

**Memorandum of Understanding  
Between Peralta Community College District and Peralta Federation of  
Teachers Regarding College Evaluation Coordinator**

The Peralta Community College District ("District") and the Peralta Federation of Teachers ("PFT") have met in good faith and hereby agree to the following:

1. Scope of Work of the College Evaluation Coordinator:
  - a) Training of faculty evaluators and evaluatees in the evaluation process is the responsibility of the college Vice President of Instruction or designee, working with the college evaluation coordinator.
  - b) Monitor the evaluation process at the college. Such monitoring shall include meeting as needed with the college Vice President of Instruction (or designee), the college Senate President and the college PFT co-chairs in order to review the college's evaluation activities, including whether recognized standards are being applied in the evaluation process, and whether the process, procedures and timetables are being followed. Data on compliance with scheduled evaluations shall be forwarded on or before the last day to submit grades for that semester to the Vice Chancellor of Academic Affairs and the PFT using the appropriate spreadsheet(s).
  - c) Meet with evaluatees, evaluators and/or the college Vice President of Instruction (or designee) as needed to assure that any concerns about the evaluation process are addressed.
  - d) Review the college's progress in following the evaluation schedule every two weeks to ensure compliance with guidelines and timelines
  - e) Check that the standards used in all evaluation documents are in compliance with the Statement of Faculty Excellence (see *Evaluation Policies and Procedures*). Any questions about evaluation documents shall be reviewed with the college Vice President of Instruction or designee, who will make a determination as to whether the document is in compliance or not. Any documents containing allegations based on rumors or hearsay will not be allowed and may not be used in the evaluation process.
  - f) If the coordinator notes any problems with compliance with timelines, guidelines or other areas involving evaluation, the coordinator shall inform the college Vice President of Instruction (or designee), the dean and the PFT President (or designee), and work with them to resolve such problems.
  - g) The coordinator shall meet with the Vice President of Instruction (or designee), and the President of the College Academic Senate (or designee), no later than 4 weeks prior to the end of the semester to review incomplete evaluations.
  - h) The Vice Chancellor of Academic Affairs (or designee) shall convene two meetings each semester, to include the College Evaluation Coordinators, the PFT President (or designee), and the Vice President of Instruction (or designee) from each college. The purpose of the meeting will be to review the process, identify problems and develop plans of action. The meetings

shall be scheduled at the beginning of the academic year. The President of the District Academic Senate (or designee), the Vice Chancellor of Academic Affairs (or designee), or any College Vice President (or designee) may attend these meetings.

- i) Verify stipends for faculty evaluators as per the collective bargaining agreement.

2. The coordinator shall be chosen as follows:

- a) Three weeks before the end of each spring semester, the college President shall decide whether to appoint a classified coordinator for the following academic year
- b) In the event that a classified coordinator is not identified, the President shall appoint a faculty coordinator for the following academic year. A faculty coordinator appointed by the President may be replaced by the President after one semester if the *minimum threshold* for evaluations is not met
- c) The *minimum threshold* for evaluations at each college shall be as follows: 75% of the part-time and regular faculty with assignments in a given semester must have a current evaluation\*
- d) If a college does not meet the 75% threshold for a full academic year, a committee made up for the Academic Senate President, the Vice President of Instruction (or designee), and the PFT College representatives (with both PFT Representatives sharing one vote) shall jointly appoint, by a majority vote, a faculty coordinator for the following full academic year.
  - i) If circumstances require it, the committee may appoint a replacement faculty evaluation coordinator to serve for the remainder of the one-year term.
  - ii) At the end of the academic year, the term of a committee-appointed coordinator shall expire, and the process shall begin (again) at "2 - a" above.

3. Coordinator Release Time:

- a) If a classified coordinator is appointed at a college, the classified release time shall be .5
- b) If a faculty coordinator is appointed:
  - i) Aggregate of 2.0 FTEF release time shall be allocated across all 4 four colleges for Faculty Evaluation Coordinator
  - ii) Release time shall be distributed based on percentage of headcount of scheduled evaluations
  - iii) If a college has a classified coordinator, that college shall not also get release time for a faculty evaluation coordinator, and the total District release time of 2.0 shall be reduced accordingly for that semester or academic year.

**For Peralta Community College District:**

By: J. Crawford for S. Laguerre Date: 9/19/17  
Jowel C. Laguerre, Chancellor

By: Trudy Largent Date: 9/19/17  
Trudy Largent, Esq., Vice Chancellor for  
Human Resources & Employee Relations

**For Peralta Federation of Teachers:**

By: Jennifer Shanoski Date: 9-19-17  
Jennifer Shanoski, President

By: Rick Greenspan Date: 9-19-17  
Rick Greenspan, Chief Negotiator

\*"current evaluation" is defined per Ed Code 87663:

(a) Contract employees shall be evaluated at least once in each academic year. Regular employees shall be evaluated at least once in every three academic years. Temporary employees shall be evaluated within the first year of employment. Thereafter, evaluation shall be at least once every six regular semesters, or once every nine regular quarters, as applicable.

