

## ARTICLE 2

### EVALUATION

#### 2.1 PURPOSE OF EVALUATION - Child Development Center Teachers/Master Teachers

The purpose of evaluation is two-fold. First, the objectives of evaluation for both tenured and non-tenured Teachers/Master Teachers are to acknowledge good performance, to strengthen satisfactory performance, and to help Teachers/Master Teachers improve performance through specific recommendations. Secondly, evaluation provides a process through which the college assesses the potential contributions of a new contract Teacher/Master Teacher in preparation for a tenure recommendation.

#### 2.2 DEFINITIONS

2.2.1 Under this agreement, Contract Teachers/Master Teachers are those who have not yet been granted tenure, but are hired to work at least 75%. These Teachers/Master Teachers are employed in one of three categories:

Contract I      Employment during the first academic year.

Contract II     Employment during the second academic year.

Contract III    Employment during the third and fourth academic year.

2.2.2 Regular      Employment with tenure status

2.2.3 Substitute   Employee filling a position of a contract or regular employee who is absent from service.

#### 2.3 PROCESS

The appropriate site director or designee is primarily responsible for overseeing the evaluation process on behalf of the Board. The site director evaluates the contract Teacher/Master Teacher each year of the tenure process. For a regular Teacher/Master Teacher, the site director will conduct observations in the primary area of responsibility and subsequent consultation.

#### 2.4 EVALUATION OF CONTRACT (NON-TENURED TEACHERS/MASTER TEACHERS)

2.4.1 Contract Teachers/Master Teachers are expected to go through a four-year tenure process. At the end of the fourth year, a decision to grant or not grant tenure must be made.

2.4.2 The appropriate site director will conduct observations during each year of contract status. Evaluation must include observation of performance in the area of primary responsibility, as specified in the job description. Observation should be included when applicable. Additional observations may be conducted as the evaluators deem necessary.

2.4.3 For each criterion marked as "needs improvement" or "unsatisfactory," specific examples and suggestions for improvement must be made by the evaluator.

Prior to submission dates as listed in 2.7.2, a conference is held between the contract Teacher/Master Teacher and the evaluator to discuss the evaluation. At the conclusion of the conference, a contract Teacher/Master Teacher must sign the evaluation. The signature does not necessarily indicate agreement with the report, and a contract Teacher/Master Teacher may submit a written response within ten (10) days.

- 2.4.4 Contract III (third and fourth years) evaluation leads to the tenure decision. Tenure should be recommended if the contract Teacher/Master Teacher has performed his/her duties at or above levels that were previously established as minimum expectations. Denial of tenure should be recommended if:
- a. The contract Teacher/Master Teacher has failed to meet expectations that were defined in the Contract I and/or Contract II Tenure Evaluation reports.
  - b. The contract Teacher/Master Teacher has exhibited a failure to maintain standards identified as having been met in the Contract I and/or Contract II Tenure Evaluation Reports.
  - c. The contract Teacher/Master Teacher has acted in ways which amount to cause for dismissal for tenured Teacher/Master Teacher members (see Appendix - Education Code section 87667).
- 2.4.5 The grievance procedure may be used if a Contract I or Contract II Teacher/Master Teacher member feels that the District, in a decision not to offer a second or third year contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract Teacher/Master Teacher member.
- 2.4.6 The grievance procedure may be used if a Contract III Teacher/Master Teacher member feels that the district, in a decision denying tenure, acted unreasonably or violated, misinterpreted, or misapplied any of its policies and procedure concerning the evaluation of the contract Teacher/Master Teacher member.

## 2.5 EVALUATION OF REGULAR (TENURED) TEACHERS/MASTER TEACHERS

Tenured or regular Teachers/Master Teachers will be evaluated in the area of their primary responsibility every three years. According to the terms of the evaluation timetable (2.7), the site director will conduct observations and consultations.

- 2.5.1 Prior to submission dates as listed in 2.7.3, the evaluator will consult with the Teacher/Master Teacher. The Teacher/Master Teacher must sign each report. The signature does not necessarily indicate agreement with the report. Any written response will be included in the personnel file.
- 2.5.2 For each criterion marked as “needs improvement” or “unsatisfactory” specific examples and suggestions for improvement must be made by the evaluator.
- 2.5.3 The site director will send the evaluations to the Executive Director of Child Development Services, who will forward them to the Human Resources office to be included in the Teacher/Master Teacher’s personnel file.

## 2.6 ADDITIONAL EVALUATIONS

- 2.6.1 Additional evaluations of Teachers/Master Teachers may be made at the request of the site director/designee or the evaluatee.
- 2.6.2 If an additional evaluation is requested, the site director will consult with the Executive Director of Child Development Services.

## 2.7 EVALUATION TIMETABLE

- 2.7.1 The dates and timelines for the various procedures described in this section are recommendations. Unless there are extenuating circumstances, most procedures may normally be completed before the recommended deadlines.

### 2.7.2 Contract Teachers/Master Teachers

#### 2.7.2.1 Submission

The evaluation(s) and recommendation(s) for Contract I will be submitted to the Executive Director of Child Development Services by November 15 and February 15 of the first year.

Evaluations for Contract II, III must be submitted by February 15 in each subsequent year. Recommendations will be sent to the Chancellor in time for the first Board meeting in March.

- 2.7.2.2 For the purpose of this article, a unit member must serve 75% of a school year in order for that year to count as a year of service toward tenure.

- 2.7.2.3 Unit members hired during the 1998/99 school year shall be considered to be employed in Contract I status.

Unit members hired during the 1997/98 school year shall be considered to be employed in Contract II status, assuming the service requirement in Section 2.7.2.2 has been met.

All unit members who completed at least one year of service prior to the 1997/98 school year shall be tenured.