

Fall 2017

Evaluations Workshop



Evaluations Process Overview:

1. VP (or designee) contacts evaluatee and provides her/him a copy of the eval. procedures
2. VP (or designee) notifies evaluatee of faculty evaluator and notifies if s/he will be conducting a classroom observation.
3. Preliminary meeting occurs to establish timeline. Sign-off is required for this meeting.
4. Faculty classroom evaluation and student evaluations are conducted using appropriate forms.
5. Administrative evaluation is submitted by VP (or designee).
6. Evaluatee submits self-evaluation.
7. Summary form is completed by faculty evaluator.
8. Summary meeting is held to review all evaluations.
9. Evaluation documents are forwarded to VP (or designee) to be included in the evaluatee's personnel file. Copies are forwarded to evaluatee and dept. chair.

Evaluations Process Overview:

There are five pieces of a complete evaluation:

- **Classroom Evaluation:** to be completed by a faculty member in the same or a related discipline
- **Student Evaluations:** to be administered by the faculty conducting the classroom evaluation
- **Self-Evaluation:**
- **Administrative Evaluation:** to be completed by the VPI or designee and addresses attention to professional matters.
- **Summary Report Form:** to be completed by the faculty evaluator summarizing the other evaluations.

Can the administrator vote on the summary rating?

The administrator gets a vote on the summary rating only if they have conducted a classroom evaluation.

If the faculty evaluator and the administrator cannot agree on a rating, separate forms will be submitted and a new evaluation (with new evaluators) will be conducted during the subsequent semester.

Ratings

The evaluation is the rating on the *Summary Form*.

There are five possible ratings:

- Is Exemplary
- Surpasses Requirements
- Meets Requirements
- Does Not Consistently Meet Requirements
- Does Not Meet Requirements

Frequency

Every six semesters (minimum requirement in California Ed. Code)

For PT faculty, if an evaluation results in one of the bottom two ratings:

- **An evaluation takes place the following semester in which the instructor teaches.**
- **The second evaluation is to be used to determine placement/continuation in the preferred hiring pool.**

Who Is Responsible?

The VP (or designee) is responsible overall. The dean is the designee usually assigned to this role.

The evaluator is selected by the Department Chair during the first four weeks (or 25%) of the semester.

The evaluee may challenge the evaluator within two weeks of being notified of who they are. (A challenge will result in a lottery.)

Who Can Serve as an Evaluator?

Tenured faculty can be assigned up to 3 evaluations per academic year

- Faculty can volunteer to do more than 3 evaluations and will be paid \$120 for each additional

PT faculty can volunteer to evaluate other faculty and are compensated \$120 per evaluation.

Part-Time Preference Pool

In order to be eligible for the Pool, PT faculty must:

- Have worked in the district for 8 out of the last 12 regular semesters*
- Have received a “surpasses” or “exemplary” rating on their latest evaluation

In order to remain in the Pool, PT faculty must:

- Continue to maintain a load in 8 out of the last 12 regular semesters
- Continue to receive “exemplary” or “surpasses” ratings on evaluations**

* used to be 6 out of the last 10 semesters

** used to be a “meets,” “surpasses” or “exemplary” rating on a subsequent evaluation

Part-Time Preference Pool

What about a faculty member who is in the pool and receives a lower rating?

- A faculty member who receives a lower rating will be allowed to get a second evaluation during the next semester.
- An improvement plan will be developed with guidelines that follow a TRC improvement plan.
- The faculty member remains in the pool until the second evaluation is completed.

What is base load?

Base load is the average load (equated hours) taught by a faculty member at a particular college and in a particular discipline over the last three years.

It is maintained by the district and a spreadsheet of this data is in a dropbox folder that is shared with all VPs and deans. Dept. chairs should receive this data in order to develop schedules.

Base load information is also available on the district website for PT faculty to check.

Seniority

If there are not enough classes to assign all members of the PT faculty in the preferred hiring pool their base load, assignments will be made by seniority (hire date in college & discipline) up to their base load.

- Assignments will be made starting with the most senior person until all classes have been assigned.
- Exceptions to seniority are only by mutual agreement of all faculty affected and approval of the VP (or designee).

If seniority is not used in an assignment, a letter of explanation must be provided explaining why.

How do we get there?

Seniority rules will be in effect Fall 2018.

Faculty who are currently in the pool with a “meets expectations” rating in their last evaluation will be evaluated again this year.

Faculty in the pool who are evaluated this fall and receive a “meets” expectations will be allowed to get another evaluation (by a different evaluator) in the spring.

In Fall 2018, the most recent evaluation will be used to determine seniority.

Where can I find this information?

The PFT website has the most recent forms, handbooks, and contract: pft1603.org

And we are happy to help answer questions:

- At the PFT:
 - Jennifer (shanoski@gmail.com)
 - Anna (anna@pft1603.org)
 - Kayla (union@pft1603.org)
- Campus Representatives:
 - Scott Hoshida, BCC (scotthoshida@gmail.com)
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