

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 assigned course section. Summaries of student evaluations will be made available to those involved in the evaluation process by the department chair or faculty leader. Summaries of student evaluations shall not be placed in the faculty member's personnel file unless requested by the faculty member.

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.