

EVALUATION OF CONTRACT I, II, or III FACULTY

8.1 PURPOSE OF EVALUATION:

The purpose of evaluation for non-tenured faculty is to provide a process through which the college assesses the potential contributions of a new contract faculty member in preparation for a tenure recommendation.

8.2 DEFINITIONS

8.2.1 Under this agreement, probationary faculty are those faculty members who have not yet been granted tenure but are hired to work full time. These faculty members 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.

8.2.2 Probationary faculty will be assigned the title of Assistant Professor.

8.3 EVALUATION COMPONENTS:

8.3.1 Contract faculty 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. In exceptional cases, tenure may be recommended in fewer than four years.

8.3.2 The supervising administrator, under direction of the appropriate vice-president, is responsible for overseeing the evaluation process on behalf of the Board. The supervising administrator will oversee the collection of all evaluation materials and will prepare the annual evaluation report, which will include a recommendation regarding the continued employment of the faculty member.

8.3.3 The evaluation record will include the following components:

1. A Self Evaluation: Strengths and Areas for Improvement
2. Student Evaluation Surveys: Numerical Data and Typed Written Comments
3. Classroom observations by the supervising administrator and two tenured faculty peers (selected by the department chair, or, if necessary, in consultation with the academic senate)
4. Colleague surveys (which must include all members of the department, plus other appropriate faculty, administrators and/or staff recommended by the peer evaluators and selected by the administrator): Numerical Data and Typed Written Comments
5. Administrative Summary Evaluation Report/Administrative Recommendation (by the supervising administrator)

6. A Performance Improvement Plan if necessary (see 8.8.5)
7. Additional evaluations if necessary (see 8.17)

8.4 SELF-EVALUATION - PORTFOLIO

- 8.4.1 The probationary faculty member will compile a self-evaluation portfolio to be kept in the supervising administrator's office which will include a written self-evaluation indicating her/his perceived strengths and/or areas for improvement, appropriate class materials (syllabi, sample assignments, etc.), and other pertinent documents (copies of publications, verification of staff development completion, awards, etc.)

8.5 STUDENT EVALUATIONS

- 8.5.1 Each fall semester, the appropriate administrator will conduct student evaluations in all of the faculty member's classes. This may be done more frequently at the discretion of the administrator, the peer evaluators, or by request of the probationary faculty member. The format and procedure approved by the District shall be used.
- 8.5.2 For instructors, student evaluations will be completed by the seventh (7) week of the semester. Counselors will be evaluated using a form given to a random sample of students selected from appointments and walk-ins between the third (3) and eighth (8) week of each semester. Student evaluation of reference librarians shall be conducted for one week between the fourth (4) and eighth (8) weeks of the semester.
- 8.5.3 Student narrative comments will be typed to preserve anonymity and will be included in the evaluation record. Identical responses may be tabulated and not retyped.

8.6 CLASSROOM/WORKSITE OBSERVATIONS

- 8.6.1 The supervising administrator and two tenured faculty peer evaluators from the department or related discipline will conduct classroom observations each fall. The peers will be selected by the department chair, or if necessary, in consultation with the academic senate. If an adequate number of tenured faculty are not available in the department to serve as peer evaluators, other tenured faculty may be selected in consultation with the academic senate.
- 8.6.2 The supervising administrator will notify the faculty member that classroom visitations or appropriate observations will be conducted between the sixth (6) and the twelfth (12) weeks of the semester, inclusive. The faculty member will inform the observers if, during the announced period, there will be dates for exams, field trips or other scheduled events, which will preclude an observation of the interaction between the faculty and her/his students. Whenever possible, probationary faculty members whose teaching is done in more than one department should be observed in all disciplines

- 8.6.3 For counselors, librarians and other non-instructional faculty, evaluation must include observation of their performance in the area of primary responsibility, as specified in their job description; classroom observation should be included when applicable.
- 8.6.4 Additional observations may be conducted, as the evaluators deem necessary.
- 8.6.5 The criteria for classroom observations may include but not be limited to the following (See the appendix for the evaluation form to be used). The faculty member:
1. Plans for and is continually well prepared to teach.
 2. Provides organized and effective delivery of instruction.
 3. Is courteous to and approachable by students.
 4. Is able to relate with students and command their respect.
 5. Stimulates student participation.
 6. Provides instruction consistent with the stated and approved goals and objectives for the class.
 7. Shows enthusiasm for the subject matter.
 8. Uses effective motivation to create desire in students to learn the subject/skill(s).
 9. Makes effective use of teaching aids and materials.
 10. Observes appropriate safety protocols.
 11. Effectively manages student conduct to avoid disruption and maintains respect for the opinions of others.
- 8.6.6 The administrator and each peer evaluator will independently prepare a signed written classroom observation report on the approved District form. The observation reports will be collected by the administrator and utilized in the development of the summary evaluation report.

8.7 COLLEAGUE SURVEYS

- 8.7.1 The supervising administrator will conduct an evaluation survey of all full-time members of the probationary faculty member's department, plus other appropriate faculty and staff who work with the faculty member as suggested by the peer evaluators. The format and procedure approved by the District will be used. Narrative comments will be typed to preserve anonymity and will be included in the evaluation record by the administrator.

8.8 SUMMARY EVALUATION

- 8.8.1 The supervising administrator will meet with the faculty peer evaluators to review all of the evaluation materials. At this meeting, the peer evaluators will make their recommendations to the administrator. The supervising administrator will prepare a narrative report, using the approved District form, which summarizes the results of

all evaluation activities. The report will include, but not be limited to, the following criteria:

1. Competency
 2. Work Attitudes
 3. Initiative
 4. Attitude toward students
 5. Attitude toward staff
 6. Participation in faculty/college governance, service on college committees, projects and/or supervising student organizations
 7. Professional growth:
 - a. Course work taken
 - b. Conferences attended
 - c. Professional achievements
 - d. Participation in staff development functions
 - e. Visitations to other educational institutions or appropriate businesses, agencies or organizations
 - f. Other efforts to improve individual effectiveness
- 8.8.2 In the first and second years of employment, the report must conclude with one of the following recommendations:
1. Renewal of employment contract including recommendations for continued growth;
 2. Non-renewal of contract (termination of employment);
 3. Granting of Tenure.
- 8.8.3 No employment recommendation will be made in the third year of employment.
- 8.8.4 In the fourth year of employment, the report must conclude with one of the following recommendations:
1. Granting of Tenure
 2. Denial of Tenure (termination of employment)
- 8.8.5 Unless the administrator's recommendation is to terminate employment, the evaluation report will include specific suggestions for improvement for any performance area in which the faculty member does not meet expectations. The administrator will develop a performance improvement plan to address these deficiencies. Development and monitoring of the performance improvement plan may include participation of the peer evaluators.
- 8.8.6 Prior to submission of the Administrative Summary Evaluation Report/Recommendation to the appropriate vice-president, the administrator will meet with the faculty member to review the evaluation record (student evaluation results and comments, colleague survey results and comments, classroom/worksit

observation reports and supervising administrator's summary evaluation report/recommendation, and a performance improvement plan if necessary). If the probationary faculty member disagrees with the summary evaluation, he/she shall have ten (10) working days to submit a written response. This response shall be attached to the evaluation report and be sent to the appropriate vice-president for review. The response will be included in the employee's personnel file.

- 8.8.7 With the exception of student evaluation and colleague evaluation surveys, no anonymous oral or written material shall be used in the formal evaluation process in any form; nor shall such materials be referenced in any evaluation record.

8.9 INSTITUTIONAL TENURE REVIEW

- 8.9.1 The appropriate vice-president(s) will meet with representatives of FARS CCD and the college Academic Senate (1 representative each) to review the evaluation report and recommendations prior to submission to the college president. The vice-president(s) will review the reports with the college president who will then forward the recommendation to Human Resources.
- 8.9.2 The supervising administrator must complete all evaluation(s) and recommendation(s) by the end of the fall semester. The college presidents will forward their recommendations to Human Resources by February 15. The Board will take action on all tenure review recommendations by March 15.
- 8.9.3 If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.17. The results of this additional evaluation will be considered in the subsequent fall semester and shall not alter the current recommendation in 8.9.2.

8.10 GRIEVANCE DURING THE TENURE PROCESS

- 8.10.1 The grievance procedure may be used if a Contract I or Contract II faculty member feels that the district, in a decision not to offer a second or third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract faculty member.
- 8.10.2 The grievance procedure may be used if a Contract III faculty member feels that the district, in a decision denying tenure, acted unreasonably or violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract faculty member.
- 8.10.3 Pursuant to the provisions of Education Code Section 87610.1, FARS CCD "shall have no duty of fair representation with respect to taking any of these grievances to arbitration, and the employee shall be entitled to pursue a matter to arbitration with or without the representation by the exclusive representative."