



VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES DEPARTMENT

Faculty Evaluation – Tenure Track

The following are sections of the Agreement between the Ventura County Community College District and the Ventura County Federation of Teachers- (AFT)

Tenure Review of Probationary Faculty

From Section 11.1.A:

The tenure review process should ensure that students have access to the most knowledgeable, talented, creative, and student-oriented faculty available. To that end, a 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.

From Section 11.2:

Evaluation Process Timeline. Except as provided in other sections of the Agreement, the following timelines are guidelines and should be flexible as necessary.

11.2.A. Fall Hires

The Tenure Review Committee process will be followed each year during the evaluation period until final recommendation is made.

(1) Weeks 1 - 6

- a. An orientation meeting of the committee will be convened by the Executive Vice President or designee.
- b. A meeting of the committee and candidate shall be held.

(2) 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. Enough time shall elapse between site visits for the candidate to make some improvement in areas noted for improvement.
- d. Professional responsibilities evaluation will begin.





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(3) Weeks 4 – 12

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

(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 shall be limited to another peer classroom 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.
- c. The committee will meet with the candidate to communicate its recommendation.

(5) Week 16 – 18

- a. The committee will submit its employment recommendation on Form C-2, along with the candidate's portfolio, to the College President.

11.2.B Spring Hires

- 1) During the first two weeks of the spring semester, the Dean will meet with the candidate to explain the tenure process for mid-year hires.
- 2) During the spring semester there will be one classroom visit by two peer members of the committee.
- 3) Student evaluations will be administered to one class of each preparation during the 13th to 15th week of the spring semester.
- 4) At the beginning of the next fall semester, the timeline as specified in Article 11.2.A will be followed with the exception that there will be one fewer visit required under Article 11.1.C(5)(b). Thereafter, the Fall hires timeline will be followed.





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From Section 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 A 3)
- (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 C3)

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

