

ARTICLE 4 EVALUATIONS

- 4.1 Purpose:** The purpose of this Article is to maintain and improve the quality of instruction, counseling and other educational services offered by the District through periodic evaluation of faculty members.
- 4.2 Evaluation Procedures:**
- 4.2.1 Contract Faculty: Each contract faculty employee shall be evaluated in writing in their first semester of employment, and at least once each year during the four-year probationary period, by a team consisting of the immediate supervisor and two peers, following the process and timeline detailed in the Faculty Peer Review Handbook in Appendix VII of this contract. A follow-up evaluation may occur in the subsequent semester if recommended by the evaluation team.
- 4.2.2 Tenured Faculty: Every regular faculty employee shall be evaluated in writing at least once every three years, by a team consisting of the immediate supervisor and two peers, following the process and timeline detailed in the Faculty Peer Review Handbook. The evaluation shall take place no later than the end of the academic year in which the evaluation is due. A follow-up evaluation may occur within the next two semesters if recommended by the evaluation team.
- 4.2.3 Adjunct Faculty: Each adjunct faculty employee shall be evaluated in writing each semester for the first two semesters of employment over a three-year period, and at least once every six semesters of employment thereafter, following the process and timeline detailed in the Faculty Peer Review Handbook. If the initial employment period does not include two semesters of employment over the first three years of employment, the evaluation cycle shall revert to the initial evaluation requirement of the first two semesters over a three-year period. A follow-up evaluation may occur within the next semester following any regularly scheduled evaluation if recommended by the evaluation team.
- 4.2.4 Temporary Full-Time Faculty: A full-time temporary faculty employee must be evaluated in writing at least once by the end of the academic year in which he/she is employed, following the process and timeline detailed in the Faculty Peer Review Handbook.

4.2.5 Retrained / Reassigned / Transferred Faculty: For tenured faculty who are reassigned to teach in a discipline other than the one for which they were initially hired, a special evaluation in the new discipline will be conducted by their new dean and peers during the first semester of this new assignment. Forms and procedures for evaluation will be the same as those already in place.

4.3 Areas of Instructional Evaluation: Instructional faculty shall be evaluated on the criteria listed below. If the faculty member performs other assignments such as counseling, librarian duties or coordinator, refer to the evaluation areas for the specific assignment. See specific criteria in the evaluation form.

4.3.1 Teaching and Instructional Effectiveness – this area is required for regular and adjunct teaching faculty and other faculty who teach.

4.3.2 Area / Department Responsibilities and College-Wide Services

4.3.3 Professional Development

4.4 Student Evaluation of Instructors and Counselors:

4.4.1 Student evaluations shall be a part of a faculty member's evaluation. When evaluating faculty members who teach more than one class, the faculty member shall be entitled to select one class for student evaluation and the immediate supervisor(s) shall select one class.

4.4.2 A counselor will be evaluated by a random number of students who have been counseled by the faculty member.

4.4.3 Subsequent student evaluations may be conducted in accordance with 4.4.1 above if the immediate supervisor(s) is conducting a subsequent evaluation under 4.2.1, 4.2.2, and 4.2.3.

4.4.4 Student evaluations shall not become the sole basis for any administrative decision to evaluate, terminate, deny tenure, discipline or transfer a faculty member.

4.4.5 Student evaluation form(s) shall be mutually agreed upon by the District and the Association and shall become a part of this Agreement. A narrative form may be substituted for the Scantron response form. The narrative form will be limited for use by 50% of the tenured faculty within a division/department.

4.4.6 General Procedures:

A. The immediate supervisor's office shall be responsible for managing and

coordinating the student evaluation.

- B. Faculty members to be evaluated by their students in a given semester shall be notified prior to the evaluation taking place.
- C. To allay student fears, student anonymity shall be protected throughout the student evaluation process.
- D. The aggregate results of the student evaluation (and the evaluation forms) shall be made available to the faculty member only after all grades for the given semester have been processed.
- E. Students shall never suffer any retaliation for evaluations or comments on the evaluation form, or for oral or written comments made to administrative evaluators or their designees.
- F. Student evaluations are to be used as one source of evaluative information by evaluators in writing the formal evaluation of the instructor, a summary of which will be attached to the evaluation

4.5 Classroom Observations:

- 4.5.1 Each evaluation shall be based upon at least two peer observations and one observation by the direct manager, in the case of Contract, Regular, and Temporary Full-time faculty, and one peer observation and one observation by the direct manager in the case of Adjunct faculty, following the process and timeline detailed in the Faculty Peer Review Handbook.
- 4.5.2 If a faculty member's assignment includes one or more online section(s), at least one team member will observe the online section. In the case of an online class observation, the evaluator(s) and the faculty member will mutually schedule at least one session during which the faculty member will navigate the online classroom in the presence of the evaluator(s) in order to provide access to the secured online classroom environment. In addition, each evaluator assigned to observe an online class will be added to the respective course shell as a student for a pre-agreed one-week period to allow the observation of instruction.
- 4.5.3 Data collection will include a pre-conference between evaluators and the instructor to obtain information which may include, but is not limited to; lesson plans, course syllabi, and course and class goals, or other information pertaining to the instructor's assignment. In the case of online classes, data collection may include, but is not limited to, evidence of regular, effective, faculty-initiated student contact.

4.6 Areas of Evaluation for Counselors: Counselors shall be evaluated on the following criteria. If the counseling faculty member also teaches, the formal evaluation shall also include areas of instructional and student evaluations. See specific criteria in evaluation form.

4.6.1 Counseling Effectiveness

4.6.2 Area / Departmental Responsibilities and College-Wide Service

4.6.3 Professional Development

4.7 Areas of Evaluation for Librarians: Librarians shall be evaluated on the criteria listed below. If the librarian teaches, the formal evaluation shall also include areas of instructional and student evaluations. See specific criteria in evaluation form.

4.7.1 Librarian Effectiveness

4.7.2 Area / Departmental Responsibilities and College-Wide Service

4.7.3 Professional Development

4.8 Coordinator Evaluation

4.8.1 Coordinator positions or other reassigned positions selected through a formal hiring process shall be subject to regular evaluation. This excludes reassigned-time positions selected by election or appointment, such as SCFA officers and officers of the Academic Senate and some of its subcommittees.

4.8.2 Coordinator evaluations shall be managed by the manager supervising the position (which may be different from the faculty member's Division Dean), with input from the constituents served by the Coordinator role.

4.8.3 To ensure that faculty serving in Coordinator roles receive timely feedback on performance, the Coordinator evaluation may occur on a schedule independent of the regularly scheduled faculty evaluation.

4.8.3.1 For both Division Coordinators and District-Wide Coordinators, the first coordinator evaluation shall occur no later than the 8th week of the second semester of the assignment.

4.8.3.2 Subsequent evaluations shall occur as follows:

– If the first evaluation is fully satisfactory, the follow up evaluation shall occur in the 4th semester of the assignment, no later than the 8th week.

– If the first evaluation finds any unsatisfactory area(s) of performance, the follow-up evaluation shall occur in the 3rd semester of the assignment, no later than the 8th week.

- For 3-year assignments, evaluations shall occur in the 3rd year only if deemed necessary by the evaluation team on the basis of the 2nd year evaluation.

4.8.4 A second consecutive unsatisfactory Coordinator evaluation shall result in the initiation of a hiring process to select a new person to assume that Coordinator role with the start of the following semester.

4.9 Components of the Formal Written Evaluation:

- 4.9.1 Significant data regarding mitigating factors which may influence job performance.
- 4.9.2 Based in terms of observable or verifiable behavior or information.
- 4.9.3 Based only on job-related criteria and factors.
- 4.9.4 Based upon data obtained from student evaluations, normal daily operational interactions, classroom visitations, and verifiable student comments and observations. Student evaluation forms are not to be given to the instructor until final grades are posted whereupon the instructor may make further comments on the evaluation report covering that class(es).
- 4.9.5 No anonymous, third-party statements will be included in any evaluation; this provision does not pertain to student comments.
- 4.9.6 Narrative comments by both evaluator and the instructor.
- 4.9.7 Any recommendations for improvement.

4.10 Formal Evaluation Procedures:

- 4.10.1 The formal evaluation forms are those included in the Faculty Handbook and in the appendix to this agreement:
 - Instructional Faculty Evaluation
 - Counselor Faculty Evaluation
 - Librarian Faculty Evaluation
 - Faculty Self-Evaluation
 - Peer Performance Evaluation
- 4.10.2 The immediate supervisor and the faculty member shall sign the team

evaluation form. The faculty member's signature indicates only that he/she has read the contents of the evaluation.

4.10.3 If the faculty member does not sign the formal evaluation, the evaluating supervisor will forward the original with his/her signature and date with a cover letter indicating the faculty member did not respond. The evaluator will give a copy of the letter and evaluation to the faculty member.

4.10.4 The original copy of the team evaluation form shall be forwarded to the Human Resources Department in a timely manner for inclusion in the faculty member's personnel file. If the member under review wishes to respond to the evaluation, he/she may submit a response to be attached to the evaluation in the personnel file. Evaluations will be held for ten (10) days before filing to allow for response prior to filing. Responses may also be submitted at any time for addition to the file. Peer evaluation forms may be added to the personnel file upon the faculty member's request, but otherwise become the property of the evaluatee.

4.11 Peer Evaluation: Peer evaluation is a mandatory component of the faculty evaluation process.

4.11.1 Selection of Peer Evaluators: Evaluation teams will include two (2) peer evaluators for Contract and Tenured faculty, and one (1) peer evaluator for Adjunct faculty, selected according to the processes detailed in the Faculty Peer Review Handbook.

4.11.2 Compensation for Peer Evaluators: Faculty who serve as peer evaluators will receive a stipend of \$75 per evaluation. In addition, peer evaluators may earn up to two (2) hours of FlexCal credit per year for ongoing mentoring / advising of the peer(s) they evaluate.

4.12 Faculty Self-Evaluation:

4.12.1 Regular and Contract Faculty: Self-evaluation is a mandatory component of the regular and contract (tenure track) faculty evaluation process.

4.12.2 Adjunct Faculty: Self-evaluation is optional for Adjunct faculty