visited present formal written evaluations of the candidate's performance during each visitation. There should be a minimum of one (1) week in between visitations. Ideally, subsequent visitations should not occur prior to a Committee meeting. Whenever two (2) or more Committee members are in attendance at an evaluatee's site visitation, the two committee members shall act independent of each other in the development of their evaluations.
- (4) A Committee meeting without the candidate to determine a recommendation for the candidate's subsequent contract status.
- (5) A Committee meeting with the candidate to recognize meritorious performance, discuss committee recommendations and, if appropriate, to

recommend a course of action for correcting deficiencies.

- (6) a. The Committee shall submit its recommendation for the candidate's subsequent contract status to the College President. The College President shall review all materials and make a recommendation for the candidate's subsequent contract status to the Committee. If the recommendations differ, the President shall explain in writing why his/her recommendation differs and the Committee and the President shall meet and attempt to resolve the differences. If no resolution is reached, the recommendations of both the Committee and President shall be forwarded to the Governing Board in writing.
- b. Until a candidate is tenured or terminated, the President shall each year forward the Tenure Review Committee reports and recommendations to the Governing Board.

11.2 **Evaluation Process Timeline.** Except as provided in other sections of the Agreement, the following timelines shall be followed whenever possible. Because the evaluation process is a critical part of the tenure decision, failure to follow prescribed evaluation timelines should be a rare exception. Whenever possible, any deviation shall be documented and mutually agreed upon by the Committee and evaluatee.

11.2.A. **Fall Hires**

The Tenure Review Committee process will be followed each year during the evaluation period until final recommendation is made. The first date in the timeline below begins with the first week of instruction and ends with the last day of Finals Week.

(1) **Weeks 1 - 6**

- a. An orientation meeting of the Committee will be convened by the Committee Co-Chairs.
- b. A meeting of the Committee and candidate shall be held.

(2) **Weeks 4 - 12**

- a. Student evaluations will be conducted and evaluations and summaries of the results will be provided to the Committee Co-Chairs.
- b. The candidate will submit classroom records and professional activities documentation to the Committee Co-Chairs.
- c. The candidate's self-evaluation will be completed and submitted to the Committee Co-Chairs.

(3) **Weeks 7 - 12**

- a. Classroom/site visitations shall be made.
- b. Committee site meetings will be held with the candidate to discuss each evaluation visit and to make suggestions for specific improvements.

- c. As stipulated in 11.1.E.(3), enough time shall elapse between site visits for the candidate to reflect upon and incorporate the comments and suggestions made by the Committee members during visitations.
- d. Professional responsibilities evaluation will begin.

(4) **Weeks 13 – 15**

- a. The Committee will meet to evaluate the candidate's performance in all criteria areas. The candidate or the Committee may request additional input; this additional input will be limited to another peer classroom/non-classroom assignment visitation, further discussion with the candidate, and/or the request for additional records/documents.
- b. The Committee will meet without the candidate to decide if the candidate has met the evaluation criteria and, if appropriate, to recommend a specific course of action to help the candidate improve his/her performance, if necessary.
- c. The Committee will meet with the candidate to communicate its recommendation.

(5) **Weeks 16 – 18**

- a. The Committee will submit its employment recommendation on Form C2, along with the candidate's portfolio, to the College President.

(6) **No Later than January 15th**

The President will communicate to the Committee his/her recommendation in writing and if the President and the Committee's recommendations differ, the provisions of Section 11.1.E.(6).a. shall occur.

- (7) If a Tenure Review Committee does not complete the evaluation process listed in Section 11.2.A.(1)-(6) or a protective leave listed in Article 8 of this Agreement of an evaluatee in the Fall term prevents the evaluation process listed in Section 11.2.A.(1)-(6), then the tenure review process will be suspended until the subsequent Fall term.

11.2.B Spring Hires

- (1) During the first two (2) weeks of the spring semester, the Co-Chairs will meet with the candidate to explain the tenure process for mid-year hires and the Committee shall be selected.
- (2) During the spring semester there will be one (1) classroom visit by two (2) peer members of the Committee.
- (3) Student evaluations will be administered to a minimum of three (3) classes per semester during the 4th to 12th weeks of the spring semester.

- (4) At the beginning of the next fall semester, the timeline as specified in Section 11.2.A will be followed with the exception that there will be one (1) fewer visit required under Section 11.1.C.(5)(b). Thereafter, the Fall hires timeline will be followed.

11.3 **Consideration of Input from Outside of the Formal Evaluation Process**

11.3.A. Only written and substantiated complaints shall be entertained by the Committee. All written complaints shall be investigated and substantiated by the Committee Co-Chairs, or designee(s) and/or the Committee. Unsubstantiated complaints, concerns, commendations, and verbal un-written complaints will be disregarded.

11.3.B. The candidate has the right to respond to any and all input which the Committee is weighing as part of the evaluation process.

11.4 **Committee Service.** The committee members may count time served on the Committee as service under Sections 5.2.A.(3) and 5.3.D.

11.5 **Documentation of Process**

11.5.A. To properly document the evaluation process, the following standardized District forms should be used:

- (1) Faculty Self-Appraisal Report for Full/Part-Time Faculty (Form A1)
- (2) Administrator and Peer Evaluation Form for Probationary Faculty (Form A3)
- (3) Student Evaluation of Teaching Effectiveness, or Student Evaluation of Counselor/Librarian Effectiveness (Form B1 or B2)
- (4) Student Evaluation Summary Form
- (5) Tenure Review Committee Employment Recommendation for Probationary, Non-Tenured Faculty form (Form C2)
- (6) President's Summary Evaluation Report (Form C4)

11.5B. All completed forms will be held in the candidate's portfolio.

11.6 **Evaluation Assessment**

11.6.A. **Evaluation of the Candidate.** Evaluation of the candidate should be based solely upon the procedures in this Agreement.

11.6.B. **Evaluation Consideration.** Evaluation consideration should be as objective and quantifiable as possible.

- (1) The Committee must have written justification and documentation of a decision not to grant tenure.
- (2) Recommendation to grant or not to grant tenure must be by majority vote of the Committee. Said vote may be made at any time during the probationary period. Failure to secure a recommendation to grant tenure in fewer than four (4) years shall not harm the candidate.

- (3) A Committee's recommendation of "Needs Improvement" in the first, second, or third year does not automatically constitute a decision to deny tenure.
- (4) **Criteria for Employment Recommendation**
 - a. Not to rehire: Candidate's performance is unsatisfactory and continued employment is not recommended.
 - b. To grant 2nd or 3rd probationary contract: Candidate needs to work further to develop skills and gain more experience before being considered for tenure.
 - c. Grant tenure during the 1st or 2nd contract: Candidate is exceptionally strong in all areas of the evaluation criteria, so that a continued period of probation would be unnecessary.
 - d. To grant tenure during the 3rd contract: Candidate has demonstrated exceptionally strong professional growth or abilities in all areas of the evaluation criteria and has already demonstrated being an asset to the institution so that a further continued probationary period would be superfluous.
 - e. To grant tenure after the 3rd contract: Candidate has demonstrated continual professional growth, has progressed appreciably, has made contributions to the college and community-at-large, and would be a lasting asset to the institution.
- (4) **Difference in Criteria Weighting for First, Second, and Third Contracts** (see Appendix D, Form A3.)
 - a. For 1st and 2nd contract: All criteria considered, with the primary assignment criteria the most important.
 - b. For 3rd contract: All criteria considered, with candidate expected to be fully-participating member of campus community.
- (5) If a faculty member receives a "Needs Improvement" or an "Unsatisfactory" evaluation from two or more of the evaluators on the summary/overall evaluation form, the Evaluation Committee shall provide him/her with a written Improvement Plan that specifies what he/she must do to receive a "Satisfactory" on the subsequent term's follow-up evaluation. The Improvement Plan must be reasonable, i.e., the terms and conditions established by the plan must be achievable. The follow-up evaluation must be conducted the following regular term, but not until at least two (2) months have elapsed from the date of the meeting at which the evaluatee received the Improvement Plan from the evaluation committee.

12.1 The evaluation procedures of this Article are to provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth. The evaluation process should be implemented in a positive, supportive manner that encourages self-improvement and excellence in the faculty members' areas, promotes professionalism and enhances performance. All faculty members shall participate in the evaluation process set forth below and shall receive evaluation on all paid activities performed for the District, including those activities set forth in Articles 3, 5, and 13.

12.2 The criteria upon which faculty members will be evaluated are as follows:

12.2.A. Classroom Teaching Faculty:

- (1) Continuing professional development in subject areas of assignment.
- (2) Current curriculum preparation for courses assigned.
- (3) Complete and timely preparation for classes taught.
- (4) Class objectives being achieved.
- (5) Class meetings held as scheduled.
- (6) Necessary administrative paperwork processed in a timely, accurate, and appropriate manner.
- (7) Colleagues and staff treated in a professional manner.
- (8) Students treated with respect and sensitivity.
- (9) Progress toward self-determined individual instructional and developmental goals.
- (10) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.2.A.(3).
- (11) For contract faculty only: participation in division and departmental activities.

12.2.B. Non-Classroom Teaching Faculty:

- (1) Continuing professional development in subject areas of assignment.
- (2) Current preparation for service assignment.
- (3) Service assignment objectives being achieved.
- (4) Students treated with respect and sensitivity.
- (5) Colleagues, staff and public treated in a professional manner.
- (6) Necessary paperwork processed in a timely, accurate and appropriate manner.

- (7) Appointments and work assignments held as scheduled.
- (8) Progress toward self-determined individual work assignment and professional goals.
- (9) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.3.D.
- (10) For contract faculty only: participation in division and departmental activities.

12.3 Faculty evaluation shall be comprised of the following components:

12.3.A. **Committee Appraisal.** All individuals involved shall maintain the confidentiality of the evaluation process and sign a statement to that effect. Concerns must be reported to the appropriate college Vice President. All information gathered or reports generated as part of the evaluation shall be treated confidentially. Committee members shall enjoy all of the protections afforded those who participate in a statutory evaluation process, including, but not limited to, the qualified privileges associated with defamation as described in Evidence Code Section 411. Concerns regarding confidentiality must be reported to the appropriate college Vice President. If there is no resolution, the committee should address its concerns to the President. The College President shall determine whether a re-evaluation is necessary.

12.3.B. **Student Appraisal.** Student appraisals shall be administered by the Dean or his/her designee. Any designees will be required to maintain the confidential nature of the evaluation process.

Student appraisals of classroom faculty shall be conducted each semester after the fourth week of the class in one class or, at the faculty member's discretion, in more than one class taught by the faculty member. Student appraisals shall be collected no later than the 12th week of the semester.

Student appraisals shall be conducted with a sampling of a minimum of thirty (30) students. If enrollment in the one (1) class section selected is fewer than thirty (30) students, two (2) classes (sections) must be selected by the faculty member whenever possible.

Student appraisals for non-classroom faculty members shall be conducted each semester after the fourth week of their service each term with a sampling of thirty (30) students served by the faculty member. Student appraisals shall be collected no later than the 12th week of the semester.

When the appraisals are completed, they shall be summarized. Summaries are distributed to the members of the Evaluation Committee and discussed with the evaluatee. The appraisals will be distributed to the evaluatee whenever possible within 10 days after the submission of grades for the semester for classroom faculty or after completion of the semester for non-classroom faculty. The student appraisal forms (Forms B1 and B2 in Appendix D) shall not be maintained as part of the evaluation materials in the personnel file except at the faculty member's request.

Signed student complaints and commendations that have been placed in the faculty member's personnel file in accordance with Article 10, Sections 3 and 4, will be forwarded to the Committee. This shall include verified electronic communications.

12.3.C. **Self-Appraisal** (Form A1 in Appendix D).

12.3.D. **Site Visitation.** The evaluatee shall receive notification of any site visitation no later than the week before the week in which the visitation will occur. Site visitations for classroom teaching faculty shall be no less than fifty minutes in length whenever possible but may be longer if the class or lab session observed is longer.

12.3.E. **Conference(s).** A conference shall be held between the faculty member being evaluated and the faculty member's evaluation committee to discuss the results of the evaluation process components as designated in Sections 12.3.A-D. For site visitation scheduling purposes and/or the establishment of areas of evaluation, a conference between the evaluatee and the evaluation committee may occur at the request of the evaluatee prior to the first site visitation. Such request shall not be unduly denied.

12.4 The following schedule will be followed for evaluation purposes:

12.4.A. Regular/contract faculty members shall be evaluated at least once every three years.

12.4.B. Temporary full-time faculty shall be evaluated during the first semester of employment and annually thereafter.

12.4.C. Non-Contract faculty shall be evaluated at least once during the first semester of employment with the District and at least once every six semesters thereafter.

12.4.D. Advance notice of the commencement of the evaluation process will be given, whenever possible, at least two (2) weeks before the site visit.

12.5. **Committee Composition, Process and Timeline**

12.5.A.(1) Committee Composition

The evaluation shall be conducted by a three (3) person Evaluation Committee convened by the Dean and consisting of the following members:

- I. The Dean, or administrative designee
- II. The Department Chair/Coordinator, or faculty designee
- III. A faculty member selected by the evaluatee

12.5.A.(1)

- a. The co-chairs shall be the Dean, or administrative designee, and a faculty member (either II, or III, from the list above) selected by the evaluatee.

- b. In the event that a Department Chair/Coordinator designates someone to serve on an evaluation committee in his/her stead to more closely align committee membership with the evaluatee's discipline, such a designee has the right to refuse this designation. An evaluatee has the right to refuse the Chair's designee, but not more than once per evaluation. In the event that there are Departmental Co-Chairs or a Department Chair and an Assistant Chair, the evaluatee shall determine for the purpose of more closely aligning committee discipline expertise with that of the evaluatee which of the Co-Chairs/Department Chair/Assistant Chair shall serve in the capacity of 12.5.A.(1).II.
- c. Unless a faculty designee is appointed, the Department Chair/Coordinator/Assistant Chair or the Department Assistant Chair must serve as a member of the Evaluation Committee. The Chair/Coordinator/Assistant Chair or designee cannot be removed by the evaluatee unless the evaluatee can demonstrate that the Chair/Coordinator/Assistant Chair or designee may not be fair and impartial to the evaluatee. This claim of unfairness/partiality must be made by the evaluatee in writing and approved or denied in writing by the College President. Failure of the College President to respond in writing within ten (10) working days shall constitute the removal of the evaluator in question.
- d. Faculty evaluators shall come from the evaluatee's discipline. If there is not a sufficient number of faculty available in the evaluatee's discipline, faculty from a related discipline on campus shall be considered. If there is not a sufficient number of faculty available in a related discipline at the college, faculty in the discipline or a related discipline from another District college shall be considered.

12.5.A.(2) Process

The process for faculty evaluation shall consist of the following procedures:

- a. A self-appraisal shall be reported on Form A1, located in Appendix D. (Hereafter, all evaluation forms referred to in this Article are located in Appendix D.) The self-appraisal must be turned in before the final evaluation conference.
- b. Site appraisal(s) made by the members of the Evaluation Committee on Form A2 or A4, whichever is appropriate.
- c. Materials submitted by the evaluatee:
 - 1. Classroom Faculty

The evaluatee will provide the evaluation committee with materials demonstrating course preparation and adherence to Course Outline(s) of Record. The material may include course syllabi, grading standards, classroom expectations, samples of student work, class assignments, calendar, class handouts, tests and any

other documentation that the evaluatee considers relevant. Whenever possible, this packet of materials will be made available to committee members at a central location within a week prior to the site visitation.

2. Non-Classroom Faculty

The evaluatee will provide the evaluation committee with materials demonstrating assignment preparation and adherence to assignment description. The materials may include assignment expectations, samples of work, program assignments, cataloging records, assignment handouts/materials, and any other documentation that the evaluatee considers relevant. Whenever possible, this packet of material will be made available to committee members at a central location within a week prior to the site visitation.

- d. A summary appraisal completed by the Evaluation Committee reported on Form C1.
- e. Completion of Student Evaluations Summary by the Dean.
- f. The Evaluation Committee shall meet in conference with the faculty member being evaluated to discuss the results of the evaluation process and Student Evaluation Summaries. The immediate supervisor or designee shall forward all forms to the appropriate college Vice President who, in turn, will forward them to the College President. The College President shall complete a Summary Evaluation Report on Form C4.

12.5.A.(3) Except as provided in other sections of the Agreement, the prescribed evaluation timelines in this article shall be followed and exceptions should be rare, documented, and mutually agreed upon by the committee members and the evaluatee. Because the evaluation process is a critical part of faculty development, failure to follow prescribed evaluation timelines should be a rare exception.

12.5.B. **Loss of Longevity**

- (1) If a faculty member receives a “Needs Improvement” or an “Unsatisfactory” evaluation on the summary/overall evaluation form (Form C1), the Evaluation Committee shall provide him/her with a written Improvement Plan that specifies what he/she must do to receive a “Satisfactory” on the subsequent term’s follow-up evaluation. The Improvement Plan must be reasonable, i.e. the terms and conditions established by the plan must be achievable. The follow-up evaluation must be conducted the following regular term that the faculty member teaches, but not until at least two (2) months have elapsed from the date of the meeting at which the evaluatee received the Improvement Plan from the evaluation committee.
- (2) A faculty member will be removed from the longevity list in either of these two scenarios listed below:

- a. Upon receiving summary/overall performance evaluations in two (2) consecutive regular terms with committee summary/overall ratings (on Form C1) of “Unsatisfactory.”
- b. Any combination of summary/overall performance evaluations in three (3) consecutive regular terms with committee summary/overall ratings (on Form C1) of “Needs Improvement” or “Unsatisfactory.” (See Section 5.4.B(1).)

12.6.A. Upon completion of the evaluation process the following forms will be included in the faculty member’s personnel file (if applicable):

Form A1: Faculty Self-Appraisal Report for Full/Part-Time Faculty

Form A2: Administrator and Peer Evaluation Form for Full-Time Tenured Faculty

Form A4: Administrator and Peer Evaluation Form for Non-Contract Faculty

Form B3: Summary of Student Evaluation of Teaching Effectiveness

Form B4: Summary of Student Evaluation of Counselor/Librarian Effectiveness

Form C1: Summary Administrator and Peer Evaluation Form for Non-Contract and Contract Tenured Faculty

Form C4: President’s Summary Evaluation Report

12.6.B. The College President or his/her designee shall be responsible for administering the evaluation process for regular and non-contract faculty. The College President or her/his designee shall form committees as specified in this Article, establish deadlines in conformity with the Article, process necessary evaluation papers and forms, and forward materials to the Evaluation Committee as required.

12.7 Evaluations for non-contract assignments shall commence no sooner than the 4th week of a regular term and conclude by the 16th week of the same term in which it began. For short term classes, evaluations shall begin no sooner than the census date of the course and conclude by the end of the regular term.