

Addendum 5

Memorandum of Understanding All Faculty Association and the Sonoma County Junior College District

Pilot Project Public Safety Employees with Less than 20% Load

September 24, 2008

Beginning in Fall 2008, adjunct faculty with assignment priority (See Article 16.04.B) who teach in Public Safety (Police Academy, In-service and Corrections Training, Ranger Academy, Emergency Medical Care, and Fire Technology) and whose *average* load is less than 20% over a six-semester period, will have the option of being evaluated EITHER under the normal evaluation process outlined in Article 14A OR under the terms of the pilot project outlined below.

During each semester of the usual six-semester cycle Public Safety administrators will collect and process 20% of all student evaluations for all instructors with an average load of less than 20%. These administrators will complete a DTREC-approved summary form including the following:

- Average scores in all areas
- Direct transcription of any comments indicating a need to improve or adjust performance
- An overall rating of performance
- Comments or suggestions for improvement or commendations for outstanding performance.

The faculty member will receive a copy of the form for each class, and the Dean of Public Safety will keep copies on file for the six-semester period.

At the end of each six-semester evaluation cycle, the adjunct faculty member MAY waive the right to a classroom observation. The District, however, may choose to exercise its right to a classroom observation and complete evaluation (see Article 14A) at that time.

For the purposes of this pilot project, it will be the responsibility of the District to:

- Maintain accurate and up-to-date records of faculty loads
- Maintain an accurate database of adjunct faculty evaluations and their due dates
- Maintain student confidentiality with regard to student feedback
- Provide clerical support to average scores and transcribe student comments

For the purposes of this pilot project, it will be the responsibility of DTREC to:

- Develop and approve an evaluation form for use at Public Safety
- Develop and approve an alternative version of the “Team Choice Form”
- Communicate clearly with all affected adjunct faculty members
- Consult with administration on a regular basis to monitor the progress of the pilot
- Evaluate the first year of the pilot no later than April 15, 2009 to make recommendations to AFA, the Academic Senate, and the District as to future implementation within the Contract.

Signatures on original