
AGREEMENT

2019-2022

between the

Santa Monica College Faculty Association

and the

Santa Monica Community College District

August 20, 2019 - August 22, 2022



ARTICLE 7 : EVALUATION

- 7.1 The District, represented by an appropriate administrator, retains responsibility for the evaluation and assessment of performance of each faculty member. Such responsibility shall be exercised in a manner consistent with the following procedural guidelines.
- 7.2 The evaluation process shall follow the process outlined in Articles 7A, 7B, 7C and 7D. Evaluation forms shall be found in Appendix S. Student evaluations will continue to be carried out in the same time-frame and cycle as determined in previous contracts, but the parties have agreed to move to a digital/online version (yet to be determined) that will simplify and strengthen the current student evaluation process.
- 7.3 Evaluation Committee. The Faculty Association and the District will establish a joint committee to examine the questions that are asked on the student evaluation survey and to revise the faculty self-evaluation form to address a prior needs-improvement evaluation. The Evaluation Committee shall be comprised of three members appointed by each group.

The committee shall bring recommendations to the Association and the District for inclusion in the contract as an MOU. In developing its recommendation(s), the committee shall:

- (a) Study evaluation forms of other California community colleges and identify best practices.
 - (b) Jointly obtain input from interested parties, teaching and non-teaching faculty, department chairs, and academic administrators.
- 7.4 Each evaluator shall be encouraged to make formal recognition of areas of exemplary performance on the part of the faculty member being evaluated in the written evaluation. Should the evaluator note specific deficiencies in the evaluation, reasonable assistance shall be provided to the faculty member being evaluated in developing a plan to correct the deficiencies.

ARTICLE 7A : EVALUATION OF PROBATIONARY FACULTY

The purpose of faculty evaluation is to improve the performance of each faculty member. The faculty evaluation process is designed to transcend legal compliance and to foster meaningful professional growth. Since every professional educator has certain areas in which the improvement of performance is possible, the faculty evaluation process is structured to help each faculty member identify relevant areas for performance improvement and develop an appropriate plan to accomplish the professional growth.

Procedure for Evaluating Probationary

Santa Monica College will utilize a four-year tenure track process, described below, for probationary faculty. This process will ensure that the College faculty sustains its outstanding record of achievement and promotes academic excellence. In evaluating probationary faculty, Santa Monica College expects all faculty members to meet the following specific standards in the performance of their duties (§87664):

- Provide effective instruction, counseling, library or other student services
- Observe all state, local, and College laws, regulations, and policies and District contractual obligations
- Participate in professional and College activities
- Maintain and improve professional and subject matter competency

This process is designed to accomplish the following goals in each of the four years:

Year One: Validate the initial hiring decision, evaluate the probationary faculty member's performance, and establish a Plan for Professional Development.

Year Two: Evaluate the probationary faculty member's performance; implement, evaluate, and revise the Plan for Professional Development.

Year Three: Evaluate the probationary faculty member's performance; implement and evaluate the revised Plan for Professional Development.

Year Four: Evaluate total performance and consider recommending tenure.

These goals are described in greater detail below.

Tenure evaluation procedures at Santa Monica College are collectively bargained pursuant to Section 3543 of the Government Code.

I. YEAR ONE (First Contract)

A. The Evaluation Committee

A joint faculty-administrative committee will evaluate all first-year probationary faculty. A faculty member with online teaching experience will be included on the committee of an Evaluatee whose

assignment includes an online component. For the purposes of this article, an online component means a hybrid or online assignment as defined in article 6.7. The members of the committee will be:

1. The senior administrator of Human Resources or designee, who will chair the Evaluation Committee, maintain the Evaluation File (below), and record the minutes, decisions, and recommendations from all Evaluation Committee meetings.
2. The chair or faculty leader of the department to which the Evaluatee is assigned. With the concurrence of the department, the department chair or faculty leader may designate another tenured faculty member from the department to serve on the committee instead of the chair, provided that the designee possesses the minimum qualifications or equivalent qualifications of the position for which the probationary faculty member is being evaluated.
3. Another tenured faculty member selected by the department chair or faculty leader and the senior administrator of Human Resources or designee possessing the minimum qualifications or equivalent qualifications of the position for which the probationary faculty member is being evaluated. In the event that the department lacks this additional personnel, the additional faculty member will be selected from among all tenured faculty members in a related department.
4. A faculty peer from a different department. The outside faculty member will be selected from among all tenured faculty members by the senior administrator for Human Resources or designee after consultation with the president of the Academic Senate and the department chair or faculty leader or designee.

Human Resources will provide all Evaluation Committee members with an orientation to the College's evaluation procedures prior to their service on the committee. Committee members must attend all committee meetings and fulfill their responsibilities faithfully. The College will provide substitutes for faculty members who are unable to meet their classes or deliver student services because of duties required by this article. The senior administrator for Human Resources, after consultation with the president of the Academic Senate, may discharge from the committee any member who fails to perform his/her duties. Should a change in employment status make a faculty member unable to serve as a faculty representative, he/she may continue on the committee with the written agreement of the Evaluatee and the president of the Faculty Association or designee. Should a vacancy on the Evaluation Committee occur for any other reason, the committee chair will fill the vacancy within five business days using the guidelines specified above.

All decisions and recommendations of the Evaluation Committee require the affirmative vote of three members, except for a Recommendation to Employ the Probationary Employee as a Tenured Employee for all Subsequent Academic Years or a Recommendation to Not Enter into a Contract for the Following Academic Year, which require the affirmative vote of four members. If the Evaluation Committee is unable to make a decision or recommendation, the Superintendent/President and the president of the Academic Senate will confer and make the decision or recommendation.

B. The Evaluation File

The Evaluation File will contain all materials used by the committee to make its decisions and recommendations. The Evaluation File will include the following:

1. Reports of Classroom or Service Observations

Each member of the Evaluation Committee will conduct one or more classroom and/or service observations before the end of the twelfth week of the Evaluatee's first Fall Semester. For a faculty member whose assignment includes an online component, both the on-ground and online components shall be evaluated.

2. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the twelfth week of the Evaluatee's first Fall Semester.

3. Reports of Conferences between the Evaluatee and Members of the Evaluation Committee

Each Evaluation Committee member will complete a Faculty Observation Form by the end of Week Twelve. Each evaluator will hold a conference with the Evaluatee by the end of Week Thirteen to review the observation and discuss plans for Professional Development, if appropriate. A copy of the Faculty Observation Form will be made available to the Evaluatee at least 24 hours before this conference. The department chair, faculty leader, or designee will also use this conference with the Evaluatee to share feedback from the completed Professionalism Form. A copy of the Professionalism Form will be made available to the Evaluatee at least 24 hours before this conference. Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

4. Reports of Other Professional or College Activities

The Evaluatee may submit to the Evaluation Committee a report of any additional professional activities that the Evaluatee wishes to include in the Evaluation File. Such activities may include shared governance participation, faculty representation, research, publications, student mentoring, or community service activities.

5. Student Evaluations

Student evaluations shall take place during the third quarter of each course section assigned to a faculty member being evaluated. A summary report of the student responses to the Instructor Evaluation Form will be made available to the faculty member, department chairs or faculty coordinator, and appropriate academic administrators before the end of the fourteenth week of the semester. This timeline will be proportionally adjusted for assignments shorter than 16 weeks. The summary report will be placed in the Evaluation File along with any other student evaluations selected by the Evaluatee. The envelope

containing the Evaluation Comment Forms will be returned unopened to the faculty member after the final grades are submitted. Neither the student evaluation forms nor the summary report shall be placed in the faculty member's personnel file unless requested by the faculty member. An online evaluation tool may be used.

6. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes being taught by the Evaluatee.

7. Official Course Outlines of Record

The department chair or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

8. Self-evaluation

The Self-evaluation may include but need not be limited to the following materials:

- a. A description of professional growth activities in which the faculty member has been involved.
- b. Plans for improving the faculty member's effectiveness. Such plans may be based on:
 1. Self-assessment of teaching methods and/or delivery of services to students
 2. Review of curriculum and course content
 3. Student and peer evaluations
 4. Review of the faculty member's relationships with students and colleagues
 5. Self-evaluation of the current level of knowledge and skills required for the assignment
 6. Student achievement and retention; and,
 7. Other relevant factors suggested by the Evaluation Committee

9. Other Materials

The Evaluation Committee will clearly describe in writing any other materials it decides are relevant and necessary for a complete, effective, and fair evaluation. The Evaluation Committee will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

The Evaluation Committee will rely solely on materials contained in the Evaluation File to make its decisions and recommendations concerning the Evaluatee.

The first-year Evaluation File will be maintained intact by the senior administrator for Human Resources or designee for a period of no less than five years.

C. The Evaluation Process

Each of the following procedures and/or meetings will be completed no later than the time specified below for probationary faculty whose first semester of employment begins with Fall Semester. If a

faculty member's service as a probationary faculty member begins during the Spring Semester, his or her service during that academic year does not count as his or her first contract year for the purposes of tenure review. He or she shall receive a first-year evaluation during the following Fall Semester (§ 87605).

Fall Semester:

1. End of Week Four: The Evaluation Committee Chair will convene the committee and determine that all members have received appropriate orientation. At its first meeting, the Evaluation Committee will review the timetable and procedures for the evaluation. The Evaluation Committee will also decide what, if any, other materials beyond those specified for inclusion in the Evaluation File are relevant and necessary for a complete, effective, and fair evaluation and should therefore be included in the Evaluation File. At this meeting the Evaluation Committee will also decide whether each observation will be announced or unannounced.
2. End of Week Five: The Evaluation Committee or Committee Chair will meet with the Evaluatee to describe the Evaluation Process, disclose the membership of the Evaluation Committee, disclose which observations will be announced and which will be unannounced, and notify the Evaluatee in writing of the other materials, noted above in section I.B. 9 of this article, that will be included in the Evaluation File. The Evaluation Committee shall inform the Evaluatee of the need to provide access to online courses, if applicable.
3. End of Week Twelve: Deadline for completing Classroom or Service Observations.
4. End of Week Thirteen: Deadline for completing each conference with the Evaluatee.
5. End of Week Fifteen: The Evaluation Committee members and Evaluatee will complete and submit all the Evaluation File materials to the chair of the Evaluation Committee.
6. End of Week Sixteen: The Evaluation Committee will meet to review all materials in the Evaluation File and to determine the overall rating as well as the recommendation of the Evaluation Committee. The Evaluation Committee will meet with the Evaluatee and review all materials in the Evaluation File.

The committee chair will prepare and the Evaluation Committee members and Evaluatee will sign the First Contract Year Statement of Faculty Evaluation Summary Form for Probationary Faculty, which will state the overall rating as well as all reasons for the recommendation of the Evaluation Committee. The Evaluation Committee will recommend one of the following (§87608):

- Not Enter into a Contract for the Following Academic Year
- Enter into a Contract for the Following Academic Year
- Employ the Probationary Employee as a Tenured Employee for all Subsequent Academic Years

Spring Semester:

For the purpose of this article the week of spring break shall not be counted as a week in the timeline.

1. End of Week One: The Evaluatee may submit a written response to the overall rating of the fall Evaluation Committee to be placed in his or her Evaluation File. The Evaluatee may appeal the recommendation of the Evaluation Committee by submitting a written request and statement of reasons to the Superintendent/President.

2. End of Week Three: The Superintendent/President will review the recommendation of the Evaluation Committee. The Superintendent/President may decline to accept the recommendation of the Evaluation Committee after consultation with the president of the Academic Senate. The Superintendent/President will also review any appeals submitted by the Evaluatee and, after consultation with the president of the Academic Senate, render a determination and recommendation on the appeal. The Superintendent/President will make a recommendation to the Board of Trustees, including his or her rationale and the Faculty Evaluation Summary Form.

In the event the District will not enter into a contract for the following year, the senior administrator for Human Resources will give written notice of the District's decision and the rationale to the Evaluatee on or before March 15 of the academic year covered by the First Contract. The notice will be sent by registered or certified mail to the most recent address on file with the Human Resources office. Failure to give notice as required to the Evaluatee will result in the issuing of a Second Year Contract for Year Two of Probationary Employment (§87610(a)).

3. End of Week Seven: If awarded a Second Contract, the Evaluatee will meet with the Evaluation Committee, which will review the materials in the Evaluation File and suggest goals and objectives that the Evaluatee might wish to include in the Plan of Professional Development. The Evaluation Committee may decide to conduct additional observations and will inform the Evaluatee of its decision.

4. End of Week Twelve: Taking into account the Evaluation Committee's suggestions, the Evaluatee will submit a Plan of Professional Development to the chair of the Evaluation Committee. This Plan will be included in the Evaluation File and constitute one basis for the faculty member's second year evaluation.

II. YEAR TWO (Second Contract)

A. The Evaluation Committee

The Evaluation Committee for the second-year probationary faculty member will be the same as that for the first year. The Evaluation Committee Chair will convene committee meetings and maintain the Evaluation File and Evaluation Committee minutes. Should a vacancy occur on the committee for any reason, the Committee Chair will fill the vacancy using the procedure described in section I.A. above no later than the third week of the second Fall Semester of employment.

All decisions and recommendations of the Evaluation Committee require the affirmative vote of three members, except for a Recommendation to Employ the Probationary Employee as a Tenured Employee for all Subsequent Academic Years or a Recommendation to Not Enter into a Contract for the Following

Academic Year which require the affirmative vote of four members. If the Evaluation Committee is unable to make a decision or recommendation, the Superintendent/President and the president of the Academic Senate will confer and make the decision or recommendation.

B. The Evaluation File

In addition to materials collected in the Year One evaluation, the following materials will be placed into the Evaluation File:

1. Reports of Classroom or Service Observations

Each member of the Evaluation Committee will conduct one or more classroom and/or service observations before the end of the twelfth week of the Evaluatee's second Fall Semester. For a faculty member whose assignment includes an online component, both the on-ground and online components shall be evaluated.

2. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the twelfth week of the Evaluatee's second Fall Semester.

3. Reports of Conferences between the Evaluatee and Members of the Evaluation Committee

Each Evaluation Committee member will complete a Faculty Observation Form by the end of Week Twelve. Each evaluator will hold a conference with the Evaluatee by the end of Week Thirteen to review the observation and discuss plans for Professional Development, if appropriate. A copy of the Faculty Observation Form will be made available to the Evaluatee at least 24 hours before this conference. The department chair, faculty leader, or designee will also use this conference with the Evaluatee to share feedback from the completed Professionalism Form. A copy of the Professionalism Form will be made available to the Evaluatee at least 24 hours before this conference. Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

4. Reports of other Professional or College Activities

The Evaluatee may update his/her report to include any additional activities undertaken or completed since the last report.

5. Student Evaluations

Any summaries of new student evaluations administered to the Evaluatee's students will be added to the Evaluation File. An online evaluation tool may be used.

6. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes being taught by the Evaluatee.

7. Official Course Outlines of Record

The department chair or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

8. Self-evaluation and Plan for Professional Development

The Evaluatee will submit to the Evaluation Committee Chair a self-evaluation that will include the Evaluatee's report on progress toward achieving the goals set forth in the Plan of Professional Development.

9. Other Materials

The Evaluation Committee will clearly describe in writing any other materials it decides are relevant and necessary for a complete, effective, and fair evaluation. The Evaluation Committee will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

C. The Evaluation Process

Each of the following procedures and/or meetings will be completed no later than the time specified below:

Fall Semester:

1. End of Week Four: The Evaluation Committee Chair will convene the Evaluation Committee, which will review the timetable and procedures for the evaluation, decide and state in writing what, if any, other materials should be included in the Evaluation File, and decide whether each observation will be announced or unannounced.
2. End of Week Five: The Evaluation Committee or Committee Chair will meet with the Evaluatee to describe the Evaluation Process, disclose which observations will be announced and which will be unannounced, and notify the Evaluatee of any other materials that the committee will include in the Evaluation File. The Evaluation Committee shall inform the Evaluatee of the need to provide access to online-courses, if applicable.
3. End of Week Twelve: Deadline for completing Classroom or Service Observations.
4. End of Week Thirteen: Deadline for completing each conference with the Evaluatee.

5. End of Week Fifteen: The Evaluation Committee members and Evaluatee will complete and submit all the Evaluation File materials to the chair of the Evaluation Committee.

6. End of Week Sixteen: The Evaluation Committee will meet to review all materials in the Evaluation File and to determine the overall rating as well as the recommendation of the Evaluation Committee. The Evaluation Committee will meet with the Evaluatee and review all materials in the Evaluation File. The committee chair will prepare and the Evaluation Committee members and Evaluatee will sign the Second Contract Year Statement of Faculty Evaluation Summary Form for Probationary Faculty, which will state the overall rating as well as all reasons for the recommendation of the Evaluation Committee.

The Evaluation Committee will recommend one of the following (§87608.5):

- Not Enter into a Contract for the Following Academic Year
- Enter into a Contract for the Following Two Academic Years
- Employ the Probationary Employee as a Tenured Employee for All Subsequent Academic Years

Spring Semester:

For the purpose of this article the week of spring break shall not be counted as a week in the timeline.

1. End of Week One: The Evaluatee may submit a written response to the overall rating of the Evaluation Committee to be placed in his or her Evaluation File. The Evaluatee may appeal the recommendation of the Evaluation Committee by submitting a written statement of reasons to the Superintendent/President.

2. End of Week Three: The Superintendent/President will review the recommendation of the Evaluation Committee. The Superintendent/President may decline to accept the recommendation of the Evaluation Committee after consultation with the president of the Academic Senate. The Superintendent/President will also review any appeals submitted by the Evaluatee and, after consultation with the president of the Academic Senate, render a determination and recommendation on the appeal. The Superintendent/President will make a recommendation to the Board of Trustees, including his or her rationale and the Faculty Evaluation Summary Form.

In the event the District will not enter into a contract for the following year, the senior administrator for Human Resources will give written notice of the District's decision and the rationale to the Evaluatee on or before March 15 of the academic year covered by the Second Contract. The notice will be sent by registered or certified mail to the most recent address on file with the Human Resources office. Failure to give notice as required to the Evaluatee will result in the issuing of a Third Contract for Years Three and Four of Probationary Employment (§87610(a)).

3. End of Week Seven: If awarded a Third Contract, the Evaluatee will meet with the Evaluation Committee, which will review the materials in the Evaluation File and suggest a revised Plan of Professional Development, if appropriate. The Evaluation Committee may decide to conduct additional observations and will inform the Evaluatee of its decision.

4. End of Week Twelve: Taking into account the Evaluation Committee's suggestions, the Evaluatee will submit a revised Plan of Performance Improvement to the chair of the Evaluation Committee. This revised Plan will be included in the Evaluation File and constitute one basis for the faculty member's third and fourth years of evaluation.

III. YEAR THREE (Third Contract, First Year)

A. The Evaluation Panel

An all-faculty Evaluation Panel will evaluate third and fourth year probationary faculty. A faculty member with online teaching experience will be included on the panel of an Evaluatee whose assignment includes an online component.

The members of the Evaluation Panel will be:

1. The department chair or faculty leader or designee who will chair the Evaluation Panel, provided that the designee is a tenured faculty member and possesses the minimum qualifications or equivalent qualifications of the position for which the probationary faculty member is being evaluated.
2. An additional tenured faculty member selected by the department chair or faculty leader and the senior administrator of Human Resources or designee, possessing the minimum qualifications or equivalent qualifications for the position for which the probationary faculty member is being evaluated. In the event that the department lacks this additional personnel, the additional faculty member will be selected from among all tenured faculty members in a related department.
3. Another tenured faculty member appointed by the senior administrator of Human Resources from a list of three candidates submitted by the Evaluatee.

All decisions and recommendations of an Evaluation Panel will require an affirmative vote of two members

If the Evaluation Panel is unable to make a decision, then the department chair or faculty leader, the senior administrator of Human Resources, and the president of the Academic Senate will confer and make the decision.

B. The Evaluation File

In addition to materials collected in the Year One and Two evaluations, the following materials will be placed into the Evaluation File:

1. Reports of Classroom or Service Observations

Each member of the Evaluation Panel will conduct one or more classroom or service observations before the end of the twelfth week of the Evaluatee's third Fall Semester. For a faculty member whose assignment includes an online component, both the on-ground and online assignments shall be evaluated.

2. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the twelfth week of the Evaluatee's third Fall Semester.

3. Reports of Conferences between the Evaluatee and Members of the Evaluation Panel

Each Evaluation Panel member will complete a Faculty Observation Form by the end of Week Twelve. Each evaluator will hold a conference with the Evaluatee by the end of Week Thirteen to review the observation and discuss plans for Professional Development, if appropriate. A copy of the Faculty Observation Form will be made available to the Evaluatee at least 24 hours before this conference. The department chair, faculty leader, or designee will also use this conference with the Evaluatee to share feedback from the completed Professionalism Form. A copy of the Professionalism Form will be made available to the Evaluatee at least 24 hours before this conference. Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

4. Reports of other Professional or College Activities

The Evaluatee may update his or her report to include any additional activities undertaken or completed since the last report.

5. Student Evaluations

Any summaries of new student evaluations administered to the Evaluatee's students will be added to the Evaluation File. An online evaluation tool may be used.

6. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes being taught by the Evaluatee.

7. Official Course Outlines of Record

The department chair or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

8. Self-evaluation and Plan for Professional Development

The Evaluatee will submit to the Evaluation Panel Chair a self-evaluation that will include the Evaluatee's report on progress toward achieving the goals set forth in the revised Plan of Professional Development.

9. Other Materials

The Evaluation Panel will clearly describe in writing any other materials it decides are relevant and necessary for a complete, effective, and fair evaluation. The Evaluation Panel will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

C. The Evaluation Process

Each of the following procedures and/or meetings will be completed no later than the time specified below:

Fall Semester:

1. End of Week Four: The Evaluation Panel Chair will convene the Evaluation Panel, which will review the timetable and procedures for the evaluation, decide and state in writing what, if any, other materials should be included in the Evaluation File, and decide whether each observation will be announced or unannounced.
2. End of Week Five: The Evaluation Panel or Panel Chair will meet with the Evaluatee to describe the Evaluation Process, disclose which observations will be announced and which will be unannounced, and notify the Evaluatee of any other materials that the panel will include in the Evaluation File. The Evaluation Panel shall inform the Evaluatee of the need to provide access to online courses, if applicable.
3. End of Week Twelve: Deadline for completing Classroom or Service Observations.
4. End of Week Thirteen: Deadline for completing each conference with the Evaluatee.
5. End of Week Fifteen: The Evaluation Panel members and Evaluatee will complete and submit all the Evaluation File materials to the chair of the Evaluation Panel.
6. End of Week Sixteen: The Evaluation Panel will meet to review all materials in the Evaluation File. The Evaluation Panel will determine an overall rating and record this information on the Faculty Evaluation Summary Form. The Evaluation Panel will meet with the Evaluatee and review all materials in the Evaluation File. The Panel Chair will prepare and the Evaluation Panel members and Evaluatee will sign the Third Contract, First Year Statement of Faculty Evaluation Summary For Probationary Faculty Form. Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

YEAR FOUR (Third Contract, Second Year)

A. The Evaluation Panel

The Year Four Panel will be the same as the Year Three Panel. Should a vacancy occur on the panel for any reason, the Panel Chair will fill the vacancy using the procedure described in section III.A. above within five business days.

All decisions and recommendations of an Evaluation Panel require an affirmative vote of two members, except a recommendation Not to Employ the Probationary Employee as a Tenured Employee, which requires an affirmative vote of three members.

If the Evaluation Panel is unable to make a recommendation, then the department chair or faculty leader, the senior administrator of Human Resources, and the president of the Academic Senate will confer and make the recommendation to the Superintendent/President.

B. The Evaluation File

In addition to materials collected in the previous years, the following materials will be placed into the Evaluation File:

1. Reports of Classroom or Service Observations

Each member of the Evaluation Panel will conduct one or more classroom and/or service observations before the end of the twelfth week of the Evaluatee's fourth Fall Semester. For a faculty member whose assignment includes an online component, both the on-ground and online assignments shall be evaluated.

2. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the twelfth week of the Evaluatee's fourth Fall Semester.

3. Reports of Conferences between the Evaluatee and Members of the Evaluation Panel

Each Evaluation Panel member will complete a Faculty Observation Form by the end of Week Twelve. Each evaluator will hold a conference with the Evaluatee by the end of Week Thirteen to review the observation and discuss plans for Professional Development, if appropriate. A copy of the Faculty Observation Form will be made available to the Evaluatee at least 24 hours before this conference. The department chair, faculty leader, or designee will also use this conference with the Evaluatee to share feedback from the completed Professionalism Form. A copy of the Professionalism Form will be made available to the Evaluatee at least 24 hours before this conference. Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

4. Reports of other professional or community activities

The Evaluatee may update his/her report to include any additional activities undertaken or completed since the last report.

5. Student Evaluations

Any summaries of new student evaluations administered to the Evaluatee's students will be added to the Evaluation File. An online evaluation tool may be used.

6. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes being taught by the Evaluatee.

7. Official Course Outlines of Record

The department chair or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

8. Self-evaluation and Plan for Professional Development

The Evaluatee will submit to the Evaluation Panel Chair a self-evaluation that will include a statement on progress toward achieving the goals set forth in the revised Plan of Performance Improvement.

9. Other Materials

The Evaluation Panel will clearly describe in writing any other materials it decides are relevant and necessary to a complete, effective, and fair evaluation. The Evaluation Panel will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

C. The Evaluation Process

Each of the following procedures and/or meetings will be completed no later than the time specified below:

Fall Semester:

1. End of Week Four: The Evaluation Panel Chair will convene the Evaluation Panel, which will review the timetable and procedures for the evaluation, decide and state in writing what, if any, other materials should be included in the Evaluation File, and decide whether each observation will be announced or unannounced.
2. End of Week Five: The Evaluation Panel or Panel Chair will meet with the Evaluatee to describe the Evaluation Process, disclose which observations will be announced and which will be unannounced, and notify the Evaluatee of any other materials that the panel will include in the Evaluation File. The Evaluation Panel shall inform the Evaluatee of the need to provide access to online courses, if applicable.
3. End of Week Twelve: Deadline for completing Classroom or Service Observations.
4. End of Week Thirteen: Deadline for completing each conference with the Evaluatee.
5. End of Week Fifteen: The Evaluation Panel members and Evaluatee will complete and submit all the Evaluation File materials to the chair of the Evaluation Panel.
6. End of Week Sixteen: The Evaluation Panel will meet to review all materials in the Evaluation File and to determine the overall rating as well as the recommendation of the Evaluation Panel. The Evaluation Panel will meet with the Evaluatee and review all materials in the Evaluation File.
The Panel Chair will prepare and the Evaluation Panel members and Evaluatee will sign the Third Contract, Second Year Statement of Faculty Evaluation Summary Form for Probationary Faculty, which will state the overall rating as well as all reasons for the recommendation of the Evaluation Panel.

The Evaluation Panel will recommend one of the following (§87609):

- Not Employ the Probationary Employee as a Tenured Employee
- Employ the Probationary Employee as a Tenured Employee for All Subsequent Academic years

Spring Semester:

1. End of Week One: The Evaluatee may submit a written response to the overall rating of the Evaluation Panel to be placed in his or her Evaluation File. The Evaluatee may appeal the recommendation of the Evaluation Panel by submitting a written request and statement of reasons to the Superintendent/President.

2. End of Week Three: The Superintendent/President will review the recommendation of the Evaluation Panel. The Superintendent/President may decline to accept the recommendation of the Evaluation Panel after consultation with the president of the Academic Senate. The Superintendent/President will also review any appeals submitted by the Evaluatee and, after consultation with the president of the Academic Senate, render a determination and recommendation on the appeal. The Superintendent/President will make a recommendation to the Board of Trustees, including his or her rationale and the Faculty Evaluation Summary Form.

In the event the District will not award tenure the senior administrator for Human Resources will give written notice of the District's decision and the rationale to the Evaluatee on or before March 15 of the second academic year covered by the Third Contract. The notice will be sent by registered or certified mail to the most recent address on file with the Human Resources office. Failure to give notice as required to the Evaluatee will be deemed a decision to employ him or her as a tenured employee for all subsequent academic years (§87610(b)).

ARTICLE 7B : EVALUATION OF TENURED FACULTY

The purpose of faculty evaluation is to improve the performance of each faculty member. The faculty evaluation process is designed to transcend legal compliance and to foster meaningful professional growth. Since every professional educator has certain areas in which the improvement of performance is possible, the faculty evaluation process is structured to help each faculty member identify relevant areas for performance improvement and develop an appropriate plan to accomplish professional growth.

I. FIRST PHASE EVALUATION

A. Evaluation Cycle:

Every three years each tenured faculty member will be evaluated. At least once every nine years, this evaluation must be conducted by a panel. In the intervening years, the evaluation will be conducted by the department chair, faculty leader or designee, unless the Evaluatee requests a panel. If the Evaluatee requests a panel, the Evaluatee shall make this request in writing to Human Resources. The panel, if required or requested, shall be chaired by the department chair or faculty leader or designee. The panel shall include two additional faculty members: one appointed by the Vice President of Human Resources or designee in consultation with the department chair, faculty leader or designee; and one appointed by the Vice President of Human Resources or designee from a list of three candidates submitted by the Evaluatee.

B. The Evaluation File

The following materials will be placed into the Evaluation File:

1. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes being taught by the Evaluatee.

2. Official Course Outlines of Record

The department chair or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

3. Self-evaluation

A self-evaluation shall be completed and submitted by the end of the tenth week of the fall semester. The Self-evaluation may include but need not be limited to the following materials:

1. A description of professional growth activities in which the faculty member has been involved.
2. A statement indicating the extent to which efforts to improve instruction and/or delivery of services to students has been effective since the faculty member's last report.
3. Plans for improving the faculty member's effectiveness. Such plans may be based on:

- a. Self-assessment of teaching methods and/or delivery of services to students
- b. Review of curriculum and course content
- c. Student and peer evaluations
- d. Review of the faculty member's relationships with students and colleagues
- e. Self-evaluation of current level of knowledge and skills required for the assignment
- f. Student achievement and retention; and,
- g. Other relevant factors

4. Other Materials

The Evaluation Panel or sole evaluator will clearly describe in writing any other materials deemed relevant and necessary for a complete, effective, and fair evaluation. The Evaluatee will be provided at least two weeks to assemble those materials for which the Evaluatee is responsible.

5. Reports of Classroom or Service Observations

Each evaluator will conduct one or more classroom and/or service observations before the end of the twelfth week of the Fall Semester. For a faculty member whose assignment includes both an on-ground and an online component, an effort shall be made to evaluate both components. For the purposes of this article, an online component means a hybrid or online assignment.

6. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the twelfth week of Fall Semester.

7. Reports of Conferences between the Evaluatee and Sole Evaluator or each member of the Evaluation Panel

Each evaluator will complete a Faculty Observation Form by the end of Week Twelve. Each evaluator will hold a conference with the Evaluatee by the end of Week Thirteen to review the observation and discuss plans for Professional Development, if appropriate. The department chair, faculty leader, or designee will also use this conference with the Evaluatee to share feedback from the completed Professionalism Form. A copy of the Faculty Observation Form and the Professionalism Form will be made available to the Evaluatee at least 24 hours before this conference. Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

8. Reports of other Professional or College Activities

The Evaluatee may submit a report of any additional professional activities that the Evaluatee wishes to include in the Evaluation File. Such activities may include shared governance participation, faculty representation, research, publications, student mentoring, or community service activities.

C. Student Evaluation

Student evaluations shall take place during the third quarter of each course section assigned to a faculty member being evaluated. A summary report of the student responses to the Instructor Evaluation Form will be made available to the faculty member, department chairs or faculty coordinator, and appropriate academic administrators before the end of the fourteenth week of the semester. This timeline will be proportionally adjusted for assignments shorter than 16 weeks. The summary report will be made available to those involved in the evaluation process by the department chair or faculty leader. The envelope containing the Evaluation Comment Forms will be returned unopened to the faculty member after the final grades are submitted. Neither the student evaluation forms nor the summary report shall be placed in the faculty member's personnel file unless requested by the faculty member. An online evaluation tool may be used.

D. The Evaluation Process

Each of the following procedures and/or meetings will be completed no later than the time specified below:

Fall Semester:

End of Week Five: Preliminary Evaluation Conference

A preliminary evaluation conference with the faculty member shall be scheduled by the department chair or faculty leader or designee. If a panel is used, all three members must be present at the evaluation conference.

The conference participants will review and discuss with the Evaluatee the evaluation process, including the student, and self-evaluation, peer observations and relevant deadlines. The panel, department chair, faculty leader or designee shall inform the Evaluatee of any and all other relevant factors that the Evaluatee shall consider in writing the self-evaluation.

If requested by the department chair, faculty leader or designee a representative from Human Resources office will attend this conference to provide an orientation to the college's evaluation procedure to the Evaluator(s).

The conference participants will disclose which observations will be announced and which will be unannounced and shall inform the Evaluatee of the need to provide access to online courses, if applicable.

End of Week Ten: Deadline for completing Self-Evaluation.

End of Week Twelve: Deadline for completing Classroom or Service Observations and Professionalism Form.

End of Week Thirteen: Deadline for completing individual conference with the Evaluatee.

End of Week Sixteen: The Evaluation Conference

An evaluation conference with the faculty member shall be scheduled by the sole evaluator or evaluation panel chair. If a panel is used, all three members must be present at the evaluation conference.

The Evaluation panel will meet to review all materials in the evaluation file and to determine the overall rating of the Evaluatee. The sole evaluator or panel will meet with the Evaluatee to review and discuss all materials in the Evaluation File and the sole evaluator's or panel's recommendation that the faculty member's performance is considered "satisfactory" or "needs continued evaluation". The student evaluation results may be used to inform the discussion between the Evaluator(s) and the Evaluatee. The Summary Form for Tenured Faculty will be prepared by the sole evaluator or the panel chair. At the conclusion of the evaluation conference the Evaluatee and the sole evaluator or all members of the panel will sign the Summary Form. At least two members of the panel must agree in order for the report to recommend "needs continued evaluation". Within ten working days of this conference, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

Spring Semester:

When the evaluation in the Fall Semester results in a rating of "needs continued evaluation", another evaluation will be performed in the Spring Semester following the same evaluation process as in the fall semester. If a sole evaluator was used for the fall semester, the chair, faculty leader, or designee will convene a Phase I evaluation panel using the guideline specified in section I.A of this article. If a panel was used for the fall semester, the same panel will perform the evaluation during the Spring Semester. For the purpose of this article the week of spring break shall not be counted as a week in the timeline.

II. SECOND PHASE EVALUATION

A. Second Phase Panel

If the rating made by the end of spring semester of year one is "needs continued evaluation", the appropriate vice president or designee will convene a Phase II panel. The Phase II panel will be chaired by the appropriate vice president or designee and will include all members of the phase I panel unless one or both of the following exceptions occur:

- The Evaluatee may request the disqualification of the department chair or faculty leader, or designee. This choice is subject to the approval of the Vice-President of Human Resources, who will allow the replacement of the department chair or faculty leader, or designee only if, it is determined by the Vice-President of Human Resources, to be in the best interest of the process.
- The Evaluatee may disqualify one faculty member on the original panel, other than the department chair or faculty leader, or designee, and the person disqualified will be replaced by the same process by which he or she was originally selected.

If necessary, the Evaluatee will submit a new list of three candidates from which the new panel member will be selected. The Phase II panel will be convened no later than the fourth week of the fall semester.

B. Second Phase Activities

The panel will meet with the faculty member within the first 4 weeks of the fall semester. The panel will be responsible for assisting the faculty member over two semesters to improve the effectiveness of instruction, student services, and other activities. The panel may, as appropriate:

1. conduct observations
2. hold conferences with the faculty member
3. review texts, course materials, and exams
4. discuss grading practices and classroom management techniques; and
5. conduct any reasonable activities it deems useful in reaching its recommendation

The panel will meet with the faculty member at the end of the fall semester to assess progress toward goals and to address additional activities for the spring term.

No later than May 1 of the second year, the panel will meet with the faculty member and shall submit a rating of “satisfactory” or “needs continued evaluation”. If at least three members of the panel agree to a “needs continued evaluation” rating, then that rating shall be the recommendation of the panel. Dissenting panel members, if any, may submit written dissenting opinions along with the panel recommendation. Within ten working days of this meeting, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File.

III. THIRD PHASE EVALUATION

A. Third Phase Team

If, after the Second Phase Evaluation the Evaluatee receives a rating of “needs continued evaluation,” a new evaluation team will be selected. The team will be chaired by the appropriate vice president and will include the Vice-President of Human Resources or designee, the department chair or faculty leader or designee, and two additional tenured faculty members. The two additional faculty members will be appointed by the Academic Senate president from a list of five (at least three of whom are from the Evaluatee’s department, if possible) submitted by the appropriate vice president. The Evaluatee has the right to disqualify one of the faculty members appointed to the team. The person disqualified will be replaced by a selection from the list of 5 candidates submitted by the appropriate vice-president. If it is the opinion of the appropriate vice president that it is in the best interest of the process to replace the department chair or faculty leader as a member of the panel, or if the Second Phase panel administrator recommends replacement of the department chair, the appropriate vice president may appoint a faculty member to replace the department chair in this phase of the evaluation process.

The team members are not to be informed of their appointment until the Evaluatee has an opportunity to exercise the disqualification option. The five-person evaluation team will read all materials from the Phase I and Phase II panels together with the action plans developed. The team will plan and conduct evaluation procedures they deem helpful in analyzing the faculty member’s performance.

B. Third Phase Activities

The panel will meet with the faculty member within the first 4 weeks of the fall semester. The panel will be responsible for assisting the faculty member over the fall semester to improve the effectiveness of instruction, student services, and other activities. The panel may, as appropriate:

1. conduct observations
2. hold conferences with the faculty member
3. review texts, course materials, and exams
4. discuss grading practices and classroom management techniques; and
5. conduct any reasonable activities it deems useful in reaching its recommendation

The panel will meet with the faculty member at the end of the fall semester to assess progress toward goals.

C. Third Phase Report

The evaluation team shall prepare a written report which shall be signed by the Evaluatee and each member of the team. If the team concludes that the faculty member has made the necessary improvement, the evaluation rating will be determined to be “satisfactory.”

If at least three members of the team conclude that the faculty member has not made sufficient improvement, the evaluation rating will be determined to be “unsatisfactory.”

By the end of Fall Semester of the third year, a written report will be submitted to the Superintendent/President, with copies to the Vice President of Human Resources. All members of the team and the Evaluatee must sign the report. The Evaluatee and any team member may submit a written, signed statement of dissenting opinion which must include specific reasons for disagreement. Within ten working days of this report, the Evaluatee may submit a written response to the evaluation. The written response shall be placed in the Evaluation File. As a component of this written response the Evaluatee may also request a conference with the Superintendent/President.

D. Appeal to the Superintendent/President

In the case of an “unsatisfactory” rating, the Evaluatee shall have the right to a conference with the Superintendent/President before any action is taken. This conference must be requested as a component of the written response by the Evaluatee. All information gathered in the evaluation process, including a report by the appropriate vice president, shall be available at this conference. At the conclusion of this conference, the Superintendent/President will make a final decision and inform the Evaluatee of that decision.

ARTICLE 7C : EVALUATION OF PART-TIME FACULTY

The purpose of faculty evaluation is to improve the performance of each faculty member. The faculty evaluation process is designed to transcend legal compliance and to foster meaningful professional growth. Since every professional educator has certain areas in which the improvement of performance is possible, the faculty evaluation process is structured to help each faculty member identify relevant areas for performance improvement and develop an appropriate plan to accomplish professional growth.

A. Evaluation Cycle:

Part-time faculty members shall be evaluated twice in their first four semesters of employment and at least once every four semesters of employment thereafter. The first evaluation shall occur during the first year of service. For a faculty member whose assignment includes both an on-ground and an online component, an effort shall be made to evaluate both components. For the purposes of this article, an online component means a hybrid or online assignment.

If employment begins during a Winter or Summer intersession, the evaluation cycle shall begin the following Fall or Spring semester of employment. Evaluations are not conducted during Winter or Summer intersessions except in cases where the faculty member's only assignment occurs during these intersessions, in which case evaluations shall occur at least once every two years of employment.

Follow-up evaluations mentioned in section F below do not alter the Evaluation Cycle.

Each part-time faculty member shall be evaluated by the department chair or faculty leader or by a full-time member of the department designated by the chair or faculty leader.

B. The Evaluation File

The Evaluation File will include the following:

1. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes taught by the Evaluatee.

2. Official Course Outlines of Record

The department chair or faculty leader or designee will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

3. Self-evaluation

Self-evaluations shall be completed and submitted to the Evaluator by the end of the tenth week of the semester. In the case of a follow-up evaluation, the self-evaluation must address the concerns raised in the original evaluation. The Self-evaluation may also include but need not be limited to the following materials:

a. A description of professional growth activities in which the faculty member has been involved.

b. Plans for improving the faculty member's effectiveness. Such plans may be based on:

1. Self-assessment of teaching methods and/or delivery of services to students
2. Review of curriculum and course content
3. Student and peer evaluations
4. Review of the faculty member's relationships with students and colleagues
5. Self-evaluation of current level of knowledge and skills required for the assignment
6. Student achievement and retention; and
7. Other relevant factors suggested by the Evaluator

4. Other Materials

The Evaluator will clearly describe in writing the other materials he/she decides are relevant and necessary for a complete, effective, and fair evaluation. The Evaluator will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

The Evaluatee may submit to the Evaluator a report of any additional professional activities that the Evaluatee wishes to include in the Evaluation File. Such activities may include shared governance participation, faculty representation, research, publications, student mentoring, or community service activities.

5. Reports of Classroom or Service Observations

The Evaluator will conduct one or more classroom and/or service observations before the end of the fourteenth week of the Semester. The Evaluator will inform the Evaluatee whether each observation will be announced or unannounced. The Evaluator shall inform the Evaluatee of the need to provide access to online courses, if applicable.

6. Professionalism Form

The department chair, faculty leader, or designee will complete the Professionalism Form before the end of the fourteenth week of the Semester. This form will be shared with the Evaluator, if different from the Chair, faculty leader or designee, following the completion of the Faculty Observation Form and prior to the completion of the Summary Form.

7. Optional Response to the Evaluation

The Evaluatee shall be provided ten working days to prepare a written response to the evaluation. Such response shall be submitted to the department chair or faculty leader and then forwarded to Human Resources where it shall be included in the Evaluation File.

C. Student Evaluations

Student evaluations shall take place during the third quarter of each course section assigned to a faculty member being evaluated. A summary report of the student responses to the Instructor Evaluation Form will be made available to the faculty member, department chairs or faculty coordinator, and appropriate academic administrators before the end of the fourteenth week of the semester. This timeline will be proportionally adjusted for assignments shorter than 16 weeks. This summary report will be shared with the Evaluator, if different from the Chair or faculty leader, following the completion of the Faculty Observation Form. The envelope containing the Evaluation Comment Forms will be returned unopened to the faculty member after the final grades are submitted. Neither the student evaluation forms nor the summary report shall be placed in the faculty member's personnel file unless requested by the faculty member. An online evaluation tool may be used.

D. Peer Evaluation

The evaluator shall complete a written evaluation which is solely based upon the classroom or service observation and materials contained in the evaluation file, and provide suggestions where appropriate. The student evaluation results may be used to inform the discussion between the evaluator and the evaluatee. The evaluator shall complete the Faculty Evaluation Summary Form For Part-Time Faculty. The evaluation file will state the reasons for the recommendation of the evaluator.

E. Conference with Evaluatee

The Evaluator will meet with the Evaluatee and review all materials in the Evaluation File before the end of the sixteenth week of the semester. At the request of the Evaluatee, Evaluator or the department chair/faculty leader, both the Evaluator and the department chair/faculty leader may attend this conference with the Evaluatee. The evaluator and the evaluatee shall sign the Faculty Evaluation Summary Form as an indication that the meeting took place.

A copy of the Faculty Observation Form, Professionalism form, and the Summary Form shall be made available to the faculty member at least forty-eight hours prior to the conference with the Evaluator.

F. Follow-up Evaluation

When a faculty member receives a rating other than Satisfactory, a follow-up evaluation shall occur in the next semester of employment, if reemployed. Either the Evaluatee or the department chair or faculty leader may request this follow-up evaluation be performed through a Panel Evaluation of two full-time faculty members selected by the department chair or faculty leader. If the original Evaluator was anyone other than the department chair or faculty leader, the Evaluatee can request to exclude that person from the panel.

G. Recordkeeping

The evaluation report, signed by the faculty member, the evaluator, and the department chair or faculty leader (if different from the evaluator), should be submitted to the Office of Academic Affairs or

Student Affairs, as appropriate, to be forwarded to Human Resources, along with the self-evaluation report, no later than the end of the semester in which the evaluation is conducted.

H. The Evaluation Timeline

For the purpose of this article the week of spring break shall not be counted as a week in the timeline. The timeline below assumes a regular sixteen-week semester assignment. For assignments scheduled with a different length, the timeline shall be proportionally adjusted.

1. End of Week Five: The Department Chair or Faculty leader notifies the part-time faculty member of the evaluation and notifies the Evaluatee in writing of the materials that the evaluatee needs to submit for the evaluation file. The Department Chair or Faculty leader shall inform the Evaluatee of the need to provide online classroom access, if applicable.
2. End of Week Eight: An effort will be made to select an Evaluator and notify the Evaluatee of this selection with the recognition that certain unforeseen circumstances may result in substitutions, as necessary.
3. End of Week Ten: Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.
4. End of Week Twelve: Deadline for Student Evaluations to be submitted to MIS for processing.
5. End of Week Fourteen: Deadline for completing and filing of all Evaluation File materials.
6. End of Week Sixteen: Deadline for completing the conference with the Evaluatee.
7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

ARTICLE 7D: EVALUATION OF EMERITUS COLLEGE PART-TIME FACULTY

The purpose of faculty evaluation is to improve the performance of each faculty member. The faculty evaluation process is designed to transcend legal compliance and to foster meaningful professional growth. Since every professional educator has certain areas in which the improvement of performance is possible, the faculty evaluation process is structured to help each faculty member identify relevant areas for performance improvement and develop an appropriate plan to accomplish professional growth.

A. Evaluation Cycle:

Faculty members in the Emeritus College shall be evaluated twice in their first four semesters of employment and at least once every four semesters of employment thereafter. The first evaluation shall occur during the first year of service. For a faculty member whose assignment includes both an on-ground and an online component, an effort shall be made to evaluate both components. For the purposes of this article, an online component means a hybrid or online assignment.

If employment begins during a Winter or Summer intersession, the evaluation cycle shall begin the following Fall or Spring semester of employment. Evaluations are not conducted during Winter or Summer intersessions except in cases where the faculty member's only assignment occurs during these intersessions, in which case evaluations shall occur at least once every two years of employment.

Each faculty member shall be evaluated by a faculty member appointed by the Vice President of Human Resources or designee in consultation with the academic administrator responsible for the Emeritus College from a list of three candidates submitted by the Evaluatee. The three candidates submitted by the Evaluatee should be selected among the Emeritus College faculty from the same or a related discipline. In the event that the Emeritus College lacks these faculty members, one or more of the candidates submitted by the Evaluatee can be selected from a related discipline in the credit programs.

Faculty members who perform the evaluation of the Emeritus College Faculty will receive a stipend as listed in Appendix R.

B. The Evaluation File

The Evaluation File will include the following:

1. Syllabi

The Evaluatee will supply for the Evaluation File the syllabi for all the classes taught by the Evaluatee.

2. Official Course Outlines of Record

The academic administrator responsible for the Emeritus College will supply for the Evaluation File all the official course outlines of record for the courses being taught by the Evaluatee.

3. Self-evaluation

Self-evaluations shall be completed and submitted to the Evaluator by the end of the tenth week of the semester. The Self-evaluation may include but need not be limited to the following materials:

- a. A description of professional growth activities in which the faculty member has been involved.
- b. Plans for improving the faculty member's effectiveness. Such plans may be based on:
 1. Self-assessment of teaching methods and/or delivery of services to students
 2. Review of curriculum and course content
 3. Student and peer evaluations
 4. Review of the faculty member's interaction with students and colleagues
 5. Self-evaluation of current level of knowledge and skills required for the assignment; and
 6. Other relevant factors suggested by the Evaluator or identified by the Evaluatee.

4. Other Materials

The Evaluator will clearly describe in writing the other materials he/she decides are relevant and necessary for a complete, effective, and fair evaluation. The Evaluator will provide the Evaluatee at least two weeks to assemble those materials for which the Evaluatee is responsible.

The Evaluatee may submit to the Evaluator a report of any additional professional activities that the Evaluatee wishes to include in the Evaluation File. Such activities may include shared governance participation, faculty representation, research, publications, student mentoring, or community service activities.

5. Reports of Classroom Observations

The Evaluator will conduct one or more classroom observations by the end of week eleven of the Semester. The Evaluator will inform the Evaluatee whether each observation will be announced or unannounced. The Evaluator shall inform the Evaluatee of the need to provide access to online courses, if applicable.

6. Professionalism Form

The academic administrator responsible for the Emeritus College shall submit any information with supporting evidence related to the Professionalism Form to the Evaluator. This information will be submitted to the Evaluator, following the completion of the Faculty Observation Form and prior to the completion of the Summary Form. The Evaluator will complete the Professionalism Form using the information received from the academic administrator responsible for the Emeritus College and will submit a copy of this form to the academic administrator responsible for the Emeritus College before meeting with the evaluatee.

7. Optional Response to the Evaluation

The Evaluatee shall have ten working days to prepare a written response to the evaluation. Such response shall be submitted to the academic administrator responsible for the Emeritus College and then forwarded to Human Resources where it shall be included in the Evaluation File.

C. Student Evaluations

Student evaluations shall take place during the third quarter of each course section assigned to a faculty member being evaluated. A summary report of the student responses to the Instructor Evaluation Form will be made available to the faculty member, department chairs or faculty coordinator, and appropriate academic administrators before the end of the fourteenth week of the semester. This timeline will be proportionally adjusted for assignments shorter than 16 weeks. This summary report will be shared with the Evaluator, if different from the Chair or faculty leader, following the completion of the Faculty Observation Form. The envelope containing the Evaluation Comment Forms will be returned unopened to the faculty member after the final grades are submitted. Neither the student evaluation forms nor the summary report shall be placed in the faculty member's personnel file unless requested by the faculty member. An online evaluation tool may be used.

D. Peer Evaluation

The Evaluator shall complete a written evaluation which is solely based upon the classroom observation and materials contained in the Evaluation File. The student evaluation results may be used to inform the discussion between the Evaluator and the Evaluatee. The Evaluator shall complete the Faculty Evaluation Summary Form For Emeritus College Part-Time Faculty. The Evaluation File will provide a justification for the recommendation of the Evaluator.

E. Conference with Evaluatee

The Evaluator will meet with the Evaluatee and review all materials in the Evaluation File before the end of the sixteenth week of the semester. At the request of the Evaluatee, both the Evaluator and the academic administrator responsible for the Emeritus College may attend this conference with the Evaluatee. The Evaluator and the Evaluatee shall sign the Faculty Evaluation Summary Form as an indication that the meeting took place.

A copy of the Faculty Observation Form, Professionalism form, and the Summary Form shall be made available to the faculty member at least forty-eight hours prior to the conference with the Evaluator.

F. Recordkeeping

The evaluation report, signed by the faculty member, the Evaluator, and the academic administrator responsible for the Emeritus College should be submitted to the Office of Academic Affairs to be forwarded to Human Resources, along with the self-evaluation report, no later than the end of the semester in which the evaluation is conducted.

G. The Evaluation Timeline

For the purpose of this article the week of spring break shall not be counted as a week in the timeline. The timeline below assumes a regular sixteen-week semester assignment. For assignments scheduled with a different length, the timeline shall be proportionally adjusted.

1. End of Week Four: The academic administrator responsible for the Emeritus College notifies the faculty member in writing of the evaluation and that the Evaluatee needs to submit three candidates for the Evaluator. The academic administrator responsible for the Emeritus College will provide for the Evaluatee a copy of this evaluation article with all the related forms.
2. End of Week Five: The Evaluatee submits to the academic administrator responsible for the Emeritus College in writing the name of three faculty members as stated in section A of this article.
3. End of Week Seven: An effort will be made to select an Evaluator and notify the Evaluatee of this selection with the recognition that certain unforeseen circumstances may result in substitutions, as necessary.
4. End of Week Ten: Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.
5. End of Week Eleven: Deadline for completing the classroom observation(s).
6. End of Week Twelve: Deadline for Student Evaluations to be submitted to MIS for processing.
7. End of Week Twelve: Deadline for completing the Faculty Observation Form.
8. End of Week Fourteen: Deadline for completing all Evaluation File materials.
9. End of Week Sixteen: Deadline for completing the conference with the Evaluatee.
10. Ten days after the evaluation form is signed: Deadline for completing the optional Evaluatee response.