

## **ARTICLE 6: FACULTY EVALUATION**

### **6.1 DISTRICT AND FACULTY RESPONSIBILITY**

- 6.1.1 The District, which may be represented by the appropriate administrator, retains responsibility for the performance evaluation and assessment of each faculty member. Such responsibility shall be exercised in a manner consistent with the following guidelines for tenured (regular), contract (probationary), temporary, and part-time (adjunct) faculty. The term, “faculty,” will refer to all of these categories. (See Appendix C for applicable forms and timelines).
- 6.1.2 In some circumstances a faculty member may be supervised by more than one administrator. While both administrators participate in the process, the District shall designate one of the administrators as the primary who shall be responsible for ensuring that the steps in the evaluation process are followed.
- 6.1.3 Faculty members who are being evaluated are responsible for reading Article 6 and Appendix C of this contract to understand elements of the evaluation.

### **6.2 PURPOSES OF EVALUATION**

The purposes of evaluation are to:

- 1. Document and acknowledge the quality of performance;
- 2. Enhance performance;
- 3. Identify areas in need of improvement;
- 4. Assist in achieving needed improvement.

### **6.3 PROCEDURES FOR EVALUATION**

Evaluation procedures are governed by Education Code, District policy, and this contract. The evaluation article and appendices are available for faculty on the YCCD and YFA websites.

### **6.4 CRITERIA FOR EVALUATION**

The primary criteria for evaluation of faculty shall be the quality of performance of applicable responsibilities as outlined in Article 4.1, and criteria as outlined in Appendix C-1 and C-2.

- 6.4.1 Flexibility will be accommodated by allowing the addition and/or modification of criteria for a particular area if those criteria are developed jointly by the evaluatee and administrator and approved by YFA and YCCD. Agreement on additional criteria for faculty must be reached by the date indicated in the timeline (see Appendix C-3a-b).

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6.4.2 Faculty shall be notified prior to the evaluation of the applicable provisions and criteria for evaluation. The notice shall include appropriate timeline information as described in Appendix C.

6.4.3 The evaluatee, peer evaluators, and immediate administrator shall confer on the process to meet the deadlines set forth in Appendix C. The administrator can proceed with completion of the evaluation report if materials and/or reports are not submitted in a timely manner.

## 6.5 **EVALUATION COMMITTEE AND PEER REVIEW**

6.5.1 At a minimum, the Evaluation Committee shall consist of:

- the immediate administrator and two full-time tenured faculty peers, one selected by the administration and one selected by the faculty member being evaluated (for full-time faculty).
- the immediate administrator and one mutually-agreed-upon full-time faculty peer (for adjunct faculty).

Exceptions to the structure of the evaluation committee shall occur only by mutual agreement between the YFA and YCCD.

6.5.2 If an evaluatee is teaching courses at two separate colleges or Divisions within the District, the immediate administrator may select a peer evaluator from either college or Division.

## 6.6 **SOURCES (COMPONENTS) OF EVALUATION**

The sources of evaluation shall include:

6.6.1 Performance observation. The Evaluation Committee may conduct performance observations and review course materials, clinical responsibilities, and/or other activities of the evaluatee. Performance observations may be face-to-face or online and recorded on the appropriate observation forms (see Appendix C-5). For full-time faculty, the immediate administrator and at least one of the peer evaluators shall make a performance observation. For adjunct faculty, at least one performance observation shall be conducted. For faculty teaching both Distance Education and non-Distance Education classes, observations shall occur in both modalities. When evaluating Distance Education classes, evaluation team members shall be provided a level of access necessary to complete the peer observation form.

6.6.2 Student surveys. Student surveys shall be administered between the 40% and 75% completion point of the respective course (For student evaluations use forms in Appendix C-5).

Instructions to students are to be provided to the students verbatim as set forth in Appendix C-5a.

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6.6.3 Self-evaluation. The self-evaluation is submitted by the evaluatee and reviewed by the immediate administrator. A self-evaluation is required for full-time faculty and encouraged, but not required, for adjunct faculty. This evaluation should include, if applicable, but is not limited to, the following activities and job duties (see Appendix C-\_\_\_\_\_):

- a. goals and objectives for the next evaluation period;
- b. an analysis of previous objectives met or unmet;
- c. exemplar of course materials (e.g., syllabi, graded papers, quizzes, tests, handouts)
- d. professional improvement activities (tenured faculty);
- e. curriculum created and/or revised;
- f. participation in program and subject area improvement tasks; (NOTE: Update self-evaluation form)
- g. institutional activities, such as college committee work, participatory governance, student outreach and orientations;
- h. other professional activities (see Article 4.1.3 and 4.1.5), such as scholarly publications or presentations; community participation; regional/state/national/international professional organization participation.

6.6.4 Review of course materials. The Evaluation Committee may request a sample of course materials (e.g., syllabi, graded papers, quizzes, tests, and handouts) used by the faculty member being evaluated. The Evaluation Committee may also review clinical work and/or other activities specific for that faculty job description.

6.6.5 All peer evaluators will submit their findings in writing to the immediate administrator. The Evaluation Committee will confer in order to summarize findings.

6.6.6 Written summary. The written report will summarize the following materials for the faculty evaluation, as applicable:

- a. observation and peer reports;
- b. student evaluations;
- c. self-evaluation;
- d. professional obligations including participation in program and subject area improvement tasks;
- e. regularity in meeting deadlines (e.g., in submission of syllabi, of final grades, census certification of roll books, positive daily attendance rosters, FLEX responsibilities);
- f. adherence to state and federal regulations applicable to area of assignment.

6.6.7 The Evaluation Committee will share the findings with the evaluatee in a meeting with all available members whenever possible.

## 6.7 TRAINING FOR EVALUATION

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Administrators and faculty involved in the evaluation process shall be trained in the use of faculty evaluation procedures as jointly developed by the Yosemite Faculty Association and the Yosemite Community College District. An online evaluation training module shall be jointly developed by the YFA and the YCCD with the inclusion of the Distance Education Coordinator(s).

## 6.8 FREQUENCY OF EVALUATION

An evaluation of performance shall take place, at a minimum, with the following frequency:

- 6.8.1 Tenured (Regular) faculty - once every three academic years. Evaluation of tenured faculty shall take place during the spring semester. Evaluation may take place during fall semester with mutual agreement.
- 6.8.2 Contract (Probationary) faculty starting in a fall semester—each academic year consistent with timelines set forth in Appendix C-3a and C-3b.
  - Year one – fall (part 1) and spring (part 2)
  - Year two – fall (part 1) and spring (part 2)
  - Year three – fall (and spring if other than satisfactory finding received)
  - Year four - fall
- 6.8.3 Contract (Probationary) faculty starting in a spring semester—each calendar year consistent with timelines set forth in Appendix C-3a and C-3b.
  - Year one – spring (part 1) and fall (part 2)
  - Year two – spring (part 1) and fall (part 2)
  - Year three – spring (and fall if other than satisfactory finding received)
  - Year four - spring
- 6.8.4 One-Year Temporary faculty shall be evaluated following the first year probationary timeline. One-year temporary faculty who are employed the following year on a tenure-track contract shall be evaluated as a second year probationary employee. The evaluation completed during the temporary year becomes the first year tenure-track evaluation.
- 6.8.5 One Semester Temporary faculty shall be evaluated during the semester worked. The evaluation completed during the temporary semester does not give credit towards tenure.
- 6.8.6 Adjunct faculty shall be evaluated in the first term of employment, (regardless of fall, spring or summer) and at least once every three years thereafter.

**ADJUST NUMBERING FOR 6.9**

## 6.10 EVALUATION REPORT

Completion of the evaluation report, reflecting the results of the evaluation process, is the responsibility of the immediate administrator.

- 6.10.1 Timelines for the preparation and submission of evaluation reports for faculty are established in Appendix C-3a and b. The evaluatee and committee members shall submit their required components according to these timelines. Preparation and completion of the report within the established timelines is the responsibility of the immediate administrator. The immediate administrator will note components not received from either committee members or the evaluatee.
- 6.10.2 The immediate administrator will write a narrative summarizing and explaining the findings. The narrative must reference the evaluation sources (peer evaluation, student surveys, and self-evaluation as required for full-time faculty and if submitted by part-time faculty, as well as administrative input). The narrative must also address the criteria for evaluation in Article 6.4. All supporting documentation, including peer reports, results of student surveys, and the self-evaluation, are to be attached to this report. The immediate administrator may attach other relevant and substantiated information or documents related to the evaluation criteria with the consent of the faculty member.
- 6.10.3 In the evaluation narrative, the immediate administrator should make formal recognition of areas of the faculty member's exemplary performance.
- 6.10.4 In the case of a finding other than "satisfactory," the YFA shall be notified and the evaluatee and the immediate administrator shall develop a professional improvement plan. The evaluatee shall be notified that they may request YFA assistance.
- 6.10.5 A finding of "satisfactory with recommendations for improvement" of a tenured faculty member will not trigger an additional evaluation cycle; however, the immediate administrator will follow up to assess the recommended improvement in a written report to be attached to the original evaluation, provided this occurs within one year from the date of the evaluation.
- 6.10.6 In the case of a finding of "unsatisfactory," a second evaluation shall occur which includes a report on any progress made in remedying noted deficiencies.
- 6.10.7. Whenever a full-time faculty member's (regular or probationary) evaluation results in an "unsatisfactory" finding, the Evaluation Committee shall be expanded to include one additional faculty member who is mutually acceptable to the faculty member and the district.
  - 6.10.7.1 The additional faculty member shall be chosen in consultation between the evaluatee and the immediate administrator.

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6.10.7.2 If there is no agreement regarding the additional faculty member on the Evaluation/Tenure Review Committee, the Employer Employee Relations Committee shall appoint the faculty member.

## 6.11 TRANSMISSION OF FINDINGS

Upon completion of a written report, and prior to the time that report is placed in the faculty member's personnel file, the faculty member shall be provided the opportunity to meet with either the Evaluation Committee or the immediate administrator to discuss the evaluation. The faculty member is entitled to YFA representation at this meeting.

6.11.1 The faculty member shall be provided a copy of the written report at least three business days prior to the meeting. The evaluatee may request a rescheduling of the meeting if the three-day notice is not provided.

6.11.2 The immediate administrator and the faculty member shall both sign the written report as an indication that the meeting took place. Peers serving on the evaluation committee shall also sign the written report indicating that they have read the final report. The faculty member and peer evaluators may sign "under protest."

6.11.3 The evaluatee may respond to the summary report at any time which may include any attachments that they deem appropriate.

## 6.12 GRIEVANCE EXCLUSION AND COMPLAINT PROCEDURE

The opinions and decisions reflected in the evaluation report shall not be subject to Article 25: Grievance and Arbitration Procedure of this Agreement. However, allegations that the Evaluation Committee violated the evaluation process is subject to the Grievance Procedure.

Challenges to a decision to deny tenure or a decision not to reappoint a probationary employee will be procedurally addressed as grievances as set out in Education Code section 87610.1.

## 6.13 FINDINGS AND RECOMMENDATIONS LEADING TO TENURE (APPLIES ONLY TO CONTRACT (PROBATIONARY) FACULTY)

Tenure shall be acquired consistent with the provisions of the Education Code.

6.13.1 For contract (probationary) faculty, the designated Evaluation Committee also shall serve as that faculty member's Tenure Review Committee.

6.13.2 As part of the evaluation process of contract (probationary) faculty, the Evaluation/Tenure Review Committee each year shall make one of the applicable recommendations. (See Appendix C4b.1-C4b.4).

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6.13.2.1 Evaluation during First Year of probationary employment (Appendix C4b.1).

- a. Enter into a contract for the following academic year.
- b. Not enter into a contract for the following academic year.

6.13.2.2 Evaluation during Second Year of probationary employment (Appendix C4b.2).

- a. Enter into successive one-year contracts for the following two academic years.
- b. Not enter into a contract employ for the following academic year.

6.13.2.3 Evaluation during Third Year of probationary employment (Appendix C4b.3). (A full evaluation takes place, but no recommendation is made.)

6.13.2.4 Evaluation during Fourth Year of probationary employment (Appendix C4b.4).

- a. Employ the probationary (contract) employee as a tenured (regular) employee for all subsequent academic years.
- b. Not employ the probationary employee as a tenured employee..

#### **6.14 RECURSE UNDER EDUCATION CODE**

For evidentiary purposes, evaluations may be related to disciplinary/discharge proceedings. Procedures for faculty investigations, discipline and due process are set forth separately in Articles 39 and 40.

The District may not use complaints or allegations of wrongdoings for inclusion in an evaluation proceeding unless substantiated under Articles 39 and 40.

Nothing in this Agreement shall in any way preclude a faculty member's right to legal appeal of disciplinary action through appropriate Education Code provisions.

#### **6.15 EVALUATION OF ADMINISTRATORS**

The District maintains a commitment to ensuring that faculty have an opportunity to participate in the evaluation process of their immediate administrator. Details of the evaluation of administrators are found in the Leadership Team Handbook.

#### **6.16 CONFIDENTIALITY**

Peer and administrative evaluators shall not disclose personal or confidential information from the evaluation process.

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**6.17 ADJUNCT FACULTY POINTS**

Adjunct faculty shall not lose points for a rating of satisfactory with recommendation for improvement, but shall not accrue additional points.