

Contract (*Probationary*) Tenure Review Packet

This packet is designed to assist you in completing the process of unit member evaluations per Article 8 of the FARSCCD contract.

Section 8.4 addresses contract (*probationary*) unit member evaluation procedures.

Contract (*Probationary*) Evaluation/Tenure Review Process

Checklist of materials to be forwarded to College Vice-Presidents:

1. Self-Evaluation
2. Student Reviews: Numerical Data and Student Comments
3. Instructional/Worksite Observation Forms by:
 - a. Supervising Administrator
 - b. Two Tenured Faculty Peers
4. Colleague Surveys: Numerical Data and typed Written Comments
5. Summary Evaluation Report
6. Administrative Recommendation
7. Faculty Performance Improvement Plan (*if necessary*)

CONTRACT (*PROBATIONARY*) TENURE REVIEW
ACTIVITY CHECKLIST

1. Notification to unit member of Evaluation and Timeline

Yes No Date:

2. Initial Meeting with Peer Evaluators

Yes No Date:

3. Notification to unit member of Classroom/Worksite Observation

Yes No Date:

4. Receipt of Instructional/Worksite Evaluation by Peers

Yes No Date:

5. Completion of Instructional/Worksite Evaluation by immediate supervisor

Yes No Date:

6. Completion of Student Reviews

Yes No Date:

7. Completion of Colleague Surveys

Yes No Date:

8. Receipt of Self-Evaluation from Unit Member

Yes No Date:

9. Meeting with Peer Evaluators to review all evaluation materials

Yes No Date:

10. Finalization of Summary Evaluation Report (includes FPIP – if applicable)

Yes No Date:

11. Meeting with unit member to review all evaluation materials

Yes No Date:

Instructional/Worksite Observation Criteria

Depending on the unit member role there are 2 forms to select from included in this packet:

1. Unit Member: Instructional Assignments
 - a. Use the instructional observation report for on campus classes.
 - b. Use the Distance Education Evaluation for online/hybrid classes.
2. Unit Member: Non-Instructional Assignments (counselors, coordinators, librarians, health services and DSPS faculty)
 - a. Use the worksite observation report

Per Article 8.3.3, The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to, the following:

Currency and Depth of Knowledge

- Provides instruction consistent with the Course Outline of Record (COR).
- Creates an environment conducive to discussion, analysis, and critical thinking.

Methods and Techniques of Instruction/Responsiveness to Students and/or Professionalism and Civility

- Provides organized and effective delivery of instruction.
- Remains courteous to and approachable by students.
- Stimulates student participation.
- Engages with students and encourages all to respect the opinions of others.
- Shows enthusiasm for the subject matter.
- Uses effective motivation to create desire in students to learn the subject/skill(s).
- Employs a variety of instructional materials.
- Makes effective use of teaching aids and materials, including visual, audio and various modalities.
- Demonstrates respect for students in general, creating a learning environment that is conducive to learning, setting an atmosphere of trust and sensitivity.
- Evidence of understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) that enhances the educational experience for students.

Organization Skills

- Plans for and is well prepared to teach.
- Observes appropriate safety protocols.
- Manages student conduct to avoid disruption.
- Arrives on time and holds class for the assigned time.
- Provides sufficient time for responses to and from students.
- Utilizes group/individual activities that contribute to learning.

Relevance of Laboratory to Class Objectives: Safety of Students and Aides

- Maintains a safe learning environment.
- Aligns student laboratory assignments to the Course Outline of Record.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Contract (*Probationary*) Unit Member
Self-Evaluation Report

Name: _____ **Employee ID #** _____
(Unit member's name – please print)

Discipline : _____ **Dept:** _____ **Site:** _____

Current Probationary Status (*Check one*): **Contract I** ____ **Contract II** ____ **Contract III A** ____ **B** ____

The Self-Evaluation should address perceived strengths and areas for improvement. This document shall be included in the self-evaluation portfolio along with class materials (sample syllabi, assignments, etc.) and other pertinent documents (publications, awards, verification of staff development activities, etc.).

The Self-Evaluation Report should describe your experience with:

- Student learning outcomes.
- Campus involvement and institutional service.
- Examples of actions have you taken to improve understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) to enhance the educational experience for students.
- Professional development.
- Other departmental, discipline, or industry related contributions.

(*Additional pages can be attached as needed)

(** Required)

Signature: _____ **Date:** _____
(include this signed document in the portfolio)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Contract (*Probationary*) Unit Member
Instructional Observation Report

Name: _____ Employee ID #: _____
(Unit member's name – please print)

Class: _____ Date: _____
(Include class number & title) (Date of observation)

Probationary Status (*Check one*): Contract I _____ Contract II _____ Contract III A _____ B _____

I. Currency and Depth of Knowledge:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
II. Methods and Techniques of Instruction/Responsiveness to Students and/or Professionalism and Civility:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
III. Organizational Skills:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
IV. Relevance of Laboratory to Class Objectives/Safety of Students and Aides (if applicable)	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*

**Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):

Suggestions for Improvement (Narrative Required):

Observer (*please print*): _____

Date: _____

Signature: _____

Unit Member (*please print*): _____

Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.A.14, I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Contract (*Probationary*) Unit Member
Worksite Observation Report

Name: _____ Employee ID #: _____
(Unit member's name – please print)

Worksite: _____ Date: _____
(Date of observation)

Probationary Status (*Check one*): Contract I _____ Contract II _____ Contract III A _____ B _____

I. Currency and Depth of Knowledge:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
II. Methods of Student Support Practices /Responsiveness to Students:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
III. Organizational Skills:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*
IV. Professionalism and Civility:	<u>Check one:</u> Outstanding Meets expectations Needs Improvement* Unsatisfactory*

**Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):

Suggestions for Improvement (Narrative Required):

Observer (*please print*): _____

Date: _____

Signature: _____

Unit Member (*please print*): _____

Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.B.14 I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Contract (*Probationary*) Unit Member
Summary Evaluation Report

Per Article 8.4.1.B.10 the Probationary Tenure Review Committee (PTRC) will meet to review all of the evaluation materials and will make their recommendation. Based on the PTRC meeting, the Supervising Administrator will prepare this form, which summarizes the results of all evaluation activities and PTRC observations. This document will include the administrative summary and recommendation. The peer evaluators will have an opportunity to review and sign this form for accuracy prior to submission to the probationary faculty member.

Name: _____ Employee ID # _____

(Unit member's name – please print)

Discipline : _____ Dept: _____ Site: _____

Current Probationary Status (*Check one*): Contract I ____ Contract II ____ Contract III A ____ B ____

<p>I. Classroom/Worksite Performance (<i>attached Classroom/Worksite Observations</i>) e.g., instructional faculty, program coordinator, counselor, librarian, coach:</p>	<p><i>Check one:</i></p> <p>Outstanding</p> <p>Meets expectations</p> <p>Needs Improvement*</p> <p>Unsatisfactory*</p>
<p>II. Respect for students and colleagues:</p>	<p><i>Check one:</i></p> <p>Outstanding</p> <p>Meets expectations</p> <p>Needs Improvement*</p> <p>Unsatisfactory*</p>
<p>III. Professional growth, responsibilities, and administrative summary:</p>	<p><i>Check one:</i></p> <p>Outstanding</p> <p>Meets expectations</p> <p>Needs Improvement*</p> <p>Unsatisfactory*</p>

**Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Recommendation (Please check only one):

Current Contract I	Recommend for Contract II	Tenure (if applicable)	Not Recommended for Rehire
Current Contract II	Recommend for Contract IIIA	Tenure (if applicable)	Not Recommended for Rehire
For Contract III A		Tenure (if applicable)	
For Contract III B		Tenure (if applicable)	Not Recommended for Rehire

Administrator (please print): _____

Date: _____

Signature: _____

Peer Evaluator (please print): _____

Date: _____

Signature: _____

Peer Evaluator (please print): _____

Date: _____

Signature: _____

Unit Member (please print): _____

Date: _____

Signature: _____

Note: Per Article 8 .3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.1.A.14 & 8.4.1.B.14, I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Administrative Recommendation Contract (*Probationary*) Unit Member
(*Confidential*)

Name: _____
Unit member's name – please print

Date: _____
(Of Institutional Tenure Review)

Employee ID #: _____

FARSCCD Member (please print): _____ Date: _____

Signature: _____

Academic Senate Member (*please print*): _____ Date: _____

Signature: _____

Vice President's Recommendation

Recommendation (Please check only one)

Contract II

Contract III

Tenure

Not Recommended for Rehire

Vice President (*please print*): _____ Date: _____

Signature: _____

College President's Recommendation

(Must be submitted to Human Resources by February 15th)

Recommendation (Please check only one)

Contract II

Contract III

Tenure

Not Recommended for Rehire

College President (*please print*): _____ Date: _____

Signature: _____

Institutional Tenure Review (ITR) Form

Faculty Member/Evaluated: _____ ID# _____
Please print faculty member's name

FARSCCD and Academic Senate Members:

- The role of FARSCCD is to ensure that process has been followed in accordance with Article 8 of the CBA.
- The role of the Senate is to ensure that process has been followed in accordance with 10+1 Academic Senate Protocols

Academic Senate Protocols (10+1) followed: ____ Yes ____ No If not, please explain and specify.

Academic Senate Representative (please print): _____

Signature: _____ Date: _____

Article 8 followed: ____ Yes ____ No If not, please explain and specify.

FARSCCD Representative (please print): _____

Signature: _____ Date: _____

Received by Vice President: _____
Print Name

Signature: _____ Date of Review: _____