

# Article 14C: Adjunct Faculty: Probationary Evaluations 1 & 2

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“ADJUNCT FACULTY” means faculty paid on an hourly basis who are employed at 60 per cent or less of a full-time equivalent workload. Their employment is contingent on the availability of assignments and needs of the District. They are employed from semester to semester with no continuing employment rights.

## **14C.01 INTRODUCTION**

- A. Frequency of Evaluations:** This evaluation process consists of three main components:
1. Initial Probationary Evaluation: Adjunct faculty shall be evaluated within the first two (2) semesters of employment, or summer sessions if that is the sole period of employment (see paragraph 14C.02), in any department.
  2. Second Probationary Evaluation: Adjunct faculty shall be evaluated in semester five of employment, or summer session five if that is the sole period of employment, in any department (see paragraph 14C.03).
  3. Continuing Evaluations: Thereafter evaluation shall be at least once every six (6) regular semesters, or summer sessions if that is the sole period of employment (see paragraph 14C.04), in any department. (Ed Code Section 87663a)
  4. Note: Retired regular faculty performing an adjunct assignment: In the event that a retired regular faculty member accepts an adjunct assignment following retirement, the following arrangements should be made for evaluations:
    - a. No more than six semesters of paid service to the District may elapse from the date of the last evaluation of the retiree as a regular faculty member and the first one as an adjunct faculty member.
    - b. A retired faculty member will need to reapply for an adjunct position following a break in service greater than two years (as they are no longer in the adjunct faculty pool). At that point, the adjunct faculty position would be considered a "new" assignment and require the full probationary evaluation process.
- B. Purpose:**
1. Evaluation of adjunct faculty at Santa Rosa Junior College aims at ensuring the highest quality of teaching and allied work by providing a regular, meaningful assessment of an instructor's performance in Student Contact activities. (See Article 17: Job Description, paragraph 17.02 for a complete description.)
  2. Adjunct 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.

- 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 adjunct 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 adjunct faculty of the required evaluations following the receipt of corrected lists 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. Initial Probationary Evaluation: Conduct the evaluation or appoint the Discipline Peer.
  2. Second Probationary Evaluation: Appoint the department-peer evaluator and any additional peers from the Departmental Rotation List following the procedures established in Article 14A.03 – 14A.10, and convene the Evaluation Team.
  3. Continuing Evaluations: Appoint the department-peer evaluator and any additional peers from the Departmental Rotation List following the procedures established in Article 14A.03 – 14A.10, and convene the Evaluation Team.
- H. **Adjunct Faculty Member Responsibilities:** It is the responsibility of the adjunct faculty member to provide evaluation materials when requested by the Department Chair, or Team 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 adjunct 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. All evaluation materials will be handled by the Human Resources Department in a confidential manner, as described in Article 20, paragraph 20.02.
  - J. **Copy of Policy:** Adjunct 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. **Deviations from Timeline:** 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.
  - M. **Temporary Faculty:** Adjunct faculty members who serve as temporary faculty shall be required to undergo the first-year evaluation. Subsequent evaluations will occur on a six-semester basis from the last evaluation.

## **14C.02 INITIAL PROBATIONARY EVALUATION: EVALUATOR OBSERVATION**

### **A. Calendar for Evaluator Observation**

1. End of 1st week, Fall semester only: The Office of Academic Affairs distributes adjunct faculty evaluations list to Department Chairs for review and corrections.
2. End of 2nd week, 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 adjunct faculty of the required evaluation.
4. End of 5th week: Department Chair requests evaluation materials from adjunct 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 adjunct faculty member to discuss the results of the evaluation, adjunct 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 — Initial Evaluation:**

1. Selection of the evaluators for adjunct faculty will follow one of two methods: for the first evaluation in any department within which the adjunct faculty member has an assignment, the evaluator shall be appointed by the Department Chair, and shall either be a Discipline Peer or the Department Chair. In no case will a temporary or adjunct faculty member be the sole evaluator for another faculty member.
2. With the prior agreement of the Supervising Administrator, a Department Chair may offer any probationary faculty member in Year 2, 3 or 4 of the Tenure Review process the opportunity to serve as an evaluator for an adjunct faculty evaluation. The probationary faculty member may accept or decline this offer without prejudice. This practice shall be in effect until the new evaluation procedures are established. The only exception to this arrangement will be if a probationary faculty member has an assignment that required 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.

**C. Evaluator Responsibilities:** The Evaluator will:

1. Request the submission of evaluation material from the adjunct faculty member prior to the end of the fifth 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 adjunct faculty member prior to the observation visit is recommended to discuss the process and review material submitted by the adjunct 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 *Adjunct Faculty Observation Report* and meet with adjunct 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 *Adjunct Faculty Observation Report* must reach one of the following conclusions about the faculty member's overall performance as an adjunct 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:**
1. In the case of an assessment of "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.
  2. Adjunct rehiring 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.E.4.)
  3. Evaluatee Assistance: The District and the Team will make every effort to assist and support the faculty member in achieving needed improvement.
- F. **Follow-up Evaluations:** If the adjunct faculty member is re-employed following the assessment of "Minor" or "Major Improvement Needed," a Follow-up Evaluation is required and shall be conducted according to the provisions of paragraph 14A.08.E.4.
- 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 shall sign 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 File:** 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 instructor shall have 10 working days in which to submit a response for inclusion in the file.
- K. **Direct Knowledge Report:** The Department Chair, and/or the Supervising Administrator may submit a written *Direct Knowledge Report* completed according to the provisions of paragraph 14A.08.J.

**14C.03 SECOND PROBATIONARY EVALUATION:** In semester five (5), or summer session five, if that is the sole period of employment in any department, the adjunct faculty member will be re-evaluated according to the procedures established in Article 14A.03 – 14A.10.

#### **14C.04 CONTINUING EVALUATIONS**

- A. **Procedure:** The provisions of Article 14A.03 – 14A.10 shall be implemented for all continuing evaluations for adjunct faculty who successfully complete the initial and second adjunct probationary evaluations.
- B. **Follow-up Evaluation Procedure:** NOTE: This provision does NOT apply to the “Follow-Up” evaluations that occur in the next working semester immediately after a less than “Satisfactory” evaluation is received. See paragraph 14.A.08.E.4.

#### **14C.05 ADDITIONAL EVALUATIONS**

- A. **Procedure:** In the event that the department decides that there is cause for an evaluation in addition to the initial and second probationary evaluation or in addition to the six-semester continuing evaluation cycle, the complete continuing evaluation process is required as identified in 14A.03 – 14A.10.
- B. **Follow-up Evaluation Procedure:** NOTE: This provision does NOT apply to the “Follow-Up” evaluations that occur in the next working semester immediately after a less than “Satisfactory” evaluation is received. See paragraph 14.A.08.E.4.

**14C.06 OVERDUE ADJUNCT FACULTY EVALUATIONS:** In order to respond in a timely manner to the recommendation of the *Accreditation Report*, SRJC needs to address the backlog of overdue adjunct evaluations. The District and AFA agree that, for one cycle only, in order to expeditiously complete the outstanding adjunct evaluations, the following procedure and process will be adopted:

**A. Procedure:**

1. Departments with up to ten evaluations overdue: Complete the evaluations in the first semester of employment starting with Spring 2004. All evaluations due no later than the end of the semester of next employment, Spring 2004 or Fall 2004.
2. Departments with more than ten adjunct evaluations overdue: Prepare a plan that will result in the completion of all evaluations no later than the end of Spring 2006. Spread the required evaluations over the entire time period, with a minimum of five per semester.

**B. Process:**

1. The administration of student evaluations to every student in each of the classes taught by the adjunct faculty member in the semester the evaluation is scheduled to occur.
2. In cases where an external agency evaluation has occurred (for example, the POST evaluation in the Criminal Justice Program), if the agency will permit the District to retain a copy of that evaluation, and if DTREC approves the form used, then that shall count as satisfaction of the overdue evaluation. In the future, with DTREC approval, the agency form may be acceptable for the required adjunct faculty evaluations.
3. Review of the student evaluation materials by the Department Chair and Supervising Administrator.
4. Sign-off by the adjunct evaluatee, Department Chair, and Supervising Administrator. The Department Chair and/or Supervising Administrator may designate the necessity of an additional evaluation based on their assessment of the Student Evaluations, or due to direct knowledge.
5. In the event that an additional evaluation is required, the Continuing Evaluation process will be followed, see paragraphs 14C05.

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