

Article 19

Evaluation

Purpose of Evaluation

The excellence of the institution depends on the quality of its faculty members. Faculty evaluation is a method of addressing faculty performance. Meaningful evaluations can enhance faculty performance and promote excellence by providing positive reinforcement, constructive advice, specific recommendations for improvement and professional growth. The evaluation process will follow the suggested evaluation plan time table and worksheet in Appendix C.

A. General Provisions

1. Formal evaluations have several purposes. They include the following:
 - a. recognizing outstanding performance;
 - b. improving satisfactory performance and furthering the growth of faculty members who are performing well;
 - c. identifying weak performance and assisting faculty members in achieving required improvement; and
 - d. documenting unsatisfactory performance.
 - e. Formal evaluations review a faculty member's performance of his or her scheduled duties as well as all of his or her other contractual and professional obligations.
2. Formal evaluations shall be conducted and documented as prescribed in this article. They shall occur at intervals that are at least as frequent as those prescribed in Sections B, I, C, D and E and can take the form of a basic evaluation, a comprehensive evaluation, an administrative evaluation, or a specialized evaluation, for example, a department chair evaluation.
 - a. A basic evaluation is an evaluation that reviews a faculty member's performance with little, if any, structured data gathering, and without the establishment of a peer review committee.
 - b. A comprehensive evaluation is an evaluation that reviews a faculty member's performance based on information derived from considerable structured data gathering under the supervision of a peer review committee.
 - c. An administrative evaluation is a review of a faculty member's performance conducted by an appropriate vice president or designee.
3. As used in this article, the terms tenured or regular faculty, probationary or contract faculty, and temporary faculty shall be defined as follows:
 - a. Tenured or regular faculty are those faculty members who have completed their probationary period and obtained permanent status.
 - b. Probationary or contract faculty are those faculty members who are employed under an annual contract in a probationary assignment, but who have not completed their probationary period.
 - c. Temporary faculty are those faculty members who are neither tenured nor probationary, and who are employed under provisions of the Education Code that authorize their service as temporary employees. They may be either adjunct faculty or temporary "monthly-rate" faculty.

During the spring semester in preparation for the next academic year, training shall be scheduled for all evaluators and attendance is mandatory. The purpose of the training is to give the evaluators the skills and knowledge necessary to provide the evaluatee with positive reinforcement, constructive advice, and specific recommendations for improvement or professional growth during the evaluation cycle. Training is developed and provided by the AFT and the District.

4. Departments Without Faculty Chairs

The administrator assigned the supervisory responsibility for a department without a faculty department chair shall assume the responsibilities delegated to the department chair by this article, except for serving on the peer review committee under section H.1.a of this article and in Article 42. A faculty member must serve in the role of department chair on the review committee. In appointing a replacement, the administrator will select an appropriate faculty member to serve on the evaluation committee. The Child Development Center director shall assume the responsibilities delegated to the department chair by this article for the evaluation of Child Development Center teachers.

B. Evaluation of Tenured Faculty

1. Tenured faculty members shall be evaluated every three academic years in the fall or spring semester. Disregarding those instances in which an administrative evaluation or specialized evaluation is appropriate, the form of the evaluation shall alternate between a basic evaluation and a comprehensive evaluation, beginning with the basic evaluation, unless the following occurs:
 - a. The faculty member elects to receive a comprehensive evaluation; or
 - b. The faculty member's department chair, with the concurrence of the appropriate vice president or designee, calls for a comprehensive evaluation.
2. To initiate a formal evaluation, the appropriate vice president or designee shall send the tenured faculty member, and his or her department chair, a notice informing them that the faculty member will be evaluated as provided in this article and, if a comprehensive evaluation is not already required by this section, describing how the form of the evaluation will be determined.

C. Evaluation of Tenured Faculty Serving as Directors, Instructors Special Assignment, Consulting Instructors, Disability Specialists, College Nurses or in Similar Assignments

1. Tenured faculty members who are serving as directors, instructors special assignment, consulting instructors, disability specialists, college nurses or in similar assignments shall be evaluated every three years in accordance with this article however, if the faculty member is not a member of a department (counselors in EOPS, DSPS, Matriculation, and CalWORKs are not external to a department) and reports directly to a supervisor, the evaluation shall instead be conducted as specified in Sections G through J with the following modifications:
 - a. For a basic evaluation, the evaluation shall be recorded on an appropriate specialized evaluation form in Appendix C, completed by the faculty member's supervisor; and

- b. For a comprehensive evaluation, in place of the peer review committee described in Section H. 1, the college president or designee shall appoint a committee consisting of the following:
 - i. The faculty member's supervisor or his or her designee; and
 - ii. Two tenured faculty members, one of whom shall be selected by the evaluatee and one of whom shall be chosen jointly by the appropriate vice president and the AFT chapter president.

Rather than recording the evaluation on a standard comprehensive evaluation form, the committee shall record the evaluation on an appropriate specialized evaluation form found in Appendix C.

D. Evaluation of Department Chairs

1. During a faculty member's service as a department chair, his or her performance of the department chair's duties and responsibilities shall be evaluated at the end of his or her first year of service as department chair and at least once every other academic year thereafter.
2. The evaluation of a department chair shall be conducted by the appropriate vice president or designee in the following manner
 - a. The appropriate vice president or designee shall solicit information about the department chair's performance of his or her duties and responsibilities as chair. The Evaluation of Department Chair/CDC Director/Nursing Director Form found in Appendix C shall be distributed to the faculty and staff in the evaluatee's department as well as any others the vice president or designee believes should have relevant information about the evaluatee's performance as department chair. Faculty shall have ten (10) working days to return the forms to the appropriate vice president or designee.
 - b. The vice president or designee shall record the evaluation results on the Department Chair/CDC Director/Nursing Director Form (see Appendix C).
 - c. The department chair may submit written comments on the evaluation within ten (10) working days, which will be appended to the evaluation.
3. The evaluation of a department chair is a specialized evaluation that is separate from and in addition to the normal evaluation of the department chair as a faculty member.

E. Evaluation of Temporary Adjunct Faculty

1. Temporary adjunct faculty shall receive a basic evaluation before the end of their second semester of employment and at least once every six semesters of employment thereafter. In each instance other than those in which an administrative evaluation is applicable, the evaluation shall be a basic evaluation conducted in the manner specified in Section G, below. However, temporary adjunct faculty members without seniority shall not be eligible to receive a comprehensive evaluation following a basic evaluation. Nevertheless, any temporary adjunct faculty member with seniority rights may request a comprehensive evaluation following a basic evaluation, and that request shall be granted if it follows an evaluation in which the temporary adjunct faculty member's performance was rated "needs to improve" or "unsatisfactory."

2. To initiate a formal evaluation, the appropriate vice president or designee, shall send the temporary faculty member, and his or her department chair, a notice informing them that the faculty member will be evaluated as provided in this article and specifying the time by which the evaluation should be completed.

F. Evaluation of Probationary Faculty

Probationary faculty shall be evaluated as specified in Article 42, Tenure Review and Evaluation of Contract (Probationary) Faculty.

G. Basic Evaluations of Tenured and Temporary Faculty

1. The evaluation shall be recorded on the appropriate basic evaluation form (see Appendix C) completed by the faculty member's department chair, or a tenured faculty member designated by the department chair in consultation with the appropriate vice president or designee. Once completed, the evaluation shall be given to the faculty member and a copy shall be placed in the faculty member's personnel file.
2. When the completed evaluation is given to the faculty member, no later than the 12th week of the semester, it shall be accompanied by written advice that the faculty member has the right to submit a written comment regarding the evaluation within ten (10) working days. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.
3. In assessing the evaluatee's performance, the individual responsible for completing the evaluation shall not be required to conduct any structured data gathering. The evaluator shall rely on available information, but only to the extent that it is relevant and obtained from appropriate sources (for example, information derived from: personal observation or experience with the evaluatee; the evaluatee's peers or other co-workers; student evaluations, if any; self-evaluative material prepared by the evaluatee himself or herself; or prior evaluations).
4. Student evaluations shall be completed for all faculty (see Ed Code section 87663). The appropriate forms for student evaluations found in Appendix C shall be used. The process for student evaluations shall follow the format as described in G.4.a. through G.4.d. below. For the basic evaluation, the term "evaluator" used in the following format shall mean the "department chair or designee."
 - a. **Distribution of classroom faculty student evaluations.** The evaluator shall be responsible for distributing the necessary student evaluation forms to the class(es), and the process shall be conducted with no faculty or administrators present. A student shall be selected to whom the evaluator shall give the forms for distribution. The selected student will collect the completed forms, and place them in an envelope. The selected student will seal, sign, and date across the sealed portion of the envelope and return it only to the evaluator.
 - b. **Online Student Evaluations.** For faculty who teach all or part of their assignment through Distance Learning (DL) courses, student evaluations will be conducted using the appropriate form in Appendix C. In discussion with the evaluatee, the evaluator will agree upon a manner to distribute and receive student evaluations in consultation with the college's DL coordinator. One of two methods shall be used to distribute and receive student evaluations:

- i. **Online Survey.** If this option is used, the DL coordinator will upload the appropriate student evaluation forms found in Appendix C and ensure the responses are sent to an email account agreed upon by the evaluator.
- ii. **Direct emails of a Writable PDF.** If this option is used, the DL coordinator will send the writable student evaluation form to each student registered in the class and allow for the evaluation to be returned to an email account agreed upon by the evaluator.

Students shall be given at least one week to complete the student evaluation form. Once the time frame for the student evaluation has expired, the evaluator will meet with the evaluatee to review the student evaluations consistent with G.4.d. below.

- c. **Non-classroom faculty student evaluations.** Student evaluations will be conducted using the appropriate form in Appendix C. The evaluator will be responsible for collecting student evaluations. The process for collecting the student evaluations will be agreed upon by the evaluatee and the evaluator. Student evaluations will be opened and reviewed in a manner consistent with G.4.d. below.
- d. **Reviewing of student evaluations.** The evaluator shall open and review the student evaluations with the evaluatee present and the evaluator will retain the student evaluation forms for the evaluation report. Only student evaluation forms collected for the current evaluation process shall be reviewed by the evaluator. At the completion of the evaluation process, and after grades have been submitted by the evaluatee, the original student evaluation forms will be given to the evaluatee.

5. **Process for Observation of Faculty**

- a. The department chair or designee must inform the faculty member of a timeframe for being observed.
 - b. If the faculty member teaches a DL course, the department chair or designee will have access to the DL course for a mutually agreed upon timeframe.
6. The person responsible for completing the evaluation summary will indicate the rating of a faculty member's performance. If the overall rating is a "needs to improve" or "unsatisfactory," the evaluator shall prepare a written improvement plan which should include appropriate professional growth activities to address those specific issues. (See Appendix C)
 7. If a faculty member's overall performance on his or her basic evaluation is rated "needs to improve" or "unsatisfactory," the faculty member shall be informed in writing by the department chair or designee that he/she has the right to a comprehensive evaluation and asked if he/she wants one. The faculty member must respond, in writing, within ten (10) working days. If a comprehensive evaluation is requested, it shall commence no later than the next academic semester.
 8. Following a basic evaluation, a tenured faculty member may request, and if requested, shall receive a comprehensive evaluation, which shall commence no later than the next regular semester.

H. **Comprehensive Evaluations of Tenured and Temporary Faculty**

1. The president or designee shall appoint a peer review committee to conduct the evaluation. The committee shall consist of the following:
 - a. the appropriate department chair or designee;

- b. two tenured faculty members, one of whom shall be selected by the evaluatee, and one of whom shall be chosen by the department; and
- c. the appropriate vice president or designee, who shall ensure adherence to the evaluation process, provide relevant materials, and serve as a participating, non-voting member of the committee

The appropriate vice president or department chair may name a designee to serve on the committee anyone who is an academic administrator or tenured faculty member at the college, or—with the approval of the college president—anyone who is an academic administrator or tenured faculty member at another community college in California. The faculty member has the option of submitting a timely challenge to the appointment of any one voting member from the peer review committee. To be timely the challenge must be received in writing by the college president on or before the date of the peer review committee's first meeting. Whenever a committee member needs to be replaced because of the receipt of a timely challenge, the college president shall promptly appoint a replacement by following the appointment process applicable to the replacement member's predecessor.

2. Once appointed, the peer review committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and maintain an evaluation file consisting of all of the documents and other materials that are relevant to the evaluation and that need to be preserved as a part of the process.
3. Before commencing any structured data gathering or engaging in any other substantive business, the peer review committee shall prepare a plan for the current evaluation that considers the following:
 - a. A review of the written improvement plan or the evaluatee's professional growth plan if either one exists.
 - b. The materials it intends to request from the faculty member being evaluated (*for example: observations consistent with H.6. below, self-evaluation materials; representative course syllabi; sample class assignments, tests, or exercises; selected course handouts; student evaluations, or other relevant work products.*);
 - c. The extent to which it intends to collect data from students, peers, administrators or other individuals using the data collection instruments set forth in Appendix C;
 - d. The timeframe for when student evaluations will be administered and for which course section(s).
 - e. How it intends to inquire into the nature and extent of the faculty member's response to recommendations contained in any of his or her prior evaluations;
 - f. Whom it intends to charge with the responsibility of collecting the data, whether a member of the committee or not; and
 - g. A general schedule indicating a timeframe for when the committee intends to complete its work.
4. Before adopting a final version of its plan, the committee shall share a draft of the plan with the faculty member being evaluated and solicit his or her comments. Once it adopts a final plan, the committee shall send a copy of the plan to the evaluatee and the appropriate vice president.

5. Student evaluations shall be completed for all faculty (see Ed Code section 87663). The appropriate forms for student evaluations found in Appendix C shall be used. The process for student evaluations shall follow the format as described in G.4.a. through G.4.d. of this Article. For the comprehensive evaluation, the term “evaluator” used in the above referenced format shall mean the “peer review committee” or the “chair of the peer review committee,” however such committee wants to delegate such responsibility amongst the committee members.

6. Process for Observation of Faculty

- a. The peer review committee must inform the faculty member of a timeframe for being observed.
- b. If the faculty member teaches a DL course, the peer review committee will have access to the DL course for a mutually agreed upon timeframe.

7. At the conclusion of its data gathering, the peer review committee shall review all of the data collected as part of the evaluation plan, as well as any formal recommendations to the faculty member contained in his or her past evaluations. Based on that information, the committee shall complete a comprehensive evaluation summary using an appropriate summary form (see Appendix C). For each applicable performance category listed on the form, the committee shall:

- a. prepare a brief narrative assessment of the faculty member’s performance that reflects the committee’s analysis of the data it collected; and
- b. assign one of the following ratings: “meets/exceeds expectations” or “needs to improve.”

The committee may also include as a part of the comprehensive evaluation summary any formal recommendations to the faculty member being evaluated it believes are appropriate.

8. As a part of the comprehensive evaluation summary the peer review committee shall also include its recommendation as to whether the faculty member’s overall performance should be rated as “meets/exceeds expectations,” “needs to improve,” or “unsatisfactory.”
9. Formal actions of the peer review committee shall be taken by majority vote of the committee, but if the members of the committee do not agree on the content of the comprehensive evaluation summary, the committee shall provide for dissenting views to be documented and included as a part of the summary.
10. In addition to completing a comprehensive evaluation summary, if the overall rating is a “needs to improve” or “unsatisfactory,” the peer review committee shall also prepare a written improvement plan, which should include appropriate professional growth activities to address those specific issues. (See Appendix C). The peer review committee will hold a final evaluation meeting with the faculty member to discuss the committee’s findings.

- 11.** The peer review committee shall forward the comprehensive evaluation summary to the faculty member being evaluated for his or her comment. If the faculty member submits comments, the committee shall review them and take any additional action it determines to be appropriate in light of the comments. Thereafter, it shall forward the completed evaluation file (including the evaluation plan, the data collection instruments the committee relied upon in preparing the evaluation, the comprehensive evaluation summary, and any other relevant documents) to the appropriate vice president or designee. If the faculty member declines to comment, or fails to comment within ten (10) working days of the date on which the committee sent the summary to the faculty member, the peer review committee shall forward the completed evaluation file (including all of the materials referenced above) to the appropriate vice president or designee.
- 12.** Based solely on the comprehensive evaluation summary and the accompanying materials in the evaluation file the appropriate vice president or designee shall either:

 - a.** complete the evaluation by formally accepting and signing the peer review committee's evaluation summary; or
 - b.** return the evaluation to the peer review committee with a written explanation of the reasons he/she declined to accept the evaluation, and comments regarding proposed steps the committee should take to remedy the problems he/she perceived.
- 13.** If the appropriate vice president or designee declined to accept the evaluation and instead returned it to the peer review committee, the following shall occur:

 - a.** The peer review committee shall review the explanation of the reasons the evaluation was not accepted and consider the proposed steps to remedy the problems the appropriate vice president or designee perceived with the evaluation. If the committee determines that additional actions are necessary to enhance or improve the evaluation in light of the explanation and comments from the appropriate vice president or designee, it shall take those actions. It may also revise, correct, or amend the evaluation summary in any way it determines is appropriate, or leave it unchanged.
 - b.** Once the peer review committee has completed any actions it determined to be necessary to enhance or improve the evaluation and made any revisions, corrections or amendments to the evaluation summary it determined to be appropriate, it shall again forward the evaluation summary (with a written statement of the actions it took, if any) to the evaluatee for his or her comment. If the faculty member declines to comment, or fails to comment within ten (10) working days of the date on which the committee sent the summary to the faculty member, the peer review committee shall forward the evaluation summary to the appropriate vice president or designee.
 - c.** Upon receiving the evaluation summary, the appropriate vice president or designee shall complete the evaluation by formally accepting and signing the peer review committee's evaluation summary.
- 14.** Once the appropriate vice president or designee has completed the evaluation by formally accepting the peer review committee's evaluation summary, he/she shall deliver the evaluation summary to the faculty member and place a copy of it in the faculty member's personnel file.

15. The completed evaluation, when delivered to the faculty member by the appropriate vice president or designee, shall be accompanied by written advice that the faculty member has the right to submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.

I. Administrative Evaluation

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

1. a faculty member's overall performance on his or her comprehensive evaluation is rated "needs to improve" or "unsatisfactory;" or
2. the college president cites identifiable issues about the faculty member's performance that are disclosed by the faculty member's basic evaluation, the faculty member declines the opportunity to receive a comprehensive evaluation, and the department chair concurs that the issues cited by the college president warrant further review and documentation through an administrative evaluation; or
3. the college president cites identifiable issues about the faculty member's performance that are disclosed by the faculty member's comprehensive evaluation, and the peer review committee concurs that those issues warrant further review and documentation through an administrative evaluation; or
4. 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, 2 or 3 of this section shall be commenced within thirty working days of the completion of the basic or comprehensive evaluation. Furthermore, it shall be concluded within sixty days after it was commenced.

J. Administrative evaluations shall be conducted as follows:

1. If the administrative evaluation follows a basic or comprehensive evaluation, the appropriate vice president or designee shall solicit input from the following:
 - a. the individual who completed the evaluation (in the case of a basic evaluation), or the peer review committee (in the case of a comprehensive evaluation);
 - 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 G.5 shall be used.
 - b. If the vice president or designee chooses to collect student evaluations, the process described in G.4 shall be used.
3. The administrative evaluation shall be recorded on the appropriate administrative evaluation form (see Appendix C). 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.

Article 20

Resignation

- A. **Definition.** A resignation is a voluntary statement on the part of a faculty member that he/she wishes to terminate employment with the District.
- B. **Procedure.** The resignation should be submitted in writing and given to the faculty member's immediate supervisor for forwarding to the college president or vice chancellor who, in turn, will forward it to the District office, Human Resources. In cases where a faculty member does not file a written resignation, but does give oral notice of resignation, every effort should be made to obtain a written statement from the faculty member. If only an oral statement can be obtained, the college president or vice chancellor should fill out as much information as possible on the District's resignation form. "Oral Resignation" should be indicated on the "signature" line and the form signed by the college president or vice chancellor and forwarded as listed above. If "oral notice" is given by telephone, the receiver must be certain of the identity of the caller.
- C. **Effective Date.** A faculty member may resign at any time, effective on the date the faculty member designates.