

ARTICLE 10 EVALUATION OF FACULTY MEMBERS

10.1 Definitions

A "contract faculty member" means a member of the bargaining unit who is employed on the basis of a contract in accordance with the provisions of California Education Code §87477, §87478, §87480, §87481, §87482, §87604, §87605, §87608(b) or §87608.5(b), and is generally meant to refer to full-time faculty members who are tenure track but have not yet achieved tenure.

A "regular faculty member" means a member of the bargaining unit who is employed on a regular basis in accordance with the provisions of California Education Code §87608(c), §87608.5(c) or §87609(a), and is generally meant to refer to full-time faculty members who have achieved tenure.

A "categorically funded faculty member" means a member of the bargaining unit who is employed on the basis of an agreement between the faculty member and the Board of Trustees in accordance with the provisions of California Education Code §87470.

An "academic year" means that period of time beginning on the first day of a fall semester and ending on the last day of the following spring semester.

An "administrative evaluator" means the Vice President for Academic Services, the Vice President for Student Services, as appropriate, or an appropriate Academic Administrative designee, such as the academic Dean of the area in which the faculty member works.

A "peer evaluator" means any regular faculty member who is selected by the person being evaluated to complete an evaluation of the unit member.

10.2 General

All information and materials related to the evaluation process shall remain confidential.

Evaluation forms currently in use at the time this agreement goes into effect shall continue to be used for the duration of this agreement and can be found in Exhibit D to this agreement.

The unit member shall have the right to be accompanied by a representative of his/her choice at any evaluation conference.

Matters of substance in a unit member's evaluation shall not be subject to the grievance procedure in this agreement.

10.3 Frequency of Evaluation

Contract faculty members and categorically funded faculty members shall be evaluated in accordance with the criteria and procedures enumerated in Articles 10.4 and 10.5 at least once in each academic year.

Regular faculty members shall be evaluated in accordance with the criteria and procedures enumerated in Articles 10.4 and 10.5 at least once in every three (3) academic years.

Contract faculty members who are designated as “full-time temporary” shall be evaluated in accordance with the criteria enumerated in Article 10.4 and with the procedures enumerated in Article 10.6 at least once in their employment as full-time temporary faculty.

All contract faculty members employed in a position designated by the District as “tenure track”, and governed by the provisions of California Education Code §87604 through §87609 shall be evaluated during the first years of their employment according to the policies, criteria, and procedures enumerated in Article 11 - Tenure Review Procedure of this agreement, rather than this article, until they attain the status of regular faculty members.

The Vice President for Academic Services or the Vice President for Student Services, as appropriate, shall maintain the master calendar of when all regular, contract and categorically funded faculty members are due to be evaluated.
(Ed. Code §87663)

10.4 Evaluation Criteria

The unit member shall be evaluated based upon the following criteria.

The unit member should be concerned about, and act to enhance, students’ academic success; should respect the opinions and concerns of the students; should be willing and available to assist students; and should be responsive to the educational and individual needs of students by exhibiting awareness of, and sensitivity to, the diversity of cultural backgrounds, lifestyles, learning styles, and goals of students, as well as gender and age differences.

The unit member should participate in division activities and at least one college standing committee, campus club or college advisory committee or other activity/committee as approved by the area Vice President; should maintain ethical standards; should make a reasonable effort to develop and to maintain workable relationships with colleagues and staff; and should demonstrate a commitment to the profession of education and to his/her area of expertise.

The following duties reflect the different roles of teaching faculty, counselors, librarians, and non-instructional faculty members and form the basis of the evaluation.

10.4.1 Classroom Teaching Duties

The classroom instructor should be clearly knowledgeable in the discipline and be aware of current developments and research in the field; should communicate effectively with students and colleagues; should use effective teaching methods that are appropriate for the subject matter; should use appropriate assessment and testing methods to measure student progress; should cover course content as contained in the course outlines while recognizing the needs of individual classes and students; and should maintain and submit classroom and college records and reports in accordance with District policies.

10.4.2 Counseling Duties

The counselor should be clearly knowledgeable in academic, career, and personal counseling and be aware of current software developments and research in educational counseling; should communicate effectively with students and colleagues; should use appropriate methods to evaluate and monitor student progress; and should maintain and submit counseling and college records and reports in accordance with District policies.

10.4.3 Librarian Duties

The librarian should be clearly knowledgeable in the area of librarianship, library operations, services and materials and be aware of current developments and research in librarianship; should communicate effectively with students and colleagues; should use methods and resources appropriate to the job assignment and be responsive to the needs of students; should use appropriate methods to evaluate and monitor the work of library staff and students; should stimulate the students' use of, and interest in, the library and its facilities; and should maintain and submit library and college records and reports in accordance with District policies.

10.4.4 Non-Classroom Faculty Duties

The non-classroom faculty member should be clearly knowledgeable in the area of the assignment and aware of current developments and research in the field; should communicate effectively with students and colleagues; should use methods and resources appropriate to the job assignment; should use appropriate methods to evaluate and monitor work; should stimulate the use of, and interest in, work assignment; and should maintain and submit work assignment and college records and reports in accordance with District policies.

10.5 Evaluation Procedure

10.5.1 Notification

No later than the third week of the semester in which a unit member is scheduled to be evaluated, based upon the timelines described above in section 10.3, the Vice President for Academic Services or the Vice President for Student Services, as appropriate, shall send a written notification to the unit member of that semester's evaluation. In this notification, the Vice President shall indicate if s/he will be the administrative evaluator or, if a designee has been assigned, who the academic administrative evaluator shall be.

10.5.2 Evaluation Team

The unit member shall select a peer evaluator from inside or outside the unit member's division, provided that when the last preceding peer evaluation was conducted it was by a peer from within the unit member's division, and provided that there is a peer evaluator available from within the unit member's division. This peer evaluator and the administrative evaluator shall comprise the evaluation team.

10.5.3 Pre-Observation Conference

The unit member to be evaluated shall have the option as to whether or not to meet with the evaluation team in a pre-observation conference. If the conference is held, its purpose shall be to discuss the criteria and procedures of the evaluation, the time and conditions of the observation visitations, and the time of the post-observation conference.

Regardless of whether at the election of the unit member being evaluated the pre-observation conference is or is not held, the time of the observation visitations and the time of the post-observation conference shall be set by mutual agreement of the unit member and the evaluators at their convenience.

10.5.4 Evaluation of Professional Duties

Immediately after the notification of evaluation, the administrative evaluator shall request of the unit member's academic area leader, or shall complete her/himself if s/he is the academic area leader, an evaluation of the unit member's professional duties. The Professional Duties will include an evaluation of the unit member's participation in division and institutional activities including participation in at least one college standing committee, student club or college advisory committee or the equivalent and the development and assessment of student learning outcomes. This evaluation must be completed in time for the post-observation conference.

10.5.5 Faculty Member's Self-Assessment

The faculty member being evaluated will complete a self-assessment. This self-assessment may contain a description of any professionally related activities undertaken by the faculty member since the last evaluation as well as a self-assessment of the faculty member's performance. The self-assessment will address the faculty member's participation in the development and assessment of student learning outcomes. This self-assessment must be completed in time for the post-observation conference.

10.5.6 Student Assessment of Faculty Member

Each semester anonymous evaluations by students of the unit member shall be conducted.

See Articles 10.5.6.1 and 10.5.6.2 for specific procedures to be followed by teaching and non-teaching faculty members in distributing and collecting student evaluations.

Student evaluations should be completed using the standard student evaluation forms that are part of this agreement (forms M, N, O, and P).

No student evaluations shall be placed in the unit member's personnel file unless requested by the unit member who has been evaluated.

Student evaluations in and of themselves will not be used for discipline of a unit member, but may be used as a tool for professional improvement and/or in the overall evaluation process. If the evaluation report includes reference to student evaluations, then the administrator evaluator will have to produce hard copies of all student evaluations done over the three-year period between evaluations to support such reference at the post-observation conference.

10.5.6.1 Teaching Faculty Members

Each semester teaching faculty shall distribute anonymous student evaluations to a minimum of two (2) course sections requiring different preparations (if possible) which are selected by the area dean after conferring with the unit member.

The teaching faculty member will be responsible for distributing the evaluation forms to the students, providing a setting in which confidentiality and anonymity are ensured. A student should be designated to collect the completed forms and seal them in an envelope. The sealed envelopes should be submitted to the office of the area dean by the teaching faculty member no later than the next business day.

The completed evaluations will be reviewed by the area dean and area Vice President and given to the teaching unit member after final grades are submitted, but no later than the end of the first week of the following semester.

10.5.6.2 Non-Teaching Faculty Member

Each semester non-teaching faculty members shall distribute anonymous evaluations to all students and/or other individuals served during a three (3) week date range assigned by the area dean or administrator after conferring with the unit member.

The unit member will be responsible for distributing the evaluation forms to the students/individuals, providing a setting in which confidentiality and anonymity are ensured.

The area dean shall ensure the placement of a secure collection box away from the non-teaching faculty member's desk and the final collection of all evaluations at the end of the third week.

The completed evaluations will be reviewed by the area dean and area Vice President and given to the non-teaching faculty member after the end of each semester, but no later than the end of the first week of the following semester.

10.5.7 Observation Visitation

The observation visitations shall take place within twenty (20) workdays of the pre-observation conference. Observation visitations normally will be for periods of sixty (60) minutes; however, the period of time of an observation visitation may be shortened or lengthened by the mutual agreement of the unit member and the evaluators.

Extemporaneous notes may be taken during the observation visitation. Evaluators should complete the evaluation forms during or immediately following the observation visitation.

In that the purpose of evaluation is the improvement of instruction, positive instructional features observed during the observation visitation should receive as much, if not more, emphasis than negative features.

10.5.8 Post-Observation Conference

The purpose of the post-observation conference shall be for the evaluation team and the faculty member to review the results of the observation visitation(s), to identify and communicate the strengths of the unit member, and to identify and communicate any areas that may be in need of improvement.

The post-observation conference shall take place within twenty (20) workdays of the observation visitation. Within fifteen (15) workdays of the observation visitation, the evaluators shall submit to the unit member being evaluated a copy of the completed observation evaluation forms which may include any extemporaneous notes taken during the observation visitation, and a copy of the evaluation of professional duties.

During the post-observation conference, the unit member and the evaluation team shall discuss the observation evaluations, the evaluation of professional duties, the student evaluations, and the self-assessment.

At the conference, the evaluators and the unit member may agree to changes to what has been written on the evaluation forms, in which case they shall be re-drafted and re-submitted to the unit member within five (5) workdays of the post-observation conference.

The unit member shall sign and return to the administrative evaluator the final evaluation forms within five (5) workdays of the date they were submitted to the unit member.

10.5.9 Conclusion of the Evaluation

A copy of all final signed evaluation documents shall be given to the unit member, and a copy shall be placed in the unit member's personnel file, excluding any student evaluations, by no later than the last day of the academic semester in which the evaluation took place. The unit member and the administrative evaluator may extend this deadline by mutual consent.

In the event the unit member being evaluated receives what s/he considers to be a negative evaluation, the evaluation team and the unit member shall discuss the matter at the post-observation conference. The administrative evaluator shall specify on the evaluation form the reasons for the alleged deficiencies. The administrative evaluator and the unit member shall meet within fifteen (15) workdays of the post-observation conference to develop a written, detailed plan for remediation of the deficiencies upon which the negative evaluation was based.

All documents placed into the unit member's personnel file must follow the policies and procedures of this article and of Article 3 of this agreement.

10.6 Full-Time Temporary Faculty Evaluation

10.6.1 Purpose

The following procedures are for evaluation of Full-Time Temporary Faculty members, who shall be evaluated at least once during their employment by the District.

The purpose of the evaluation process is the improvement of instruction, regardless of whether the unit member employed under a full-time temporary contract is seeking a permanent teaching position with the District.

10.6.2 Procedure

Any unit member who is employed under a full-time temporary contract for one semester shall be evaluated during that semester. Unit members employed under a full-time temporary contract for a full academic year shall be evaluated in at least one of the two semesters employed.

The appropriate academic area leader or designee shall conduct evaluations. Designees are limited to those available, regular faculty members in the discipline or in a related discipline of the unit member being evaluated.

10.6.2.1 Pre-Observation Conference

The evaluator shall contact the unit member to be evaluated as early in the semester as possible. The unit member to be evaluated shall have the option as to whether or not to meet with the evaluator in a pre-observation conference. If the conference is held, its purpose shall be to discuss the criteria and procedures of the evaluation, the time and conditions of the observation visitation, and the time of the post-observation conference.

Regardless of whether at the election of the unit member being evaluated, the pre-observation conference is or is not held, the time of the observation visitation and the time of the post-observation conference shall be set by mutual agreement of the unit member and the evaluator at their convenience.

10.6.2.2 Observation Visitation

Observation visitations normally will be for periods of sixty (60) minutes; however, the period of time of an observation visitation may be shortened or lengthened by the mutual agreement of the unit member and the evaluator.

In that the purpose of evaluation is the improvement of instruction, positive instructional features observed during the observation visitation should receive as much, if not more, emphasis than negative features. The evaluator should complete the evaluation forms during or immediately following the observation visitation.

10.6.2.3 Evaluation of Professional Duties

The unit member's academic area leader shall complete an evaluation of the unit member's professional duties. The Professional Duties will include an evaluation of the unit member's participation in division and institutional activities including participation in at least one college standing committee, student club or college advisory committee or the equivalent and the development and assessment of student learning outcomes. This evaluation must be completed in time for the post-observation conference.

10.6.2.4 Faculty Member's Self-Assessment

The faculty member being evaluated will complete a self-assessment. This self-assessment may contain a description of any professionally related activities undertaken by the faculty member while employed by the District as well as a self-assessment of the faculty member's performance. The self-assessment will address the faculty member's participation in the development and assessment of student learning outcomes. This self-assessment must be completed in time for the post-observation conference.

10.6.2.5 Student Assessment of Faculty Member

Each semester anonymous evaluations by students of the unit member shall be conducted.

See Articles 10.6.2.5.1 and 10.6.2.5.2 for specific procedures to be followed by teaching and non-teaching faculty members in distributing and collecting student evaluations.

Student evaluations should be completed using the standard student evaluation forms that are part of this agreement (forms M, N, O, and P).

No student evaluations shall be placed in the unit member's personnel file unless requested by the unit member who has been evaluated.

Student evaluations in and of themselves will not be used for discipline of a unit member, but may be used as a tool for professional improvement and/or in the overall evaluation process. If the evaluation report includes reference to student evaluations, then the administrator evaluator will have to produce hard copies of all student evaluations done while employed by the District to support such reference at the post-observation conference.

10.6.2.5.1 Teaching Faculty Members

Each semester teaching faculty shall distribute anonymous student

evaluations to a minimum of two (2) course sections requiring different preparations (if possible) which are selected by the area dean after conferring with the unit member.

The teaching faculty member will be responsible for distributing the evaluation forms to the students, providing a setting in which confidentiality and anonymity is ensured. A student should be designated to collect the completed forms and seal them in an envelope. The sealed envelopes should be submitted to the office of the area dean by the teaching faculty member no later than the next business day.

The completed evaluations will be reviewed by the area dean and area Vice President and given to the teaching unit member after final grades are submitted, but no later than the end of the first week of the following semester.

10.6.2.5.2 Non-Teaching Faculty Member

Each semester non-teaching faculty members shall distribute anonymous evaluations to all students and/or other individuals served during a three (3) week date range assigned by the area dean or administrator after conferring with the unit member.

The unit member will be responsible for distributing the evaluation forms to the students/individuals, providing a setting in which confidentiality and anonymity are ensured.

The area dean or administrator shall ensure the placement of a secure collection box away from the non-teaching faculty member's desk and the final collection of all evaluations at the end of the third week.

The completed evaluations will be reviewed by the area dean and area Vice President and given to the non-teaching faculty member after the end of the semester, but no later than the end of the first week of the following semester.

10.6.2.6 Post-Observation Conference

The purpose of the post-observation conference shall be for the evaluator and the unit member to review the results of the observation visitation, to identify and communicate the strengths of the unit member, and to identify and communicate any areas that may be in need of improvement. During the post-observation conference, the unit member and the evaluator shall discuss the observation evaluation, the evaluation of professional duties, the student evaluations, and the self-assessment.

At the conference, the evaluator and the unit member may agree to changes to what has been written on the evaluation forms, in which case they shall be re-drafted and re-submitted to the unit member within five (5) workdays of the post-observation conference.

The unit member shall sign and return to the evaluator the final evaluation forms within five (5) workdays of the date they were submitted to the unit member.

10.6.2.7 Conclusion of the Evaluation

A copy of all final signed evaluation documents shall be given to the unit member, and a copy shall be placed in the unit member's personnel file, excluding any student evaluations, by no later than the last day of the academic semester in which the evaluation took place. The unit member and the administrative evaluator may extend this deadline by mutual consent.

All documents placed into the unit member's personnel file must follow the policies and procedures of this article and of Article 3 of this agreement.

10.6.3 Reservations & Limitations

If the evaluation is to be conducted while an active search is underway to fill the position being temporarily filled by the unit member being evaluated and the unit member being evaluated is a candidate for the full-time permanent position:

1. the evaluator cannot be serving on the screening/search committee;
2. the evaluation itself cannot be considered by the screening/search committee. If the unit member so chooses, s/he may request a letter of recommendation from the evaluator, to be included in the unit member's application for the full-time permanent position, and the evaluator may write such a letter of recommendation.

If the unit member is subsequently offered and accepts a full-time permanent position with the District:

1. if the unit member was employed in a temporary full-time position for at least one full academic year, the unit member shall receive one year of credit as a full-time faculty member in accordance with California Education Code §87478 and shall be subject to the Three Year Modified Tenure Review Procedure described in Article 11.8 of this agreement;

2. the Individual Tenure Review Committee, once formed, shall review the evaluation(s) made during the semester(s) the unit member was employed under a full-time temporary faculty contract. As noted in Article 11 of this Agreement, members of the Individual Tenure Review Committee shall “respect the confidentiality of the tenure review process and treat evaluations and the reviews of members as private information.”

10.7 Evaluation of Faculty Teaching Online Courses

The goal of the online course evaluation process is to ensure that the online courses being taught are similar in scope, quality, and requirements as the same courses taught in a traditional format. Further, the evaluation is meant to develop the skills of online instructors and for the methods, techniques, and best practices in online instruction to be shared among peer faculty members. To that end, the online evaluation process is designed primarily to review and improve the online course delivery and content. However, for teaching faculty members who regularly teach online courses as part of their teaching load, the online course evaluation should be used by the evaluation team as an additional peer review of teaching in the contract, regular or tenure review facets of faculty evaluation, though it may not take the place of the formal classroom observations as described in Articles 10 and 11 of this agreement. If an online course is chosen for evaluation, at least one evaluator must have experience/training in online course teaching/evaluation.

District administrative officers have the same rights to informal review of online instruction as they possess for traditionally delivered instruction.