

**SANTA MONICA COLLEGE  
OFFICE OF HUMAN RESOURCES**

**PROBATIONARY, TENURED AND  
ADJUNCT FACULTY EVALUATION  
ORIENTATION PACKET**

# **SECTION 1: EVALUATION TIMELINE**



**First and Second Year Faculty Evaluation  
Timeline New Process for 2024-2025  
At a-Glance**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>First &amp; Second Year – Fall 2024</b>									
HR Orientation	9/13/24								
Evaluation Committee Meeting	9/20/24								
Student Evaluation Distribution	9/22/24			12/02/24					
Committee or Department Chair Meets With Evaluatee	9/27/24								
Professionalism & Observation or Service Observation Form Completion			11/15/24						
Evaluation Conference			11/22/24						
Student Evaluation Results available online				12/06/24					
Self-Evaluation due				12/06/24					
Evaluation file materials due to Chair				12/06/24					
Committee Meets with Evaluatee				12/13/24					
Evaluation File Due to HR				12/17/24					
<b>First &amp; Second Year - Spring 2025</b>									
Optional Written Response to Overall Rating or Appeal						2/21/25			
Supt/President review recommendations of committee or appeal, if applicable, & make recommendations						3/03/25			
If applicable, decision and rationale to Evaluatee re: Appeal							3/07/25		
Student Evaluation Distribution							3/08/25		5/30/25
Committee meets with Evaluatee re Goals and Objectives & discuss need for additional observations							4/04/25		
Evaluatee submit plan for professional development to Chair									5/16/25
Student Evaluation Results available online									6/06/25

**Note: March 11th deadline - If not re-electing first, second, third or fourth year faculty member, they must be notified by HR**





**Fourth Year Faculty Evaluation Timeline  
New Process for 2024-2025  
At-a-Glance**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>Fourth Year – Fall 2024</b>									
HR Orientation	9/13/24								
Evaluation Committee Meeting	9/20/24								
Student Evaluation Distribution	9/23/24				12/02/24				
Committee or Department Chair Meets With Evaluatee	9/27/24								
Professionalism & Observation or Service Observation Form Completion			11/15/24						
Evaluation Conference			11/22/24						
Student Evaluation Results available online				12/06/24					
Self-Evaluation due (include Revised Plan of Professional Development)				12/06/24					
Evaluation file materials due to Chair				12/06/24					
Committee Meets with Evaluatee				12/13/24					
Evaluation File Due to HR				12/17/24					
<b>Fourth Year - Spring 2025</b>									
Evaluatee may appeal recommendation						2/21/25			
Superintendent/President review and recommendation to the Board of Trustees						3/03/25			
Student Evaluation Distribution							3/08/25		5/30/25
Evaluatee must be notified if non re-employment is recommended							3/11/25		
Student Evaluation Results available online									6/06/25

**Note 1: March 11th deadline - If not re-electing first, second, third or fourth year faculty member, they must be notified by HR**



**Tenured Faculty Evaluation Timeline  
New Process for 2024-2024  
At-a-Glance**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
<b>Tenured Faculty – Fall 2024</b>									
HR Orientation	9/13/24								
Student Evaluation Distribution	9/23/24				12/02/24				
Preliminary evaluation Conference with Evaluatee	9/27/24								
Self-Evaluation due			11/01/24						
Observation/Professionalism Form Due			11/15/24						
Completion of Individual Conference with Evaluatee			11/22/24						
Student Evaluation Results available online					12/06/24				
Conference with Evaluatee					12/13/24				

**Note: Peer or requested Panel every three (3) years. Committee/Panel required every nine (9) years.**

## The Evaluation Timeline (FALL 2024)

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: (SEP 27) 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.

➤ *For classes meeting the following: Weeks 1 – 8: Sept. 13, Weeks 9 – 16: Nov. 8*

2. End of Week Eight: (OCT 18) 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.

➤ *For classes meeting the following: Weeks 1 - 8: Sep. 20, Weeks 9 – 16: Nov. 15*

3. End of Week Ten: (NOV 1) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Sep. 27, Weeks 9 – 16: Nov. 22*

4. End of Week Twelve: (NOV 15) Deadline for Student Evaluations to be submitted to MIS for processing, unless your class meets weeks 9 – 16. If the latter applies to you, the deadline is November 27th.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 4, Weeks 9 – 16: Dec. 2*

5. End of Week Fourteen: (DEC 2) Deadline for completing and filing of all Evaluation File materials.

*Student evaluation results (numerical only) given to evaluator (if evaluator is not the chair).*

***PROVIDE EVALUATEE WITH FULL COPY OF EVALUATION AT LEAST 48 HOURS PRIOR TO CONFERENCE.***

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 11, Weeks 9 – 16: Dec. 6*

6. End of Week Sixteen: (DEC 13) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 18, Weeks 9 – 16: Dec. 13*

7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

***BY DECEMBER 17TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS***

## The Evaluation Timeline (SPRING 2025)

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: (MAR 21) 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.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 7, Weeks 9 – 16: May 9*

2. End of Week Eight: (APR 11) 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.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 14, Weeks 9 – 16: May 16*

3. End of Week Ten: (MAY 2) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 21, Weeks 9 – 16: May 23*

4. End of Week Twelve: (MAY 16) Deadline for Student Evaluations to be submitted to MIS for processing, unless your class meets weeks 9 – 16. If the latter applies to you, the deadline is May 28th.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 28, Weeks 9 – 16: May 30*

5. End of Week Fourteen: (MAY 30) Deadline for completing and filing of all Evaluation File materials.

*Student evaluation results (numerical only) given to evaluator (if evaluator is not the chair).*

***PROVIDE EVALUATEE WITH FULL COPY OF EVALUATION AT LEAST 48 HOURS PRIOR TO CONFERENCE.***

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 4, Weeks 9 – 16: June 6*

6. End of Week Sixteen: (JUN 13) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 11, Weeks 9 – 16: June 13*

7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

***BY JUNE 17TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS***



# **SECTION 2: EVALUATION CHECKLIST**

## Faculty Evaluation Checklist Probationary Faculty (Article 7A)

<b>Document</b>	<b>Responsible Party</b>
<input type="checkbox"/> Faculty Evaluation Summary Form (Year 1, 2, 3 or 4)	Committee Chair provides, All Committee Members sign
<input type="checkbox"/> Classroom or Service Observation Form	All Committee Members complete
<input type="checkbox"/> Professionalism Form	Committee/Dept Chair completes
<input type="checkbox"/> Student Evaluation Summary (Fall & Spring)	Department Chair provides
<input type="checkbox"/> Official Course Outline of Record (available on Curricunet)	Department Chair provides
<input type="checkbox"/> Syllabi	Evaluatee provides
<input type="checkbox"/> Self-Evaluation (including goals set forth in revised PPD* if Year 3 or 4)	Evaluatee provides
<input type="checkbox"/> Other materials (if requested by the committee)	Evaluatee provides
<input type="checkbox"/> Plan for Professional Development (Year 1 and 2 only - Due Spring)	Evaluatee provides
<input type="checkbox"/> Reports of other Professional or College Activities (optional)	Evaluatee provides
<input type="checkbox"/> Faculty Member's Written Response to Evaluation (optional)	Evaluatee provides

**Note**

1. The evaluation conference must occur no later than the end of Week 16.
2. The evaluation file is due to HR no later than the last day of Finals Week.
3. Please refer to the evaluation timeline for specific procedural dates and deadlines.

## Faculty Evaluation Checklist Tenured Faculty (Article 7B)

<b>Document</b>	<b>Responsible Party</b>
<input type="checkbox"/> Faculty Evaluation Summary Form - Phase 1 (Chair as sole evaluator)	Chair/Designee provides, All Panel Members sign, if due
<input type="checkbox"/> Classroom or Service Observation Form	Chair/Designee/All Panel Members complete if a Panel is due
<input type="checkbox"/> Professionalism Form	Dept Chair/Designee completes
<input type="checkbox"/> Student Evaluation Summary (Fall only)	Department Chair provides
<input type="checkbox"/> Official Course Outline of Record (available on Curricunet)	Department Chair provides
<input type="checkbox"/> Syllabi	Evaluatee provides
<input type="checkbox"/> Self-Evaluation (including goals set forth in revised PPD* if Year 3 or 4)	Evaluatee provides
<input type="checkbox"/> Other materials (if requested by the committee)	Evaluatee provides
<input type="checkbox"/> Reports of other Professional or College Activities (optional)	Evaluatee provides
<input type="checkbox"/> Faculty Member's Written Response to Evaluation (optional)	Evaluatee provides

\*PPD = Plan for Professional Development

### **Note**

1. The evaluation conference must occur no later than the end of Week 16.
2. The evaluation file is due to HR no later than the last day of Finals Week.
3. Please refer to the evaluation timeline for specific procedural dates and deadlines.

## Faculty Evaluation Checklist

### Part-time Faculty (Article 7C)

<b>Document</b>	<b>Responsible Party</b>
<input type="checkbox"/> Notice and Timeline to Faculty Member	Department Chair
<input type="checkbox"/> Faculty Evaluation Summary Form (Chair, or designee, as sole evaluator)	Dept Chair/Designee completes, All Panel Members sign
<input type="checkbox"/> Classroom or Service Observation Form	Dept Chair/Designee completes
<input type="checkbox"/> Professionalism Form	Dept Chair/Designee completes
<input type="checkbox"/> Student Evaluation Summary (if due)	Department Chair provides
<input type="checkbox"/> Official Course Outline of Record (available on Curricunet)	Dept Chair/Designee provides
<input type="checkbox"/> Syllabi	Evaluatee provides
<input type="checkbox"/> Self-Evaluation	Evaluatee provides
<input type="checkbox"/> Other materials (if requested by the committee)	Evaluatee provides
<input type="checkbox"/> Faculty Member's Written Response to Evaluation (optional)	Evaluatee provides

#### **Note**

1. The evaluation conference must occur no later than the end of Week 16.
2. The evaluation file is due to Academic Affairs/Student Affairs no later than the last day of Finals Week.
3. Please refer to the evaluation timeline for specific procedural dates and deadlines.

**SECTION 3:**  
**SMC FACULTY AGREEMENT**  
**– ARTICLE 7**

## 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.
- 7.3 Evaluation Committee. The Faculty Association and the District will establish a joint committee to develop a new evaluation process and form for the evaluation of Emeritus College faculty and temporary contract faculty. In addition, the Faculty Association and the District will establish a joint committee to develop a form for the evaluation of athletic coaches. Each Evaluation Committee shall be comprised of three members appointed by each group.

Each committee shall bring a recommendation 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 the faculty member being evaluated in developing a plan to correct the deficiencies.

**ARTICLE 7A**  
**PROBATIONARY**  
**FACULTY**

## 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.

#### 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.

## 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.

## 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.

## 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**  
**TENURED FACULTY**

## 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.

### 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**  
**PART-TIME FACULTY**

## 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. 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 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.

#### 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. 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**

# **EMERITUS**

## Recommendation from the Committee

### ARTICLE 7D: EVALUATION OF PART-TIME FACULTY in the Emeritus College

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 Dean of 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 Dean of 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 Dean of 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 Dean of the Emeritus College and will submit a copy of this form to the Dean of 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 Dean of 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 assigned course section.

A summary of student evaluations shall be available to the Dean of the Emeritus College before the end of the fourteenth week of the semester. This summary will be shared with the Evaluator following the completion of the Faculty Observation Form.

### 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 Dean of 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 Dean of 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 Dean of 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 Dean of 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 Dean of 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.

# **SECTION 4: EVALUATION FORMS**



## APPENDIX S: EVALUATION FORMS

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**Faculty Evaluation Summary Form For Part-time Faculty**

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Conference Date: \_\_\_\_\_

**Based on the attached Professionalism Form and Observation Form, CHECK ONE:**

Satisfactory

Needs Improvement

Unsatisfactory

EVALUATOR:	DATE:	DEPT. CHAIRPERSON / LEADER :	DATE:
EVALUATEE:	DATE:	APPROPRIATE VICE-PRESIDENT OR DESIGNEE:	DATE:

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation. Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

Comments: (optional)

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**Faculty Evaluation Summary Form For Tenured Faculty – Phase 1**

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

FALL SEMESTER: \_\_\_\_\_ Conference Date: \_\_\_\_\_

**Based on the attached Professionalism Form and Observation Form(s), CHECK ONE:**

Satisfactory

Needs Continued Evaluation

Signature	Date
Evaluatee:	
Dept. Chair, leader, or designee	
Evaluator: (if a panel is used)	
Evaluator: (if a panel is used)	

SPRING SEMESTER: \_\_\_\_\_ Conference Date: \_\_\_\_\_

**Based on the attached Professionalism Form and Observation Form(s), CHECK ONE:**

Satisfactory

Needs Continued Evaluation

Signature	Date
Evaluatee:	
Dept. Chair, leader, or designee	
Evaluator:	
Evaluator:	

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation.

Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**Faculty Evaluation Summary Form For Tenured Faculty – Phase 2**

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Conference Date: \_\_\_\_\_

**Based on the attached Professionalism Form and Observation Form(s), CHECK ONE:**

Satisfactory

Needs Continued Evaluation

Signature	Date
Evaluatee:	
Appropriate Vice-President or designee	
Dept. Chair, leader, or designee	
Evaluator:	
Evaluator:	

Evaluatee’s signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation. Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**Faculty Evaluation Summary Form For Tenured Faculty – Phase 3**

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Conference Date: \_\_\_\_\_

**Based on the attached Professionalism Form and Observation Form(s), CHECK ONE:**

Satisfactory

Unsatisfactory

Signature	Date
Evaluatee:	
Vice-President of Human Resources or designee	
Appropriate Vice-President or designee	
Dept. Chair, leader, or designee	
Evaluator:	
Evaluator:	

Evaluatee’s signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation. Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**  
**Faculty Evaluation Summary Form For Probationary Faculty**  
**Year One**

NAME:	DEPARTMENT:
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Overall Rating	Recommendation
Satisfactory	Not Enter Into A Contract For The Following Academic Year
Needs Improvement	Enter Into A Contract For The Following Academic Year
Unsatisfactory	Employ The Probationary Employee As A Regular (Tenured) Employee For All Subsequent Academic Years

Signature	Date
Dept. Peer:	
Non-Dept. Peer:	
Dept. Chair, faculty leader, or designee:	
Senior Administrator:	
Evaluatee:	

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

Comments: (optional)

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**  
**Faculty Evaluation Summary Form For Probationary Faculty**  
**Year Two**

NAME:	DEPARTMENT:
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Overall Rating	Recommendation
Satisfactory	Not Enter Into A Contract For The Following Academic Year
Needs Improvement	Enter Into A Contract For The Following Two Academic Years
Unsatisfactory	Employ The Probationary Employee As A Regular (Tenured) Employee For All Subsequent Academic Years

Signature	Date
Dept. Peer:	
Non-Dept. Peer:	
Dept. Chair. , faculty leader, or designee:	
Senior Administrator or designee:	
Evaluatee:	

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.  
 Comments: (optional)

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**  
**Faculty Evaluation Summary Form For Probationary Faculty**  
**Year Three**

NAME:	DEPARTMENT:
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**OVERALL RATING**

Satisfactory

Needs Improvement

Unsatisfactory

Signature	Date
Dept. Peer:	
Dept. Peer:	
Dept. Chair. , faculty leader, or designee:	
Evaluatee:	

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

Comments: (optional)



## PROFESSIONALISM FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

This section to be completed by the department chair / leader or department chair/ leader designee <i>As input to the evaluation procedure</i>	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Demonstrates cooperation and sensitivity in working with colleagues and staff Comments:				
2. Responsive to constructive feedback Comments:				
3. Participates at the appropriate level in creation, assessment, and / or discussion of SLOs Comments:				
4. Submits required departmental reports and information on time ( Drop roster, grade roster, flex form) Comments:				
5. Maintains adequate and appropriate records Comments:				
6. Observes health and safety regulations Comments:				
7. Per the collective bargaining agreement, maintains office hours and attends required meetings Comments:				

8. Responsive to students and is accessible to students				
Comments:				
9. Adheres to departmental and college policies				
Comments:				
10. Participates in departmental and campus wide activities				
Comments:				
11. Maintains currency in professional knowledge through professional literature, professional memberships, workshops, conferences, or other activities				
Comments:				
Additional comment:				

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

# FACULTY OBSERVATION FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as an Instructional Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Establishes a student-instructor relationship conducive to learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
2. Communicates ideas clearly and effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
3. Stimulates students' interest and desire to learn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
4. Promotes active involvement of students in learning activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
5. Demonstrates sensitivity in working with students from diverse backgrounds and with different needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
6. Employs appropriate pedagogy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
7. Begins class promptly and ends at time designated on schedule of classes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
8. Uses class time efficiently	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				

9. Maintains an appropriate pace during class session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
10. Provides students with a syllabus which includes a written explanation of the evaluation process, expectations and requirements, assignments, course content, relevant dates, and other information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
11. Teaches course content that is consistent with the official course outline of record	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
12. Uses materials pertinent to the course content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
13. Teaches at a level that is appropriate to the course content	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
14. Has appropriate command of the subject matter to be able to respond to students' needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
15. Assesses students' progress regularly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
Additional comment:				

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

# FACULTY OBSERVATION FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as a Counseling Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Maintains a focused counseling session/presentation/group workshop	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
2. Prioritizes student's concerns and establishes tasks to be covered	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
3. Uses allotted session time appropriately	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
4. Adheres to daily work schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
5. Communicates clearly and effectively with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
6. Adapts style of communication to student's developmental level (language ability, awareness of educational processes, readiness to choose a major, etc)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
7. Demonstrates active listening skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
8. Consults effectively with colleagues as necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				

9. Assesses and defines student's current academic, personal and career needs to facilitate a productive counseling session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
10. Uses electronic counseling tools and resources effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
11. Demonstrates current knowledge of academic options and requirements	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
12. Demonstrates current knowledge of policies and procedures affecting students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
13. Investigates answers to student inquiries and/or directs students to appropriate sources of information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
14. Sets boundaries with students as necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
15. Sets a welcoming tone when meeting students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
16. Creates a non-judgmental environment of trust, respect and sensitivity to all backgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
17. Shows genuine interest in student's questions and concerns	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
18. Validates/confirms student's understanding of issues addressed in session	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
19. Concludes session by providing opportunity to follow-up as necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				

Additional comment:

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

# FACULTY OBSERVATION FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as a DSPS Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Demonstrates knowledge of discipline	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
2. Demonstrates knowledge of current trends, laws, and regulations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
3. Demonstrates knowledge of current college policies and procedures affecting students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
4. Maintains assigned work schedule and is on time for appointments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
5. Manages time effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
6. Makes oneself available to confer with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
7. Uses allotted session time effectively	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
8. Provides appropriate accommodations in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				



9. Creates a non-judgmental environment of trust, sensitivity, and mutual respect (students & colleagues)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
10. Respects student confidences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
11. Displays timely and appropriate follow through	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
12. Communicates clearly and effectively with students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
13. Sets boundaries with students as necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
14. Assists students in resolving issues involving faculty, administration, and/or community agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
15. Maintains accurate record keeping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
16. Consults with colleagues as necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
17. Contributes to a positive work environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
18. Takes the initiative and responsibility to keep up with the current academic and electronic aspects of counseling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
19. Functions effectively with a minimum of supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				

Additional comment:

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

# FACULTY OBSERVATION FORM

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as a Librarian	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Prioritizes library users' needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
2. Completes assignments and projects in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
3. Communicates clearly and effectively with colleagues, students, faculty and other library users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
4. Instructs library users in effective and independent use of library services and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
5. Demonstrates active listening skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
6. Connects library users to appropriate resources for their information needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
7. Selects and recommends appropriate resources for library collections and programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
8. Uses appropriate print and/or electronic library tools and resources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments:				
9. Catalogs materials in all formats according to national standards and adapts these standards for local practice when necessary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
10. Plans, develops, implements, integrates and supports all library computing resources and systems	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
11. Sets a welcoming tone when interfacing with library users	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
12. Creates an environment of respect for and sensitivity to library users from diverse backgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
13. Follows up on requests for information or other library services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:				
Additional comment:				

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

**SANTA MONICA COMMUNITY COLLEGE DISTRICT**

**Faculty Evaluation Summary Form For Emeritus College Faculty**

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Conference Date: \_\_\_\_\_

**Based on the attached Professionalism Form and Observation Form, CHECK ONE:**

Satisfactory

Needs Improvement

Unsatisfactory

EVALUATOR:	DATE:	Dean of the Emeritus College:	DATE:
EVALUATEE:	DATE:	APPROPRIATE VICE-PRESIDENT OR DESIGNEE:	DATE:

Evaluatee's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received. Evaluatee may request an additional evaluation. Within ten working days of receipt of this evaluation report, the evaluatee may also submit a written statement to be filed with this evaluation report. Attach additional sheet if necessary.

Comments: (optional)

## PROFESSIONALISM FORM for Emeritus College Faculty

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

This section to be completed by the department chair / leader or department chair/ leader designee <i>As input to the evaluation procedure</i>	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Maintain collegial relations with peers and staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2. Responsive to constructive feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Maintains and submits adequate and appropriate records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4. Observes health and safety regulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5. Adheres to departmental and college policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
Additional comment				

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.

# FACULTY OBSERVATION FORM For Emeritus College Faculty

Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill and Ability as an Instructional Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Establishes a student-instructor relationship conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2. Communicates ideas clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Stimulates students' interest and desire to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4. Promotes active involvement of students in learning activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5. Demonstrates sensitivity in working with older adults from diverse backgrounds and with unique characteristics/learning styles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6. Employs appropriate pedagogy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
7. Begins class promptly and ends at time designated on schedule of classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

8. Uses class time efficiently				
Comments:				
9. Provides students with a syllabus and teaches course content that is consistent with the official course outline of record				
Comments:				
10. Teaches at a level that is appropriate to the course content				
Comments:				
11. Has the appropriate command of the subject matter needed to respond to students' needs				
Comments:				
12. Assesses students' participation in the learning process				
Comments:				
Additional comment:				

Date(s) of Visit: \_\_\_\_\_

Length of visit: \_\_\_\_\_ Course (if applicable): \_\_\_\_\_

Conference Date: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_

Evaluatee's Signature: \_\_\_\_\_

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.



Evaluation of: \_\_\_\_\_ Semester: \_\_\_\_\_

Department: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Position: \_\_\_\_\_

Knowledge, Skill, and Ability as an Intercollegiate Coach:	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Establishes a relationship with the student-athletes conducive to learning, improving, and contributing to the success of the team.				
Comments:				
2. Communicates ideas clearly and effectively.				
Comments:				
3. Stimulates student-athletes' motivation to work hard, improve skills and be successful student-athletes.				
Comments:				
4. Promotes active involvement of student-athletes in practice/training sessions.				
Comments:				
5. Demonstrates sensitivity in working with student-athletes from diverse backgrounds and with different needs.				
Comments:				
6. Employs appropriate pedagogy and practice/training sessions are well-planned, organized and effective.				
Comments:				
7. Holds all required practice/training sessions at times arranged.				
Comments:				
8. Runs practice/training sessions efficiently.				
Comments:				

## APPENDIX J: SELF-EVALUATION

For each category, indicate the way or ways in which you completed the assignment. Include the date(s) as well. Put "N/A" if duty is not applicable to your assignment; not all activities are required.

**Classes taught at either on or off-campus locations, or approved reassigned time activities completed:**

**Student office hours:**

**Approved conferences and field trips:**

**Consultation with other faculty, the administration, and community members:**

# **PART-TIME FACULTY SAMPLE NOTICE & TIMELINE**

September 2024

Dear Part Time Faculty Member,

I am writing to notify you that you will be evaluated by a full time faculty member of our department this semester. That person will email you by October 18th to let you know he/she is your evaluator. In our department evaluations are *announced/unannounced*.

In anticipation of your evaluation please review Article 7C of the faculty contract at: <https://www.smcfca.org/contract>. You can view the evaluation forms at: [Appendix S Evaluation Forms for Faculty](#).

By November 1, 2024, please submit the following to your evaluator:

- Syllabi for all classes you teach at SMC
- A self evaluation which may include but need not be limited to the following materials (see Appendix J of the faculty contract for a sample self evaluation format at [Self Evaluation Form for Faculty \(Appendix J\)](#)):
  - a. A description of professional growth activities in which you have been involved.
  - b. Plans for improving your 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;
    7. Data gathered from students such as SLO outcomes, and
    8. Other relevant factors suggested by the Evaluator.

Your evaluator may ask you in writing for other materials he/she decides are relevant and necessary for a complete, effective, and fair evaluation. Your evaluator will give you two weeks in which to submit those. You 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.

All student evaluations must be completed by November 15, 2024, unless you are teaching weeks 1-8 (deadline is October 4th). If you are teaching weeks 9-16 (deadline is December 2<sup>nd</sup>). Plan to activate the student evaluation process from your mProfessor and encourage students to complete the student evaluation process. You will receive an email with instructions.

Thank you for your cooperation in making this important process a successful one.

## The Evaluation Timeline (FALL 2024)

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: (SEP 27) 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.

➤ *For classes meeting the following: Weeks 1 – 8: Sept. 13, Weeks 9 – 16: Nov. 8*

2. End of Week Eight: (OCT 18) 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.

➤ *For classes meeting the following: Weeks 1 - 8: Sep. 20, Weeks 9 – 16: Nov. 15*

3. End of Week Ten: (NOV 1) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Sep. 27, Weeks 9 – 16: Nov. 22*

4. End of Week Twelve: (NOV 15) Deadline for Student Evaluations to be submitted to MIS for processing, unless your class meets weeks 9 – 16. If the latter applies to you, the deadline is November 27th.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 4, Weeks 9 – 16: Dec. 2*

5. End of Week Fourteen: (DEC 2) Deadline for completing and filing of all Evaluation File materials.

*Student evaluation results (numerical only) given to evaluator (if evaluator is not the chair).*

***PROVIDE EVALUATEE WITH FULL COPY OF EVALUATION AT LEAST 48 HOURS PRIOR TO CONFERENCE.***

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 11, Weeks 9 – 16: Dec. 6*

6. End of Week Sixteen: (DEC 13) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Oct. 18, Weeks 9 – 16: Dec. 13*

7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

***BY DECEMBER 17TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS***

September 2024

Dear Part Time Faculty Member,

I am writing to notify you that you will be evaluated by a full-time faculty member of our department this semester. That person will email you by April 11th to let you know they are your evaluator. In our department evaluations are *announced/unannounced*.

In anticipation of your evaluation please review Article 7C of the faculty contract at: <https://www.smcfca.org/contract>. You can view the evaluation forms at: [Appendix S Evaluation Forms for Faculty](#).

By May 2, 2025, please submit the following to your evaluator:

- Syllabi for all classes you teach at SMC
- A self-evaluation which may include but need not be limited to the following materials (see Appendix J of the faculty contract for a sample self-evaluation format at [Self Evaluation Form for Faculty \(Appendix J\)](#)):
  - a. A description of professional growth activities in which you have been involved.
  - b. Plans for improving your 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
    7. Data gathered from students such as SLO outcomes, and
    8. Other relevant factors suggested by the Evaluator.

Your evaluator may ask you in writing for other materials he/she decides are relevant and necessary for a complete, effective, and fair evaluation. Your evaluator will give you two weeks in which to submit those. You 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.

All student evaluations must be completed by May 16, 2025, unless you are teaching weeks 1-8 (deadline is March 28th). If you are teaching weeks 9-16 (deadline is May 30th). Plan to activate the student evaluation process from your mProfessor and encourage students to complete the student evaluation process. You will receive an email with instructions.

Thank you for your cooperation in making this important process a successful one.

## The Evaluation Timeline (SPRING 2025)

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: (MAR 21) 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.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 7, Weeks 9 – 16: May 9*

2. End of Week Eight: (APR 11) 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.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 14, Weeks 9 – 16: May 16*

3. End of Week Ten: (MAY 2) Deadline for Evaluatee to complete and submit the Self-Evaluation to the Evaluator.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 21, Weeks 9 – 16: May 23*

4. End of Week Twelve: (MAY 16) Deadline for Student Evaluations to be submitted to MIS for processing, unless your class meets weeks 9 – 16. If the latter applies to you, the deadline is May 28th.

➤ *For classes meeting the following: Weeks 1 – 8: Mar. 28, Weeks 9 – 16: May 30*

5. End of Week Fourteen: (MAY 30) Deadline for completing and filing of all Evaluation File materials.

*Student evaluation results (numerical only) given to evaluator (if evaluator is not the chair).*

***PROVIDE EVALUATEE WITH FULL COPY OF EVALUATION AT LEAST 48 HOURS PRIOR TO CONFERENCE.***

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 4, Weeks 9 – 16: June 6*

6. End of Week Sixteen: (JUN 13) Deadline for completing the conference with the Evaluatee.

➤ *For classes meeting the following: Weeks 1 – 8: Apr. 11, Weeks 9 – 16: June 13*

7. Ten days after The Evaluation Form is signed: Deadline for completing the optional Evaluatee response.

***BY JUNE 17TH—ALL MATERIALS TO BE SUBMITTED TO ACADEMIC AFFAIRS***