

Article 6 EVALUATION

- 6.1 This article applies to all faculty employees with the exception of probationary faculty employees who shall be governed by Article 6A. For the purposes of this article, “contract faculty employee” shall be limited in meaning to “grant-funded faculty employee.” In accord with Article 7.10 and 7.11, the provisions of this article governing part-time faculty are limited to Sections 6.2 and 6.3.

Administrative Evaluation

- 6.2 The Board shall complete an official administrative evaluation of each regular (tenured) and contract faculty employee at least once every three academic years. Each temporary faculty employee and part-time faculty employee, if employed by the District for three quarters, whether or not successive, shall be evaluated at least once during that period. Part-time faculty employees, if employed thereafter, shall be evaluated at least once every nine quarters of employment.
- 6.2.1 An official administrative evaluation shall review not only the faculty employee’s performance in the classroom, but all of his or her contractual obligations. The purpose of an official administrative evaluation is to:
- 6.2.1.1 Recognize and encourage outstanding performance;
 - 6.2.1.2 Improve satisfactory performance and further the growth of employees who are performing satisfactorily;
 - 6.2.1.3 Identify areas which might need improvement and provide useful feedback for consideration; and
 - 6.2.1.4 Identify and document unsatisfactory performance and offer assistance in achieving the required improvement.
- 6.2.2 The official administrative evaluation of a regular or contract faculty employee shall be performed by an administrator/manager and shall not be delegated to any faculty employee.
- 6.2.3 The official administrative evaluation of a part-time faculty employee may be delegated to a regular or contract or Article 19 faculty employee as provided in Article 7.10. The part-time faculty employee shall be notified, in advance, by the appropriate administrator, that a faculty member shall be acting as his or her designee. Each faculty employee designated to conduct an official evaluation shall receive compensation pursuant to Article 25. The faculty designee performing the official administrative evaluation of a part-time faculty employee shall not also perform the student evaluation of that employee.
- 6.2.4 The official administrative evaluation of a faculty employee shall be performed in accordance with the procedures specified below:
- 6.2.4.1 The administrator or designee shall notify the faculty member in advance of the evaluation visit;

- 6.2.4.2 The official administrative evaluation of a faculty employee shall be recorded on the administrative evaluation form contained in Appendix J1, or as modified according to Section 6.5;
- 6.2.4.3 Upon request by the administrator or designee conducting the evaluation, the faculty employee shall provide copies of the course description/green sheet, tests and other assessment instruments, assignments, and other documents reasonably related to the observation and the evaluation criteria stated in Appendix J1, Section II. Such a request may be made prior to, or at the conclusion of, the evaluation visit;
 - 6.2.4.3.1 Prior to the evaluation of an online course or online component of a hybrid course the instructor shall be given the opportunity to provide guidance to the administrator or designee evaluator regarding course organization and content that is applicable at the time of review;
- 6.2.4.4 The duration of the evaluation visit shall be normally, but not less than, one academic hour (50 minutes);
 - 6.2.4.4.1 The duration of an evaluation for an online course or online component of a hybrid course shall be not less than one hour (50 minutes) but shall not exceed more than two academic hours (100 minutes). The evaluation of the course may occur over multiple visits within a seven-consecutive day period beginning with the first day of online entry into the course.
- 6.2.5 If requested by the faculty employee, the appropriate administrator shall provide to the faculty employee an opportunity for a post-evaluation discussion. Within 20 school days of the evaluation visit, the appropriate administrator shall provide to the faculty employee a completed and signed copy of the evaluation. Timelines may be extended by mutual consent.
 - 6.2.5.1 Normally, no attachments shall be made to the evaluation except by mutual consent of the faculty employee and the administrator.
 - 6.2.5.2 Notwithstanding the above, on a case by case basis, an attachment may be made by either the administrator or the faculty employee provided that any such documentation is timely, credible, reasonably related to the evaluation, and consistent with the provisions of Article 8.4 and 8.5.
- 6.2.6 Within 10 school days of receipt of the completed evaluation form, the faculty employee may elect either to sign the official administrative evaluation form, or, after reviewing the evaluation, to submit a response stating his or her reasons for refusing to sign the official administrative evaluation form. The signed evaluation form, or the evaluation form with the separate response attached, shall be promptly placed in the employee's on-campus personnel file, and a copy shall be sent to the faculty employee. Timelines may be extended by mutual consent.

6.2.6.1 If, after 10 school days of the receipt of the completed evaluation form, the faculty employee fails or refuses to sign or to submit a separate response specified by Section 6.2.6, the official administrative evaluation form shall be placed in the employee's on-campus personnel file and a copy shall be sent to the faculty employee by certified mail. The certified mail receipt shall be attached to the official administrative evaluation in the employee's personnel file.

6.2.7 Any administrative evaluation performed in addition to the one mandated by section 6.2 shall follow the provisions established above in sections 6.2.1 through 6.2.6.1.

Student Evaluation

6.3 In addition to the official administrative evaluation, student evaluations to the extent practicable based upon the nature of the faculty employee's assignment shall be performed at least once every three academic years for regular and contract faculty and in accordance with the provisions of Article 7 for part-time faculty. The appropriate evaluation form contained in Appendix J2 of this *Agreement* shall be used without exception.

6.3.1 The Student Evaluation Form, Appendix J2, shall be distributed by the faculty employee or another employee designated by the faculty employee, completed in the absence of the faculty employee, and collected and tabulated by the designee. If necessary, the faculty employee may request an appropriate volunteer from the division to conduct the student evaluation. The employee performing the student evaluation shall not also perform the official administrative evaluation of that employee. After tabulation, the objective (scantron) Tally Sheet for Part A of the Student Evaluation Form shall be attached to Appendix J3, signed by the designee, and be given to the Division Dean or appropriate administrator, who, after reviewing the responses, shall forward a copy to the faculty employee and send the original to the personnel file. The original student scantrons and Student Evaluation Forms including the Part B responses shall be retained by the designee and returned to the faculty employee after the end of the quarter.

6.3.2 Notwithstanding Section 6.3.1, a faculty employee who is unable to comply with the procedure described in Section 6.3.1, due to the unavailability of appropriate personnel to collect and tabulate the student evaluation, shall request the division to provide materials for a self-administered student evaluation. In this circumstance, the Student Evaluation Form, Appendix J2, shall be distributed by the faculty employee, completed in the absence of the faculty employee, and collected by a student registered in the class. The student shall seal the Part A scantrons into one envelope and the Part B responses into a second envelope and sign across the seal of each envelope. At the conclusion of the evaluation, the faculty employee shall pick up the sealed envelopes and return them to the division office or deposit them in a designated student evaluation collection site as soon as practicable. The division office shall acknowledge receipt of the completed student evaluation to the faculty employee. The Division Dean or appropriate administrator shall be responsible for tabulating Part A responses and completing and signing Appendix J3. After reviewing the responses, the

Dean or appropriate administrator shall forward a copy of the objective (scantron) Tally Sheet and the attached Appendix J3 to the faculty employee and send the originals to the personnel file. The original Student Evaluations Forms, including the Part B responses, shall remain sealed in the envelope, retained in the division office, and returned along with the individual student scantrons to the faculty employee after the end of the quarter.

- 6.3.3 A student evaluation of a different class or section may be performed in addition to the one mandated by section 6.3 through mutual agreement between the faculty employee and the Dean or appropriate administrator. The evaluation shall be performed in accordance with 6.3.1 or 6.3.2.
- 6.3.4 The faculty employee shall have the right to meet with the Division Dean or appropriate administrator to discuss the results of the student evaluation. At the discretion of the faculty employee, Part B responses may be shared with an administrator, but in no case shall such material become a part of the faculty employee's personnel file.

Peer Evaluation

- 6.4 In addition to the official administrative evaluation and the student evaluation, each regular and contract faculty employee shall have a peer evaluation conducted by a regular or contract faculty employee at least once every three academic years as provided below:
 - 6.4.1 The faculty member shall select a colleague as a peer evaluator. "Peer" is defined as a District regular or contract faculty member normally in the same or a related discipline.
 - 6.4.2 Peer evaluations shall be completed on the form provided in Appendix J1 including all required signatures.
 - 6.4.3 The completed and signed Peer Evaluation form shall be promptly placed in the employee's on-campus personnel file, and a copy shall be sent to the faculty employee.

Modification of Evaluation Forms

- 6.5 Evaluation forms for administrative and peer (J1), student (J2), and self-evaluation (if division or department procedures require) may be modified if agreed upon by a majority of the contract and regular faculty employees in a division or department with the mutual approval of the Board and the Faculty Association.

Re-opener

- 6.6 Either the Board or FA may reopen negotiations on this article at any time by delivering a written request to reopen to the other party.