

# Article 14A: Regular and Adjunct Faculty: Continuing Evaluations

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“REGULAR FACULTY” means faculty currently employed at 60.01 - 100 per cent in a tenured position. Regular faculty have tenure and are permanent. This term also applies to faculty who achieve tenure and then are employed at a reduced work load in an agreement with the District, and to a limited number of faculty first employed prior to 1967 who achieved tenure as a result of past legal decisions. This term does not apply to former Regular faculty who have retired.

“ADJUNCT FACULTY” means a faculty member performing a temporary semester assignment of not more than 60%, or a faculty member performing a temporary annual assignment with an annualized load of not more than 60%.

“ADJUNCT PROBATIONARY EVALUATIONS” means the two evaluations conducted, in semester 1 or 2 and in semester 5 of employment (or summer session 1 or 2 and summer session 5 if summer session is the sole period of employment) from any date of hire, in each department where an Adjunct faculty member is employed. A “Satisfactory” or better conclusion is required on both evaluations prior to granting departmental assignment priority.

“CONTINUING EVALUATIONS” means those evaluations that occur after Regular faculty earn Tenure, and after Adjunct faculty earn Assignment Priority.

“EVALUATION PORTFOLIO” means official documentation associated with the evaluation process. Only the contents of the *Evaluation Portfolio* are placed in the Evaluatee’s personnel file.

“SELF-ASSESSMENT/DUTIES ASSESSMENT” in this Article means the document prepared by the Evaluatee for the evaluation process, *Self-Assessment* for Regular faculty and *Duties Assessment* for Adjunct faculty.

“SUMMER SESSION” means the summer session of Adjunct employment.

“YEAR/SEMESTER/SUMMER” in this Article means the period during which the evaluation occurs: year for Regular faculty, semester for Adjunct faculty who have an assignment during a semester, term for those Adjunct faculty who are employed solely during a summer session.

See also: Article 16: Hourly Assignments.

## **14A.01 INTENT**

- A. Evaluation Objectives: Performance Evaluation:** It is the intent of this process to provide information to the faculty member being evaluated, hereinafter called the Evaluatee, and to the District about performance in the three major categories of the faculty job description and related job duties described in the Job Description as appropriate for the employment category (see Article 17: Job Description for the complete job description for both Regular and Adjunct faculty):

1. Student Contact and related duties, required for both Regular and Adjunct faculty
  2. College Service, required for Regular faculty only, and
  3. Professional Service & Development, required for Regular faculty only.
- B. Professional Development:** This process also seeks to encourage professional development by the adoption of procedures that provide for:
1. Regular student feedback, formal and informal
  2. Increased self-awareness,
  3. Formal, directed conversations with colleagues, and
  4. Self-directed goals for professional growth (optional for Adjunct faculty).
- C. Use of Multiple Sources of Information:**
1. **Team Evaluation:** The Team Evaluation, following the procedures outlined in this Article, shall serve to fulfill the intent of AB 1725: “A faculty member’s students, administrators and peers should all contribute to his or her evaluation, but the faculty should, in the usual case, play a central role in the evaluation process and, together with the appropriate administrator, assume principal responsibility for the effectiveness of the process.” (Section 4: v: 5).
  2. **Peer Review Process:** “Evaluations shall include, but not be limited to, a peer review process. The peer review process shall be on a departmental or divisional basis, and shall address the forthcoming demographics of California, and the principles of affirmative action. The process shall require that the peers reviewing are both representative of the diversity of California and sensitive to affirmative action concerns, all without compromising quality and excellence in teaching” (Ed Code Sections 87663c and d).
  3. **Information Sources:** This process provides for the collection of information from multiple sources — students, faculty, and, when appropriate, administrators, and classified staff. This, along with attention to due process, can help assure that the evaluation procedure remains fair and reasonable.
- D. Accountability:**
1. Santa Rosa Junior College recognizes that the evaluation process is a basic step in providing accountability to the public that supports our institution.
  2. Continuing Evaluations: Both the Education Code and this Contract recognize the obligation to perform continuing faculty evaluations on a cycle of at least once every three years of employment for Regular faculty, or every six semesters or summer sessions (if that is the sole period of employment) for Adjunct faculty.
- E. Ethical and Professional Behavior:** Evaluation is a serious process that constitutes a basic tenet of professionalism for faculty in higher education and demands the highest ethical and professional behavior by all participants. The provisions of paragraphs 30.01.C, 30.17.A, B, C and D of Article 30: Tenure Review apply to the evaluation process as well.

## 14A.02 CONTINUING EVALUATIONS THREE-YEAR (REGULAR FACULTY) OR SIX-SEMESTER/SUMMER SESSION (ADJUNCT FACULTY) EVALUATION CYCLE

### A. Frequency of Evaluations:

1. **Cycle:** The evaluation process is based on a repeating three-year cycle for Regular faculty, or six-semester (or six-summer session if that is the sole period of employment) cycle for Adjunct faculty.
2. **Completion of Cycle:** A Team Evaluation in year 3 for Regular faculty or semester 6 (or summer session 6 if that is the sole period of employment) for Adjunct faculty completes the current cycle.
3. **Exceptions:**
  - a. “Improvement Needed” Conclusion: In the event that there is additional evaluation activity required in response to an “Improvement Needed” evaluation conclusion, the current Evaluation cycle shall include that activity.
  - b. Year 3 – Year-Long Leave (Regular Faculty only): In the event that the Regular faculty Evaluatee is on an approved leave for an entire year in year 3, the process will be postponed until the next academic year. The evaluation conducted at that time will conclude the current evaluation cycle.
  - c. Year 3 – One-semester Leave (Regular Faculty only): In the event that the Evaluatee is on an approved leave for one semester of year 3, the Team Evaluation shall occur in the semester that the Evaluatee is performing their Regular faculty assignment.
  - d. Other: Other circumstances that may require an exception to the three-year, or six-semester/summer session, cycle shall be referred to DTREC for review and decision regarding timing of the evaluation.

### B. Cycle Years 1-2 (Regular Faculty) or Semesters/Summer Sessions 1-5 (Adjunct Faculty):

1. **Required for Regular faculty. Optional for Adjunct faculty:** Keep a record of activities undertaken in response to previous Evaluation cycle recommendations or suggestions, if any. This record shall be reported in the Evaluatee’s *Self-Assessment/Duties Assessment*. (See paragraph 14A.08.A)
2. **Required for Regular faculty. Optional for Adjunct faculty:** *Informal Student Feedback and Summary:* *Informal Student Feedback Summary* and the Evaluatee response shall be reported in the Evaluatee’s *Self-Assessment/Duties Assessment*. (See paragraph 14A.08.A.)
  - a. Regular faculty: One Student Contact activity to receive informal student feedback from students at least once each year.
  - b. Adjunct faculty: One Student Contact activity to receive informal student feedback from students at least once every two semesters (or summer sessions if that is the sole period of employment.)

3. **Required for Regular faculty. Optional for Adjunct faculty:** Summary: A record of College Service and Professional Service & Development activities participated in each year shall be kept by the Evaluatee, and shall be reported in the Evaluatee's *Self-Assessment/Duties Assessment*. (See 14A.08.A.)
  4. **Required for Regular faculty, Optional for Adjunct faculty:** Professional Development Goals: Evaluatee identification of specific professional development goals shall be reported in the Evaluatee's *Self-Assessment/Duties Assessment*. (See 14A.08.A.)
  5. **Optional for all faculty: Other Student Feedback:** Other self-directed Student Contact activity feedback is encouraged, and if collected, may be reported in the Evaluatee's *Self-Assessment/Duties Assessment*. (See 14A.08.A.)
  6. **Evaluation Portfolio:** Requirements for documentation are outlined in paragraph 14A.08.
- C. Cycle Year 3 (Regular Faculty) or Semester/Summer Session 6 (Adjunct Faculty)**
1. **Required for all faculty:** Team Evaluation takes place using DTREC-approved forms conducted according to the provisions of paragraphs 14A.03 - 14A.10.
  2. **Evaluation Portfolio:** Requirements for documentation are outlined in paragraph 14A.08.
  3. **Year 3/Semester 6/Summer Session 6 Alternative:** Any department that wishes to propose an alternative Team process may present their proposal to DTREC for review and approval prior to implementation.
- D. Additional Evaluations:** In the event that the Department Chair, in consultation with the Supervising Administrator, decides that there is a need for an Additional Evaluation, in addition to the regularly scheduled Continuing Evaluations, the complete Team Evaluation is required, conducted according to the provisions of paragraphs 14A.03 – 14A.10. The Additional Evaluation may occur in the summer session.
1. **Timelines may be modified to reflect need.** Department Chair shall adjust due dates according to the provisions of paragraphs 14A.09 and 14A.10 as needed to accommodate the evaluation activities during the time of the faculty assignment. DTREC is available for consultation regarding revised timelines and due dates if needed.
  2. **Remediation:** In the instance of Additional Evaluations, mutual and positive efforts shall be made by the evaluating parties to remedy the difficulties.
  3. **Note:** The provisions of 14A.02.D do not apply to the *Follow-Up Evaluation* that occurs following a less than “Satisfactory” evaluation conclusion. See paragraph 14A.08.F.
  4. **Evaluation Portfolio:** Requirements for documentation are outlined in paragraph 14A.08.

**E. Special Situations:**

**1. Assignment in More than One Department:**

- a. Regular Faculty: In the event that the Evaluee is hired to perform a regular assignment in more than one department, the two Department Chairs shall meet to determine which one shall serve as the Department Chair for the evaluation. If the Department Chairs cannot come to an agreement, the Dean of Instruction, General Education, shall supervise a selection by lot to determine which department will provide the Department Chair.
  - b. Regular Faculty: If the Evaluee elects to have a Department Peer evaluation, that person shall be assigned from the *Rotation List* of the department not providing the Department Chair.
  - c. Regular Faculty: If the Evaluee chooses to have an Additional Department Peer, that person shall be assigned from the *Rotation List* of the same department as the Department Chair if a Department Peer was selected, or from the other department if a Non-department Peer was selected.
  - d. Adjunct Faculty: Each Department shall establish a separate six-semester (or six-summer session, if that is the sole period of employment) evaluation cycle based on the completion of the second Adjunct Probationary Evaluation in each Department.
- 2. Assignment in More than One Component:** In the event that a Regular faculty member is hired to perform a regular assignment in more than one component, the Vice Presidents shall determine who will serve as Supervising Administrator for the purposes of evaluation.
- 3. Assignment in More than One Location:** In the event that the Evaluee is hired to perform an assignment in more than one location, or at a location other than the Santa Rosa Campus, the Vice President of Academic Affairs in consultation with the Department's Supervising Administrator may assign the role of the Supervising Administrator to the Dean at the site where the faculty member is assigned.
- 4. Regular Faculty Retirement:** In the event that a Regular faculty member announces retirement to be effective at the end of year 3 of the cycle, the year 3 *Team Evaluation* shall be completed.

**14A.03 EVALUATION TEAM COMPOSITION**

**A. Continuing Evaluation Team Members:**

1. **Composition:** The minimum Continuing Evaluation Team shall be composed of the Department Chair, and one Faculty Peer – either a Department Peer or a Non-Department Peer (optional for Regular faculty only).
2. **Evaluee Options:** The Evaluee shall have the option to increase the Team size by requesting Optional Team Members as defined in paragraphs 14A.03 E-F.
3. **Direct Knowledge Report:** In addition, the Department Chair and/or Supervising Administrator may submit a written *Direct Knowledge Report* completed according to the provisions of paragraph 14.08.J.

**B. Department Chair:**

1. **Who:** The Department Chair role shall be performed by the faculty Department Chair, or by the faculty director/coordinator with Department Chair duties, in office during the evaluation semester. If that person is the Evaluatee, or if there is no faculty Department Chair or faculty director/coordinator with Department Chair duties, the Supervising Administrator, or faculty member designated by the Supervising Administrator to act as Department Chair for the evaluation shall complete these duties.
2. **Evaluation Portfolio documents:**
  - a. Required for Regular faculty only: The Department Chair shall complete a *Department Chair Report* according to the provisions of paragraph 14A.08.D.
  - b. Optional for all faculty: The Department Chair may complete an *Observation and Student Evaluation* according to the provisions of paragraph 14A.08.C. The Department Chair and the Supervising Administrator shall consult to determine if the Department Chair shall perform an *Observation and Student Evaluation* for cause: that is, in response to verified Student Contact concerns brought to the attention of the Department Chair and/or Supervising Administrator.
  - c. Optional for all faculty: The Department Chair may submit a written *Direct Knowledge Report* completed according to the provisions of paragraph 14A.08.J.

**C. Faculty Peer – Department Peer:**

1. **Who:** A Regular or Adjunct faculty member appointed by the Department Chair to the Team from the department's *Rotation List* following the departmental *Implementation Procedures* established for making Department Peer appointments. (See 14A.05.A and 14A.05.D).
2. **Rejection of appointee:** The Evaluatee may reject one Department Peer appointee. The rejection must be made in writing to the Department Chair within two weeks of the appointment. Assignment of the final Department Peer shall be made according to the provisions written in the department's *Implementation Procedures*. See paragraph 14A.05.A.
3. **Required Evaluation Portfolio document:** The Department Peer shall complete an *Observation and Student Evaluation* according to the provisions of paragraph 14A.08.C.
4. **Payment for Adjunct Faculty Department Peers:** Adjunct faculty who serve as Department or Additional Peers are eligible to apply to AFA for payment from the Adjunct Faculty District Activity Fund (AFDAF).

**D. Faculty Peer - Non-Department Peer (Option for Regular Faculty Only):**

1. **Who:** A Regular faculty member undergoing a year 3 *Team Evaluation* may choose a Non-Department Peer instead of a Department Peer. That choice shall be made according to the provisions of paragraph 14A.08.B. Each Regular faculty member who chooses this approach will automatically be entered into the Non-Department Peer pool. The Vice President of Academic Affairs, in the presence of the DTREC Chair, will randomly assign Non-Department Peers to Teams of those who request Non-Department Peers. In no case will the assignment be reciprocal.
2. **Rejection:** Due to the nature of Non-Department Peer appointments, the Evaluatee may not reject the assigned Non-Department Peer.

**E. Optional Additional Department Peer Team Member**

1. **Optional Additional Department Peer Choice:** The Evaluatee may choose to include an Additional Department Peer as a member of the Evaluation Team and to perform an *Observation and Student Evaluation*. That choice shall be made according to the provisions of paragraph 14A.08.B.
2. **Who:** A Regular or Adjunct faculty member shall be appointed by the Department Chair to the Team from the department's *Rotation List* following the departmental *Implementation Procedures* established for making Department Peer appointments. (See 14A.05.A and D.) The Optional Additional Department Peer appointment may not be rejected.
3. **Required *Evaluation Portfolio* document:** The Department Peer shall complete an *Observation and Student Evaluation* according to the provisions of paragraph 14.08.C.
4. **Payment for Adjunct Faculty Department Peers:** Adjunct faculty who serve as Department Peers are eligible to apply to AFA for payment from the Adjunct Faculty District Activity Fund (AFDAF).

**F. Optional Supervising Administrator Team Member**

1. **Choice:** The Evaluatee may choose to include their Supervising Administrator to participate as a member of the Evaluation Team and to perform an *Observation and Student Evaluation*. That choice shall be made according to the provisions of paragraph 14A.08.B.
2. **Required *Evaluation Portfolio* document:** The Supervising Administrator shall complete an *Observation and Student Evaluation* according to the provisions of paragraph 14A.08.C.

**G. Use of Probationary Faculty as Faculty Peers:** With the prior agreement of the Supervising Administrator, a Department Chair may offer any probationary faculty member in Year Two (2), Three (3) or Four (4) of the Tenure Review process the opportunity to serve as an evaluator for a Regular or Adjunct faculty evaluation, provided that the Evaluatee is not a member of the probationary faculty member's Tenure Review Team. The probationary faculty member may accept or decline this offer without prejudice. The only exception to this arrangement will be if a probationary faculty member has an assignment that requires evaluations of others as a part of the job description. In that case, the evaluations are a required part of the job in all years of employment.

**H. Supervising Administrator:** The Supervising Administrator may submit a *Direct Knowledge Report* completed according to the provisions of paragraph 14A.08.J.

## 14A.04 ROLE AND RESPONSIBILITIES OF EVALUEE

A. **For Faculty with Semester-Length Assignments:** See paragraph 14A.09 for calendar and due date guidelines.

1. **Required:**

- a. All faculty: Submit a schedule of class and/or other Student Contact activities, and accompanying course syllabi for each class taught to the Department Chair no later than the end of week four of the Fall semester (Regular faculty) or the evaluation semester (Adjunct faculty). This information does not become part of the *Evaluation Portfolio*.
- b. Required for Regular faculty. Optional for Adjunct faculty: Submit the *Self-Assessment/Duties Assessment* (completed according to the provisions paragraph 14A.08.A) to the Department Chair no later than the end of week four of the Fall semester (Regular faculty) or the evaluation semester (Adjunct faculty).
- c. All faculty: Submit *Team Choice* form to the Department Chair no later than the end of week four of the Fall semester (Regular faculty) or the evaluation semester (Adjunct faculty).
- d. Lateness: If the required materials are not submitted on time the Evaluation will proceed, but may result in an "Improvement Needed" evaluation conclusion.
- e. Peer rejection: The Evaluatee is responsible for exercising of the right to reject one Department Peer, in writing to the Department Chair within two weeks of the appointment.

2. **Required: Evaluation Team Interactions:** The Evaluatee is responsible for cooperating with the Evaluation Team in the scheduling of classroom, allied and other Student Contact observation dates, and for being available for meetings with individual Evaluation Team members, and the Team as a whole.

- a. As requested: Meet with Team members to review results of the *Observation with Student Evaluations*.
- b. Required Week 16: Meet with the Team to review the results of the evaluation process no later than the end of week sixteen of the Spring semester (Regular faculty) or the evaluation semester (Adjunct faculty).

3. **Required: Signing Reports:** The Evaluatee is responsible for signing all reports. In signing a report, the Evaluatee acknowledges having seen and discussed the report. The Evaluatee's signature does not necessarily indicate agreement with conclusions of a report.

4. **Optional: Evaluatee Written Responses – If Any:** Completed by the Evaluatee according to written procedures on report forms, due to the Department Chair by the date specified on the report form. The Evaluatee's written response becomes part of the *Evaluation Portfolio*.

- B. For Adjunct Faculty with Less than Full Semester-Length or Summer Session Assignments:** See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines: Required and optional activities and due dates as identified in paragraph 14A.09.A shall be identified in the alternative calendar given to the Evaluatee by the Supervising Administrator, see paragraph 14A.10.

#### **14A.05 ROLE AND RESPONSIBILITIES OF THE DEPARTMENT CHAIR**

- A. General Coordination:** See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines. The Department Chair shall coordinate the process by:
- 1. Appointing and Notifying Faculty Peers:** Appoint Department and Additional Department Peers from the department's *Rotation List* following the departmental *Implementation Procedures* established for making Department Peer appointments and notifying them of their appointment. Note: It is recommended that the Peers for an evaluation Team for an Adjunct faculty member with an summer session assignment or with a less than full semester-length assignment for semester/Term 6, be appointed and the alternative calendar be submitted, prior to the end of the fifth semester or summer session.
  - 2. Alternative Calendar:** Developing and submitting the required alternative calendar according to the provisions of paragraphs 14A.09 or 14A.10 to the Supervising Administrator for Adjunct faculty with a summer session assignment or with less than a semester-length assignment.
  - 3. Meetings:** Calling and attending Team meetings as necessary, including initial Team meeting and required Team meeting no later than the end of week fourteen of the Spring semester (Regular faculty) or the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than a semester-length assignment, to discuss the Team's findings and completed reports. See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.
  - 4. Classified Staff Response, if Any:** Prepare with Team questions for use by Classified Staff respondents (if any) according to the provisions of paragraph 14A.08.K. Responses are to be given to the Supervising Administrator for processing
  - 5. Processing Student Evaluation Data:** Arranging for the confidential processing of raw student evaluation data by a non-student employee. (See 14A.05.F.)
  - 6. Evaluatee Communication:** Communicating with the Evaluatee about the evaluation process, including Observation dates, meetings and calendar of due dates and suggested timeline.
  - 7. Meeting the Due Dates:** Reminding all participants of due dates and the suggested timeline identified in paragraph 14A.09 or 14A.10 as appropriate.
  - 8. Portfolio Confidentiality:** During the process, the *Evaluation Portfolio* documents are to be kept in a confidential manner by the Department Chair, except when in use by the Team.

**B. Required *Evaluation Portfolio* Documents for Regular Faculty Only:**

1. ***Department Chair Report, Required for Regular faculty only:*** The Department Chair shall complete a *Department Chair Report* according to the provisions of paragraph 14A.08.D.
2. ***Final Report with Recommendations and Timeline, Required for Regular faculty only:*** Writing, or appointing a Team member to write, the *Final Report with Recommendations and Timeline* according to the provisions of paragraph 14A.08.E. See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.

**C. Optional *Evaluation Portfolio* Documents:** See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.

1. **Optional: *Observation and Student Evaluation Report:*** The Department Chair may complete an *Observation and Student Evaluation Report* according to the provisions of paragraph 14A.08.C. The Department Chair and the Supervising Administrator shall consult to determine if the Department Chair shall perform an *Observation and Student Evaluation* for cause: that is, in response to verified Student Contact concerns brought to the attention of the Department Chair and/or Supervising Administrator.
2. **Optional: *Minority Final Report for Regular faculty only:*** If a Department Chair does not agree with the Team conclusion on the *Final Report with Recommendations and Timeline*, the Chair may submit a *Minority Final Report* according to the provisions of paragraph 14A.08.G.
3. **Optional: *Direct Knowledge Report:*** A Department Chair may complete a written *Direct Knowledge Report* according to the provisions of paragraph 14A.08.J.

**D. *Rotation List* and *Implementation Procedures:***

1. ***Rotation List:***

- a. It is the responsibility of the Department Chair to maintain a current department *Rotation List* organized according to the method adopted by the Department as part of the *Implementation Procedures*. The *Rotation List* shall be reviewed and updated by the Department Chair every Spring semester in preparation for the following year's appointments.
  - b. **Adjunct Faculty Participation and Compensation:** When approved by a majority of the Regular and Adjunct faculty of a department, a department may choose to include consenting Adjunct faculty on the *Rotation List*. When Adjunct faculty perform an evaluation they may apply to AFA for payment from the Adjunct Faculty District Activity Fund (AFDAF) for compensation.
2. **Development of *Implementation Procedures:*** Each department shall develop a fair and reasonable *Implementation Procedure* for establishing and implementing the *Rotation List* for making Department and Additional Peer appointments.
- a. The method to be used to organize the *Rotation List* shall be determined after discussion at a regular department meeting to which Adjunct faculty shall be invited to participate, and shall be recorded in the *Implementation Procedures*.

- b. It is assumed that appointments will be made from the department *Rotation List* in sequential order.
  - c. The process for making appointments when a sequential appointment from the list cannot work due to schedule conflicts, difficulty in reaching locations, or in other circumstances identified by the Department, shall be determined by the Department Chair in consultation with the Supervising Administrator.
  - d. A copy of the proposed procedures shall be distributed to all faculty in the Department for comments prior to submission to the Vice President of Academic Affairs and AFA.
  - e. A final department meeting, to which Adjunct faculty shall be invited, will be held to review any comments and approve the *Implementation Procedures*.
  - f. The final document shall be distributed to all faculty in the department.
  - g. The *Implementation Procedures* shall be reviewed by the department at least once every three years, in the first year of a Department Chair's 3-year term of service.
- 3. **Modifications to Procedures:** Modifications to an established process shall be determined according to the provisions of paragraph 1A4.05.D.2.
  - 4. **Procedures on File:** The department's current *Implementation Procedures* for making Department and Additional Peer appointments shall be submitted to the Vice President of Academic Affairs and AFA.
- E. **Evaluation Portfolio Document Confidentiality:** During the active evaluation period (year/semester/summer session) the *Evaluation Portfolio* documents are to be kept in a confidential manner by the Department Chair except when in use by the Team.
  - F. **Processing Raw Student Evaluation Data:**
    - 1. **Confidential:** It is the responsibility of the Department Chair to assure that raw student evaluation data is processed in a confidential manner; a student employee may not process it.
    - 2. **Raw Data:** Raw student evaluation data collected in the evaluation semester/summer session shall be given to the Supervising Administrator following processing.

#### 14A.06 ROLE OF FACULTY PEERS: DEPARTMENT, ADDITIONAL AND NON-DEPARTMENT

- A. **Required Evaluation Portfolio Document:** Prepare an *Observation and Student Evaluation Report* according to the provisions of 14A.08C using DTREC-approved forms:
  - 1. **Content:** Each Faculty Peer is responsible for reporting on the Evaluatee's performance in required Student Contact and related job duties and may comment on Professional Service and Development. See Article 17: Job Description.
  - 2. **Form:** Student Contact performance shall be evaluated by direct observation and administration of a student evaluation using DTREC-approved *Student Evaluations* form. The report shall be prepared according to the provisions of paragraph 14A.08.C.

3. **Calendar:** See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.
- B. Optional Evaluation Portfolio Document for Regular Faculty Only: *Minority Final Report*:**
1. **Form:** If a Peer does not agree with the Team conclusion on the *Final Report with Recommendations and Timeline*, the Peer may submit a *Minority Final Report with Recommendations and Timeline* according to the provisions of paragraph 14A.08.G.
  2. **Calendar:** See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.
- C. Required Meetings:**
1. **Communicate with Evaluatee:** Upon completion of the *Observation and Student Evaluation*, and prior to the Team meeting, each Faculty Peer will meet and discuss, or otherwise communicate with the Evaluatee about the *Observation and Student Evaluation* results. See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.
  2. **Team Meeting/s:** Each Peer shall participate in Team meetings as called by the Department Chair, to discuss the schedule for the Evaluation process, the evaluation findings and the content for the *Final Report with Recommendations and Timeline*. See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.
  3. **Team and Evaluatee Meeting/s:** Each Peer shall participate in meetings with the Team and Evaluatee as called by the Department Chair, to discuss the results of the Evaluation. See paragraphs 14A.09 and 14A.10 for calendar and due date guidelines.

## 14A.07 ROLES OF NON-TEAM MEMBERS

### A. Role of DTREC

1. **Resource:** The District Tenure Review and Evaluations Committee (DTREC) will serve as a resource for Evaluation Teams and the Evaluatee.
  - a. **Questions:** Questions regarding policy and procedures are to be referred to DTREC.
  - b. **Queries:** Queries requesting clarification of matters not clearly explained, or not covered, in these procedures are to be referred to DTREC.
  - c. **Consultation:** DTREC shall consult with departments regarding the evaluation of faculty who have assignments without substantial Student Contact, for approval of questions to be asked of Classified Staff prior to implementation, and is available for consultation regarding the development of calendars for summer session or less than semester-length assignments.
2. **Recommendations:**
  - a. **To Vice President:** In all cases referenced in this paragraph, the written DTREC recommendation will be sent to the appropriate Vice President for final action.
  - b. **Response:** The appropriate Vice President shall respond to written recommendations made by DTREC as specified in paragraph 30.08.A, Article 30: Tenure Review.

3. **Other: Forms:** DTREC shall review and approve all evaluation forms and classified staff questions prior to implementation.

**B. Role of the Supervising Administrator**

1. **General at the Beginning of Evaluation Year/Semester/Summer - Consult with Department Chair:** The Supervising Administrator shall consult with the Department Chair to determine, with the Department Chair, if the Department Chair should do an *Observation and Student Evaluation* for cause: that is, in response to verified Student Contact concerns brought to the attention of the Department Chair and/or the Supervising Administrator. The Supervising Administrator will notify the Evaluatee if an *Observation and Student Evaluation* will be done for cause.
2. **Optional – Direct Knowledge Report:** A Supervising Administrator may submit a written *Direct Knowledge Report* completed according to the provisions of paragraph 14.08.J.
3. **Optional – Observation and Student Evaluations:** If requested by the Evaluatee, the Supervising Administrator shall perform an *Observation and Student Evaluation*, following the procedures outlined in paragraph 14A.08.C.
4. **Other:**
  - a. Alternative calendars for less than semester-length assignments: Approve alternative calendar submitted by Department Chair and submit a copy of the approved version to DTREC, the Vice President of Academic Affairs and to the Evaluatee. See paragraphs 14A.09 and 14A.10.
  - b. *Evaluation Portfolio* transfer to Vice President of Academic Affairs: No later than the end of the evaluation year/semester/summer, the Supervising Administrator shall collect all *Evaluation Portfolio* documents from the Department Chair and verify completeness, including all required signatures and dates. The complete *Evaluation Portfolio* shall be submitted to the Vice President of Academic Affairs for review, cycle tracking and subsequent placement in the personnel file of the Evaluatee.
  - c. *Evaluation Portfolio* transfer to Dean of Instruction, General Education, if only *Minority Reports* are submitted for Regular faculty evaluations only: In the event that only *Minority Final Reports and Recommendations with Timeline* are submitted, the Supervising Administrator shall collect all *Evaluation Portfolio* documents and submit them to the Dean of Instruction, General Education, for review and final decision, to be dealt with according to the provisions of paragraph 14A.08.H.
  - d. Raw Student Evaluation Data: Raw student evaluation data collected during the evaluation year/semester/summer shall be submitted by the Department Chair to the Supervising Administrator following processing. The Supervising Administrator shall destroy the raw data at the end of the evaluation year/semester/summer.

- e. Processing *Classified Staff Response* data, if any:
  - 1). It is the responsibility of the Supervising Administrator to assure that raw *Classified Staff Response* data are processed in a confidential manner; a student employee may not process them.
  - 2). The Supervising Administrator shall prepare a report summarizing the results of the *Classified Staff Response* data according to the provisions of paragraph 14A.08.K.
  - 3). Raw *Classified Staff Response* data shall be destroyed at the end of the evaluation year/semester/summer.

### C. Roles and Responsibilities of the District

1. **General District Responsibility:** It is the responsibility of the District through the Vice President of Academic Affairs to provide information, materials and training to encourage, support and improve the collection and interpretation of student feedback and the participation in formal peer consultation activities. Descriptions of these activities shall be available to all faculty.
2. **District Coordination Responsibilities:** It is the responsibility of the District through the Vice President of Academic Affairs to coordinate the evaluation process by:
  - a. Oversight: Provide oversight to the process, particularly with regard to recording Team Member appointments, publishing timelines, enforcing timelines and tracking the evaluation cycle for faculty members.
  - b. Notification: Notify faculty members who are due for an evaluation the following year/ semester/summer, and their Department Chairs. For Continuing Evaluations, by no later than the end of week ten of Spring semester of year 2 for Regular faculty, or of semester 5 (or summer session 5 if that is the sole period of employment) for Adjunct faculty.
  - c. Materials: Distribute all materials needed for the evaluation process.
  - d. *Evaluation Portfolio*: Collect all *Evaluation Portfolio* documents at the end of the Evaluation year/semester/summer.
  - e. *Evaluation Portfolio* Placement in Personnel File: The Vice President of Academic Affairs shall submit the *Evaluation Portfolio* to the Director of Human Resources for placement in the Evaluatee's personnel file at the completion of the evaluation cycle.
3. **Selecting Department Chair for Evaluation Team Regular Faculty Only:** In the event that a Regular faculty Evaluatee is a member of two departments, and the Department Chairs cannot decide which Department Chair is to serve in that role for the Team Evaluation, the Vice President of Academic Affairs, shall supervise a selection by lot to determine which department will provide the Department Chair.
4. **Department Implementation Procedures:** It is the responsibility of the District, through the Vice President of Academic Affairs, to keep on file each department's *Implementation Procedures* for making Faculty Peer appointments.

5. **Only *Minority Reports Received for Regular faculty only*:** In the event that only *Minority Final Reports and Recommendations with Timelines* are submitted, all reports and supporting documentation will be submitted to the Dean of Instruction, General Education according to the provisions of paragraph 14A.08.H.
6. **Assigning the Non-Department Peer for Regular faculty only:** The Vice President of Academic Affairs, with the Chair of DTREC, shall randomly determine the Non-Department Peer appointments from among the pool of eligible Non-Department Peers – all those who have chosen the Non-Department Peer Evaluation Team.
7. **Human Resources Department:** The Human Resources Department shall maintain personnel files in the manner described in Article 20. No further notice is necessary for the routine placement of the Evaluatee's *Evaluation Portfolio* into a faculty member's personnel file at the end of an evaluation semester/term, or after a Follow-Up Evaluation.

#### **14A.08 EVALUATION PORTFOLIO AND DOCUMENT CONTENT**

- A. **Required Regular Faculty Member's *Self-Assessment*/Optional Adjunct Faculty Member's *Duties Assessment*:** Submitted to Department Chair no later than the end of the fourth week of the Fall semester (Regular faculty) or the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with a summer session or less than semester-length assignment:
  1. **Required for Regular faculty, optional for Adjunct faculty: Response to any previous evaluation cycle recommendations:** Documentation of the Evaluatee's response to, or summary of how the Evaluatee addressed, the recommendations made in the previous evaluation cycle.
  2. **Required for Regular faculty, optional for Adjunct faculty: Summary of required *Informal Student Feedback*:** Faculty members are encouraged to seek, on a regular basis, feedback from their students about the effectiveness of their Student Contact in instructional or allied duties and to comment on the responses that students make.
    - a. *Informal Student Feedback*: Documentation of student feedback is required in at least one (1) class or allied Student Contact activity during each of years 1 and 2 (Regular faculty) or semesters/summer sessions 1-2 and 3-4 (Adjunct faculty) of the Continuing Evaluation cycle.
    - b. Anonymity: Every effort shall be taken to protect student anonymity in the collection and processing of student feedback. The Evaluatee shall select one of the following options:
      - 1). Form: Use a DTREC-approved Student Feedback Form and prepare a *Student Feedback Summary* including a tally of the scaled questions and transcriptions of written comments.
      - 2). Student Learning Outcomes: Use data from Department-approved student learning outcomes study that has been collected anonymously from students.

- 3). Other: Utilize an alternative method that is reviewed and approved by the Department Chair prior to implementation, and meets the following criteria:
  - a) Provides unfiltered and unedited student response.
  - b) Addresses the essential qualities required of the instructor to perform his or her student contact responsibilities.
  - c) Includes data collection processes that protect student anonymity; and
  - d) The Evaluatee shall prepare and include a *Student Feedback Summary* including a tally of any scaled questions and transcriptions of any written comments.
3. **Required for Regular faculty, optional for Adjunct faculty - Evaluatee Response to Student Feedback:** The Evaluatee's response to the required *Informal Student Feedback* shall be submitted with the *Informal Student Feedback Summary*.
4. **Required for Regular faculty, optional for Adjunct faculty – College Service Summary:** The Evaluatee shall prepare and submit a record of College Service activities undertaken since the last evaluation. See Article 17: Job Description.
5. **Required for Regular faculty, optional for Adjunct faculty – Professional Service & Development:**
  - a. Record: The Evaluatee shall prepare and submit a record of Professional Service & Development activities undertaken since the last evaluation. See Article 17: Job Description.
  - b. Goals: The Evaluatee shall identify specific professional development goals for the coming three years.
6. **Optional all faculty – Faculty Statement:** A Statement may include any or all of the following:
  - a. Philosophy: A statement of teaching philosophy;
  - b. Direction: Identification of strengths and areas for improvement to which the faculty member would like to pay particular attention during this evaluation process.
7. **Optional all faculty– Non-Portfolio Materials:** All faculty are encouraged to maintain an up-to-date vitae, and to collect and submit copies of any relevant letters, awards, citations, publications, or other evidence of on-going collegial and professional activities. While these materials are not required submissions, and will not be included in the *Evaluation Portfolio*, they may help the College recognize the broad range of activities that contribute to a faculty member's professional life. Along with the *Self-Assessment/Duties Assessment*, the Evaluatee may present a current vitae and a summary of the collected materials. The faculty member may also forward other relevant material for Team review, such as sample assignments, copies of publications, certificates of in-service completion, etc. However, material mentioned in this paragraph will not be placed in the *Evaluation Portfolio*, and will not be returned to the Evaluatee.

- B. Required for All: Team Choice Form:** The Evaluatee shall complete the *Team Choice* form to document the desired options with regard to additional Team member choices and, for Regular faculty, whether a Department or Non-department Peer is desired. The Form is due to the Department Chair no later than the end of week 4 of the Fall semester (Regular faculty) or the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment:
- C. Required for All: Faculty Peer/s Observation and Student Evaluation.** DTREC-approved forms shall be used. Each report form shall be completed with the Evaluatee's review and signature, recommended to be submitted to the Department Chair for Team review, no later than the end of week thirteen of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment.
1. **Observation and Student Evaluation:** Each Peer shall complete an *Observation and Student Evaluation Report* based on direct observation of the Student Contact activity, including a summary of Student Evaluations, using DTREC-approved forms, unless the Evaluatee has only one assignment. In that case all evaluators will observe but only one evaluator will be designated by the Team to administer the Student Evaluation and each evaluator will use that information in preparing their *Observation and Student Evaluation Report*.
  2. **Handling of Student Evaluation Data:**
    - a. Student Evaluations shall be collected on DTREC-approved forms and processed in a way that protects anonymity of the student, without Evaluatee access to the raw data. The raw data shall be submitted for processing to the party identified by the Department Chair.
    - b. Responses to scaled questions shall be tallied and all written comments shall be transcribed. The Department Chair shall verify that the raw student evaluation data is processed in a confidential manner and is NOT be processed by a student employee.
    - c. Raw forms shall be given to the Supervising Administrator by the Department Chair for confidential safekeeping after processing. The Supervising Administrator shall destroy the raw data at the end of Evaluation semester/summer session.
  3. **Timely Response:** Every effort should be made to complete the *Observation and Student Evaluation Report* in a timely manner and in accordance with paragraphs 14A.09 and 14A.10.
  4. **Evaluee Meeting:** Upon completion of the *Observation and Student Evaluation*, and prior to Team review, each Peer will meet and discuss the *Observation and Student Evaluation*, with the Evaluatee, preferably as soon as the report is complete, but recommended to be completed no later than the end of week thirteen of the Spring semester (Regular faculty) or evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment.

**D. Required Regular Faculty Only: *Department Chair Report*:**

1. ***Department Chair Report*:** Prepare, on the DTREC-approved form, a *Department Chair Report* for Regular faculty only.
2. **Evalúee Meeting:** Upon completion of the *Department Chair Report*, and prior to Team review, the Department Chair will meet and discuss the report with the Evalúee. It shall be signed by the Evalúee and is recommended to be completed for Team consideration no later than the end of week thirteen of the Spring semester (Regular faculty).

**E. Evaluation Process Conclusions:**

1. **The Team's *Final Report with Recommendations and Timeline for Regular faculty only - Meeting for Regular faculty only*:** No later than the end of week fourteen of the Spring semester (Regular faculty), the Department Chair shall schedule a Team meeting to review and discuss completed and signed individual Team members *Evaluation Portfolio* documents, to reach an evaluation conclusion and determine who will write the *Final Report with Recommendations and Timeline*, and if there will be any *Minority Final Reports*.
2. **The Team's *Final Report with Recommendations and Timeline for Regular faculty only - Preparation of Report*:**
  - a. Who: The Department Chair, or a Team member designated by the Department Chair, shall prepare the *Final Report and Recommendations with Timeline* following Team review and discussion of the *Evaluation Portfolio* documents, recommended to be completed for Team review no later than the end of week fifteen of the Spring semester (Regular faculty).
  - b. *Minority Final Report*: Any Team member who does not agree with the conclusion reached by the Team may submit a *Minority Final Report with Recommendations and Timeline* using the DTREC-approved form completed according to the provisions of paragraph 14.08.G. *Minority Final Reports*, if any, shall be recommended to be submitted to the Department Chair no later than the end of week fifteenth of the Spring semester (Regular faculty).
3. **The Team's *Final Report with Recommendations and Timeline for Regular faculty only - Report Conclusions*:** The *Final Report and Recommendations with Timeline* records a scaled summary evaluation conclusion in the Student Contact and related duties job performance area, and in the College Service and Professional Service & Development areas for Regular faculty only. Conclusions shall be based on the accompanying *Evaluation Portfolio* documents, and present a synthesis of the conclusions reached by individual Team members. The possible job performance conclusions are:
  - a. **"Commendable"**: Exceeds in performance of one or more job duties with satisfactory performance of all others.
  - b. **"Satisfactory"**: Adequately performs all required job duties
  - c. **"Improvement Needed"**: Less than satisfactory performance of one or more job duties; specific area(s) needing improvement must be identified.  
Note: If "Improvement Needed" is a likely conclusion to the evaluation process, the Team is urged to conclude the evaluation process prior to the final deadline, as soon as is practical.

4. **Evaluation Conclusions for Adjunct Faculty only:**

- a. A less than “Satisfactory” conclusion for any Adjunct faculty Evaluation Portfolio document will result in an “Improvement Needed” conclusion to the evaluation process. See paragraphs 14A.08.E.5 and 14A.08.F.
- b. Adjunct Re-hiring after a less than “Satisfactory” Evaluation Conclusion: The Department is under no obligation to re-hire an Adjunct faculty member who has received an “Improvement Needed” evaluation conclusion. However, if the Adjunct faculty member is re-hired, a Follow-Up Evaluation is required in the semester/term of employment immediately following that evaluation. See paragraph 14A.08.F.

5. **Required if “Improvement Needed” Conclusion is reached:**

- a. Initial *Follow-Up Plan and Timeline*: A written *Follow-Up Plan and Timeline* for achieving improvement shall be developed by the Team and included with the recommendations. Specific objectives and activities/items for improvement, a specific timeline for demonstrating improvement and a date for the Follow-Up Evaluation shall be included in the *Follow-Up Plan and Timeline*.
  - 1). **Identify Specific Objectives and Activities:** Specific objectives with required activities/items for improvement should be clearly identified in the written *Follow-Up Plan and Timeline*. Activities may include but are not limited to: Instructional Skills Workshop, classroom assessment techniques training, peer consultation, course work, technology training, in-service training, or an activity designed to address the specific area of concern identified by the Team.
  - 2). **Establish Timeline:** Specific timelines for assessing improvement should be clearly identified in the written *Follow-Up Plan and Timeline*. The written plan shall also include a date for conducting a Follow-Up Evaluation according to the provisions of paragraph 14A.08.F
- b. Initial *Follow-Up Plan and Timeline* modifications: The Team may modify the initial *Follow-Up Plan and Timeline* as a result of discussion with the Evaluatee.
- c. Final *Follow-Up Plan and Timeline*: The final *Follow-Up Plan and Timeline* shall be signed by all Team members and the Evaluatee and submitted for inclusion in the *Evaluation Portfolio*.
- d. Evaluatee Assistance: The District and the Team will make every effort to assist and support the faculty member in achieving needed improvement.
- e. A Follow-up Evaluation is required and shall be conducted according to the provisions of paragraph 14A.08.F.

6. **Required Evaluator/Team Meeting:** No later than the end of week sixteen of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment, the Department Chair shall schedule a Team meeting with Evaluator to review the *Final Report with Recommendations and Timeline* and any *Minority Final Reports*.
- F. Required Follow-Up Evaluation** – if less than “Satisfactory” conclusion reached on original Regular faculty *Final Report with Recommendations and Timeline*, or on any Adjunct faculty Portfolio document:
1. **Who:** Unless specified otherwise in the *Follow-Up Plan and Timeline*, the original Evaluation Team shall conduct the Follow-Up Evaluation to consider progress made on job performance and the *Follow-Up Plan and Timeline* that accompanied original *Final Report with Recommendations and Timeline*.
  2. **Report:** The Department Chair, or Team member designated by the Department Chair, shall prepare a *Follow-Up Evaluation Final Report*, using the DTREC-approved form, based on assessing the documented progress made in meeting the specific objectives with required activities of the *Follow-Up Plan and Timeline*. Possible conclusions for the *Follow-Up Evaluation Final Report* include:
    - a. **“Satisfactory”:** Adequately performs all required job duties – with no further requirements to be met, the faculty member would begin a new three-year (Regular faculty) or six-semester/summer session evaluation cycle (Adjunct faculty) the following semester/term.
    - b. **“Conditional Satisfactory”:** Major progress made toward adequate performance of all required job duties - with specified requirements to be met in order to retain the satisfactory rating.
      - 1) Any additional required activities or action, and method of assessment, will be documented in the *Follow-Up Evaluation Final Report* with a specified period for meeting the requirements.
      - 2) Successful satisfaction of those requirements would result in the implementation of a new three-year (Regular faculty) or six-semester/summer session evaluation cycle (Adjunct faculty) the following semester/term.
    - c. **“Unsatisfactory Performance”:** Fails to adequately perform required job duties.
      - 1) Unsuccessful completion in meeting the specific objectives with required activities of the written Plan portion of the *Follow-Up Plan and Timeline* may result in an **“Unsatisfactory Performance”** evaluation conclusion for the *Follow-Up Evaluation Final Report*.
      - 2) A *Follow-Up Evaluation Final Report* conclusion of **“Unsatisfactory Performance”** may result in a requirement for additional Follow-Up Evaluation activities or, for an Adjunct faculty member, may result in termination of employment.

- G. Optional for Regular Faculty: *Minority Final Report and Recommendations with Timeline – If Any.*** In the event that a Team Member cannot agree with the Team conclusion, a Team member may complete a *Minority Report with Recommendations and Timeline*, using the DTREC-approved form, and submit it to the Department Chair recommended by no later than the end of week fifteen of the Spring semester (Regular faculty). *Minority Final Reports* may be used by the Team to formulate recommendations.
- H. Required for Regular Faculty Only If Only *Minority Reports* Are Submitted:**
- 1. Submit to Dean of Instruction, General Education:** In the event that only *Minority Final Reports and Recommendations with Timelines* are submitted, all reports and supporting documentation will be submitted to the Dean of Instruction, General Education, as soon as possible, but recommended by no later than the end of the week fifteen of the Spring semester (Regular faculty).
  - 2. Preparation of *Final Report with Recommendations and Timeline*:** The Dean of Instruction, General Education shall review the complete *Evaluation Portfolio* and hold whatever discussions he/she deems useful with Team members and the Evaluatee, and shall prepare a *Final Report with Recommendations and Timeline* according to the provisions of paragraph 14A.08.E.
  - 3. Team and Evaluatee Meeting:** Whenever possible, the Dean's *Final Report with Recommendations and Timelines* shall be discussed with the Team and the Evaluatee no later than the end of the evaluation year/semester/summer.
  - 4. Inclusion of *Evaluation Portfolio*:** The *Minority Final Reports*, as well as the Dean's *Final Report with Recommendations and Timeline* are part of the *Evaluation Portfolio*.
- I. Optional: Supervising Administrator's or Department Chair's *Observation and Student Evaluation, If Any.*** The requirements in paragraph 14.08.C shall apply.
- J. Optional: Supervising Administrator's or Department Chair's *Direct Knowledge Report, If Any.***
- 1. Report Origin:** The Supervising Administrator and/or Department Chair may elect to prepare a written *Direct Knowledge Report* regarding verified information known to him/her that relates to the job performance of the Evaluatee. The *Direct Knowledge Report* must relate directly to job performance, and any conclusions reached must be supported by statements of fact and other evidence or examples that can be documented and verified.
  - 2. Evaluatee Review:** If a *Direct Knowledge Report* is prepared, it must be presented to the Evaluatee with an opportunity for discussion and Evaluatee written response prior to discussion with the Team.
  - 3. Report completion:** Reviewed and signed by the Evaluatee, it is recommended to be submitted to Department Chair for Team review no later than the end of week thirteen of the Spring semester (Regular faculty), or evaluation semester (Adjunct faculty), or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment, or as soon as practicable in the Evaluation process.

4. **Team review:** If a *Direct Knowledge Report* is prepared, the Supervising Administrator or Department Chair shall meet with the Team to present and discuss the *Direct Knowledge Report* and participate in determining appropriate recommendations and timelines recommended by no later than the end of week fourteen of the Spring semester (Regular faculty) or evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment, or as soon as practicable in the Evaluation process.
- K. Optional: *Classified Staff Response, If Any:***
1. **Content and DTREC Review:** Classified Staff participation in assessing the Evaluatee's job performance, when deemed appropriate by the Evaluation Team, shall be accomplished via confidential response to a standard set of questions submitted by the Department Chair to DTREC for review and approval prior to implementation recommended by no later than the end of week seven of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment.
  2. **Due Date:** Responses shall be returned and summarized, by the Department Chair or an Evaluation Team member designee, and submitted to the Department Chair for Team discussion recommended by no later than the end of week thirteen of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty) or according to the provisions of the approved alternative calendar for Adjunct faculty with an summer session or less than semester-length assignment.
- L. Optional: Evaluatee Written Responses – If Any:** Completed by the Evaluatee according to written procedures on report forms, due to the Department Chair by the date specified on the report form.
- M. *Evaluation Portfolio Maintenance:*** The *Evaluation Portfolio* is cumulative during years 1 – 2 for Regular faculty Continuing Evaluations and semesters/summer sessions 1 – 5 for Adjunct faculty Continuing Evaluations.
1. **Confidentiality:** During the semester of evaluation, the portfolio documents are to be kept in a confidential manner by the Department Chair, except when in use by the Team.
  2. **End of Process:**
    - a. **At completion of process:** Upon completion of each evaluation process, but recommended by no later than the end of the evaluation year/semester/summer session, the Supervising Administrator will collect all *Evaluation Portfolio* reports and documents from the Department Chair and verify completeness, including all required signatures. The complete *Evaluation Portfolio* shall be submitted to the Vice President of Academic Affairs, for tracking purposes, for review and placement in the personnel file of the Evaluatee.
    - b. **Raw data:** The Supervising Administrator shall collect from the Department Chair the student evaluation raw data and destroy it at the end of the evaluation semester/summer session.

- c. **Placement:** The Human Resources Department shall maintain personnel files in the manner described in Article 20. No further notice is necessary for the routine placement of the Evaluatee's *Evaluation Portfolio* into a faculty member's personnel file at the end of an evaluation semester/summer session, or after a Follow-Up Evaluation.

**N. Optional Non-Portfolio Materials:**

1. **Content:** All faculty are encouraged to maintain an up-to-date vitae, and to collect any relevant letters, awards, citations, publications, or other evidence of on-going collegial and professional activities. While these materials are not required submissions, and will not be included in the *Evaluation Portfolio*, they may help the College recognize the broad range of activities that contribute to a faculty member's professional life. Along with the *Self-Assessment*, the Evaluatee may present a current vitae and a summary of the collected materials. The faculty member may also forward other relevant material for Team review, such as sample assignments, copies of publications, certificates of in-service completion, etc. However, material mentioned in this paragraph will not be placed in the *Evaluation Portfolio*.
2. **Status of materials submitted:** Evaluatee materials submitted for consideration of the Evaluation Team that are not identified as part of the *Evaluation Portfolio* will not be returned to the Evaluatee.

**14A.09 DUE DATES AND TIMELINE FOR THOSE WITH AN EVALUATION**

**DURING A SEMESTER-LENGTH ASSIGNMENT:** (See paragraph 14A.10 for due dates and timeline for those with an evaluation during an summer session or less than semester-length assignments.)

**A. Required:** There are three firm due dates for this process:

1. **Week 4:** No later than the end of week four of the Fall semester for Regular faculty, or the Evaluation semester for Adjunct faculty, Evaluatee materials identified in paragraphs 14A.04.A.1, 14A.08.A and 14A.08.B are due to Department Chair. *Self-Assessment/Duties Assessment* is required for all Regular faculty Continuing Evaluations and Optional for Adjunct faculty Continuing Evaluations. If the required materials are not submitted on time the evaluation will proceed, but may result in an "Improvement Needed" evaluation conclusion.
2. **Week 14:** No later than the end of week fourteen of the Spring semester (Regular faculty) or evaluation semester (Adjunct faculty), the Team shall meet to review and discuss completed and signed individual Team members *Evaluation Portfolio* documents, to reach an evaluation conclusion and determine who will write the Regular faculty *Final Report with Recommendations and Timeline*, and if there will be any *Minority Final Reports*.
3. **Week 16:** No later than the end of week sixteen of the Spring semester (Regular faculty) or evaluation semester (Adjunct faculty), the Team shall meet with Evaluatee to review the Regular faculty *Final Report with Recommendations and Timeline* and any *Minority Final Reports*, or the Adjunct Faculty Evaluation Portfolio documents.

- B. **Suggested Timeline for Evaluation Semester:** All activities of the evaluation semester should be planned to conclude in time to meet the Due Dates identified above. The recommended timeline is outlined below.
1. **Week 3:** The Department Chair shall remind the Evaluatee, no later than the end of week three of the Fall semester (Regular faculty) or evaluation semester (Adjunct faculty), that the Evaluatee materials are due no later than the end of week four of the semester.
  2. **Week 4:** The Department Chair shall consult with Supervising Administrator, no later than the end of week four of the Fall semester (Regular faculty) or evaluation semester (Adjunct faculty), to determine if there is cause for (that is, in response to verified Student Contact concerns brought to the attention of the Department Chair and/or the Supervising Administrator) the Department Chair to perform an *Observation and Student Evaluation*.
  3. **Week 5:** The Department Chair appoints Department Peers and Additional Peers, if any, no later than the end of week five of the Fall semester (Regular faculty) or of the evaluation semester (Adjunct faculty), according to the provisions of paragraph 14A.05.A.1.
  4. **Week 5:** Optional *Observation and Student Evaluation*: The Department Chair may conduct an *Observation and Student Evaluation* if desired. That decision shall be made and communicated to the faculty member no later than the end of week five of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty).
  5. **Week 6:** The Department Chair shall call the first Team meeting, no later than the end of week six of the Fall semester (Regular faculty) or of the evaluation semester (Adjunct faculty):
    - a. Review: to review the Evaluatee's submitted materials,
    - b. Classified Staff: to determine if a *Classified Staff Response* is appropriate, and to write questions to submit to DTREC for approval if one is undertaken.
    - c. Calendar: to establish a calendar for the semester.
    - d. Communicate: The Department Chair shall communicate the calendar to the Evaluatee.
  6. **Weeks 6-10:** Team members conduct *Observation and Student Evaluations*.
  7. **Week 7:** If the Team determines that a *Classified Staff Response* is appropriate, no later than the end of week seven of the Fall semester (Regular faculty) or of the evaluation semester (Adjunct faculty), the Team shall provide a list of suggested questions to DTREC for review and approval prior to implementation.
  8. **Week 13:** All individual *Evaluation Portfolio* documents are due to the Department Chair, no later than the end of week thirteen of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty). The Evaluatee, and the person who prepared it, shall sign each document prior to submission to the Chair.

9. **Week 14:** The Department Chair shall schedule a Team meeting, no later than the end of week fourteen of the Spring semester (Regular faculty) to review *Evaluation Portfolio* documents, reach an evaluation conclusion, assign writing of the Regular faculty *Final Report with Recommendations and Timeline*, and to determine if there will be any *Minority Final Reports*.
10. **Week 15:** The Department Chair shall schedule a Team meeting, no later than the end of week fifteen of the Spring semester (Regular faculty), if needed to discuss the written *Final Report with Recommendations and Timelines* and any *Minority Final Reports*.
11. **Week 16:** The Department Chair shall schedule a Team meeting with the Evaluatee, no later than the end of week sixteen of the Spring semester (Regular faculty) or of the evaluation semester (Adjunct faculty), to review the *Final Report with Recommendations and Timeline* and any *Minority Final Reports* with Regular faculty and to review the *Evaluation Portfolio* documents with Adjunct faculty.
12. **End of Semester:** The Department Chair shall collect the *Evaluation Portfolio* documents and student evaluation raw data and submit them to the Supervising Administrator.

**14A.10 DUE DATES AND TIMELINES FOR THOSE WITH AN EVALUATION DURING AN SUMMER SESSION OR DURING A LESS THAN SEMESTER-LENGTH ASSIGNMENT:** (See paragraph 14A.09 for due dates and timeline for those with an evaluation during a semester-length assignment.)

A. **Required:**

1. **Timelines shall be modified to reflect need.** Department Chair shall adjust due dates and recommended timelines from the semester-length calendar outlined in 14.09 as needed to accommodate the evaluation activities during the time of the Adjunct faculty assignment. DTREC is available for consultation regarding revised timelines and due dates if needed.
2. **Calendar approval:** The final alternative calendar shall be prepared by the Department Chair and approved by the Supervising Administrator and submitted by the Supervising Administrator to DTREC and the Vice President of Academic Affairs with a copy given to the Evaluatee.

- B. **Note:** It is recommended that the Peers for an Evaluation Team for an Adjunct faculty member with a summer session or less than a full semester-length assignment be appointed, and the alternative calendar be submitted, prior to the end of the fifth semester/summer session.

**14A.11 UNCOMPLETED FACULTY EVALUATIONS**

- A. **Required Activity:** Since both the Contract and the Education Code require regular evaluations, the District will endeavor to expedite the completion of uncompleted evaluations by working with the Supervising Administrators and departments to complete the process.

**B. Evaluatee Concerns about Missed Deadlines:**

1. **First:** The Evaluatee may notify their Supervising Administrator if the Team Evaluation deadlines are not met. The Supervising Administrator shall contact appropriate Team members to require immediate action.
2. **Second:** If the Supervising Administrator does not respond in a timely manner, the Evaluatee may contact the appropriate Vice President to initiate immediate action.

**C. Faculty Non-Timely Response:** When faculty do not respond in a timely manner to complete the assigned Evaluation duties in the Evaluation semester/summer session, and the process is not completed according to evaluation deadlines, the evaluation process shall be completed under the direction of the Supervising Administrator following the process in the Contract.

**D. Non-Performance of Required Evaluation Duties:**

1. **Faculty Peers:** Non-performance of required duties may result in a less than satisfactory evaluation conclusion to performance of College Service duties in the Regular faculty member's subsequent evaluation, or non-payment of AFDAF funds claimed by the Adjunct faculty member.
2. **Evaluee:** Non-performance of required duties may result in a less than satisfactory evaluation conclusion to the evaluation process.