

SIDE LETTER OF AGREEMENT

The Association and the District agree to revisions of Article 19: Evaluation, as attached. The substantive changes include additions to the Definitions section (19.1), amendments to the On-Line evaluation, Section 4 (19.17), the addition of Evaluation of Special Non-Tenure Track Faculty, Section 5 (19.17).

It is agreed:

Date: 11-9-06

FOR THE DISTRICT

FOR THE ASSOCIATION

Ron Martinez
Ron Martinez, Chief Negotiator

Patt McDermid
Patt McDermid, Chief Negotiator

ARTICLE 19: EVALUATION

Definitions

Evaluee

The person being evaluated.

Tenured Faculty Member

A full-time faculty member who is a permanent employee of the District. Tenured faculty are evaluated under section 19.3 of the agreement.

Non-Tenured Faculty Member

Non-tenured faculty are tenure-track faculty employed pursuant to Education Code sections 87608 (first contract), 87608.5 (second contract), or 87609 (third contract). Non-tenured faculty are evaluated under section 19.7 of the agreement.

Special Non-Tenured Faculty Member

A special non-tenured faculty member is a full-time or part-time faculty member who is not a permanent employee of the District, including, but not limited to, faculty members hired pursuant to Education Code sections 87470, 87477, 87487, 87480, 87481, 87482, 87608, 87608.5 or 87609. All faculty employed under these conditions are sections is hired on an annual, semester-or-less contract basis and may be evaluated according to Section 19.17 of this agreement if an evaluation is required pursuant to the agreement.

Part-Time/Overload Faculty Member

A part-time faculty member is one who has been hired pursuant to Education Code section 87482.5. Part-time faculty members shall be evaluated in accordance with Section 19.14 of this agreement. Overload faculty members are full-time faculty members who are teaching or providing services beyond their contractual obligations in excess of a 100% load. Faculty in this category shall be evaluated in accordance with section 19.15 of the agreement.

On-line Faculty Member

On-line faculty members are those who provide on-line instruction. Faculty in this category shall be evaluated in accordance with section 19.17 of the agreement.

Appropriate Educational Administrator

One of the following: Vice President of Educational Programs & Services, Associate Vice President-Student Development and Services, Dean, Associate Dean, Associate Vice President-Human Resources, whoever is the evaluatee's first line supervisor.

Designee

A contract faculty member with related subject matter expertise. For purposes of this definition, a contract faculty member is a full-time tenured or a full-time non-tenured faculty member in his/her 3rd or 4th year of employment with a satisfactory evaluation.

Tenure Review Committee

The "Tenure Review Committee" for non-tenured faculty shall be comprised of the evaluatee as a non-voting member, the appropriate Educational Administrator, and two full-time tenured faculty peers.

Division Peer Evaluator

A tenured faculty member from within the evaluatee's division.

Non-division Peer Evaluator

A tenured faculty member from outside the evaluatee's division.

Resource Person

An individual with subject matter expertise who can assess and evaluate the knowledge, skills, and abilities of the evaluatee in the discipline(s), program(s), or service(s).

Selection Process

The method by which the division and non-division peers are selected to serve on the Evaluation Committee for either tenured or non-tenured faculty.

Classroom Visitation

The observation of the evaluatee's performance in the classroom by a tenured faculty member or an appropriate Educational Administrator.

Service Visitation

The observation of the evaluatee's performance during the delivery of educational support services.

Joint Review Committee

Consists of the Associate Vice President-Human Resources and one tenured faculty member appointed by SCFA and a third member jointly selected by the SCFA appointee and the Associate Vice President-Human Resources.

Section 1: Evaluation of Tenured Faculty

Purposes of Evaluation

The purposes of evaluation of tenured faculty are:

1. To recognize and acknowledge good performance.
2. To enhance performance.
3. To help tenured faculty to further their own growth.
4. To identify and document less than satisfactory performance and initiate Phase Two evaluation.

Evaluation Committee For Tenured Faculty Evaluations

Composition of Evaluation Committee:

Evaluee (non-voting member)

One (1) division peer evaluator (voting)

One (1) appropriate Educational Administrator (voting)

One (1) resource person (optional and non-voting)

Schedule of Evaluation for Tenured Faculty Evaluations

Tenured faculty will be evaluated, as required by California Education Code, once every three (3) academic years.

Evaluation schedules, timelines, and the list of evaluators will be developed by the EP&S Office.

The appropriate Educational Administrator shall notify all evaluees of the evaluation procedures and of deadlines for submission of materials.

The evaluation may be scheduled for either the Fall or Spring semester of the evaluation year.

Evaluation Responsibilities

The evaluation of tenured faculty shall be conducted by the Evaluation Committee. The evaluation Committee shall keep minutes of meetings.

In the event the evaluatee or any member of the Evaluation Committee delays or prevents any element of the evaluation process to take place (e.g. failure to attend meetings or to perform required tasks as well as items noted in this section), the Evaluation Committee may proceed with the process. The appropriate Educational Administrator serving on the Evaluation Committee shall be responsible for keeping the minutes.

Even if the Evaluation Committee is unable to perform any requirements of the evaluation process (such as conducting classroom visitations or service visitations; obtaining surveys; receiving the self-evaluation forms; due to lack of cooperation from the faculty member under review, the evaluation will be considered complete based on the information available.

Phase One Evaluation Process—Tenured Faculty Evaluation

Step 1: Evaluation Committee Selection Process

One division peer shall be a faculty member with appropriate subject matter expertise, if at all possible.

The division peer evaluator will be selected by the Joint Review Committee with input from the evaluatee and the appropriate Educational Administrator. The division peer shall serve for the duration of the evaluation process.

The non-division peer evaluator is selected from a rotating pool of tenured faculty members who participate in order of seniority. The evaluatee and appropriate Educational Administrator each are allowed one peremptory challenge on the selection of a non-divisional peer.

When appropriate, the Evaluation Committee may bring in a resource person who serves as a non-voting member of the Evaluation Review Committee to advise the Evaluation Committee and verify the evaluatee's expertise in the discipline.

If any committee member is unable to serve for the duration of the process, he/she will be replaced by the Joint Review Committee.

Step 2: Initial Meeting of Evaluation Committee

The appropriate Educational Administrator shall call the initial meeting of the Evaluation Committee.

The appropriate Educational Administrator will coordinate all activities of the Evaluation Committee.

A minimum of one classroom visitation shall be conducted in a class (lecture and/or lab) taught by the evaluatee. The Evaluation Committee is responsible for determining which class is to be visited and which Evaluation Committee member will conduct the classroom visitation. The evaluatee will be advised in advance of the visitation.

There shall be student surveys in two of the evaluatee's classes. The Evaluation Committee is responsible for determining which classes are to have student surveys and which Evaluation Committee members will administer the surveys. The evaluatee will be advised in advance of the student surveys.

For special services faculty and athletic coaches, the Evaluation Committee shall agree upon an evaluation process which includes a minimum of one service visitation and surveys of students, faculty, and staff appropriate to the service provided by the evaluatee. The service visitation and surveys should be of a significant number and of a duration adequate to provide an in-depth evaluation.

The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their being performed. A minor breach of this timeline does not prejudice the outcome.

The Evaluation Committee will develop a timeline for the evaluation process with the evaluatee.

Step 3: Classroom Visitation or Service Visitation

The classroom visitation will be at least 40 minutes in duration. A Classroom Visitation Form will be completed by the visiting Evaluation Committee member.

Each service visitation will be at last 30 minutes in duration. A Service Visitation form will be completed by the visiting Evaluation Committee member.

Step 4: Surveys

The committee determines the content of any optional items of the Student Survey Form. Student surveys will be administered in two classes by the Evaluation Committee members. The evaluatee will leave the classroom prior to the administration of the student surveys.

Student Service surveys and/or other appropriate surveys will be administered to the number of students or appropriate people as determined by the Evaluation Committee. Students and staff will complete the appropriate forms and/or surveys. The forms will be developed by each category of special services faculty and athletic coaching in conjunction with the appropriate Educational Administrator and approved by the District and SCFA negotiation teams.

The Faculty Manual of Evaluation Forms shall be kept separate from the contract by the Associate Vice President-Human Resources. All of these forms shall include lines for the evaluatee to sign after the evaluation thereby indicating awareness of the purposes and contents of each form.

One copy of the results of the surveys (e.g., computer tally sheets and transcribed, unedited comments) shall be given to the evaluatee.

Step 5: Self-Evaluation Forms

The evaluatee shall complete the appropriate Faculty Self-Evaluation Forms. The evaluatee may use the results of the student surveys (computer tally sheets and student comments) as a basis for completing the Faculty Self-Evaluation Forms.

Step 6: Committee Meetings and Draft Committee Report

The evaluatee and Evaluation Committee members shall meet to discuss all evaluation results (classroom visitation or service visitation, surveys, self-evaluation forms).

The Evaluation Committee members shall draft the Evaluation Committee Report-Tenured Faculty.

Step 7: Committee Report-Evaluation of Tenured Faculty

The appropriate Educational Administrator shall prepare the Final Evaluation Committee Report-Tenured Faculty and submit the report to the evaluatee and Evaluation Committee for signatures.

Supporting documents for the Evaluation Committee Report-Tenured Faculty shall include:

- Self-Evaluation Forms
- Surveys (computer tally sheets and transcribed unedited comments)
- Classroom Visitation or Service Visitation Forms

The Faculty Evaluation Manual shall be kept separate from the contract by the Human Resources Office but is included in this process. All forms shall include a line for the evaluatee to sign after the evaluation thereby indicating awareness of the purpose and content of each form.

Step 8: Evaluatee's Statement of Exception

The evaluatee may attach to the Evaluation Committee Report-Tenured Faculty a written statement of exception of any specific portion or all of the report.

Step 9: Personnel File

The following documents shall be kept in the personnel file:

- Evaluation Committee Report,
- Self-Evaluation Forms,
- Visitation Forms,
- Surveys (computer tally sheets and transcribed comments),
- Evaluation Committee minutes.

Phase Two Evaluation Process—Tenured Faculty Evaluation

If a faculty member's performance is rated as needing further evaluation by the Evaluation Committee, the Joint Review Committee shall be informed. The Joint Review

Committee, after meeting with the Evaluation Committee and evaluatee, may place the evaluatee in a Phase Two evaluation for the following year.

Phase Two will be the same process used for first-year non-tenured faculty.

Disputes

The result of the evaluation process is not a matter for grievance.

Schedule of Evaluations for Tenured Faculty

Tenured faculty shall undergo a full evaluation in accordance with all of the provisions of this section in the third year after granting of tenure. The 10th and 13th years of service shall be by abbreviated process. The 16th year of service shall be by all the provisions of this section. The abbreviated process will then be used in the 19th and 22nd years of service. Should tenure be granted prior to the fourth year, the subsequent evaluation process schedule will be adjusted as appropriate.

Abbreviated Process for Evaluation of Tenured Faculty

The appropriate Educational Administrator shall select an in-division tenured faculty peer. This peer, with the cooperation of the evaluatee, shall be responsible for the completion of Surveys, Self-Evaluation Form, Evaluation Committee Report and Statement of Exception. Either the faculty peer or appropriate Educational Administrator may request that the Joint Review committee return to a full evaluation at any time.

If a faculty member's performance is rated as needing further evaluation, the Joint Review committee shall be informed. The Joint Review Committee, after meeting with the peer evaluator and evaluatee, may place the evaluatee in a Phase Two evaluation for the following year.

Section 2: Evaluation Of Non-Tenured Faculty

This section is effective for all full-time faculty currently in tenure track evaluations or employed in their first contract year subsequent to July 1, 2001.

Objectives of the Tenure Review Process

The Tenure Review Process is a continuation of the District's search, recruitment and selection process. The recommendation made to the board of Trustees to grant tenure is a more important recommendation than is the initial decision to hire. The goals of this process are to assure that those granted tenure demonstrate:

1. a breadth and depth of knowledge in their discipline.

2. effective delivery of teaching or special services.
3. a respect for students' rights and needs.
4. a commitment to participation in the shared governance process.
5. a commitment to professional growth.
6. a sensitivity to individual differences and cultural and ethnic diversity.

Recommendations to the Board of Trustees for granting tenure in the Sierra College District shall be made primarily on the basis of the review conducted under the provisions of this article. In addition to determining whether the above goals have been met, the purposes of this process are:

1. to recognize and acknowledge good performance.
2. to help faculty who are performing satisfactorily to further their own growth.
3. to identify areas of weakness and assist non-tenured faculty in achieving the needed improvement to meet the tenure objectives.
4. to document less than satisfactory performance.
5. to allow for the non-renewal of non-tenured faculty.

Scheduling of Tenure Review

The Tenure Review Process begins in the Fall Semester. The Tenure Review Committee may schedule tenure review activities in any semester throughout the tenure review period.

A list of evaluatees and the list of non-division peer evaluators will be developed by the Human Resources Office.

Non-tenured faculty will be reviewed each year through the tenure evaluation process.

The appropriate Educational Administrator shall notify the evaluatee of the review process and deadlines for submission of materials.

An attempt shall be made to select division or non-divisional peers who will be available for the four 4-year tenure review process. The Joint Review Committee shall have the right to remove any division or non-divisional peer committee members who are unable to complete their 4-year term or who are deemed to have acted in a manner inconsistent with the goals of evaluation as stated above. Any new faculty committee member will be selected by the Joint Review Committee with input from the evaluatee and the appropriate Educational Administrator.

Faculty employed as a first year contract employee who will not complete 75% of the school year will be a first year contract employee in the following school year. The evaluation, therefore, will commence at that time.

Tenure Review Responsibilities

The tenure review of non-tenured faculty shall be conducted by the Tenure Review Committee.

The Vice President for Educational Programs and Services may meet periodically with the Tenure Review Committee of a non-tenured faculty member to discuss the progress of the review.

The Office of Educational Programs and Services monitors the process and coordinates committee orientation and training through the Staff Development Office.

Orientation and training shall be provided by the District. It will consist, at minimum, of explaining the procedure of the tenure review process and the role of the chair and the Tenure Review Committee members, reviewing the objectives and remediation processes, reviewing the Tenure Review Committee structure and its participants, reviewing required forms and recommended timelines, and explaining the role of the Office of Educational Programs and Services. This training shall be provided for both the committee members and evaluatee. Particular emphasis will be placed on the Tenure Review Committee's obligation to provide for clear performance objectives, for the evaluatee's obligation to understand and agree to these objectives, and for the District to provide for remedial support if the evaluatee has difficulty in achieving these objectives.

These objectives shall in part be based on the evaluatee's job description as well as evaluation criteria contained in the Faculty Evaluation Manual. The objectives will have clear-cut and mutually agreed upon timelines for completion.

Should the Tenure Review Committee and the evaluatee fail to agree on the objectives or the timelines, the Joint Review Committee shall be notified and after meeting with the evaluatee and the Tenure Review Committee shall provide the objectives and timelines.

The Faculty Manual of Evaluation Forms contains the necessary forms for agreement by the Joint Review Committee and evaluatee on the specific performance objectives.

In the event the evaluatee or any member of the Tenure Review Committee delays or prevents any element of the tenure review process from taking place (e.g. failure to attend meetings or to perform required tasks as well as items noted in the next paragraph), the Tenure Review Committee may proceed with the review.

Even if the Tenure Review Committee is unable to perform any requirements of the tenure review process (such as conducting classroom visitations or service visitations, obtaining surveys, or receiving the self-evaluation forms) due to lack of cooperation from the faculty member under review, the review will be considered complete based on the information available.

Tenure Review Process

Composition of Tenure Review Committee:

- Evaluee (non-voting member)
- One (1) division peer evaluator (voting)
- One (1) non-division peer evaluator (voting)
- One (1) appropriate educational administrator (voting)
- One (1) resource person (optional and non-voting)

Step 1: Selection Process

One division peer shall be a faculty member with appropriate subject matter expertise, if at all possible.

The division peer evaluator will be selected by the Joint Review Committee with input from the evaluatee and the appropriate Educational Administrator. The division peer shall serve for the duration of the tenure review process.

The non-division peer evaluator is selected from a rotating pool of tenured faculty members who participate in order of seniority. The non-divisional peer evaluator shall serve for the duration of the tenure review process. The evaluatee and appropriate Educational Administrator each are allowed one peremptory challenge on the selection of non-divisional peer.

When appropriate, the evaluation committee may bring in a resource person to advise the committee and verify the evaluatee's expertise in the discipline and who serves as a non-voting member of the Tenure Review Committee.

If any committee member is unable or unwilling to serve for the duration of the process, he/she will be replaced by appointment of the Joint Review Committee.

Step 2: Initial Meeting

The appropriate Educational Administrator shall call the initial meeting of the Tenure Review Committee.

The chair will be the division peer evaluator. The chair will coordinate all activities of the Tenure Review committee and is responsible for reporting the progress of the review to the Educational programs and Services Office.

Classroom visitations shall be conducted in 100 percent of all the regular load classes (lecture and/or lab) taught by the evaluatee. The Tenure Review Committee is responsible for determining when classes are to be visited.

There shall be student surveys in all of the evaluatee's classes.

For special services faculty and athletic coaches, the Tenure Review Committee shall agree upon an evaluation process which includes services and classroom visitations and surveys of students, faculty and staff appropriate to the service provided by the evaluatee.

The service and classroom visitations and surveys should be of a significant number and of a duration adequate to provide an in-depth evaluation which ensures a valid tenure evaluation process. There will be a minimum of 30 Student Service surveys and 6 service visitations. There will be classroom visitations and Instructional Student surveys for any classes taught by the evaluatee.

The Tenure Review Committee determines which committee members shall complete the visitations and/or administer the surveys. A majority of the visitations shall be done by peer evaluators. The evaluatee will be advised in advance of the visitations, surveys, dates, and times.

The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their being completed. A minor breach of this timeline does not prejudice the outcome.

The Evaluation Committee shall meet with the evaluatee to draft the performance objectives for the evaluatee. The evaluatee and Tenure Review Committee shall jointly agree to the objectives. Any disputes over such objectives shall be heard and decided by the Joint Review Committee.

Step 3: Classroom Visitations or Service Visitations

Each classroom visitations will be at least 40 minutes long. A Classroom Visitation Form will be completed by each visiting Tenure Review Committee member for each class.

Each service visitation will be at least 30 minutes long. A Service Visitation form will be completed by each visiting Tenure Review Committee member for each visitation.

Step 4: Surveys

The Tenure Review Committee determines the content of any optional items on the Student Survey form. Student surveys are administered in all regular load classes. The evaluatee leaves the classroom prior to the administration of the student surveys.

Student Service surveys and/or other appropriate surveys are administered to the number of students or appropriate people as determined by the Tenure Review Committee. Students and staff complete the appropriate form and/or survey appropriate for the position. The forms are to be developed by each category of special service faculty and athletic coaching in conjunction with the appropriate educational administrator and approved by the District and SCFA negotiation teams.

Results of Surveys

One copy of the results of the surveys (computer tally sheets and transcribed, unedited comments) shall be given to the evaluatee. A second copy shall be held in the division office for review by each Tenure Review Committee member.

Step 5: Self-Evaluation Forms

The evaluatee shall complete all appropriate Faculty Self-Evaluation Forms and submit them to the chair of the Tenure Review Committee prior to the meeting during which the Tenure Review Committee Report – Evaluation of Non-Tenured faculty is drafted.

Step 6: Meeting(s); Objective(s); and Remedial Process(es)

At any stage of the process after the objectives are established, the Tenure Review Committee may meet without the evaluatee. The evaluatee shall be notified as to the purpose and outcomes of any such meetings held with the evaluatee not being present. All meetings of the Tenure Review Committee shall be documented by the keeping of minutes. The appropriate Educational Administrator serving on the Tenure Review Committee shall be responsible for keeping the minutes.

Subsequent evaluation committee meetings are for the purposes of reviewing evaluation results. Should those evaluation results be deemed at any time after unsatisfactory, it is the Tenure Review Committee's obligation to communicate this to the evaluatee in a timely fashion. The Tenure Review Committee shall then jointly meet with the evaluatee to produce a plan for remediation. This plan shall be in writing and shall have clear objectives and easily understood timelines. The District shall be notified of such a remedial plan so that it can provide appropriate educational resources to the evaluatee and the Tenure Review Committee. Should the evaluatee and the Tenure Review Committee fail to agree on a remedial plan, the Joint Review Committee shall be notified. The Joint Review Committee, after meeting with the evaluatee and Tenure Review committee, shall then determine the plan for remediation.

Step 7: Committee Report-Evaluation of Non-Tenured Faculty

The appropriate educational administrator shall prepare the Final Committee Report – Evaluation of Non-Tenured Faculty and submits the report to the evaluatee and Tenure Review Committee for signatures.

Supporting documents for the Tenure Review Committee Evaluation Report-Non-Tenured Faculty include:

- Surveys (computer tally sheets and transcribed comments)
- Survey form (appropriate to the position)
- Classroom Visitation or Service Visitation Forms
- Faculty Self-Evaluation Forms

The Faculty Evaluation Manual shall be kept separate from the contract by the Human Resources Office but is included in this process. All forms shall include a line for the evaluatee to sign after the evaluation thereby indicating awareness of the purposes and content of each form.

Step 8: Evaluatee's Statement of Exception

The evaluatee may attach to the Tenure Review Committee Report – Evaluation of Non-Tenured Faculty a written statement of exception to any specific portion of all or to the report.

Step 9: Review by Vice President

The Tenure Review Committee Report-Evaluation of Non-Tenured faculty and supporting documents are submitted to the Vice President of Educational Programs & Services for review.

Step 10: Review by President/Superintendent

The Vice President for Educational Programs and Services forwards the Tenure Review Committee Report-Evaluation of Non-Tenured Faculty and supporting materials to the President/Superintendent for review.

Step 11: Notification to the Tenure Review Committee

The President/Superintendent shall notify the Tenure Review Committee, in writing, whether he/she agrees or disagrees with the Committee Report-Evaluation of Non-Tenured Faculty.

Agreement

If the President/Superintendent agrees with the Tenure Review Committee Report – Evaluation of Non-Tenured Faculty, he/she prepares the recommendation and forwards it to the Board of Trustees.

Disagreement

If the President/Superintendent disagrees with the Tenure Review Committee Report – Non-Tenured Faculty:

The President/Superintendent and the Tenure Review Committee members shall make efforts to reach agreement. The President/Superintendent may meet with the Joint Review Committee.

Should the President/Superintendent not agree with the Tenure Review Committee's recommendation, he/she shall present his/her recommendation, with justification in writing, together with the Tenure Review committee's recommendation, to the Board of Trustees.

The Board of Trustees will make the final decision.

The President/Superintendent notifies the non-tenured faculty member of the final decision by March 15th of each year during the tenure process.

Step 12: Written Notification

The President/Superintendent shall send written notification of continued employment or termination to non-tenured faculty by registered or certified mail on or before March 15th to the most recent address on file with the District Personnel Office.

Step 13: Continuation of the Process

The Tenure Review Committee meets after March 15th of the first full academic year to determine the work schedule and tenure review activities for the remainder of the tenure

process. Evaluations of non-tenured faculty with split assignments (assignments involving different departments or divisions) may continue in the Spring Semester.

Step 14: Disposition of Review Materials

The Chair collects all materials from Tenure Review Committee members and arranges for proper disposition. All materials not required for the personnel file shall be shredded or returned to the evaluatee.

Step 15: Personnel File

The following documents shall be kept in the personnel file:

- Committee Report,
- Self-Evaluation Forms,
- Visitation Forms,
- Surveys (computer tally sheets and transcribed comments),
- Committee Minutes.

Decision for Tenure

Decisions regarding renewal of employment and granting of tenure will be made in the manner prescribed by law. However, tenure will not be granted at the end of the faculty member's first contract. For third and fourth year evaluations, the Tenure Review Committee may elect to continue according to an abbreviated process that includes the following:

- One classroom visitation conducted in a regular load class (lecture and/or lab and/or activity) taught by the evaluatee, or two service visitations.
- Student surveys in two of the evaluatee's regular load classes, or ten Student Service surveys.
- Faculty Self-Evaluation forms
- Committee Report-Evaluation of Non-Tenured Faculty

Following such review, the Tenure Review Committee may elect to return to the full tenure review process.

Should the Evaluation Tenure Review Committee elect to abandon an abbreviated process and return to a full tenure review process, the Joint Review Committee shall be notified. Such a return to a full process requires the Tenure Review Committee and evaluatee to agree to a remedial plan. Should the Tenure Review Committee and evaluatee fail to reach agreement on a remedial plan, the Joint Review Committee after meeting with the evaluatee and Tenure Review Committee will provide such a plan.

Process After Tenure is Granted

After tenure is granted, the faculty member will be evaluated in the third year following tenure and thereafter in accordance with Article 19, Section 1, Evaluation of Tenured Faculty.

Timelines

Every attempt will be made to conform to the timelines specified in this Article. Failure to meet a timeline, however, will not invalidate a determination by the District not to reemploy a non-tenured faculty member so long as the non-reemployment conforms to State law.

Disputes

The result of a non-tenured evaluation is not a matter of grievance.

Section 3: Evaluation Of Part-Time And Overload Faculty

Purpose of Evaluation

The purpose of evaluation of part-time faculty is to maintain the quality of the educational programs and services at Sierra College consistent with the evaluation criteria as outlined in the Faculty Evaluation Manual.

Scheduling of Evaluation for Part-Time and Overload Faculty

Part-time faculty shall be evaluated during the first semester of employment by the appropriate Educational Administrator or designee.

Part-time faculty shall be evaluated once every sixth semester, or more often at the discretion of the appropriate Educational Administrator.

Evaluation Process for Part-Time and Overload Faculty

The appropriate Educational Administrator or designee shall notify the evaluatee of the evaluation procedure. The evaluatee will be advised in advance of the planned evaluation date and time.

Classroom Visitation or Service Visitation

The classroom visitation will be at least 30 minutes in duration. A Classroom Visitation Form will be completed by the appropriate Educational Administrator or designee.

The service visitation will be at least 30 minutes in duration. The Service Visitation Form appropriate to the position will be completed by the appropriate Educational Administrator or designee.

Surveys

The appropriate Educational Administrator or designee determines the content of any optional items of the Student Survey Form. Student Surveys will be administered in the class(es). The evaluatee will leave the classroom prior to the administration of the Student Surveys by the appropriate Educational Administrator or designee.

Student Service Survey Forms will be administered by the appropriate Educational Administrator or designee. Students and/or staff will complete the appropriate form and/or survey. The Educational Administrator will determine the proper number of students or clients to be surveyed.

Results of Surveys

Results of the surveys (e.g., computer tally sheets and transcribed, unedited comments) shall be given to the evaluatee in a timely fashion. The evaluatee will be given a copy of the visitation form and survey results within two (2) weeks of their being performed. A minor breach of this timeline does not prejudice the outcome.

Self-Evaluation

For instructional faculty, the evaluatee shall complete the self-evaluation section of the appropriate Evaluation Report for Part-Time and Overload Faculty.

Educational Administrator Evaluation

The appropriate Educational Administrator or designee shall complete the educational administrator evaluation section of the Evaluation Report for Part-Time and Overload Faculty.

Supporting Documents

Supporting documents for the Evaluation Report for Part-Time and Overload Faculty include:

- Surveys (e.g., completed tally sheets and transcribed unedited comments)
- Classroom Visitation or Service Visitation Forms

The Faculty Evaluation Manual shall be kept separate from the contract by the Human Resources Office but is included in this process. All forms shall include a line for the evaluatee to sign after the evaluation thereby indicating awareness of the purpose and content of each form.

Evaluee's Statement of Exception

Part-Time Faculty may submit a written statement of exception to any specific portion or all of the report.

Personnel File

The completed Evaluation Report for Part-Time and Overload Faculty and supporting documents shall be maintained in the evaluatee's personnel file.

Disputes

The result of the evaluations process is not a matter for grievance.

Section 4—Online Instruction-Evaluation

Online faculty will be evaluated as are all other faculty, following an initial, one-semester term during which online faculty shall be exempt from any formal evaluation.

Notification of Evaluation by Distance Learning Committee

Evaluation visits can occur individually within a two week period. Evaluation criteria will include using course statistics to evaluate the frequency and amount of student contact. Evaluation criteria will also include communication time spent with students, response time to students, level of participation in course discussion board, quality of lectures and assessments.

Student evaluations need to be administered online in a confidential manner each semester, with results going to the evaluation team and area dean.

Specific forms for online student surveys and online faculty visitations shall be used for the evaluation process. These forms will be maintained by the Human Resources Department in its online folder, Evaluation Manual of Forms.

Section 5: Evaluation Of Special Non-Tenure Track Faculty

This section applies only to Special Non-Tenure Track Faculty evaluations.

Objectives of the Evaluation Process

The Special Non-Tenure Track Faculty Evaluation Process is a continuation of the District's search, recruitment and selection process. The goals of this process are to assure that contract renewals demonstrate:

1. a breadth and depth of knowledge in their discipline.
2. effective delivery of teaching or special services.
3. a respect for students' rights and needs.

4. a commitment to participation in the shared governance process.
5. a commitment to professional growth.
6. a sensitivity to individual differences and cultural and ethnic diversity.

Recommendations to the Board of Trustees for continued employment of Special Non-Tenure Track faculty in the Sierra College District shall be made primarily on the basis of the review conducted under the provisions of this article. In addition to determining whether the above goals have been met, the purposes of this process are:

1. to recognize and acknowledge good performance.
2. to help faculty who are performing satisfactorily to further their own growth.
3. to identify areas of weakness and assist Special Non-tenure Track faculty in achieving the needed improvement.
4. to document less than satisfactory performance.
5. to allow for the non-renewal of Special Non-Tenure Track Faculty.

Scheduling of Evaluation

The Evaluation Review Process begins in the Fall Semester. The Evaluation Committee may schedule evaluation activities in any semester throughout the review period.

A list of evaluatees and the list of non-division peer evaluators will be developed by the Human Resources Office.

Special Non-Tenure Track Faculty will be reviewed each year through the evaluation process.

The appropriate Educational Administrator shall notify the evaluatee of the review process and deadlines for submission of materials.

An attempt shall be made to select division or non-divisional peers who will be available for the review process. The Joint Review Committee shall have the right to remove any division or non-divisional peer committee members who are unable to complete their assignment or who are deemed to have acted in a manner inconsistent with the goals of evaluation as stated above. Any new faculty committee member will be selected by the Joint Review Committee with input from the evaluatee and the appropriate Educational Administrator.

Evaluation Review Responsibilities

The review of Special Non-Tenured Track Faculty performance shall be conducted by the Special Non-Tenure Track Review Committee.

The Vice President of Educational Programs & Services may meet periodically with the Special Non-Tenure Track Faculty Evaluation Committee to discuss the progress of the review.

The Human Resources Office monitors the process and coordinates committee orientation and training through the Staff Development Office.

Orientation and training shall be provided by the District. It will consist, at minimum, of explaining the procedure of the evaluation process and the role of the chair and the Evaluation Committee members, reviewing the objectives and remediation processes; reviewing the Evaluation Committee structure and its participants, reviewing required forms and recommended timelines, and explaining the role of the Office of Educational Programs & Services. This training shall be provided for both the committee members and evaluatee. Particular emphasis will be placed on the Evaluation Committee's obligation to provide for clear performance objectives, for the evaluatee's obligation to understand and agree to these objectives, and for the District to provide for remedial support if the evaluatee has difficulty in achieving these objectives.

These objectives shall in part be based on the evaluatee's job description as well as evaluation criteria contained in the Faculty Evaluation Manual. The objectives will have clear-cut and mutually agreed upon timelines for completion.

Should the Evaluation Committee and the evaluatee fail to agree on the objectives or the timelines, the Joint Review Committee shall be notified and after meeting with the evaluatee and the Evaluation Committee shall provide the objectives and timelines.

The Faculty Manual of Evaluation Forms contains the necessary forms for agreement by the Joint Review Committee and evaluatee on the specific performance objectives.

In the event the evaluatee or any member of the Evaluation Committee delays or prevents any element of the evaluation process from taking place (e.g. failure to attend meetings or to perform required tasks as well as items noted in the next paragraph), the Evaluation Committee may proceed with the review.

Even if the Evaluation Committee is unable to perform any requirements of the evaluation process (such as conducting classroom visitations or service visitations, obtaining surveys, receiving the self-evaluation forms) due to lack of cooperation from the faculty member under review, the review will be considered complete based on the information available.

Evaluation Process

Composition of Evaluation Committee:

- Evaluatee (non-voting member)
- One (1) division peer evaluator (voting)
- One (1) non-division peer evaluator (voting)
- One (1) appropriate educational administrator (voting)
- One (1) resource person (optional and non-voting)

Step 1: Selection Process

One division peer shall be a faculty member with appropriate subject matter expertise, if at all possible.

The division peer evaluator will be selected by the Joint Review Committee with input from the evaluatee and the appropriate Educational Administrator. The division peer shall serve for the duration of the evaluation process.

The non-division peer evaluator is selected from a rotating pool of tenured faculty members who participate in order of seniority. The non-divisional peer evaluator shall serve for the duration of the evaluation process. The evaluatee and appropriate Educational Administrator each are allowed one peremptory challenge on the selection of non-divisional peer.

When appropriate, the evaluation committee may bring in a resource person to advise the committee and verify the evaluatee's expertise in the discipline and who serves as a non-voting member of the Evaluation Committee.

If any committee member is unable or unwilling to serve for the duration of the process, he/she will be replaced by appointment of the Joint Review Committee.

Step 2: Initial Meeting

The appropriate Educational Administrator shall call the initial meeting of the Evaluation Committee.

The chair will be the division peer evaluator. The chair will coordinate all activities of the Evaluation Committee and is responsible for reporting the progress of the review to the Educational Programs & Services Office.

Classroom visitations shall be conducted in 100 percent of all the regular load classes (lecture and/or lab) taught by the evaluatee. The Evaluation Committee is responsible for determining when classes are to be visited.

There shall be student surveys in all of the evaluatee's classes.

For special services faculty and athletic coaches, the Evaluation Committee shall agree upon an evaluation process which includes services and classroom visitations and surveys of students, faculty and staff appropriate to the service provided by the evaluatee. The service and classroom visitations and surveys should be of a significant number and of a duration adequate to provide an in-depth evaluation which ensures a valid tenure evaluation process. There will be a minimum of 30 Student Service surveys and 6 service visitations. There will be classroom visitations and Instructional Student surveys for any classes taught by the evaluatee.

The Evaluation Committee determines which committee members shall complete the visitations and/or administer the surveys. A majority of the visitations shall be done by

peer evaluators. The evaluatee will be advised in advance of the visitations, surveys, dates, and times.

The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their being completed. A minor breach of this timeline does not prejudice the evaluation outcome.

The Evaluation Committee shall meet with the evaluatee to draft the performance objectives for the evaluatee. The evaluatee and Evaluation Committee shall jointly agree to the objectives. Any disputes over such objectives shall be heard and decided by the Joint Review Committee.

Step 3: Classroom Visitations or Service Visitations

Each classroom visitation will be at least 40 minutes long. A Classroom Visitation Form will be completed by each visiting Evaluation Committee member for each class.

Each service visitation will be at least 30 minutes long. A Service Visitation form will be completed by each visiting Evaluation Committee member for each visitation.

Step 4: Surveys

The Evaluation Committee determines the content of any optional items on the Student Survey form. Student surveys are administered in all regular load classes. The evaluatee leaves the classroom prior to the administration of the student surveys.

Student Service surveys and/or other appropriate surveys are administered to the number of students or appropriate people as determined by the Evaluation Committee. Students and staff complete the appropriate form and/or survey appropriate for the position. The forms are to be developed by each category of special service faculty and athletic coaching in conjunction with the appropriate educational administrator and approved by the District and SCFA negotiation teams.

Results of Surveys

One copy of the results of the surveys (computer tally sheets and transcribed, unedited comments) shall be given to the evaluatee. A second copy shall be held in the division office for review by each Evaluation Committee member.

Step 5: Self-Evaluation Forms

The evaluatee shall complete all appropriate Faculty Self-Evaluation Forms and submit them to the chair of the Evaluation Committee prior to the meeting during which the Evaluation Committee Report – Evaluation of Special Non-Tenure Track Faculty is drafted.

Step 6: Meeting(s); Objective(s); and Remedial Process(es)

At any stage of the process after the objectives are established, the Evaluation Committee may meet without the evaluatee. The evaluatee shall be notified as to the purpose and outcomes of any such meetings held with the evaluatee not being present. All meetings of the Evaluation Committee shall be documented by the keeping of minutes. The appropriate Educational Administrator serving on the Evaluation Committee shall be responsible for keeping the minutes.

Subsequent evaluation committee meetings are for the purposes of reviewing evaluation results. Should those evaluation results be deemed unsatisfactory at any time, it is the Evaluation Committee's obligation to communicate this to the evaluatee in a timely fashion. The Evaluation Committee shall then jointly meet with the evaluatee to produce a plan for remediation. This plan shall be in writing and shall have clear objectives and easily understood timelines. The District shall be notified of such a remedial plan so that it can provide appropriate educational resources to the evaluatee and the Evaluation Committee. Should the evaluatee and the Evaluation Committee fail to agree on a remedial plan, the Joint Review Committee shall be notified. The Joint Review Committee, after meeting with the evaluatee and Evaluation Committee, shall then determine the plan for remediation.

Step 7: Committee Report-Evaluation of Special Non-Tenure Track Faculty

The appropriate educational administrator shall prepare the Final Committee Report – Evaluation of Special Non-Tenure Track Faculty and submit the report to the evaluatee and the Evaluation Committee for signatures.

Supporting documents for the Evaluation Committee Evaluation Report-Special Non-Tenure Track Faculty include:

- Surveys (computer tally sheets and transcribed comments)
- Survey form (appropriate to the position)
- Classroom Visitation or Service Visitation Forms
- Faculty Self-Evaluation Forms

The Faculty Evaluation Manual shall be kept separate from the contract by the Human Resources Office but is included in this process. All forms shall include a line for the evaluatee to sign after the evaluation thereby indicating awareness of the purposes and content of each form.

Step 8: Evaluatee's Statement of Exception

The evaluatee may attach to the Evaluation Committee Report – Evaluation of Special Non-Tenure Track Faculty a written statement of exception to any specific portion or to all of the report.

Step 9: Review by Vice President of Educational Programs & Services

The Evaluation Committee Report-Evaluation of Special Non-Tenure Track Faculty and supporting documents are submitted to the Vice President of Educational Programs & Services for review.

Step 10: Notification to the Evaluation Committee

The Vice President of Educational Programs & Services shall notify the Evaluation Committee, in writing, whether he/she agrees or disagrees with the Evaluation Committee Report-Evaluation of Special Non-Tenure Track Faculty.

Agreement

If the Vice President of Educational Programs & Services agrees with the Evaluation Committee Report – Evaluation of Special Non-Tenure Track Faculty, he/she prepares the recommendation and forwards it to the Board of Trustees.

Disagreement

If the Vice President of Educational Programs & Services disagrees with the Evaluation Committee Report – Special Non-Tenure Track Faculty, the Vice President of Educational Programs & Services and the Evaluation Committee members shall make efforts to reach agreement. The Vice President of Educational Programs & Services may meet with the Joint Review Committee.

Should the Vice President of Educational Programs & Services not agree with the Evaluation Committee's recommendation, he/she shall present his/her recommendation, with justification in writing, together with the Evaluation Committee's recommendation, to the Superintendent/President.

In the event the President/Superintendent does not agree with the Evaluation Committee's recommendation, he/she shall present his/her recommendation, with justification in writing, together with the Evaluation Committee's recommendation, to the Board of Trustees.

The Board of Trustees will make the final decision.

The President/Superintendent notifies the special non-tenure track faculty member of the final decision.

Step 11: Disposition of Review Materials

The Chair collects all materials from Evaluation Committee members and arranges for proper disposition. All materials not required for the personnel file shall be shredded or returned to the evaluatee.

Step 12: Personnel File

The following documents shall be kept in the personnel file:

- Committee Report,
- Self-Evaluation Forms,
- Visitation Forms,
- Surveys (computer tally sheets and transcribed comments),
- Committee Minutes.

Timelines

Every attempt will be made to conform to the timelines specified in this Article. Failure to meet a timeline, however, will not invalidate a determination by the District not to reemploy a Special Non-Tenure Track Faculty member so long as the non-reemployment conforms to State law.

Disputes

The result of a non-tenured evaluation is not a matter of grievance.