

1 **DEFINITIONS**

2 **Evaluee**

3 The person being evaluated.

4 **Tenured Faculty Member**

5 A full-time faculty member who is a regular employee of the District. Tenured faculty are evaluated under
6 section 18.2 of the agreement.

7 **Tenure-Track Faculty Member**

8 Tenure-Track faculty are employed pursuant to Education Code sections 87608 (first contract), 87608.5
9 (second contract), or 87609 (third contract). Tenure-Track faculty are evaluated under section 18.1 of the
10 agreement. Tenure is recommended after successful completion of a four-year tenure review process.

11 **Year-to-Year Non-Tenure Track Faculty Member**

12 A year-to-year non-tenure track faculty member is a full-time, long-term temporary, faculty member,
13 including, but not limited to, faculty members hired pursuant to Education Code sections 87470, 87477,
14 87487, 87480, 87481, 87482, 87608, 87608.5 or 87609. All faculty employed under these conditions are
15 hired on an annual, semester-or-less contract basis. The evaluation will follow the tenure track faculty
16 process for the first four (4) years (section 18.1 of this agreement), except that there will be no
17 recommendation for tenure in the fourth year. After the first four (4) years, the review will follow the
18 processes of tenured faculty (section 18.2 of this agreement).

19 **Special Services Faculty**

20 Special services faculty are hired to provide primarily non-instructional educational support services such
21 as counselors, librarians and nurses.

22 **Athletic Coaches**

23 Athletic coaches, including head and assistant coaches, are hired as full-time or part-time faculty and shall be
24 evaluated in accordance with the appropriate sections of the agreement. Athletic coaching shall be included
25 as a modality to be evaluated for all head and assistant athletic coaches.

26 **Part-Time Faculty Member**

27 A part-time faculty member is one who has been hired pursuant to Education Code section 87482.5. Part-
28 time faculty members shall be evaluated in accordance with the appropriate section(s) of this agreement.

29

1 **Overload Teaching Assignment**

2 Overload teaching assignments exist when full-time faculty members have teaching or services
3 assignments beyond their contractual obligations in excess of a 100% load. Faculty in this category shall be
4 evaluated in accordance with the appropriate section(s) of this agreement.

5 **Online Teaching Assignment**

6 Online teaching assignments exist when faculty members provide online instruction. Faculty in this
7 category shall be evaluated in accordance with the appropriate section(s) of this agreement.

8 **Hybrid Teaching Assignment**

9 Hybrid teaching assignments exist when faculty members teach a class with a designated portion online
10 and a designated portion in a classroom. Faculty with assignments in this category shall be evaluated in
11 accordance with the appropriate section(s) of this agreement.

12 **Appropriate Educational Administrator (AEA)**

13 The AEA is the evaluatee's first line supervisor, typically one of the following: Vice President, Dean, or
14 Associate Dean.

15 **Evaluation Committee**

16 The Evaluation Committee for tenured and tenure-track faculty shall be comprised of the evaluatee as a non-
17 voting member, the AEA, and two full-time tenured faculty peers.

18 **Division Peer Evaluator**

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

20 **Non-Division Peer Evaluator**

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

22 **Resource Person**

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

25 **Selection Process**

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

28 **Classroom Visitation**

29 The observation of the evaluatee's performance in the classroom by a tenured faculty member or an AEA.

1 **Service Visitation**

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

3 **Joint Review Committee**

4 Consists of the Chief Human Resources Officer (CHRO) and one tenured faculty member appointed by
5 SCFA and a third member jointly selected by the SCFA appointee and the CHRO.

6 **Required Equity and Inclusion, Emergency Preparedness, Sexual Harassment**
7 **Prevention and Title IX Trainings**

8 All faculty (full and part-time) shall attend district-approved Equity and Inclusion, Emergency
9 Preparedness, Sexual Harassment Prevention and Title IX trainings. Newly hired faculty shall attend these
10 trainings within their first year of employment. Current faculty shall attend these trainings at least every
11 three (3) years or more often at the discretion of the AEA. Completion of these trainings shall be noted on
12 the appropriate Evaluation Report. In addition, all faculty shall attend any other trainings required by law.
13

1 **Section 1: Evaluation of Tenure-Track Faculty**

2 Recommendations to the Board of Trustees for granting tenure in the Sierra College District shall be made
3 primarily on the basis of the review conducted under the provisions of this Article. The purposes of the
4 process are:

- 5 1. to recognize and acknowledge good teaching and/or service to the department.
- 6 2. to recognize and acknowledge shared governance participation, serving on committees, and other
7 contributions to the college community.
- 8 3. to help faculty who are performing satisfactorily to further their professional development over
9 time.
- 10 4. to identify areas of weakness and assist tenure-track faculty in achieving the needed improvement
11 to meet the tenure objectives.
- 12 5. to document less than satisfactory performance in the objectives areas listed below.
- 13 6. to allow for the non-renewal of tenure-track faculty.

14 **Objectives of the Tenure-Track Evaluation Process**

15 The tenure-track evaluation process is a continuation of the District’s search, recruitment and selection
16 process. The recommendation made to the Board of Trustees to grant tenure is a more important
17 recommendation than is the initial decision to hire. The objectives of evaluating tenure-track faculty are
18 to assure that those granted tenure demonstrate:

- 19 1. a breadth and depth of knowledge in their discipline.
- 20 2. effective delivery of teaching or special services.
- 21 3. a respect for students’ rights and needs.
- 22 4. a commitment to participation in the shared governance process.
- 23 5. a commitment to professional growth.
- 24 6. a sensitivity to individual differences and cultural and ethnic diversity.
- 25 7. fulfillment of professional responsibilities.
- 26

1 **Scheduling of the Tenure-Track Review**

2 The tenure-track evaluation process begins in the Fall Semester. The Evaluation Committee may schedule
3 tenure review activities in any semester throughout the tenure-track evaluation period.

4 A list of evaluatee’s and the list of non-division peer evaluators will be developed by the Human Resources
5 Office.

6 Tenure-track faculty will be reviewed each year through the tenure-track evaluation process.

7 The AEA shall notify the evaluatee of the review process and deadlines for submission of materials.

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

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

17 **Tenure-Track Evaluation Responsibilities**

18 The evaluation of tenure-track faculty shall be conducted by the Evaluation Committee.

19 The Chief Instructional Officer or Chief Student Services Officer may meet periodically with the Evaluation
20 Committee of a tenure-track faculty member to discuss the progress of the review.

21 Orientation and training for tenure-track faculty in the evaluation process shall be provided by the
22 District. It will consist, at a minimum, of explaining the procedure of the tenure-track evaluation process
23 and the role of the chair and the Evaluation Committee members, reviewing the objectives and
24 remediation processes, reviewing the Evaluation Committee structure and its participants, reviewing
25 required forms and recommended timelines, and explaining the role of the Office of Instruction. This
26 training shall be provided for both the committee members and evaluatee. Particular emphasis will be
27 placed on the Evaluation Committee’s obligation to provide for clear performance objectives, for the
28 evaluatee’s obligation to understand and agree to these objectives, and for the District to provide for
29 remedial support if the evaluatee has difficulty in achieving these objectives.

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

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

ARTICLE 18: EVALUATION

1 The necessary forms for agreement by the Joint Review Committee and evaluatee on the specific
2 performance objectives are in an appendix at the end of this contract.

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

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

10 **Composition of Evaluation Committee:**

11 Evaluatee (non-voting member).

12 One (1) division peer evaluator (voting), who will serve as committee chair. The committee chair
13 facilitates committee discussion of the evaluatee's progress toward his/her previous plan for
14 enhancing teaching and /or special service and also leads discussion regarding commendations
15 and recommendations for the evaluatee based upon his/her teaching and service for the current
16 evaluation period.

17 One (1) non-division peer evaluator (voting).

18 One (1) appropriate Educational Administrator (AEA) (voting). The AEA's role on the committee
19 is to oversee completion of the committee's responsibilities as defined in this article, participate
20 as a member of the committee, and prepare the final committee report.

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

22 **TENURE-TRACK EVALUATION PROCESS**

23 **Step 1: Evaluation Committee Selection Process**

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

25 If the AEA and the evaluatee cannot agree on the selection, the division peer evaluator will be selected by
26 the Joint Review Committee. The division peer shall serve for the duration of the tenure review process
27 and will serve as committee chair.

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

ARTICLE 18: EVALUATION

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

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

6 **Step 2: Initial Meeting**

7 The AEA shall call the initial meeting of the Evaluation Committee.

8 The chair will be the division peer evaluator. The chair will coordinate all activities of the Evaluation
9 Committee and is responsible for reporting the progress of the review to the Instruction Office.

10 Evaluations shall be conducted in 100 percent of all the regular load classes. Overload classes shall be
11 substituted for the evaluatee's regular load classes to ensure that all instructional modalities taught by the
12 evaluatee are evaluated (lecture, lab, online, televised, hybrid, activity, and athletic coaching).

13 The evaluation of distance learning classes shall be conducted in accordance with Section 4 of this article.
14 The Evaluation Committee is responsible for determining when classes are to be visited.

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

16 **Special Services Faculty and Athletic Coaches**

17 For special services faculty and athletic coaches, the Evaluation Committee shall agree upon an evaluation
18 process which includes services and classroom visitations and surveys of students, faculty and staff
19 appropriate to the service provided by the evaluatee. The service and classroom visitations and surveys
20 should be of a significant number and of a duration adequate to provide an in-depth evaluation which
21 ensures a valid evaluation process. There will be a minimum of 30 Student surveys for any classes taught
22 by the evaluatee. Overload classes shall be evaluated if the evaluatee does not teach as part of his/her
23 regular load to ensure that all instructional modalities taught by the evaluatee are evaluated (lecture, lab,
24 online, hybrid, activity and athletic coach). The evaluation of distance learning classes shall be conducted
25 in accordance with Section 4 of this article.

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

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

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

34

1 **Step 3: Classroom Visitations or Service Visitations**

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

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

6 **Step 4: Surveys**

7 The Evaluation Committee will determine the content of any optional items on the Student Survey form.
8 Student surveys are administered in all regular load classes. Overload classes shall be substituted for the
9 evaluatee's regular load classes to ensure that all instructional modalities taught by the evaluatee are
10 evaluated (lecture, lab, online, hybrid, activity, and athletic coaching).

11 The evaluation of distance learning classes shall be conducted in accordance with Section 4 of this article.
12 The evaluatee leaves the classroom prior to the administration of the student surveys.

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

18 **Results of Surveys**

19 The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their
20 being performed. A minor breach of this timeline does not prejudice the outcome. A second copy shall
21 be held in the division office for review by each Evaluation Committee member.

22 **Step 5: Self-Evaluation Forms**

23 The evaluatee shall complete the appropriate Faculty Self-Evaluation forms referencing items from the
24 Faculty Evaluation Criteria form as appropriate. The evaluatee is encouraged to use the results of the
25 student surveys (computer tally sheets and student comments) as a basis for completing the Faculty Self-
26 Evaluation Forms. The completed Faculty Self-Evaluation form is to be submitted to the chair of the
27 Evaluation Committee prior to the meeting during which the Evaluation Committee Report – Evaluation of
28 Tenure-Track Faculty is drafted.

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

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

1 Subsequent evaluation committee meetings are for the purposes of reviewing evaluation results. Should
2 those evaluation results be deemed at any time after unsatisfactory, it is the Evaluation Committee's
3 obligation to communicate this to the evaluatee in a timely fashion. The Evaluation Committee shall then
4 jointly meet with the evaluatee to produce a plan for remediation. This plan shall be in writing and shall
5 have clear objectives and easily understood timelines. The Chief Instructional or Student Services Officer
6 shall be notified of such a remedial plan so that appropriate educational resources may be provided to the
7 evaluatee and the Evaluation Committee. Should the evaluatee and the Evaluation Committee fail to agree on
8 a remedial plan, the Joint Review Committee shall be notified. The Joint Review Committee, after meeting
9 with the evaluatee and Evaluation Committee, shall then determine the plan for remediation.

10 **Step 7: Committee Meetings and Draft Committee Report**

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

13 The Evaluation Committee and the committee chair shall assist the AEA in drafting the Final Committee
14 Report – Evaluation of Tenure-Track Faculty. Voting committee members shall seek consensus regarding
15 preparation of the contents of the final report. The AEA will note the committee's commendations and
16 recommendations in the final report but is solely responsible for development of the overall content of the
17 final report.

18 **Step 8: Committee Report – Evaluation of Tenure-Track Faculty**

19 The AEA shall finalize the Final Evaluation Committee Report – Tenure-Track Faculty and submit the
20 report to the evaluatee and Evaluation Committee for signatures.

21 Supporting documents for the Evaluation Committee Evaluation Report – Tenure –Track Faculty include:

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

26 The final committee report shall be signed by the evaluatee and all committee members. The signatures on
27 the report acknowledge only the receipt and review of the report.

28 **Step 9: Committee Member's Statement of Exception**

29 A committee member may attach to the Final Committee Report – Evaluation of Tenure-Track Faculty a
30 written statement of exception to any specific portion or all of the report.

31 **Step 10: Evaluatee's Statement of Exception**

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

34

1 **Step 11: Review by Vice President**

2 The Evaluation Committee Report-Evaluation of Tenure-Track Faculty and supporting documents are
3 submitted to the appropriate chief instructional or student services officer for review.

4 **Step 12: Review by Superintendent/President**

5 The appropriate chief officer forwards the Evaluation Committee Report-Evaluation of Tenure-Track
6 Faculty and supporting materials to the Superintendent/President for review.

7 **Step 13: Notification to the Evaluation Committee**

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

10 **Agreement**

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

13 **Disagreement**

14 If the Superintendent/President disagrees with the Evaluation Committee Report – Tenure-Track Faculty:

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

18 Should the Superintendent/President not agree with the Evaluation Committee’s recommendation, he/she
19 shall present his/her recommendation, with justification in writing, together with the Evaluation
20 Committee’s recommendation, to the Board of Trustees.

21 The Board of Trustees will make the final decision.

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

24 **Step 14: Written Notification**

25 The Superintendent/President shall send written notification of continued employment or termination to
26 tenure-track faculty by registered or certified mail on or before March 15th to the most recent address on
27 file with the District Human Resources Office.

28 **Step 15: Continuation of the Process**

29 The Evaluation Committee meets after March 15th of the first full academic year to determine the work
30 schedule and tenure review activities for the remainder of the tenure process. Evaluations of tenure-track

1 faculty with split assignments (assignments involving different departments or divisions) may continue in
2 the Spring Semester.

3 **Step 16: Disposition of Review Materials**

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

6 **Step 17: Personnel File**

7 The following documents shall be kept in the personnel file:

- 8 • Committee Report,
9 • Self-Evaluation Forms,
10 • Visitation Forms,
11 • Surveys (computer tally sheets and transcribed comments),
12 • Committee Minutes.

13 **Process after Tenure is Granted**

14 After tenure is granted, the faculty member will be evaluated in the third year following tenure and
15 thereafter in accordance with Article 18, Section 2, Evaluation of Tenured Faculty.

16 **Timelines**

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

20 **Disputes**

21 The result of a tenure-track evaluation is not a matter of grievance.

22

1 **SECTION 2: EVALUATION OF TENURED FACULTY**

2 **Purposes of Evaluation**

3 The purposes of evaluation of tenured faculty are:

- 4 1) to recognize and acknowledge good teaching and/or service to the department,
- 5 2) to recognize and acknowledge shared governance participation, serving on committees, and other
6 contributions to the college community,
- 7 3) to help tenured faculty to further their professional development over time,
- 8 4) to identify and document less than satisfactory performance in the objectives areas listed below
9 and initiate Phase Two evaluation.

10 **Objectives of the Tenured Faculty Evaluation**

11 The objectives of evaluating tenured faculty are to assure that faculty demonstrate:

- 12 1) a breadth and depth of knowledge in their discipline,
 - 13 2) effective delivery of teaching or special services,
 - 14 3) a respect for students' rights and needs,
 - 15 4) a commitment to participation in the shared governance process,
 - 16 5) a commitment to professional growth,
 - 17 6) sensitivity to individual differences and cultural and ethnic diversity,
 - 18 7) fulfillment of professional responsibilities.
- 19

20 **Evaluation Committee for Tenured Faculty Evaluations**

21 Composition of Evaluation Committee:

22 Evaluatee (non-voting member)

23 One (1) division peer evaluator (voting), who will serve as committee chair. The committee chair
24 facilitates committee discussion of the evaluatee's progress toward his/her previous plan for
25 enhancing teaching and/or special service and also leads discussion regarding commendations
26 and recommendations for the evaluatee based upon his/her teaching and service for the current
27 evaluation period.

28 One (1) faculty peer (voting) selected by random process from a rotating pool of tenured full-
29 time faculty members from outside of the evaluatee's division.

30 One (1) appropriate Educational Administrator (AEA) (voting). The AEA's role on the committee
31 is to oversee completion of the committee's responsibilities as defined in this article, participate
32 as a member of the committee, and prepare the final committee report.

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

34

1 **Schedule of Evaluation for Tenured Faculty Evaluations**

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

4 Evaluation schedules, timelines, and the list of evaluators will be developed by the Human Resources
5 Office.

6 The AEA shall notify all evaluatee’s of the evaluation procedures and of deadlines for submission of
7 materials.

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

9 **Rotation of Evaluations**

10 Tenured faculty shall undergo evaluation in the third year after tenure is granted and every third year of
11 service after that.

12 **Evaluation Responsibilities**

13 The evaluation of tenured faculty shall be conducted by the Evaluation Committee. The AEA serving on
14 the Evaluation Committee shall be responsible for keeping minutes of all meetings. In the event the
15 evaluatee or any member of the Evaluation Committee delays or prevents any element of the evaluation
16 process to take place (e.g. failure to attend meetings or to perform required tasks as well as items noted
17 in the section), the Evaluation Committee may proceed with the process.

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

22 **PHASE ONE EVALUATION PROCESS – TENURED FACULTY EVALUATION**

23 **Step 1: Evaluation Committee Selection Process**

24 The division peer shall be a tenured faculty member with appropriate subject matter expertise, if at all
25 possible. If the AEA and the evaluatee cannot agree on the selection, the division peer evaluator will be
26 selected by the Joint Review Committee. The division peer shall serve for the duration of the evaluation
27 process.

28 The second faculty peer shall be selected by random process from a rotating pool of tenured full-time
29 faculty members from outside of the evaluatee’s division.

30 The Evaluation Committee may bring in a resource person who serves as a non-voting member of the
31 Evaluation Review Committee to advise the Evaluation Committee and verify the evaluatee’s expertise in
32 the discipline or instructional modality.

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

3 **Step 2: Initial Meeting of Evaluation Committee**

4 The AEA shall call the initial meeting of the Evaluation Committee and coordinate all activities of the
5 Evaluation Committee.

6 A minimum of two (2) classes shall be evaluated. Overload classes shall be substituted for the evaluatee's
7 regular load classes to ensure that all instructional modalities are evaluated (lecture, lab, online, hybrid,
8 activity, and athletic coaching). The evaluation of distance learning classes shall be conducted in
9 accordance with section 4 of this article.

10 The Evaluation Committee is responsible for determining which classes are to be visited and which
11 Evaluation Committee member will conduct the classroom visitations. The evaluatee will be advised in
12 advance of the visitations.

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

17 **Special Services Faculty and Athletic Coaches**

18 For special services faculty and athletic coaches, the Evaluation Committee shall agree upon an evaluation
19 process which includes a minimum of thirty (30) service surveys or surveys of 90% or more of applicable
20 student-athletes and two (2) service visitations appropriate to the service provided by the evaluatee. The
21 service visitations and surveys should be of a significant number and duration adequate to provide an in-
22 depth evaluation. Overload classes shall be evaluated if the evaluatee does not teach as part of his/her
23 regular load. All instructional modalities taught by the evaluatee are to be evaluated (lecture, lab, online,
24 hybrid, activity, and athletics coaching). The evaluation of distance learning classes shall be conducted in
25 accordance with Section 4 of this article.

26 The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their
27 being performed. A minor breach of this timeline does not prejudice the outcome. A second copy shall
28 be held in the division office for review by each Evaluation Committee member.

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

30 **Step 3: Classroom Visitation or Service Visitation**

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

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

1 **Step 4: Surveys**

2 The committee will determine the content of any optional items on the Student Survey Form. Student
3 surveys will be administered in the classes selected by the Evaluation Committee members. The evaluatee
4 will leave the classroom prior to the administration of the student surveys.

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

10 All evaluation forms are included as an appendix at the end of this contract. All of these forms shall include
11 lines for the evaluatee to sign upon completion of the evaluation process thereby indicating awareness of
12 the purposes and contents of each form.

13 The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their
14 being performed. A minor breach of this timeline does not prejudice the outcome. A second copy shall be
15 held in the vision office for review by each Evaluation Committee member.

16 **Step 5: Self-Evaluation Forms**

17 The evaluatee shall complete the appropriate Faculty Self-Evaluation form referencing items from the
18 Faculty Evaluation Criteria form. The evaluatee is encouraged to use the results of the student surveys
19 (computer tally sheets and student comments) as a basis for completing the Faculty Self-Evaluation form.

20 **Step 6: Committee Meetings and Draft Committee Report**

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

23 The Evaluation Committee and the Committee chair shall assist the AEA in drafting the Evaluation
24 Committee Report-Tenured Faculty. Voting committee members shall seek consensus regarding
25 preparation of the contents of the final report. The AEA will note the committee's commendations and
26 recommendations in the final report but is solely responsible for development of the overall content of the
27 final report.

28 **Step 7: Committee Report-Evaluation of Tenured Faculty**

29 The AEA shall finalize the Final Evaluation Committee Report-Tenured Faculty and submit the report to
30 the evaluatee and Evaluation Committee for signatures.

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

- 32 • Self-Evaluation Forms
33 • Surveys (computer tally sheets and transcribed unedited comments)
34 • Survey form (appropriate to the position)

ARTICLE 18: EVALUATION

- 1 • Classroom Visitation or Service Visitation Forms

2 The final committee report shall be signed by the evaluatee and all committee members. The signatures on
3 the report acknowledge only receipt and review of the report.

4 **Step 8: Committee Member’s Statement of Exception**

5 A committee member may attach to the Evaluation Committee Report-Tenured Faculty a written
6 statement of exception to any specific portion or all of the report.

7 **Step 9: Evaluatee’s Statement of Exception**

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

10 **Step 10: Personnel File**

11 The following documents shall be kept in the personnel file:

- 12 • Final Evaluation Committee Report;
13 • Self-Evaluation Forms;
14 • Visitation Forms;
15 • Surveys (computer tally sheets and transcribed comments);
16 • Evaluation Committee minutes

17 **Tenured Faculty Evaluation – Joint Review Committee**

18 If a faculty member’s performance is rated as needing further evaluation by the Evaluation Committee, the
19 Joint Review Committee shall be informed. The Joint Review Committee, after meeting with the
20 Evaluation Committee and evaluatee, may place the evaluatee in a Phase Two evaluation for the following
21 year.

22 Phase Two evaluation will be the same process used for first-year non-tenured faculty, unless the Joint
23 Review Committee agrees that a different process, other than the first-year non-tenured faculty process,
24 would be more appropriate under the circumstances. Regardless of the process used, the Phase Two
25 evaluation shall be documented.

26 **Disputes**

27 The results of the evaluation process are not a matter for grievance.

28

1 **SECTION 3: EVALUATION OF PART-TIME FACULTY**

2 **Purpose of Evaluation**

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

6 **Scheduling of Evaluation of Part-Time Faculty**

7 Part-time faculty shall be evaluated during the first semester of employment by the AEA or designee.

8
9 Part-time faculty shall be evaluated once every sixth semester, or more often at the discretion of the AEA.

10
11 All instructional modalities are to be evaluated (lecture, lab, online, hybrid, activity, and athletic coaching).
12 The evaluation of distance learning classes shall be conducted in accordance with Section 4 of this article.

13 **Evaluation Process for Part-Time Faculty**

14 The AEA or designee shall notify the evaluatee of the evaluation procedure. The evaluatee will be advised in
15 advance of the planned evaluation date and time.

16 **Part-Time Special Services Faculty and Athletic Coaches**

17 For part-time special services faculty and athletic coaches, the Evaluation Committee shall agree upon an
18 evaluation process which includes a minimum of thirty (30) service surveys or surveys of 90% or more of
19 applicable student-athletes and two (2) service visitations appropriate to the service provided by the
20 evaluatee. The services visitations and surveys should be of a significant number and duration adequate to
21 provide an in-depth evaluation. All instructional modalities taught by the evaluatee are to be evaluated
22 (lecture, lab, online, hybrid, activity, and athletic coaching). The evaluation of distance learning classes
23 shall be conducted in accordance with Section 4 of the article.

24 **Classroom Visitation or Service Visitation**

25 Classroom visitations will be at least 40 minutes in duration. Classroom Visitation Forms will be completed
26 by the AEA or designee.

27
28 Service visitations will be at least 30 minutes in duration. Service Visitation Forms appropriate to the
29 position will be completed by the AEA or designee. The forms will be developed by each category of
30 special services faculty and athletic coaching in conjunction with the AEA and approved by the District and
31 SCFA negotiation teams prior to use.

32 **Surveys**

33 The AEA or designee determines the content of any optional items of the Student Survey Form. Student
34 Surveys will be administered in each instructional modality taught (lecture, lab, online, hybrid, activity,
35 and athletic coaching). The evaluatee will leave the classroom prior to the administration of the Student

ARTICLE 18: EVALUATION

1 Surveys by the AEA or designee.

2

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

6 **Results of Surveys**

7 The evaluatee will be given a copy of the visitation forms and survey results within two (2) weeks of their
8 being performed. A minor breach of this timeline does not prejudice the outcome. A second copy shall be
9 held in the division office for review by each Evaluation Committee member.

10 **Self-Evaluation**

11 The evaluatee shall complete the self-evaluation section of the appropriate Evaluation Report.

12 **Educational Administrator Evaluation**

13 The AEA shall complete the educational administrator evaluation section of the appropriate Evaluation
14 Report.

15 **Supporting Documents**

16 Supporting documents for the Evaluation Report include:

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

19 All forms shall include a line for the evaluatee to sign after the evaluation thereby indicating awareness of
20 the purpose and content of each form. Forms are included in the appendix at the end of this contract.

21 **Evaluee's Statement of Exception**

22 The evaluatee may submit a written statement of exception to any specific portion or all of the report.

23 **Personnel File**

24 The completed Evaluation Report and supporting documents shall be maintained in the evaluatee's
25 Personnel file.

26 **Disputes**

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

28

1 **SECTION 4: EVALUATION OF DISTANCE LEARNING INSTRUCTION**

2 **Purpose of Evaluation**

3 The purpose of the evaluation of online and hybrid faculty is to maintain the quality of the educational
4 programs and services at Sierra College consistent with the criteria as outlined in the Faculty Evaluation
5 Criteria form.

6 **Scheduling of Evaluation for Distance Learning Assignments**

7 All distance learning modalities (online and hybrid) will be evaluated in accordance with the appropriate
8 section(s) of this article.

9 **Evaluation Process for Distance Learning Assignments**

10 The AEA shall notify the evaluatee of the evaluation procedure. The evaluatee will be advised in advance of
11 the planned evaluation period. A resource person will be appointed by the AEA from a list provided by the
12 Distance Learning Instructional Technology Committee if needed to ensure appropriate instructional
13 modality expertise. Specific electronic evaluation forms for distance learning student surveys and distance
14 learning faculty visitations shall be used for the evaluation process. All evaluation forms are included as an
15 appendix at the end of this contract.

16 **Online Course Observations**

17 Online course observations will occur over a two-week period. The observations should be of a significant
18 number and duration adequate to provide an in-depth evaluation. Evaluation criteria will be consistent
19 with the criteria outlined in the Faculty Evaluation Criteria form. An Online Course Observation form will
20 be completed by the visiting evaluator.

21 **Surveys**

22 Student surveys for all Distance Learning instructional modalities will be administered online in a
23 confidential manner through the District’s course management system by the Distance Learning
24 Coordinator. Students will have one week to complete the evaluation from the time that it is posted in the
25 course management system. Data will be compiled and results sent to the AEA.

26 **SECTION 5: EVALUATION OF YEAR-TO-YEAR NON-TENURE TRACK FACULTY**

27 The Year-to-Year Non-Tenure Track Faculty Evaluation Process is a continuation of the District’s search,
28 recruitment and selection process. Recommendations to the Board of Trustees for continued employment
29 of Year-to-Year Non-Tenure Track faculty in the Sierra College District shall be made primarily on the basis
30 of the review conducted under the provisions of this article. The evaluation will follow the tenure track
31 faculty process for the first four (4) years except that there will be no recommendation for tenure in the
32 fourth year. After the first four (4) years, the review will follow the processes of tenured faculty.

33

1 **SECTION 6: EVALUATION OF DEPARTMENT CHAIRS**

2

3 All department chairs will be evaluated during the second semester of each term. The evaluation will be
4 conducted by the AEA and will take into account the duties and responsibilities of the chairs listed in Article
5 21 of this contract. Evaluation forms are included as an appendix in this contract.

6 Supporting documents will include:

- 7 • Department chair Evaluation Form
8 • Surveys of the department faculty

9 The process will be used only to evaluation the faculty member's performance as chair and shall not
10 become part of the official personnel record or file.

11

