

Article 14B: Temporary Faculty Evaluations

“TEMPORARY FACULTY” means faculty who are employed at 60.1 - 100 per cent, but on a temporary leave replacement basis or in a categorically-funded position. Temporary leave replacement faculty cannot be employed more than two (2) semesters at 60.1 per cent or more in any three (3) consecutive years without becoming regular faculty.

14B.00 EVALUATION — FOR FULL-YEAR APPOINTMENT AS TEMPORARY FACULTY: Evaluation procedures for faculty appointed to a full-year temporary position shall be the same as for the first year of the Tenure Review Process. (See Article 30: Tenure Review.) Note: Those faculty with a one-semester assignment shall follow the procedures outlined in paragraphs 14B.01 through 14B.03.

14B.01 INTRODUCTION

- A. **Frequency of Evaluations:** This evaluation process is based on a six-semester cycle. There are two main components: Temporary faculty shall be evaluated within the first two (2) semesters of employment in any department; thereafter evaluation shall be at least once every six (6) regular semesters (Ed Code Section 87663a).
1. INITIAL EVALUATION within first two (2) semesters of employment
 2. SUBSEQUENT EVALUATION each six (6) semesters thereafter
 3. Temporary faculty are encouraged to collect self-conducted student evaluations each semester regarding the effectiveness of the performance of their Student Contact activities. Adjunct faculty are also encouraged to participate in the peer consultation activities available at SRJC. It is the responsibility of Santa Rosa Junior College to inform and support adjunct faculty in their efforts to improve their instructional skills. Descriptions of these activities shall be available to all faculty.
- B. **Purpose:** Evaluation of temporary faculty at Santa Rosa Junior College aims at ensuring the highest quality of teaching and allied work by providing a regular, meaningful assessment of a faculty member’s performance in Student Contact activities. (See Article 17 of the AFA/District Contract for the complete Job Description.)
- C. **Faculty Development:** This process encourages faculty development through:
1. Regular student feedback,
 2. Increased self-awareness,
 3. Formal, directed conversations with colleagues, and
 4. The optional setting of goals for professional growth.
- D. **Effectiveness:** It focuses on instructional and allied faculty effectiveness by promoting the exploration and practice of varied and appropriate instructional and allied activities.

- E. **Dialogue:** The importance of dialogue and interaction among faculty members cannot be over emphasized.
- F. **District Coordination Responsibilities:** It is the responsibility of the District to coordinate the evaluation process by:
1. Providing oversight to the process, including publishing of timelines and enforcement of timelines;
 2. Notifying the Department Chair of temporary faculty status within the six-semester cycle, by providing a list at the start of the academic year that the Department Chair will correct and re-submit to the Office of Academic Affairs;
 3. Notifying temporary faculty of the required evaluations following the receipt of the corrected list from Department Chairs;
 4. Distributing all materials needed for the evaluation process; and
 5. Collecting all required evaluation documents and placing them in the personnel files.
- G. **Department Chair Responsibilities:** It is the responsibility of the Department Chair to:
1. Review the temporary faculty list sent by Academic Affairs for accuracy, and revise as needed to allow faculty to be notified by Academic Affairs.
 2. Conduct the evaluation, or, appoint an evaluator.
 3. Maintain the department rotation list in current status.
 - a. Each department at Santa Rosa Junior College must develop a fair and reasonable process for establishing the rotation list. The process must be determined after discussion at a regular department meeting at which adjunct faculty are invited to participate.
 - b. When approved by the regular and adjunct faculty of a department an individual department may choose to include consenting adjunct faculty on the rotation list.
 - c. The department's rotation list process for assignment to evaluation duties must be filed with the Office of Academic Affairs. Modifications to an established process must be determined after discussion at a regular department meeting at which adjunct faculty are invited to participate and filed with the Office of Academic Affairs.
- H. **Temporary Faculty Member Responsibilities:** It is the responsibility of the temporary faculty member to provide evaluation materials when requested by the Department Chair. This material includes both required and optional portions as follows:
1. **Required:** A teaching or allied schedule, and current syllabi, if applicable.
 2. **Optional:** A Faculty Statement, which may include any or all of the following:
 - a. A statement of teaching philosophy;
 - b. Identification of strengths and areas for improvement to which the faculty member would like to pay particular attention during this evaluation process;

- c. Identification of specific professional development goals; and,
 - d. A current curriculum vitae.
3. **Optional:** The temporary faculty member may also forward other relevant material for review, such as sample assignments, copies of publications, certificates of in-service training, etc.
- I. **Confidentiality of Evaluation Procedure:** All aspects of any evaluation procedure shall be treated with confidentiality by each participant.
- J. **Copy of Policy:** Temporary faculty shall receive a copy of this policy from the District upon initial employment.
- K. **More Frequent Evaluations:** This process does not preclude more frequent evaluations, especially if a problem is observed. In that instance, mutual and positive efforts are extended by the evaluating parties to remediate the difficulties.
- L. **Deviation from Timelines:** Any requests for deviations from the timelines outlined in this portion of the evaluation procedures must be submitted in writing, signed by the Evaluation Team and the evaluatee, to the academic administrator prior to the deadline.

14B.02 FIRST YEAR EVALUATION: EVALUATOR OBSERVATION

- A. **Calendar for Evaluator Observation:** NOTE: for one-year terms of employment this process may extend to the end of the second semester. The deadlines established shall apply to that second semester.
1. End of 1st week, of Fall semester only: The Office of Academic Affairs distributes temporary faculty evaluations list to Department Chairs for review and corrections.
 2. End of 2nd week, of Fall semester only: Department Chairs submit corrected list to the Office of Academic Affairs.
 3. End of 4th week: The Office of Academic Affairs notifies temporary faculty of the required evaluation.
 4. End of 5th week: Department Chair requests evaluation materials from temporary faculty member.
 5. End of 6th week: Evaluator schedules date for observation.
 6. End of 13th week: Observation visit completed.
 7. End of 14th week: Administer (if not previously done) and summarize student evaluations.
 8. End of 15th week: Evaluator to complete Observation Report and meet with the temporary faculty member to discuss the results of the evaluation, temporary faculty member signs report.
 9. End of 15th week: Complete evaluation documents submitted to Department Chair.
 10. End of 16th week: Department Chair submits evaluation documents to the academic administrator.

- B. Who Will Evaluate:** The Department Chair will evaluate an temporary faculty member within the first two (2) semesters of employment. When schedules and/or distance do not facilitate Department Chair involvement, the evaluation may be conducted by the coordinator of the off-campus site, an academic administrator, or a Discipline Peer. This person shall be designated as the “Evaluator” by the Department Chair. Any substitution shall be approved by the Department Chair. In no case will an adjunct or temporary faculty member be the sole evaluator for another faculty member.
- C. Evaluator Responsibilities:** The Evaluator will:
1. Request the submission of evaluation material from the temporary faculty member prior to the end of the fifteenth week of the semester.
 2. Observe at least one Student Contact activity after prior notification and consent of the faculty member. This observation visit shall be scheduled prior to the end of the 13th week of the semester. A meeting with the temporary faculty member prior to the observation visit is recommended to discuss the process and review material submitted by the temporary faculty member.
 3. Administer and summarize student evaluations at the time of the observation visit, or not later than the end of the 14th week of the semester, using the approved forms.
 4. Complete the Temporary Faculty Observation Report and meet with the temporary faculty member to discuss the report prior to the end of the 15th week of the semester.
 5. Submit the Observation Report to the academic administrator prior to the end of the 16th week of the semester.
- D. Observation Report:** The Temporary Faculty Observation Report must reach one of the following conclusions about the faculty member’s overall performance as an temporary faculty member of Santa Rosa Junior College:
1. Excellent: Exceeds most performance criteria and standards.
 2. Good: Exceeds many performance criteria and standards.
 3. Satisfactory: Meets all performance criteria and standards.
 4. MINOR Improvement Needed: Fails to meet one, or a few, performance criteria and standards; specific area(s) needing improvement must be identified. (See 14A.06.I.)
 5. MAJOR Improvement Needed: Fails to meet performance criteria and standards in many areas, or has a specific area of particular concern; specific area(s) needing improvement must be identified. (See 14A.06.I.)
 6. Note: if MAJOR Improvement Needed is a likely conclusion to the evaluation process, particularly if it concerns a matter of egregious Student Contact, the Team is urged to conclude the evaluation process prior to the final deadline, as soon as is practical.

- E. **Improvement Needed:** In the case of an assessment “Minor” or “Major Improvement Needed,” specific areas needing improvement may be identified in the written portion of the Observation Report. In addition, the Evaluator may recommend a choice of activities for improvement. These could include, but are not limited to, peer consultation, course work, or in-service activities.
- F. **Follow-up Evaluations:** If the temporary faculty member is re-employed following the assessment of “Minor” or “Major Improvement Needed,” the Evaluator will complete an additional evaluation by the end of the semester following the initial evaluation. At that time the Evaluator will submit a second Temporary Faculty Observation Report.
- G. **Recommendation for Growth:** The Evaluator may include recommendations for continued growth in the written portion of any Observation Report.
- H. **Discussion of Observation Report:** Following the observation visit, the Evaluator must set a date for discussing the written Observation Report with the faculty member. The discussion of the report shall be completed prior to the end of the 15th week of the semester. Following the discussion, the faculty member signs the report. The signature acknowledges discussion of, but not necessarily agreement with the final report. The faculty member shall have ten (10) working days in which to submit a response for inclusion with the Evaluator’s Observation Report.
- I. **Permanent Record:** The Evaluator’s Observation Report, and any response, becomes a part of the permanent faculty portfolio in the faculty member’s personnel file.
- J. **Personnel Files:** Santa Rosa Junior College observes Education Code Section 87031, which reads:

“Information (in the personnel file) of a derogatory nature...shall not be entered or filed unless and until the employee is given notice and an opportunity to review and comment thereon. An employee shall have the right to enter, and have attached to any such derogatory statement, his own comments thereon. Such review shall take place during normal business hours, and the employee shall be released from duty for this purpose without salary reduction.” The faculty member shall have ten (10) working days in which to submit a response for inclusion in the file.

14B.03 SUBSEQUENT EVALUATION

- A. **Frequency of Evaluations:** Once every six (6) regular semesters following the initial evaluation in a department, the temporary faculty member will be re-evaluated in a subsequent Evaluator observation.
- B. **Calendar for Evaluator Observation**
 - 1. End of 1st week, of the Fall semester only: The Office of Academic Affairs distributes temporary faculty evaluations list to Department Chairs for review and corrections.
 - 2. End of 2nd week, of the Fall semester only: Department Chairs submit corrected list to the Office of Academic Affairs.

3. End of 4th week: The Office of Academic Affairs notifies temporary faculty of the required evaluation.
 4. End of 5th week: Department Chair requests evaluation materials from temporary faculty member.
 5. End of 6th week: Evaluator schedules date for observation.
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 8. End of 15th week: Evaluator to complete Observation Report and meet with the temporary faculty member to discuss the results of the evaluation; temporary faculty member signs report.
 9. End of 15th week: Complete evaluation documents submitted to Department Chair.
 10. End of 16th week: Department Chair submits evaluation documents to the academic administrator.
- C. **Who Will Evaluate:** The Department Chair (or Program Director if there is no Department Chair) will evaluate the temporary faculty member. When schedules and/or distance do not facilitate Department Chair involvement, the evaluation will be conducted by the coordinator of the off-campus site, an academic administrator, or a Discipline Peer. This person shall be designated as the “Evaluator” by the Department Chair. Any substitution shall be approved by the Department Chair. In no case will an adjunct or temporary faculty member be the sole evaluator for another faculty member.
- D. **Procedure:** The procedure for evaluation shall follow steps outlined in paragraphs 14B.2.C through 14B.2.J above.