

APPENDIX C-3a: TIMELINE FOR EVALUATION – FIRST- AND SECOND-YEAR PROBATIONARY and FIRST-YEAR TEMPORARY FACULTY

- **The intent of the separate timeline for evaluation of first- and second-year probationary (contract, tenure-track) faculty members and first-year temporary faculty is to allow sufficient time to conduct a thorough evaluation of the new employee, including review of a full semester’s work plus a second evaluation at the beginning of the second semester.**
- **The evaluation must be completed by February 15 in order for the Board of Trustees to take formal action on employment for the subsequent year by the March 15 deadline in Education Code Section 87610.**
- **Completion dates as shown in the last column do not prohibit an evaluation committee from moving more quickly if all participants are in agreement, but the second evaluation should take place during the second semester of employment.**

<u>Action</u>	<u>Responsible</u>	<u>Due By</u>
1. Notify faculty member of evaluation	Immediate Administrator (I.A.)	End of Week 2
2. Evaluation committee, criteria, and assignment are discussed.	I.A./Evaluation Committee	End of Week 4
<ul style="list-style-type: none"> · I.A. selects one peer evaluator · Evaluatee selects one peer evaluator · I.A. trains new employee to reference Article 5 and Appendix D regarding evaluation criteria, timelines, and processes. · I.A. provides reference to job description 		
3. Train Evaluators	YFA/YCCD	End of Week 6
4. Conduct first evaluation	Evaluation Committee	End of Week 10
<ul style="list-style-type: none"> · I.A. and peer evaluators all make performance observations · Conduct student evaluations · Review of course materials, clinical work, other duties · Peer evaluators meet individually with evaluatee 		
5. Prepare preliminary evaluation report	I.A.	End of Week 14
<ul style="list-style-type: none"> · Meet with peer evaluators · Review student evaluations · Write preliminary narrative for presentation to the new employee. List areas of commendation and recommendations for improvement 		

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| 6. | Meet with evaluatee to discuss preliminary report, areas of commendation, and recommendations for improvement. For one semester, temporary FTF, go to Step 9. | I.A./Evaluation Committee | End of Week 14 |
| 7. | Employee concludes first semester and begins second semester, working on suggested improvements. Employee prepares a packet of all course materials from the first semester, from course syllabi through final exams. (Non-instructional faculty should prepare a comparable packet of appropriate materials for review.) | Evaluatee | |
| 8. | Conduct second evaluation | Evaluation Committee | End of Week 20 |
| | <ul style="list-style-type: none"> · I.A. and peer evaluators all make performance observations · Conduct student evaluations · Review of course materials (both current semester and full packet of prior semester) · Review of clinical work and other duties as appropriate · Peer evaluators. meet individually with evaluatee | | |
| 9. | Prepare evaluation report, including recommendation regarding continued employment, and meet with evaluatee | I.A. | End of Week 21 |
| | <ul style="list-style-type: none"> · Meet with peer evaluators · Review student evaluations · Write narrative and complete form · Meet with evaluatee to transmit findings and recommendations | | |
| 10. | Forward the evaluation report for “fast-track” approval through the following individuals: | I.A., V.P., President, Chancellor | End of Week 22 |
| | <ul style="list-style-type: none"> · The appropriate Vice-President · The college President · The Chancellor | | |
| 11. | Board of Trustees takes final action regarding continued employment | Board of Trustees | March 15 |

Important note: A finding of “unsatisfactory” for a first or second year probationary employee must be accompanied by a recommendation to “not enter into a contract for the following academic year.”

APPENDIX C-3b: TIMELINE FOR EVALUATION - THIRD- AND FOURTH-YEAR PROBATIONARY, and TENURED FACULTY

- Evaluation for third- and fourth-year probationary (contract, tenure-track) faculty will occur in the *fall* semester as below
- Evaluation for tenured (regular) faculty will occur in the *spring* semester as below.
- Evaluation for temporary (full-time, one-year, employed by contract) faculty will occur in the *fall* semester as below.
- Completion dates as shown in the last column do not prohibit an evaluation committee from moving more quickly if all participants are in agreement.

<u>Action</u>	<u>Responsible</u>	<u>Due By</u>
1. Designate faculty to be evaluated during academic year (tenured (regular)/contract (probationary) faculty) or semester (adjunct/hourly faculty)	Immediate Administrator (I.A.)	End of Week 2
2. Identify additional criteria for evaluation	Faculty and Administration in relevant area	End of Week 3
3. Inform evaluatee of: <ul style="list-style-type: none"> · Evaluation Article and Criteria · Description of current assignment 	I.A.	End of Week 4
4. Organize Evaluation Committee <ul style="list-style-type: none"> · I.A. selects one peer evaluator · Evaluatee selects one peer evaluator 	I.A.	End of Week 4
5. Train Evaluators	YFA/YCCD	End of Week 6
6. Conduct evaluation <ul style="list-style-type: none"> · Minimum of one performance observation by I.A. and one by peer evaluator · Review of course materials, clinical work, other duties · Peer evaluators meet individually with evaluatee 	Evaluation Committee	End of Week 12
7. Conduct student evaluations	I.A.	End of Week 12
8. Prepare evaluation report <ul style="list-style-type: none"> · Meet with peer evaluators · Review student evaluations · Write narrative and complete form 	I.A.	End of Week 13

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| 9. | Meet with evaluatee to transmit evaluation report/findings
· If deficiencies noted by I.A.:

- Evaluatee develops professional development
- I.A. assists with implementation of plan
- EER Committee may consider disagreements over professional development plan | I.A. | End of
Week 14 |
| 10. | Submit evaluation report to appropriate Vice President | I.A. | End of
Week 14 |
| 11. | Forward evaluation report to President | V.P. | End of
Week 15 |
| 12. | Present evaluation report to Chancellor | President | End of
Week 16 |
| 13. | Entry to Personnel file | Personnel Office | End of
Week 16 |

NOTE: Under normal circumstances this concludes the evaluation process. Under circumstances involving an "unsatisfactory" performance evaluation, proceed as follows. For tenured faculty, this timeline will extend into the Fall semester.

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| 14. | An additional faculty member, mutually agreeable to the evaluatee and the I.A. shall be added to the committee. | I.A. | End of
Week 16 |
| 15. | Conduct second evaluation | Evaluation Committee | End of
Week 18 |
| 16. | Prepare evaluation report including recommendation regarding continued employment | I.A./Evaluation
Committee | End of
Week 19 |
| 17. | Transmit evaluation report/findings to evaluatee | I.A. | End of
Week 20 |
| 18. | Submit evaluation report/recommendations to appropriate Vice President. | I.A. | End of
Week 20 |
| 19. | Forward evaluation report to President with recommendation regarding continued employment | V.P. | End of
Week 21 |
| 20. | Present second evaluation report to Chancellor with recommendation regarding continued employment | President | End of
Week 22 |
| 21. | Board of Trustees takes final action regarding continued employment | Board of Trustees | March 15 |

Important note: A finding of “unsatisfactory” for a fourth-year probationary employee must be accompanied by a recommendation to “not enter into a contract for the following academic year.”

APPENDIX C-3c: TIMELINE FOR EVALUATION – ADJUNCT FACULTY

- **Evaluation for adjunct faculty will take place in the first semester of employment, whether fall or spring, and at least once every six semesters of employment thereafter, either fall or spring as necessary.**
- **Completion dates as shown in the last column do not prohibit an evaluation committee from moving more quickly if all participants are in agreement.**

<u>Action</u>	<u>Responsible</u>	<u>Due By</u>
1. Designate and notify adjunct faculty being evaluated during the semester.	Immediate Administrator (I.A.)	End of Week 2
2. Identify additional criteria for evaluation	Faculty and Administration in relevant area	End of Week 3
3. Inform evaluatee of: <ul style="list-style-type: none"> · Adjunct Faculty Article and Criteria for Evaluation (Article X and Appendix D) · Description of current assignment 	I.A.	End of Week 4
4. Mutually agree upon a peer evaluator	I.A./Evaluatee	End of Week 4
5. Train Evaluators	YFA/YCCD	End of Week 6
6. Conduct evaluation <ul style="list-style-type: none"> · Minimum of one performance observation · Conduct student evaluations · Comprehensive review of course materials, including syllabi, lab activities, handouts, and exams (Materials from a previous semester may also be required when relevant) Non-instructional faculty should submit a comparable packet of appropriate materials for review · Review of clinical work and other duties as appropriate · Peer evaluator meets individually with evaluatee 	Evaluation Committee	End of Week 14

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| 7. | Prepare evaluation report and meet with evaluatee to transmit findings
· Meet with peer evaluator
· Review student evaluations
· Write narrative and complete form
· Meet with evaluatee to transmit findings
· If deficiencies noted by I.A.:
- Evaluatee develops professional development plan
- I.A. assists with implementation of plan | I.A. | End of
Week 14 |
| 8. | Submit evaluation report to appropriate Vice President | I.A. | End of
Week 14 |
| 9. | Forward evaluation report to President | V.P. | End of
Week 15 |
| 10. | Present evaluation report to Chancellor | President | End of
Week 16 |
| 11. | Entry to Personnel file | Personnel Office | End of
Week 16 |

APPENDIX C-4a: FACULTY EVALUATION REPORT – TENURED FACULTY

Use this form for evaluation of all **tenured** (regular) faculty members. The form is available from Human Resources in electronic, fill-in-the-blank format.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (**Attach documentation**)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (**Check all that apply**)

- Self Evaluation
- Student Appraisals
- Sabbatical Report
- Other (**Describe**) _____

Findings (**Attach narrative**)

- Satisfactory
- Satisfactory (with recommendations for improvement)
- Unsatisfactory

Signatures (Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

**APPENDIX C-4b.4: FACULTY EVALUATION REPORT –
FOURTH-YEAR PROBATIONARY FACULTY**

*Use this form for evaluation of all **probationary** (contract, tenure-track) faculty members in the **fourth year** of probationary employment. The form is available from Human Resources in electronic, fill-in-the-blank format. **Must be completed before February 15.***

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- Self Evaluation
- Student Appraisals
- Other (*Describe*) _____

Findings (*Attach narrative*)

- Satisfactory
- Unsatisfactory

Recommendation

(*Subject to approval by the President and Chancellor*)

- Employ the probationary (contract) employee as a tenured (regular) employee for all subsequent academic years.
- Not enter into a contract for the following academic year

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

APPENDIX C-5a: VERBAL INSTRUCTIONS FOR STUDENT EVALUATIONS

- *Introduce yourself and your position at the College.*
- *Read the following instructions to the students:*

Faculty evaluations are part of a regular process that all faculty at our College undergo. Every semester we evaluate a number of fulltime and adjunct faculty as part of a process of continual improvement.

Teachers become ‘great’ by learning what works well in the classroom. One of the ways that teachers can find out what is working is through the process of evaluation. This is your opportunity to be a part of this process and to share what you believe is working out well, or what could possibly work better in this class.

You will each be given an evaluation form to record your responses to a number of short questions about your experiences in this class. Please use a blue or black ink pen to record your responses with an “X”. On the back side of the form there are questions that require a written response. Please print clearly so our document scanner can read your comments.

This portion of the faculty evaluation process is anonymous. Your responses will be typed up and tabulated in the division office, and your instructor will not see these original forms. However, your instructor will review your responses as part of the evaluation process.

Student evaluations are one of the most valuable components of the evaluation process, so please take enough time to give thoughtful and clear responses.

Are there any questions?

- *Please thank the students for their participation and input.*

APPENDIX C-4b: Faculty Evaluation Preliminary Report

Use this form to verify completion of the Preliminary Evaluation Report for first and second year probationary and first-year temporary faculty. Submit this form with both the Preliminary Evaluation Report and Final Evaluation Report.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____ .

Evaluation Sources Employed: (Attach documentation)

Immediate Administrator: _____

Peer Participants: _____

Other Sources Employed: (check all that apply)

Self Evaluation

Student Appraisals

Sabbatical Report

Other (Describe) _____

Signatures (Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this Preliminary Report)

Immediate Administrator _____ Date _____

Peer Participant _____ Date _____

Peer Participant _____ Date _____

Vice President _____ Date _____

Faculty Member _____ Date _____

Appendix C-6: Faculty Self Evaluation Prompts

2-9-17 revised

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:

- Goals and objectives for the next evaluation period.
- An analysis of previous objectives met or unmet.
- Exemplar of course materials (e.g., syllabi, graded papers, quizzes, tests, handouts).
- Professional improvement activities (tenured faculty).
- Curriculum created and/or revised.
- Participation in program and subject area improvement tasks.
- Institutional activities, such as college committee work, participatory governance, student outreach and orientations.
- 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.