

## ARTICLE 6

### EVALUATION PROCEDURES

#### 6.1 Aim of Evaluation

There are two major aims of evaluation. The first is the improvement of performance. Secondly, evaluation provides a process through which the college assesses the potential contribution of a new unit member. Results of official evaluation shall be held in strict confidence by all personnel involved.

#### 6.2 Responsibilities for Evaluation

6.2.1 Unit members shall be evaluated for their performance taking into consideration the physical environment under which they are functioning within a specific assignment.

6.2.2 Upon initial employment, and prior to conducting an evaluation, site directors will be given training in discipline content areas, procedures, and methodologies of evaluation.

#### 6.3 Informing Unit Members of Evaluation

6.3.1 The District shall notify each unit member who is scheduled to be evaluated during the semester in which the evaluation will take place. The observation shall be conducted within four (4) weeks from the date each unit member received notice of the evaluation. Any evaluation which is not completed will be carried over to the subsequent term. Unit members who were scheduled to be evaluated whose evaluations were not completed shall be notified in writing indicating the reason that the evaluation was not completed within the time frame above.

6.3.2 Formal evaluation shall be done by the unit member's site administrator or designee. Unit members shall not evaluate other unit members. Unit members who are to be evaluated will be notified of the names of persons who will evaluate each term.

#### 6.4 Review of Course Objectives, Content, and Methods to Be Applied to Evaluation

6.4.1 Unit Members: The appropriate site administrator or designee shall:

(a) Provide the unit member an approved current course outline for each assigned course, within one (1) week of the time the assignment is made unless the unit member has previously received such an outline.

(b) If so requested review these course-related materials with unit member prior to classroom visit.

- (c) Each unit member shall provide for the appropriate administrator a copy of the course overview. The course overview will be distributed to students when appropriate. The course overview will include (1) topical course content, (2) major objectives and assignments, evaluation methods, and bibliography, as appropriate.

6.4.2 Counselors and Coordinators:

- (a) The evaluation will focus on their primary responsibilities.

6.5 Frequency of Evaluation

- 6.5.1 Unit members shall be evaluated by the appropriate administrator or designee the first semester or term of employment. Subsequent evaluations shall be made once during the second year of employment, and every three (3) years thereafter. The evaluation shall be on the negotiated form found in Appendix D. It shall be signed by the appropriate administrator and shall be transmitted to the appropriate Vice President and then to Human Resources for placement in the personnel file.

6.6 Worksite Visits

- 6.6.1 The evaluator shall visit the worksite during the time period established for evaluation. The evaluator may consult with the unit member concerning time periods to avoid scheduling visits during activities, such as testing, field trips, films, or guest lecturers. If the evaluator visits the unit member's worksite during a test, field trip, film or guest lecture, the evaluation shall be rescheduled.
- 6.6.2 Such visits shall be no less than thirty (30) minutes or exceed one (1) hour unless extended by mutual agreement.
- 6.6.3 Evaluation forms shall be completed at or after each visit. Any criterion marked "needs improvement" shall cite examples, and, where possible, make suggestions for improvement.

6.7 Additional Evaluations

- 6.7.1 Additional evaluations may be made at written request of the unit member or appropriate administrator.

6.8 Unfavorable Evaluations

- 6.8.1 Within twenty (20) working days of receipt of an unfavorable (predominately "needs improvement") evaluation, the unit member may request, in writing, a conference between the evaluator and the unit member with a CEFA representative present if requested by the unit member. Such conference shall be

held within five (5) working days when time permits, but in no case, more than fifteen (15) working days.

- 6.8.2 If a unit member received an unfavorable evaluation (“needs improvement”) supportive assistance and specific recommendation will be provided including but not limited to meeting with administrator, textbook recommendations, and staff development.

## 6.9 Student Evaluation of Instructors and Counselors

- 6.9.1 (a) The appropriate administrator or a designee will conduct the student evaluations using the negotiated form found in Appendix E.
- (b) Student narrative comments on the official form or card are typed to preserve anonymity, and then given to the unit member. Identical responses may be tabulated and not retyped. No additional copies are made.
- (c) Student evaluation cards should be retained by the division until the end of the semester in which the evaluation is given.

- 6.9.2 Student evaluations of unit members of ABE/ESL, Older Adult and Special Education classes shall be administered at the unit member’s or district’s option. Students enrolled in open-entry/open-exit classes fewer than three (3) weeks will not participate in the student evaluation; the evaluator and unit member shall determine which students are not to complete the evaluation form.

- 6.10 Self-Evaluation – All unit members are encouraged to use the evaluation forms or other methods of self-evaluation.

## 6.11 Receipt of Written Evaluation & Conference with Evaluator

- 6.11.1 Two copies of the written evaluations for unit members shall be signed by the evaluator and transmitted to the unit member in a sealed envelope or via email within two (2) weeks of the observation. Unit members shall sign one copy of the evaluation and return it to the evaluator within (2) two (2) weeks of receipt. The signature only denotes receipt of the document, not agreement with the contents. Either the evaluator or the unit member may request a conference.
- 6.11.2 Student contact time shall not be interrupted for delivery of the written evaluation unless expressly permitted by the unit member.

## 6.12 Assistance in Performance Improvement

- 6.12.1 The administrator or unit member may request special assistance from designated instructional resource staff.

6.12.2 The administrator, on request, shall make reasonable efforts to provide unit member assistance.

6.12.3 After the performance improvement is completed, the unit member may request a reevaluation.

6.13 Disagreement on Evaluation

6.13.1 The unit member shall have the right:

(a) Within twenty-five (25) working days of the receipt of the written evaluation to file a written response with the appropriate Vice President, which shall be transmitted to Human Resources for placement in the personnel file.

(b) To file a grievance if due process of these procedures is allegedly violated.

6.14 Forms

The District shall consult with CEFA concerning content and format of official evaluation forms.