

Code §87477, §87478, §87480, §87481, §87482, §87604, §87605, §87608(b) or §87608.5(b), and is generally meant to refer to full-time faculty members who are tenure track but have not yet achieved tenure.

A "regular faculty member" means a member of the bargaining unit who is employed on a regular basis in accordance with the provisions of California Education Code §87608(c), §87608.5(c) or §87609(a), and is generally meant to refer to full-time faculty members who have achieved tenure.

A "categorically funded faculty member" means a member of the bargaining unit who is employed on the basis of an agreement between the faculty member and the Board of Trustees in accordance with the provisions of California Education Code §87470.

An "academic year" means that period of time beginning on the first day of a fall semester and ending on the last day of the following spring semester.

An "administrative evaluator" means the Vice President for Academic Services, the Vice President for Student Services, as appropriate, or an appropriate Academic Administrative designee, such as the academic Dean of the area in which the faculty member works.

A "peer evaluator" means any regular faculty member who is selected by the person being evaluated to complete an evaluation of the unit member.

10.2 General

All information and materials related to the evaluation process shall remain confidential.

Evaluation forms currently in use at the time this agreement goes into effect shall continue to be used for the duration of this agreement and can be found in Exhibit D to this agreement.

The unit member shall have the right to be accompanied by a representative of his/her choice at any evaluation conference.

Matters of substance in a unit member's evaluation shall not be subject to the grievance procedure in this agreement.

10.3 Frequency of Evaluation

Contract faculty members and categorically funded faculty members shall be evaluated in accordance with the criteria and procedures enumerated in Articles 10.4 and 10.5 at least once in each academic year.

Regular faculty members shall be evaluated in accordance with the criteria and procedures enumerated in Articles 10.4 and 10.5 at least once in every three (3) academic years.

Contract faculty
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evaluated in accordance with the criteria enumerated in Article 10.4 and with the procedures enumerated in Article 10.6 at least once in their employment as full-time temporary faculty.

All contract faculty members employed in a position designated by the District as through §87609 shall be evaluated during the first years of their employment according to the policies, criteria, and procedures enumerated in Article 11 - Tenure Review Procedure of this agreement, rather than this article, until they attain the status of regular faculty members.

The Vice President for Academic Services or the Vice President for Student Services, as appropriate, shall maintain the master calendar of when all regular, contract and categorically funded faculty members are due to be evaluated.
(Ed. Code §87663)

10.4 Evaluation Criteria

The unit member shall be evaluated based upon the following criteria.

success; should respect the opinions and concerns of the students; should be willing and available to assist students; and should be responsive to the educational and individual needs of students by exhibiting awareness of, and sensitivity to, the diversity

10.5 Evaluation Procedure

10.5.1

The completed evaluations will be reviewed by the area dean and area Vice President and given to the teaching unit member after final grades are submitted, but no later than the end of the first week of the following semester.

10.5.6.2 Non-Teaching Faculty Member

Each semester non-teaching faculty members shall distribute anonymous evaluations to all students and/or other individuals served during a three (3) week date range assigned by the area dean or administrator after conferring with the unit member.

The unit member will be responsible for distributing the evaluation forms to the students/individuals, providing a setting in which confidentiality and anonymity are ensured.

The area dean shall ensure the placement of a secure collection box away from the non-
evaluations at the end of the following

The post-observation conference shall take place within twenty (20) workdays of the observation visitation. Within fifteen (15) workdays of the observation visitation, the evaluators shall submit to the unit member being evaluated a copy of the completed observation evaluation forms which may include any extemporaneous notes taken during the observation visitation, and a copy of the evaluation of professional duties.

The purpose of the evaluation process is the improvement of instruction, regardless of whether the unit member employed under a full-time temporary contract is seeking a permanent teaching position with the District.

10.6.2 Procedure

Any unit member who is employed under a full-time temporary contract for one semester shall be evaluated during that semester. Unit members employed under a full-time temporary contract for a full academic year shall be evaluated in at least one of the two semesters employed.

The appropriate academic area leader or designee shall conduct evaluations. Designees are limited to those available, regular faculty members in the discipline or in a related discipline of the unit member being evaluated.

10.6.2.1 Pre-Observation Conference

The evaluator shall contact the unit member to be evaluated as early in the semester as possible. The unit member to be evaluated shall have the option as to whether or not to meet with the evaluator in a pre-observation conference. If the conference is held, its purpose shall be to discuss the criteria and procedures of the evaluation, the time and conditions of the observation visitation, and the time of the post-observation conference.

Regardless of whether at the election of the unit member being evaluated, the pre-observation conference is or is not held, the time of the observation visitation and the time of the post-observation conference shall be set by mutual agreement of the unit member and the evaluator at their convenience.

10.6.2.2 Observation Visitation

Observation visitations normally will be for periods of sixty (60) minutes; however, the period of time of an observation visitation may be shortened or lengthened by the mutual agreement of the unit member and the evaluator.

In that the purpose of evaluation is the improvement of instruction, positive instructional features observed during the observation visitation should receive as much, if not more, emphasis than negative features. The evaluator should complete the evaluation forms during or immediately following the observation visitation.

At the conference, the evaluator and the unit member may agree to changes to what has been written on the evaluation forms, in which case they shall be re-drafted and re-submitted to the unit member within five (5) workdays of the post-observation conference.

The unit member shall sign and return to the evaluator the final evaluation forms within five (5) workdays of the date they were submitted to the unit member.

10.6.2.7 Conclusion of the Evaluation

A copy of all final signed evaluation documents shall be given to the unit member, and a copy shall be placed in the unit member's personnel file, excluding any student evaluations, by no later than the last day of the academic semester in which the evaluation took place. The unit member and the administrative evaluator may extend this deadline by mutual consent.

All documents placed into the policies and procedures of this article and of Article 3 of this agreement.

10.6.3 Reservations & Limitations

If the evaluation is to be conducted while an active search is underway to fill the position being temporarily filled by the unit member being evaluated and the unit member being evaluated is a candidate for the full-time permanent position:

1. the evaluator cannot be serving on the screening/search committee;
2. the evaluation itself cannot be considered by the screening/search committee. If the unit member so chooses, s/he may request a letter

2. the Individual Tenure Review Committee, once formed, shall review the evaluation(s) made during the semester(s) the unit member was employed under a full-time temporary faculty contract. As noted in Article 11 of this Agreement, members of the Individual Tenure Review Committee s process and treat evaluations and the reviews of members as private

10.7 Evaluation of Faculty Teaching Online Courses

The goal of the online course evaluation process is to ensure that the online courses being taught are similar in scope, quality, and requirements as the same courses taught in a traditional format. Further, the evaluation is meant to develop the skills of online instructors and for the methods, techniques, and best practices in online instruction to be shared among peer faculty members. To that end, the online evaluation process is designed primarily to review and improve the online course delivery and content. However, for teaching faculty members who regularly teach online courses as part of their teaching load, the online course evaluation should be used by the evaluation team as an additional peer review of teaching in the contract, regular or tenure review facets of faculty evaluation, though it may not take the place of the formal classroom observations as described in Articles 10 and 11 of this agreement. If an online course is chosen for evaluation, at least one evaluator must have experience/training in online course teaching/evaluation.

District administrative officers have the same rights to informal review of online instruction as they possess for traditionally delivered instruction.