

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 12<sup>th</sup> 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 12<sup>th</sup> 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 4<sup>th</sup> week of a regular term and conclude by the 16<sup>th</sup> 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.