

**SIDE LETTER ON PILOT PROGRAM FOR
TENURE TRACK ON-LINE EVALUATION**

This letter is subject to approval of the PFT in accordance with its procedures.

The PCCD and the Peralta Federation of Teachers agree to allow the TRC for Matthew Freeman to participate in a pilot program on Tenure Track On-Line Evaluation for the academic year 2009-10 only.

One evaluation each semester for Matthew Freeman shall adhere to the following guidelines:

- a. Any TRC member who does such an on line evaluation shall do so voluntarily.
- b. Student evaluations shall be conducted on the web, using identical questions to those in the currently approved student evaluation form. Precautions shall be taken so no student can submit more than one evaluation.
- c. The Faculty Evaluator and Evaluatee shall make a good faith effort to agree on a classroom observation plan which will allow the Evaluator to fill out the current Classroom Observation form for the on-line class and follow, as best they can, the current evaluation procedures. This shall include a pre-evaluation meeting, an evaluation, and a post-evaluation meeting. These meetings may be conducted on line. The Evaluator will spend at least one hour observing the on-line class, but is not limited to one hour.
- d. The TRC will make a good faith effort to insure that any evaluators of on-line classes have experience in on-line instruction.
- e. Any TRC members who evaluate Mathew Freeman on-line shall share the specific evaluation procedures they developed, in writing, with the PCCD and PFT.

This pilot program may be continued after June 2010 (or expanded to include other tenure-track faculty) only by mutual agreement between the PCCD and the PFT.

SO AGREED, 2009


Debra Weintraub, PFT President

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Wise E. Allen, UC Ed. Services for PCCD