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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) Establishes the appropriate learning outcomes for each course and consistently assesses for student learning of those outcomes.
- (11) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.2A(3).
- (12) 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) Participates appropriately in the development and assessment of

student learning and/or service area outcomes, as determined by the department.

- (109) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.3D.
- (119) 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 Executive 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 Executive 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 conducted with a sampling of a minimum of thirty students. If enrollment in the one class section selected is fewer than 30 students, two 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 30 students served by the faculty member.

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 A-1 in Appendix D)

12.3.D. **Site Visitation.** The evaluatee shall receive advance notification of 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.** 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.

- 12.4 The following schedule will be followed for evaluation purposes:
- 12.4.A. Regular 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. Notice of evaluation will be given and, whenever possible, at least two weeks before the site visit.

12.5. **Committee Composition and Process**

12.5.A(1) Committee Composition

The evaluation shall be conducted by an Evaluation Committee convened by the dean and consisting of the following members:

- a. The co-chairs shall be the dean and the faculty member selected by the faculty member being evaluated.
- b. The Department Chair/Coordinator or designee.
- c. Such a designee has the right to refuse designation to an evaluation committee. An evaluatee has the right to refuse the Chair's designee, but not more than once per evaluation.
- d. Unless a designee is appointed, the Department Chair/Coordinator or the Department Assistant Chair must serve as a member of the Evaluation Committee. The Chair/Coordinator cannot be removed by the evaluatee unless it can be demonstrated that the Chair/Coordinator may not be fair and impartial as determined by the Associate Vice Chancellor, Human Resources.
- e. 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.
- f. A faculty member selected by the faculty member being evaluated.
- g. The Dean.
- h. The composition of the committee must include at least one regular faculty member.

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.

- 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 outlines. 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, assignment handouts, 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 Executive Vice President who, in turn, will forward them to the College President. The College President shall complete a Summary Evaluation Report on Form C3.

12.5.B. **Loss of Longevity**

- (1) If a faculty member receives a "Needs Improvement" or an "Unsatisfactory" evaluation from two or more of the evaluators, 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 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 semester, but not until at least two months have elapsed from the date of the meeting at which the evaluatee received the Improvement Plan from the evaluation committee.
- (2) Two consecutive performance evaluations with summary ratings (Form C1) of "Unsatisfactory," or three consecutive evaluations with summary ratings of two "Needs Improvement" followed by an "Unsatisfactory" will result in loss of future assignments and removal from the longevity list. See 5.B(1)(e).

12.6 Administrative Evaluation - The college president or designee may initiate an administrative evaluation if one of the following conditions exists:

1. the college president cites identifiable issues about the faculty member's performance that are disclosed by the faculty member's regular evaluation, and the evaluation committee concurs that those issues warrant further review and documentation through an administrative evaluation; or
2. the college president determines that an administrative evaluation is appropriate to review events or circumstances that could lead to formal disciplinary action under Education Code Section 87732 (in which case the evaluation, once completed, shall be deemed to have served the purposes specified in Education Code Section 87671).

Any administrative evaluation initiated under Subsection 1 of this section shall be commenced within thirty working days of the completion of the regular evaluation. Furthermore, it shall be concluded within sixty days after it was commenced.

Administrative evaluations shall be conducted as follows:

1. If the administrative evaluation follows a regular evaluation, the appropriate vice president or designee shall solicit input from the following:
  - a. the evaluation committee;
  - b. appropriate individuals the faculty member identifies as having relevant information about his or her performance; and
  - c. any others the appropriate vice president or designee believes should have relevant information about the performance of the faculty member

All such input shall be considered by the appropriate vice president or designee before he/she completes the administrative evaluation

2. The appropriate vice president or designee may, if it is appropriate to the evaluation, observe the faculty member as he/she teaches or performs his or her other duties, conduct student evaluations with prior notification to the faculty member as to when such student evaluations would occur, or collect relevant data through other appropriate data collection methods.
  - a. If the vice president or designee chooses to observe the faculty member, the process described in Article 12.3.D shall be used.
  - b. If the vice president or designee chooses to collect student evaluations, the process described in 12.3.B shall be used.

3. The administrative evaluation shall be recorded on the appropriate administrative evaluation form. Once the appropriate vice president or designee has completed the form, he/she shall deliver the evaluation to the faculty member and place a copy of the form in the faculty member's personnel file.
4. The completed administrative evaluation, when delivered to the faculty member by the appropriate vice president, shall be accompanied by written advice that the faculty member has the right to submit a written comment, within ten (10) working days, regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the administrative evaluation contained in the faculty member's personnel file.

*in writing*

*evaluator*

*college*

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12.76.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 C3: President's Summary Evaluation Report

12.76.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.

12.87 All reasonable efforts will be made to accommodate a faculty member's objection to any one member of the faculty member's Evaluation Committee.