

Formatted

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) As appropriate, establishes, participates in, and/or assesses the appropriate learning outcomes for each course and consistently assesses for student learning of those outcomes.~~

Formatted: Strikethrough

Formatted: Strikethrough

~~(110)~~ For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.2A(3).

~~(124)~~ 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) As appropriate, establishes, participates in, and/or assesses student learning and/or service area outcomes, as determined by~~

VCCCD Handout
2/10/17

the department.

(109) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.3D.

(110) 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-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 Executive 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 12th week of the semester.

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. Student appraisals shall be collected no later than the 12th 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 A-1 in Appendix D)

12.3.D. **Site Visitation.** The evaluatee shall receive advance-notification of any visitation no later than the week before 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.

After tenure is granted, the Dean may waive site visitations for other than follow-

Formatted: Font: Bold

up, out-of-cycle, or administrative evaluations. For any evaluation for which the Dean has not conducted a site visitation, the Dean shall omit the Job Performance Observation portion of the evaluation.

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. A conference between the evaluatee and the evaluatee's 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 and, whenever possible, at least two (2) weeks before the any site visit.

12.5. **Committee Composition and 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 designee
- III. A faculty member selected by the evaluatee.

12.5.A(1).a. a. The co-chairs shall be the Dean or administrative designee and a the-faculty member (either II. or III. from the list above) selected by the faculty member being evaluated/evaluatee.

b. In the event that a The 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, s-

c. 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.

d. Unless a 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 it the evaluatee can be demonstrates that the Chair/Coordinator/Assistant Chair 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 Vice Chancellor, Human Resources college president. Failure of the college president Vice Chancellor of Human Resources to respond in writing within ten

Comment [MWS1]: This appears to mean evaluation meetings or process, not visitations. Otherwise it is redundant and contradictory of 12.3.D.

Formatted: Font: Bold

~~(10) working days of receipt shall constitute approval and result in the removal of the evaluator in question as determined by the Associate Vice Chancellor, Human Resources.~~

~~ed.~~ 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 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 Executive-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 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 evaluator 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 semester/regular term, 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) ~~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). A faculty member will be removed from the longevity list in either of these two scenarios:~~
 - a. Upon receiving performance evaluations in two (2) consecutive regular terms with committee summary/overall rating (on Form C1) of "Unsatisfactory."
 - b. Any combination of 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.4 5.B(1)(e).)

12.6 **Administrative Evaluation** – *The purpose of an administrative evaluation is to document and focus the evaluatee's attention on concerns or issues that pose significant barriers to success and which, in the opinion of the peer evaluation committee, are appropriate for administrative comment. The administrative evaluation shall not substitute for the peer evaluation, but is intended, when used, to supplement the peer evaluation. The administrator completing the administrative evaluation shall provide notice of the evaluation to the AFT prior to presenting the evaluation to an evaluatee.* The college president or designee may initiate an administrative evaluation *only* if one of the following conditions exists:

12.6.A.1. The college president or designee cites in the evaluation identifiable issues about the evaluatee's performance that are disclosed by the evaluatee's regular evaluation, and the evaluation committee concurs that those issues warrant further review and documentation through an administrative evaluation. Any administrative evaluation initiated under 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.

12.6.A.2. The college president or designee determines that an administrative

Comment [MWS2]: What article is this intended to be?

Formatted: Font: Bold

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).

12.6.B. Administrative evaluations shall be conducted as follows:

12.6.B.1. If the administrative evaluation follows a regular evaluation, the college president or designee shall solicit input from the following:

- a. the evaluation committee;
- b. appropriate individuals the evaluatee identifies as having relevant information about his or her performance; and
- c. any others the college president or designee believes should have relevant information about the performance of the evaluatee.
- d. All such input shall be considered by the college president or designee before he/she completes the administrative evaluation.

12.6.B.2. The college president or designee may, if it is relevant to the evaluation, observe the evaluatee as he/she teaches or performs his or her other duties, conduct student evaluations with prior notification to the evaluatee as to when such student evaluations would occur, and collect relevant data through other appropriate data collection methods.

- a. If the college president or designee chooses to observe the evaluatee, the process described in Article 12.3.D shall be used.
- b. If the college 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 college president or designee has completed the form, he/she shall deliver the evaluation to the evaluatee and place a copy of the form in the evaluatee's personnel file.

4. The completed administrative evaluation, when delivered to the evaluatee by the college president or designee, shall be accompanied by written advice that the evaluatee has the right to submit a written comment, within ten (10) working days, regarding the evaluation. If the evaluatee chooses to submit a comment, it shall be appended to the copy of the administrative evaluation contained in the evaluatee's personnel file.

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 Evaluations for non-contract assignments shall commence no sooner than by the 4th week of a regular term and conclude by the 16th week of the same term in which it began. For short term classes, evaluations shall begin no sooner than two class meetings after the census date of the course, and conclude by the end of the regular term. All reasonable efforts will be made to accommodate a faculty member's objection to any one member of the faculty member's Evaluation Committee.
- 12.9 If management commences but does not *timely* conclude an evaluation for any reason other than delays caused by the evaluatee or committee members, or if the preceding timeline is not met, then the evaluatee will be given one semester of longevity credit.

Formatted: Font: Bold