# Peralta Community College District

**FACULTY EVALUATION HANDBOOK**

**POLICIES & PROCEDURES**
**For All Faculty**

**Part One: Tenure Track Faculty**
**Part Two: Part-Time Faculty**
**Part Three: Tenured Faculty**

*Note: This Faculty Evaluation Handbook is also* ***Appendix A20 to the PCCD-PFT Contract****, the provisions of which have been amended and extended by several Side Agreements, currently through June 30, 2018.*

March 7, 2018

Berkeley City College………. College of Alameda…...…Laney College……...Merritt College

**PERALTA COMMUNITY COLLEGE DISTRICT**

# FACULTY EVALUATION POLICIES & PROCEDURES

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# INTRODUCTION TO THIS HANDBOOK

## A. FACULTY EVALUATION POLICIES & PROCEDURES

This Faculty Evaluation Policies and Procedures Handbook includes the policies and procedures for evaluation of all faculty in the Peralta Community College District: tenure track, tenured and part-time faculty (including Faculty Diversity Internship Program [FDIP Interns]). The Faculty Evaluation Handbook is also **Appendix A20 to the PCCD-PFT Contract**, the provisions of which have been amended and extended by several Side Agreements, currently through June 30, 2017. This policy can only be changed or modified after consultation between the Peralta Federation of Teachers (PFT) and the District Academic Senate (DAS); such changes or modifications must also be negotiated between the PFT and the Peralta Community College District.

**Part One** of this handbook covers the evaluation of tenure track faculty under Board Policy 3.30 and procedures implementing Board Policy 3.30 (as revised and approved by the Board of Trustees June 13, 2000).

**Part Two** relates to the evaluation of part-time faculty. The procedures for evaluating part-time faculty as well as tenured faculty were streamlined in a Side Agreement signed February 2, 2009; then further revised in Spring and Fall 2011, and fully approved in a Side Agreement signed December 19, 2011. The procedures herein are those currently in use for evaluating part-time faculty (including FDIP Interns).

**Part Three** relates to the evaluation of tenured faculty. The procedures for evaluating part-time faculty as well as tenured faculty were streamlined in a Side Agreement signed February 2, 2009; then further revised in Spring and Fall 2011, and fully approved in a Side Agreement signed December 12, 2011. The procedures herein are those currently in use for evaluating tenured faculty (including FDIP Interns).

**Forms and Timelines for Tenure Review/Faculty Evaluations**: Please see Appendix A.

## B. PURPOSE

Peralta Community College District’s tenure review is a four-year process to assure excellence in all aspects of the academic enterprise. The evaluation criteria are derived from those academic qualities, skills and attitudes of professional behavior which constitute excellence. The tenure review system is founded upon the following principles:

a. recognition and acknowledgement of good performance;
b. enhancement of satisfactory performance;
c. continual development of faculty who are performing satisfactorily to further their own growth;
d. improvement of performance;
e. promotion of professionalism.

The faculty has the professional responsibility to play a central role in evaluating their peers. Only through the mutual effort of faculty and administration can the goal of promoting quality education be achieved. Adherence to this policy assures that only highly qualified professional staff will be recommended for tenure to the Board of Trustees of the Peralta Community College District.

C. STATEMENT OF FACULTY EXCELLENCE

The basis for review of probationary faculty is composed of four categories collectively containing 30 criteria for assessing performance: knowledge base; application of knowledge base; motivation and interpersonal skills; and professional responsibilities.

The faculty and the administration of the Peralta Community College District affirm the following definition of teaching excellence.

a. Knowledge Base

Excellent faculty members of the Peralta Community College District, whether classroom teachers, librarians, counselors, health services coordinators or those serving in another capacity:

1) Are knowledgeable about their work areas and disciplines.
2) Are knowledgeable about how students learn.
3) Are current in their field.
4) Provide perspectives that include a respect for diverse views.
5) Do their work in a well-prepared and well-organized manner.

b. Application of Knowledge Base

Excellent faculty members of Peralta Community College District, whether classroom teachers, librarians, counselors, health services coordinators or those serving in another capacity:

1) Make the material intelligible, interesting, and relevant to the students.
2) Continually assess the teaching-learning process and modify strategies as necessary to retain student interest, stimulate independent thinking, and encourage students to be analytical.
3) Use clear, explicit criteria, relevant to the subject matter, to evaluate students' work fairly and equitably to ascertain effective learning of the material presented.
4) In addition, excellent librarian faculty members of the Peralta Community College District:
   a) Provide reference services and library instruction that are appropriate to the needs of students, faculty and staff; possess thorough, up-to-date, working knowledge of reference materials and resources, service practices, and instructional techniques.
   b). Seek evaluative feedback from students, faculty, and staff regarding the contribution of the library to their information needs and to students' classroom performance.
   c). Regularly evaluate the breadth, composition, and organization of the library collection, and the array of services offered to the campus community, to identify and implement improvements wherever possible.

c. Motivation and Interpersonal Skills

Excellent faculty members of Peralta Community College District, whether classroom teachers, librarians, counselors, health services coordinators or those serving in another capacity.

1) Are enthusiastic about their work.
2) Are committed to education as a profession.
3) Set challenging performance goals for students.
4) Project a positive attitude about students' ability to learn.
5) Treat students with respect and recognize they operate in a broader perspective beyond the classroom.
6) Respect diverse talents and accommodate cultural and individual differences.
7) Are available to students.
8) Listen attentively to what students say.
9) Are responsive to student needs.
10) Are fair in their evaluation of student progress.

11) Present ideas clearly.
12) Create a climate that is conducive to learning.

d. Professional Responsibilities

Excellent faculty members of Peralta Community College District, whether classroom teachers, librarians, counselors, health services coordinators or those serving in another capacity:

1) Display behavior consistent with professional ethics; listed in the AAUP Code of Ethics.
2) Work collaboratively with colleagues by participating in a variety of academic projects, for example, attend discipline meetings, and participate on departmental and District committees and projects.
3) Keep abreast of changing knowledge base of their discipline/program and develop curriculum to keep programs current.
4) Participate in non-classroom responsibilities, including attendance at discipline, department, division, college and District meetings, and governance committees and activities; understand that service on college and District committees, including those for hiring and evaluation, is an obligation of every faculty member.
5) Maintain and expand their knowledge and skills in subject matter appropriate to their professional area.
6) Adhere to approved course outlines, goals, and objectives.
7) Be aware that the District expressly forbids sexual harassment of its students and employees by faculty, administrators, supervisors, staff, students or members of the general public. If an allegation of sexual harassment is substantiated, a violation of this rule may lead to personnel disciplinary actions including a letter of reprimand, suspension, or termination of employment in accordance with the California Ed. Code. In addition to the common criteria stated above, responsibilities specific to the professional area of the faculty member are:

**Instructors**

At the first meeting of a course, instructors shall: distribute a syllabus to students describing course content, the times and places where office hours are held, the grading standards by which the work of students shall be evaluated, and other relevant information; it is especially important that students be made aware of exactly what is required of them in order to succeed in the course.

**Counselors**

Counselors shall:

1. clearly state the objectives of the counseling interview;
2. continually update referral resources for students; and
3. assume appropriate responsibility for the matriculation processes defined by the assignment.

**Librarians**

Librarians shall:

1. perform those duties and assume those responsibilities of the area to which they are assigned; and
2. be available for consultation with faculty, students, co-workers, managers, and others in need of their assistance.

**Health Services Coordinators**

Health Services Coordinators shall:

1. be knowledgeable of current methods of health care and disease prevention;
2. continually update community health resources for students; and
3. be knowledgeable and possess skill in assessing emergency situations, giving first aid, CPR, and other appropriate nursing care.

*Statutory Basis: Education Code Sections 87660, 87661, 87662, 87663, 87664*

*Revisions approved by the Board of Trustees September 28, 1993; June 27, 1995; and June 13, 2000*

# *PART ONE: Tenure Track Faculty Evaluation Policy*

# PART ONE: TENURE TRACK FACULTY EVALUATION POLICY

## A. INTRODUCTION TO TENURE TRACK EVALUATIONS

The period during which prospective members of the permanent Peralta Community College District faculty are reviewed for tenure is best understood as a continuation of our District's search and selection processes. Indeed, the recommendation we make to the Board of Trustees to grant tenure is a more important recommendation than the initial decision to hire. When tenure is granted, the faculty member becomes a permanent part of our community. Thus, the review period for tenure becomes that crucial interval within which we create the future of our colleges, we limit or expand their vision of that future, and we enhance or diminish the quality of the educational opportunity that our enormously diverse students are provided when they enter our doors.

Peralta's approach to this period is based on the premise that the tenure recommendation is best formed by a partnership of faculty and administrative colleagues, and students through the student evaluation process, a partnership in which the perceptions of each inform the others.

The Tenure Review portion of this Handbook has been developed jointly by the Academic Senate, the Peralta Federation of Teachers, faculty and administration to provide the framework for tenure candidates to follow and within which the Tenure Review Committees (TRCs) can perform the crucial task of evaluating a candidate for permanent status on our faculty. As you work with these guidelines, please keep in mind the following:

1. The timelines are intended to be a guide to the tasks that need to be performed. They provide a recommended schedule for accomplishing those tasks. Committees may decide to complete the various steps of the process somewhat earlier than the timelines provide, and special circumstances may necessitate later schedule. The timelines established in the handbook are an effort to allow committee members to meet with a candidate, conduct evaluations, identify areas that may need improvement, schedule further meetings if necessary, meet to prepare their report, and present their report to the College Tenure Review Certification Committee, the Vice President and the College President in a timely manner. The President must then make his or her recommendation to the Vice Chancellor of Academic Affairs, who makes his or her recommendation to the Chancellor, who makes his or her recommendation to the Board of Trustees, who makes the final decision regarding tenure, termination or continuation of service by March 15$^{th}$ in accordance with provisions of Ed. Code section 87610.

2. While these timelines are not meant to be understood or interpreted as rigid and absolute, they are essential to a fair, professional, and objectively administered process. The timelines are important to the overall process, but they are intended neither to be traps for candidates or committee members nor technicalities by which the entire process can be invalidated. Non-prejudicial procedural errors shall not serve to invalidate the recommendation of the TRC/Evaluation Committee or the College President or the action of the Vice Chancellor of Academic Affairs, the Chancellor or the Board of Trustees.

B. PARTICIPANTS: THEIR RESPONSIBILITIES AND RIGHTS

1. TENURE REVIEW COMMITTEE
   a. Tenure Review Committee (TRC) shall be established for each probationary tenure-track faculty member (hereafter referred to as the "candidate"). The TRC committee: shall be established at the same time as the formation of the hiring committee; notified in writing of their selection; and confirmed by the date of hire.
   b. The TRC shall be composed of four members, for at least years one and two of the probationary period:
      1) A tenured faculty member serving on the hiring committee from the discipline, selected by the chair of the hiring committee. If a designee from the discipline is not available, a tenured faculty member from a closely related discipline may be selected. Should a replacement for this TRC member be required later in the tenure process, the President of the College Academic Senate shall appoint the replacement, using the criteria above.
      2) An additional tenured faculty member from the discipline selected by the President of the College Academic Senate in consultation with the department or discipline of the candidate; if a designee from the discipline is not available, a tenured faculty member from a closely related discipline may be selected. If a faculty member with necessary expertise is not available at the candidate's college site, a tenured faculty member from another Peralta college may be selected.3) ne tenured faculty member designated by the College President, to assure that no Tenure Review Committee shall consist of all men or all women or be all the same ethnicity. In cases where this is not possible, committee composition must be approved by the Vice Chancellor of Human Resources, the DAS President and the Vice Chancellor of Academic Affairs.4) The fourth member of the TRC shall be the Dean or the immediate supervisor of the candidate. The Dean shall vote only in case of a tie vote of the TRC faculty members.
      5) Only one member of any TRC may be a retired tenured faculty member.
      6) Faculty are limited to chairing ~~three~~ four TRCs and to serving on a maximum of ~~four~~ five TRCs during an academic year.
   c. The TRC shall have the initial responsibility for determining whether a candidate meets or exceeds the standard for a tenured Peralta faculty member. It serves as the guiding group in the evaluation process which culminates in the tenure decision. The TRC makes its recommendations to the President of the College.
   d. All TRC members are expected to attend all TRC meetings and conferences, but the process will not be invalidated and is not grievable if all members are not able to attend all meetings.
   e. Responsibilities of the TRC Faculty Members
      1) To carry out the evaluation process according to the Code of Ethics *(Part One, Section B, 6.*
      2) To complete administration of classroom observations.
      3) To expedite the student evaluation process.
      4) To provide consultation with the candidate to give objective observation and plans for improving practice.
      5) To write objective observations and summary statements.
      6) To complete the required tenure review work on time.

f. Responsibilities of the TRC Chair
   1) To be knowledgeable about the tenure review process and responsibility.
   2) To provide leadership to develop, and be responsible for the preparation of, the Evaluation Plan after consultation with the candidate and the other TRC members.
   3) To organize and carry out the TRC meeting schedule.
   4) To schedule classroom observations.
   5) To assure confidentiality of the TRC's work.
   6) To assure that all required documents are written on the approved District forms and are on file in the Vice President's office on time. *(See "Timelines" in Appendices A and B.)*
   7) To see that the timelines are met to ensure that the recommendation is made to the College President by the required date.

2. DEAN / ADMINISTRATIVE SUPERVISOR--RESPONSIBILITIES
   a. Establishment of the TRC, in accordance with the TRC composition guidelines (*set forth in Part One, Section B, 1 above*), is the responsibility of the Dean (or the immediate administrative supervisor of the candidate). Faculty selected to serve on the TRC shall be notified in writing of their selection.
   b. The Dean shall call the first meeting of the TRC of the first year, at which meeting a faculty member shall be elected chair. The chair schedules all subsequent meetings. The TRC meetings shall be scheduled at mutually agreeable times.
   c. During the first two semesters, the candidate's teaching schedule and class assignments shall be arranged by the Dean in consultation with the TRC Chair. It is the intent of this policy that the teaching assignments during the first two semesters allow the candidate sufficient preparation time for a fair and reasonable evaluation. The candidate may not grieve this teaching schedule.
   d. To serve as a regular member of the TRC and to keep the TRC membership stable. Should faculty members be unable to continue to serve due to illness, leaves, etc., the Dean shall work with the Faculty Academic Senate President to reconstitute the TRC and keep the work on target.
   e. To meet regularly with the College Tenure Facilitator regarding the status of the TRCs in their area and to ensure that the standards used in all evaluations and portfolio documents are in compliance with the Statement of Faculty Excellence (*see "Introduction, Section C" above*). Any documents based on rumors or hearsay shall not be included in the portfolio and may not be used at all in the tenure review process.
   f. To immediately inform the college Vice President of Instruction and the College Tenure Facilitator if they note any problems in compliance with timelines, guidelines or in any other tenure review areas, and work with the Vice President and College President to resolve such problems. If a complex problem cannot be solved at the college level, the Vice President of Instruction shall request a consultation meeting with the Faculty Academic Senate President, PFT President, and the Vice Chancellor of Academic Affairs.
   g. At the beginning of the Spring semester, the Vice President of Instruction and the Faculty Academic Senate President serving as the Certification Committee, shall review the portfolios and certify whether the tenure review process has been followed for each candidate. If they cannot so certify or the portfolio for any candidate is not complete, they shall submit a written explanation to the College President. In the event that they are not satisfied that the tenure review process is being followed, they shall request corrective action on the part of the TRC.

h. In the rare case in which a TRC does not meet the requirement to complete the portfolio by January 31st, the Dean and Vice President of Instruction shall use the materials present in the portfolio, and, in consultation with the College Tenure Facilitator, may administer student evaluations and perform classroom observations to assure information needed, to make their tenure recommendation to the College President in a timely basis for recommendation to the Board of Trustees.

i. The parties agree, as per Ed Code 87776, that sick leave, banked leave, and all other paid leaves, when granted, shall not "be construed as a break in service in the continuity of service required for the classification of the employee as tenure(d)." Time spent on paid leave shall count toward the service percentage set forth below.

The parties agree that a probationary faculty member shall "have completed his or her first contract year if he or she provides service for 75% of the first academic year." This requirement applies only to the first year or tenure track service. Thereafter, the following conditions apply during the year two, three and four for an employee to receive tenure track credit:

1) The employee must have an equated load consisting of more than 67% of a full-time load for the academic year; and

2) Notwithstanding any compensated leave, the Tenure Review Committee and the District shall have been afforded sufficient time to complete the required evaluations of the employee during the academic year.

3. CANDIDATE FOR TENURE

a. Rights; The Candidate has the right to:

1) Be informed of the organization and procedures of the tenure review process, including all appeals processes and of the basis on which tenure decisions are made. S/he must be informed of what is expected of her/him during the probationary service period.
2) Be assigned a faculty mentor who shall serve as an independent advisor as needed during the tenure review process.
3) Have any weaknesses perceived by the Tenure Review Committee specifically identified.
4) Have the TRC tenure decisions based only on factors related to performance of the candidate's job.
5) Expect members of the Tenure Review Committee to adhere to the Tenure Review Code of Ethics, and to expect that they will strive to maintain objectivity, and that any decisions regarding tenure do not contravene established principles of academic freedom as defined in the AAUP guidelines.
6) Have tenure decisions which are not based upon criteria which are arbitrary, capricious, or unreasonable.
7) Review and receive copies of all documents developed or received during the Tenure Review process. (The District may charge for actual cost of reproduction.)
8) Take any leave guaranteed to probationary employees under the Ed. Code, the PFT Contract, or other state and federal laws without adversely affecting their tenure process.
9) Challenge the appointment of one faculty member of the TRC.

a). The candidate shall give notice of the challenge to the College Academic Senate President and the College Tenure Facilitator within three weeks of the first meeting of the candidate with the TRC, or as soon as substantiated evidence of non-objectivity of a TRC faculty member is shown. The College Academic Senate President shall appoint the replacement faculty member.

b) The candidate may exercise a challenge during any year of the four-year tenure evaluation process, but only once during the tenure process unless just cause for an additional challenge is shown.

c) If just cause exists, additional challenge(s) may be heard by the District Academic Senate Ethics Committee along with the College Vice President of Instruction. The committee shall decide by majority vote if just cause exists for an additional challenge.

d) *See Section 7 below: "Replacement of TRC members."*

10) Consult as necessary with the College Tenure Facilitator about questions or problems which arise.

b. Responsibilities: The Candidate is required to:
   1) Attend all orientation sessions, as well as all meetings and conferences scheduled with the Tenure Review Committee.
   2) Participate fully in the development of the Evaluation Plan
   3) Assemble materials for the portfolio including submitting materials used in classes, self-evaluations as called for in the Tenure Review Process, and other materials relevant to the tenure decision.
   4) Join with the Tenure Review Committee in creating an improvement plan to address any identified weaknesses, and to participate in the activities agreed upon in the plan. The candidate is required to cooperate with the TRC in the implementation of any improvement plan.
   5) Maintain a professional and collegial relationship with the members of the Tenure Review Committee.

4. COLLEGE TENURE FACILITATOR
   a. A College Tenure Facilitator shall be jointly appointed by the PFT Representatives (with both PFT Representatives sharing one vote), the College Faculty Senate President, and the Vice President of Instruction, by majority vote. Qualifications for College Tenure Facilitator will preferably include experience in implementing and applying written regulations and procedures.
   b. College Tenure Facilitator will serve for a period of one year and can be reappointed for three additional one-year terms. The College Tenure Facilitator cannot serve for more than four consecutive years.
   c. The following formula shall be used to determine facilitator release time at each college:
      1) Double the number of first year tenure review committees at the college as of the first day on instruction in the Fall semester. Add to that the number of 2nd, 3rd, and 4th year TRCs at the college, as of the first day of instruction in the Fall semester.
      2) Multiply the total in "1)" (above) by 0.0115. This number, rounded to the nearest 0.1 FTEF, shall be the facilitator release at the college, unless the number is below 0.2 FTE. If the number is below 0.2 FTE, the facilitator shall receive 0.2 FTE release time.
      3) Either side may reopen this section of the agreement if there is a significant change in the expected workload of this position.
   d. Responsibilities of the College Tenure Facilitators: The College Tenure Facilitators shall be responsible for:
      1) Training TRC members to ensure that they are knowledgeable about the tenure review process including techniques and appropriate criteria for evaluating faculty.

2) Monitoring the TRC's implementation of the tenure review process. Such monitoring shall include a meeting each term with each TRC, the candidate's peer advisor, and the college Vice President of Instruction in order to review the TRC's activities including whether recognized standards are being applied in the evaluation process, and whether the TRC is following the tenure review process, procedures and timetables.
3) Meeting at least once each term with the candidate to assure that any concerns about the TRC or the tenure review process are addressed.
4) Reviewing each tenure track portfolio every two weeks to check on compliance with Tenure Procedure guidelines, timelines, and the Evaluation (or Improvement) Plan.
5) Checking that the standards used in all portfolio documents are in compliance with the Statement of Faculty Excellence *(see Introduction, Section C above).* Any documents containing allegations based on rumors or hearsay will not be allowed in the portfolio and may not be used at all in the Tenure process.
6) Immediately informing the Dean and the College Vice President of Instruction if they note any problems with compliance with timelines, guidelines or other areas in any tenure review, and work with the Vice President to resolve such problems.
7) There shall be monthly meetings between the College Tenure Facilitators, the Vice Presidents, and the Vice Chancellor of Academic Affairs to review the portfolios and to identify problems and develop plans of action. The monthly meetings shall be scheduled at the beginning of the academic year. The President of the District Academic Senate (or designee) and the President of the Peralta Federation of Teachers (PFT) (or designee) may attend these meetings.

5. COMPENSATION FOR THE TENURE REVIEW COMMITTEE
   a. TRC Stipends/Compensation.
      TRC Chairs shall receive a stipend of $600 per full academic year, and other faculty TRC members shall receive a stipend of $500 per full academic year. All TRC stipends are paid at the end of the academic year, after the College Tenure Facilitator has reviewed the portfolio and verified that all work has been completed. Stipends for those serving less than a full academic year will be prorated for the months actually served.

      The Tenure Facilitator will validate the work of each TRC member to the Office of Vice Chancellor, Academic Affairs, which is responsible for seeing that the TRC stipends are paid.

   b. If a faculty member is chosen from another Peralta College, the faculty member may be compensated for mileage as per the PFT contract.

6. CODE OF ETHICS FOR MEMBERS OF THE TENURE REVIEW COMMITTEE
   TRC Members shall:
   a. Read all tenure review materials and follow all guidelines, timetables and procedures.
   b. Be as objective as possible in the evaluations when personally observing classroom performance. Judgments shall not be based on rumor or hearsay.
   c. Be constructive in their criticism, pointing out specific areas of weakness and recommending a plan for correcting those weaknesses within a reasonable time frame.
   d. Take care to evaluate the candidate on professional conduct and ability to teach rather than personal characteristics unrelated to job performance, such as general lifestyle, religious beliefs, sexual preferences, political affiliations, and social customs.

e. Recognize that the candidate may have a different philosophy of education and teaching style than theirs. The main concern should be the effectiveness of the candidate in the classroom.
f. Disqualify themselves if they believe they are prejudiced toward a candidate.
g. Decline to serve on the TRC for a candidate if they know that relatives or close friends have successfully or unsuccessfully applied for the position held by the candidate.
h. Respect the confidentiality of the tenure process, with evaluations and the views of members regarded as private information.

7. REPLACEMENT OF TRC MEMBERS
   a. If a faculty member of the TRC is challenged, becomes unable to perform his/her responsibilities due to illness or injury~~,~~ becomes an administrator, takes a ~~l~~eave, resigns, retires (and becomes the second retired TRC faculty member), or must be replaced for any other reason, a replacement shall be designated by the College Academic Senate President.
   b. At the end of the second year of probationary status, if the prior years' overall performance ratings of the candidate have been "Satisfactory" or "Superior", the TRC may determine to proceed with two faculty members and the Dean in probationary years three and four. In choosing the two continuing faculty members on such committees, the affirmative action guideline in Part One, Section B, 1 shall apply, and all three faculty members on the TRC must agree on the choice. *Regarding divisions of the TRCs with only two faculty members, if the faculty members on the TRC do not reach consensus, the Dean may vote in case of a tie vote.*
   c. A faculty member of a TRC may be removed if they are not performing their duties satisfactorily or in a timely manner. Such removal must be approved by a majority of the Faculty Senate President, the College President, and a designated PFT college representative. Such removal is not grievable. Anyone involved (Tenure Track Candidate, TRC Chair, TRC member, Administrator on TRC, or Tenure Facilitator) can begin the process to remove a TRC member by informing the Tenure Facilitator in writing. The College Tenure Facilitator should be the one who calls together the meeting to decide removal. If a TRC member is removed, a replacement shall be designated by the President of the College Academic Senate.
   d. If a candidate files a grievance or appeal and there is a finding that the TRC has exceeded its authority or acted with prejudice towards the candidate, the College President may remove committee members as part of a resolution of the grievance, provided such resolution is agreed to by the candidate and the PFT Grievance Officer.

8. ADMINISTRATIVE OVERSIGHT RESPONSIBILITY/IMPLEMENTATION
   a. The Vice Presidents and the Vice Chancellor of Academic Affairs shall provide on-going oversight, orientation and consultation as needed to support consistency and improvements in the evaluation process across the colleges. This oversight responsibility shall include:
      1) Providing in-service training for new Deans and TRC chairs to ensure that they are knowledgeable about the tenure review process, in cooperation with the College Tenure Facilitators.
      2) Responsibility for monitoring the TRC's implementation of the tenure review process at all college sites.
      3) Annual evaluation of process and recommendations for change, in consultation with the PFT, regarding ongoing improvement of practice.

4) Institutional support for the candidate: Institutional support is defined as support from the College or District, or both, and shall include, but not be limited to, appropriate and adequate tenure review orientation.
5) If allegations of a procedural violation are presented to the College President or designee or to the Vice Chancellor for Academic Affairs or designee, an investigation shall be conducted to determine the accuracy of the allegation. If the College President or the Vice Chancellor of Academic Affairs concludes that a violation of tenure track review procedures has occurred, the College President or the Vice Chancellor for Academic Affairs shall have the authority to require that one or several parts of the evaluation procedure be redone. In addition, the College President or Vice Chancellor for Academic Affairs may initiate the removal procedures as provided in Part One, Section B, 7.of this Faculty Evaluation Handbook.

b. The Vice Chancellor of Academic Affairs and the College Vice Presidents shall be responsible for ensuring that a tenure review orientation is provided each academic year, in cooperation with the College Tenure Facilitators. New Deans, new TRC chairs and members, and new candidates are required to attend said orientation. The tenure review orientation shall include the purpose of evaluation and tenure review activities, the procedures and forms employed, and the timelines required. The orientation shall be one component of the staff development program for new faculty.

9. FACULTY MENTORS

a. The College and/or department/discipline shall establish a pool of faculty volunteers who agree to serve as unpaid Faculty Mentors to assist new faculty members.
b. The candidate may choose to have a Faculty Mentor but has the option to decline.
c. If desired, the Dean shall appoint the Faculty Mentor from said pool or from suggestions by others, including the probationary faculty member.
d. The Faculty Mentor is available to provide assistance to the candidate in such areas as:
   1) styles and strategies of teaching;
   2) theories and styles of student learning;
   3) multi-cultural issues related to student learning and teaching strategies;
   4) district and college policies and procedures;
   5) workshops, conferences, courses and classes;
   6) introductions to colleagues;
   7) development of the candidate's tenure portfolio;
   8) help with student problems.
e. The Faculty Mentor may not serve on the candidate's TRC.

10. LONG TERM SUBSTITUTES

A long-term substitute who teaches a full academic year and is hired under contract the following academic year will be considered in their second probationary year (Ed Code 87478). In this or any case where a candidate has not been or will not be evaluated in each of four years of probationary status, additional evaluations should be done to make up for this lack of a full four-year evaluation process.

C. TENURE REVIEW PROCESS AND APPEALS

1. THE TENURE REVIEW EVALUATION PORTFOLIO

To support the stated goals of the evaluation system, each Tenure Review Committee, in conjunction with their candidate, will establish and develop an evaluation portfolio. This portfolio will serve as the evidentiary base for all evaluation and tenure decisions. All components of the evaluation process discussed below will be gathered and placed in the portfolio.

The portfolio shall be established at the first meeting of the TRC and the candidate.
The portfolio shall be held confidential in a locked cabinet in the college Vice President of Instruction's Office and shall be available for viewing to members of the TRC and other authorized personnel as needed.

The Vice President of Instruction shall establish reasonable procedures for monitoring and protecting the integrity of the portfolio. The portfolios are to remain in the office of the Vice President of Instruction, except for temporary removal for TRC conferences with the candidate, or for review by the College Tenure Facilitator, TRC chair, Vice President, College President or Vice Chancellor for Academic Affairs. A log shall be kept by the Vice President’s staff in noting temporary removal of the portfolios by authorized persons.

The portfolio shall be available, with reasonable notice, for the candidate to review, as well as for review by the TRC members. In the event of a grievance or appeal, the portfolio shall also be available for viewing by the candidate’s authorized representative of the PFT. Copies of documents shall be provided at cost upon request at any time to the candidate or TRC members. Copies should be marked as such and should be kept confidential.

All evaluations should be placed in the files immediately after they are done. TRC members, including Administrators and TRC Chairs, should not hold onto evaluations or TR documents, but make sure they are put in the files immediately.

The portfolio shall be reviewed by the TRC with the candidate in accordance with established timelines.

Required elements of the portfolio:

1) Evaluation Plan
2) Transcriptions and tabulations of Student Evaluation Forms
3) Classroom Observations by TRC Members
4) Peer Evaluation Forms
5) Administrative Evaluation Forms
6) Self-Evaluation Forms
7) Non-Classroom Observation Forms (optional)
8) Tenure Review Conference Report Forms
9) Improvement Plan (if necessary)
10) Other documentary evidence
11) Recommendation Reports as described below.

a. Evaluation Plan (EP) *(See Appendix H)*

1) The Evaluation Plan (EP) -- a written schedule of committee meetings, activities and visitations -- shall be jointly developed by the TRC and the candidate during the first three weeks of the candidate's first year.
2) The EP shall be updated each year by mutual agreement between the TRC and the candidate.
3) The EP shall incorporate a plan to measure the four evaluation criteria *(see Introduction, C.)* which are the foundation of this evaluation process as they apply to the candidate's particular job responsibilities, and the EP shall contain timelines for

the peer, student, administrative and self-evaluations, as well as a timeline for review of the candidate's portfolio.

4) The EP must be approved by the College Vice President of Instruction.

b. Student Evaluations

1) The Tenure Review Committee shall designate members of the Committee to administer and collect student evaluations. Different members of the Committee may be designated for different classes, and different members of the Committee may be designated for the same class during different evaluation cycles (mid-term, end of term, etc.) if necessary. Student evaluations are not to be conducted by an administrator.
2) The candidate for tenure should be given, if possible, at least one week's notice that a member of the TRC will attend a class session in order to administer and collect student evaluations.
3) The TRC member administering the evaluations will come to the class at least ten minutes before it ends. The candidate will leave the room. The TRC member will explain that student evaluations are being collected for the purpose of improving instruction at the college. Students will be assured of the anonymity of their responses, including that original copies of any written comments will be transcribed and presented to the instructor only in compiled form and without identification of the student evaluator. The TRC member shall collect the student responses and dismiss the class.
4) The Student Evaluation forms along with an appropriate cover sheet shall be delivered immediately following the evaluation to the office of the Vice Chancellor of Academic Affairs for processing (s*ee Part One, Section C.3*). (When the colleges obtain appropriate equipment, the processing of student evaluations may be shifted to the college Vice President of Instruction's office for expediency of return to the TRCs.)
5) Short answer ratings shall be scored and averaged. A summary sheet shall be prepared for each class in which student evaluations were administered. All written comments will be transcribed in a list and attached to this same form which shall be returned to the TRC Chair to be placed in the portfolio.
6) Original student evaluations shall be returned to and retained by the Office of Instruction until tenure is attained or until one year after all appeals, grievances or challenges to the tenure decision are final, whichever is later.
7) As soon as possible following the administration and processing of student evaluations, the TRC shall meet with the candidate to discuss the student evaluations, and to update the Evaluation Plan in light of the student responses, as well as any other evaluation data gathered by the Committee.
8) The frequency of student evaluations shall be determined by the committee, but a minimum of three student evaluations during each of the first two semesters of the first full academic year, is required. For mid-year hires, these evaluations may begin the Spring semester preceding the first full academic year. If practical, each class taught by the candidate shall be given a student evaluation during the first two semesters.
9) Student evaluations shall be administered in accordance with the timetable specified in the Tenure Review process.
10) The form used for student evaluations shall be the approved District form.
11) TRC members may perform a Classroom Observation and distribute student evaluations during the same class period if desired.
12) *See Part One, Section C.3 of this Handbook regarding on-line faculty evaluations.*

c. Classroom Observations by TRC Members
   1) Classroom observations by TRC members shall be conducted by members of the TRC in accordance with the timelines specified in the tenure review process. The frequency of classroom observations shall be determined by the TRC, as long as the timelines are generally followed. If practical, classroom observations shall be done in each class taught by the candidate during the first two semesters. The faculty members of the TRC shall each conduct classroom observations, and the Dean shall conduct at least one classroom observation.
   2) Whenever possible, classroom observations shall be scheduled with at least one week advance notice to the candidate.
   3) Whenever possible, the evaluator shall meet with the candidate in a pre-evaluation conference prior to the actual observation. The evaluator may obtain appropriate materials and/or information regarding course syllabi, outlines, objectives of the observed session and current examinations or quizzes. In the case of counselors, librarians, nursing staff, DSPS Coordinators, and Learning Disability Specialists, the evaluator may obtain materials used in the course of job performance.
   4) The observer shall observe for a reasonable amount of time to obtain full understanding of job performance:
      a) for classroom instructors -- at least one classroom or lab hour and preferably one full class period;
      b) for counselors, librarians, and health services coordinators -- a minimum of one hour.
   5) A post-evaluation conference shall be scheduled between the evaluator and candidate in accordance with the timeline specified in the Tenure Review Policy. At that conference, the observed performance shall be discussed in terms of the ratings given. If applicable, the candidate and the TRC may create a plan for improvement (*see Part One, Section C., 1. i. for Improvement Plan*).
   6) The form used for Classroom Observation shall be the approved District form.

d. Peer Evaluations
   1) Peer Evaluations/Faculty Input from the Discipline and Input from Outside the Discipline.
   2) Peer Evaluations/input from the discipline will be invited on a voluntary basis from faculty teaching in the discipline at the college by the Dean and submitted to the TRC along with the Administrative Evaluation Form. The form used for input from faculty in the discipline shall be the approved District form.
   3) The Faculty Mentor may use this form for input on the candidate which will become part of the candidate's portfolio.
   4) If relevant, input from outside the discipline may be solicited by the candidate or members of the TRC. The form used shall be the approved District form.
   5) All input from faculty must reflect the criteria set forth in the Statement of Faculty Excellence (*Introduction, Section C, above*). The Dean shall be responsible for assuring that nothing in the portfolio reflects allegations based on rumors or hearsay.

e. Administrative Evaluations
   1) In accordance with the timeline specified in the Tenure Review Policy, and as part of their duties as a member of the TRC, the Dean will complete the Administrative Evaluation form.
   2) The administrator shall also perform at least one classroom or other (e.g., counselor, librarian, health services coordinators) observation as a member of the TRC. The

administrator completes this classroom or other (e.g., counselor, librarian, health services coordinators) observation every Fall semester of all four years the candidate is under tenure review.

3) The College President may elect not to renew first and second year contracts for reasons other than non-performance; such as adjustment of a program due to lack of students, and fiscal and curricular needs.

f. Self-Evaluations

1) Near the end of each term, the candidate shall provide the TRC with a written self-evaluation documenting her/his own perception of how s/he has satisfied the criteria for evaluation described in Introduction, Section C, . The form used for the candidate's self-evaluation shall be the approved District form.
2) The candidate is encouraged to share materials and activities not part of the formal evaluation process, especially those undertaken during times when the faculty member is not being evaluated.

g. Non-Classroom Observation Form (Optional)

1) This form may be used for input by persons having personally observed the candidate in non-classroom settings, i.e., persons with direct knowledge, not hearsay or rumor.
2) The information submitted must be relevant to the Statement of Faculty Excellence *(Introduction, Section C)*.

h. Tenure Review Conferences/Reports

1) The TRC and the candidate shall meet according to the schedule specified in the tenure review process timeline (see Appendix A) in order to discuss all aspects of the evaluation process. Additional conferences may be held.
2) The Chair of the TRC shall schedule such meetings at mutually agreeable times.
3) At these conferences, the TRC should:
   a) discuss student, peer and administrative evaluations
   b) develop any necessary improvement plan
   c) review progress on any previously developed improvement plan
   d) develop or update the Evaluation Plan if necessary.
4) All members of the TRC should participate in all tenure review conferences and all members of the TRC must be present when recommendations are made (*see Part One, Section C, 1. h*).
5) The Chair of the TRC shall complete a Tenure Review Conference Report Form, and the members of the TRC and the candidate shall sign the Form to indicate that they have read it. Any member of the TRC or the candidate may append written comments to the Tenure Review Conference Report Form if they do not feel it reflects shared perceptions. The Tenure Review Conference Report Form, as well as any such written comments, shall be included in the faculty evaluation portfolio.

i. Improvement Plan

1) If the TRC determines that a candidate is "below standards" or "unsatisfactory" in any portion of the Evaluation Plan (EP), the TRC must develop a specific plan for improvement.
2) The improvement plan (IP) shall be written and shall include specific recommendations and timetables for action. It shall also include a plan for the TRC to monitor the candidate's progress in implementing the improvement plan. The improvement plan shall conform to the Code of Ethics for members of the TRC (*Part*

*One, Section B, 6.*) of this policy. The improvement plan must include student evaluations in each class taught by the candidate.

3) The improvement plan must be approved by a majority of the TRC.
4) The improvement plan must be presented to the candidate and Vice President at least six instructional weeks prior to any meeting at which the TRC makes a recommendation for termination. While the candidate may appeal the improvement plan (*Part One, Section C, 4.*), this six-week timeframe will remain in effect unless the candidate wins his/her appeal.
5) After a minimum of six instructional weeks of working towards the goals of the improvement plan, the TRC may determine that the candidate's progress in implementing the specific improvement plan is unsatisfactory and may recommend termination in accordance with Ed. Code section 87610 (March 15th notification deadline).
6) *See template below*.

## TRC Improvement Plan Template* (see II. A. 9 in Handbook)

**Date:** ____________________

**Candidate's Name:** ______________________________________

**TRC Members:** __________________________ __________________________

__________________________ __________________________

| Area of Improvement* | Recommendation | Timeline | TRC check-in date(s) | Actions taken by candidate | Actions taken by TRC member(s) | TRC feedback | Candidate response to feedback | Recommendations for next step (s) |
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*This template represents a suggested way to create and track an improvement plan.
TRCs are not required to use this specific template, as long as they follow the policies/procedures in the Handbook.

Plan should be updated each semester for as long as it is in effect.
***Align to Standards from Statement of Faculty Excellence** (pp. 6-8, Faculty Evaluations Policies & Procedures Handbook, Part One (Tenure-Track Faculty) :
1. Knowledge Base
2. Application of Knowledge Base
3. Motivation and Interpersonal Skills
4. Professional Responsibilities

j. Other Documentation
   1) Other documents should be included in the portfolio including representative samples of the candidate's handouts, exams, assignments, syllabi, and reading materials.
   2) If the TRC and the candidate have mutually agreed to include additional items to document the objectives of the EP, such documents should be submitted to the TRC at least one week prior to a tenure review conference. *(See Part One, Section C, 1. h)*
   3) A joint discussion of such documentation shall be part of the tenure review conference. *(See Part One, Section C, 1. h.)*

k. Tenure Recommendation/Report(s)
   1) The TRC shall prepare a report on the candidate's progress rating together with their recommendation (*see Part One, Section C, 2. below*) on the District approved Summary Report Form. Their recommendation shall also be submitted to the Vice President and the College President on the District approved Certification form. The categories of evaluation ratings are:
      a) **"Superior" Performance** – surpasses requirements; exceeds expectations.
      b) **"Satisfactory" Performance** – meets all standards of excellence as described in this policy.
      c) **"Below Standards" of Performance** - does not consistently meet requirements and standards of excellence; marginal.
      **d)** **"Unsatisfactory"** Performance – does not meet requirements; ineffective.
   2) In accordance with the deadline specified in the Tenure Review Policy, or as appropriate, the TRC, by majority vote and by consensus if possible, must make one of the recommendations listed below (Ed. Code sections 87608, 87608.5, 87609). No abstentions shall be permitted.
      a) **Grant Tenure** - at the end of the four-year probationary period.
      b) **Continuation of Probationary Status** - at the end of year one of the probationary period for one additional year; at the end of year two of the probationary period for two additional years.
      c) **Termination of Service** – by March $15^{th}$ of the first, second or fourth probationary year.
      d) After the recommendation is written, the TRC shall meet with the candidate to allow him/her the opportunity to respond to the report and to have the report added to the portfolio before the recommendation is forwarded to the College President.
      e) If the TRC is unable to agree upon a recommendation by January 31 of the first, second or fourth full contract year, the Vice President shall make a recommendation to the College President based on the material available in the portfolio at that time.

2. TENURE REVIEW OVERSIGHT/RECOMMENDATION CERTIFICATION

a. The TRC shall also submit a completed copy of the Tenure Review Summary Report Form to the Certification Committee composed of the Vice President of Instruction and the Academic Senate President to certify that the TRC has followed the required procedures and timetables and applied the expected standards. In the event that the Certification Committee cannot so certify, the Vice President of Instruction must submit a separate report to the College President detailing their concerns.

b. The Certification form with the recommendations of the TRC shall be forwarded to the Certification Committee, the Vice President and the College President in accordance with the timeline specified in the Tenure Review Policy.
c. Should the College President not concur with the recommendation of the Tenure Review Committee he/she shall meet with the Vice President, Dean and the TRC chair to discuss his/her reasons. The Vice Chancellor of Academic Affairs shall then review all relevant documentation. A member of the TRC holding a majority view shall have an opportunity, equal to that of the College President, to defend the TRC's recommendation before the Vice Chancellor of Academic Affairs, who will make a recommendation to the Chancellor.
d. The College President shall forward his/her recommendation (to grant tenure, continue in probationary status, or terminate services), on the approved District Certification form, to the Vice Chancellor of Academic Affairs and the candidate in accordance with the timeline specified in the Tenure Review Policy. The Vice Chancellor of Academic Affairs shall make a final recommendation report to the Chancellor on all tenure review decisions.
e. The Chancellor shall forward a final recommendation to grant tenure, continue in probationary status, or terminate services to the Board of Trustees prior to March 15$^{th}$ in accordance with provisions of Education Code Section 87608 & 87610.
f. The Board of Trustees shall make the final decision regarding tenure, termination or continuation of service by March 15$^{th}$ in accordance with provisions of Education Code Section 87610.

3. ON-LINE EVALUATIONS

a. In any situation where an instructor can be evaluated in either a classroom setting or on-line, the method of evaluation shall be determined by mutual agreement of Evaluee and Evaluators.
b. In the case of online classes:
   1) Student evaluations shall be conducted on the Web, using identical questions to those in the currently approved student evaluation form.
   2) The Faculty Evaluator and the Evaluee shall make a good faith effort to agree on a Faculty/Classroom Observation/Evaluation plan which will allow the Evaluator to fill out the current Faculty/Classroom Observation/Evaluation 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 (which can be the Summary 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.

4. APPEALS

a. Appealing Part of the Portfolio.
   1) If a candidate for tenure believes that the content of a peer evaluation, administrative evaluation, evaluation plan, improvement plan, or other item in the portfolio has been unfair or in violation of the Tenure Review Committee Code of Ethics, s/he may file a written appeal, within thirty (30) working days after the candidate becomes aware of the conditions upon which the appeal is based, with the College Tenure Review Appeal Committee composed of the Vice President of Instruction, College Academic Senate President and PFT representative.
   2) The Vice President of Instruction shall notify the members of the Tenure Review Committee that the candidate has filed an appeal over an item in the portfolio. The

College Tenure Review Appeal Committee shall attempt to resolve the appeal in an informal way at the college level.

3) It shall be the responsibility of the Vice President of Instruction to communicate the findings of the College Tenure Review Appeal Committee to the candidate and to the members of the TRC within one week of reaching their decision. S/he will also assure that the College Tenure Review Appeal Committee's recommendations are implemented.
4) If the appeal is not resolved informally at the college level within two weeks, the College Tenure Review Appeal Committee shall meet with the Vice Chancellor of Academic Affairs to review the appeal. They will be charged with investigating the allegations raised in the appeal and making a recommendation for action. The recommendation may include redoing one or several parts of the evaluation procedure or other appropriate remedial actions. They may also determine that the allegations of unfairness are groundless. The decision of this District appeal group shall be by majority vote. They will make their findings known as soon as is practicable, but no later than thirty (30) days after being formally charged with resolving the appeal.

b. Appealing Procedural Violations of the Tenure Review Process
The candidate should attempt to resolve an appeal of violations of the procedures in the tenure review process at the college level through the college Tenure Review Appeal Committee as set forth above *(see Part One, Section C, 4.)*. If the appeal is not resolved at the college level, the candidate may file a grievance within thirty (30) days after the candidate becomes aware of the condition upon which the grievance is based. To do so, the candidate shall use the formal grievance procedure as set forth in the current Peralta Federation of Teachers-Peralta Community College District contract. *(See Appendix D)* Non-prejudicial procedural errors shall not serve to invalidate the recommendation of the TRC.

c. Appealing Denial of Tenure When the Candidate Alleges that the Decision was Unreasonable or Violated, Misinterpreted, or Misapplied District Policies
If a candidate alleges that a decision to not grant tenure or not continue in probationary status was unreasonable, or violated, misinterpreted, or misapplied any District policies or procedures, the candidate may appeal the negative tenure decision by filing a grievance using the formal grievance procedure defined in the current Peralta Federation of Teachers-Peralta Community College District contract. *(See Appendix D)*

d. Reconsideration Procedure
1) In the event that a decision not to grant tenure, or not to be given an additional probationary contract, results in a grievance which is resolved with a recommendation order that said decision requires reconsideration, the Vice Chancellor of Academic Affairs will form a Tenure Reconsideration Committee of the Vice President, College President and three faculty members, a majority of whom shall be from the discipline and, if possible, from the college. The candidate shall select a member of the committee, the President of the local Academic Senate shall select a member of the committee, and the administrator at the college in charge of the discipline shall select a member of the committee. The candidate may challenge one member of the committee. (That member will be replaced by a new member nominated by the person who made the original nomination.) None of the members of the original Tenure Review Committee may serve on the Tenure Reconsideration Committee. The Tenure Reconsideration Committee must be approved by the Vice Chancellor of Human Resources.

2) The Tenure Reconsideration Committee shall review the specific policy provisions or procedures found to have been violated to determine the degree to which such violation was prejudicial in the tenure decision. The Tenure Reconsideration Committee may meet with the candidate to discuss the contents of the portfolio, or interview members of the original Tenure Review Committee, if they deem it useful. The Tenure Reconsideration Committee members may conduct classroom visitations, collect additional student evaluations, and request completion of a self-evaluation form by the candidate if they determine that additional documentation is required.
3) The Tenure Reconsideration Committee shall determine whether or not to recommend the granting of tenure or continued probation, or to reaffirm the decision not to grant tenure or continue probation, within ninety (90) days of the formation of the Tenure Reconsideration Committee.

5. RIGHTS OF PFT

The PFT may designate representatives to attend and observe any meetings conducted as part of the Tenure Review process even over objection of candidate.

6. TIMELINES FOR TENURE REVIEW

The timelines referred to in Appendices A and B are intended to be a guide to the tasks that need to be performed. They provide a recommended schedule for accomplishing those tasks. Tenure Review Committees may decide to complete the various steps of the process somewhat earlier than the timelines provide, and special circumstances may necessitate a later schedule. To provide needed flexibility, the written timelines shall be adhered to within a period of five working days before and five working days after the dates stated in the timeline, absent unavoidable circumstances preventing this adherence.

The timelines below have been established to allow TRC members to evaluate the candidate, identify areas that may need improvement, schedule further evaluations if necessary, meet to prepare their report, and present their report to the College President in time for the President to make his/her recommendation to the Chancellor and to the Board of Trustees.

In the case of a mid-year hire, the TRC is encouraged to begin the evaluation process the candidate's first semester, and all evaluations done that semester will count towards work done the first probationary year. However, the four-year tenure review process is based on academic years and does not formally begin until July 1st following the mid-year candidate's date of hire. The timeline is important to the overall process, but it is not intended to be a technicality by which the entire process can be invalidated. Non-prejudicial procedural errors shall not serve to invalidate the recommendation of the TRC.

If for any reason the TRC fails to perform its duties and complete the required evaluations, the Vice President of Instruction shall be responsible for forwarding a recommendation to the College President based on all documents in the portfolio at the time. *(See Part One, Section C, 1., h.)*

The appeals process *(Part One, Section C, 4.)* includes provisions which are designed to promptly address inappropriate deviations from the established timeline, to address issues of bias, and to correct any such problems as soon as possible. Every effort should be made to resolve issues within the TRC, at the College level, prior to invoking the appeals procedures.

*(See Appendices A and B for Timeline Guidelines and Sample Semester Timelines.)*

## D. RECOMMENDATIONS FOR NEW FORMS AND CHANGES TO EXISTING FORMS FOR TENURE TRACK FACULTY

1. Should any faculty group or administrator recommend the creation of a new form for evaluation or recommend changes in existing forms or student evaluations, such recommendations must be made in writing to the College Vice President of Instruction and the Vice Chancellor of Academic Affairs who will confer with the other college Vice Presidents of Instruction and the appropriate PFT representative and College Tenure Facilitators.

2. If approved by the Vice Chancellor of Academic Affairs and the appropriate PFT representative, the revised/new forms will be distributed to all Deans and TRC Chairs, and will be used in all subsequent evaluations to which they apply.

3. Whenever possible, all forms (other than Scantron Forms) shall be available on disc (or on-line) to be filled out on a computer. However, the District approved forms cannot be altered in form or substance other than in spacing available for responses. If any evaluation form is found to be altered, it may be removed from the portfolio or be required to be rewritten on the approved District form. Once signed, the originals of all forms shall remain in the portfolio. *(Part One, Section C, 1.)*

# *PART TWO: Part-Time Faculty Evaluation Policy*

# PART TWO: PART-TIME EVALUATIONS POLICY

## A. INTRODUCTION TO PART-TIME FACULTY EVALUATIONS

The current procedures for evaluating part-time faculty are the same procedures as those for evaluating tenured faculty, that were streamlined in a Side Agreement signed February 2, 2009, were clarified in negotiations during 2011 and attached to a Side Agreement dated December 19, 2011, and were further clarified during negotiations in 2016. The revised procedures are incorporated into the document, which follows herein, set forth the current procedures for all part-time and tenured faculty evaluations, effective August 2016.

*See Appendix E for complete wording of the Part-Time agreement 2017.*

Please see the general information in "Introduction to This Handbook," particularly the section on "Statement of Faculty Excellence," for other information relating to the evaluation of part-time faculty.

*(Also see the PCCD/Academic Affairs website for approved Part-Time and Tenured Faculty Evaluation Forms Appendix C.)*

## PURPOSE

Evaluation of faculty is consistent with the Community Colleges' mission of educational excellence as required by Section 87663 of the Education Code (Ed Code). The purpose of the evaluation is to benefit the faculty member through peer review. The primary objective is to evaluate the faculty member's effectiveness in relationship to good teaching; currency in the field; department/discipline responsibilities; and effectiveness of service to students, the departments/disciplines and the college. The evaluation is the joint responsibility of the Administrative Supervisor (referred to herein as Vice President or designee) and the department/discipline faculty. The most positive effects of the evaluation will be obtained at the department/discipline level and accrue to the individual. The evaluation should recognize the accomplishments of faculty, and make recommendations for correcting deficiencies.

## B. TENURE REVIEW EVALUATION PORTFOLIO

1. STUDENT EVALUATIONS

   The purpose of the Student Evaluations of Instructor (SEI) is to gain from students their opinions of the overall effectiveness of the instructor. Students will be assured of the anonymity of their responses, including that original copies of any written comments will be transcribed and presented to the instructor only in compiled form.

2. SELF-EVALUATION

   Using the Instructor Self-Evaluation Form, faculty members are expected to provide evidence of professional competence and teaching effectiveness. The following are general criteria that will be used in the self-evaluation:

   a. Appropriateness of methods in achieving objectives.
   b. Knowledge of current teaching methods, materials, and trends in his/her field of instruction.
   c. Successful strategies to improve student performance and retention.
   d. Preparation and planning of curriculum.

e. Knowledge of recent advances in the discipline.
f. Demonstration of continued professional growth.
g. Reflection on the use of assessment tools to make improvements.

3. FACULTY/CLASSROOM OBSERVATION/EVALUATION
The following are general criteria that will be used in the faculty/classroom observation/evaluation by peers and administrators:
a. Expertise in subject matter or professional field.
b. Effectiveness in carrying out duties in instruction.
c. Effectiveness of communications with students, and if applicable, staff.
d. Behavior consistent with AAUP Code of Ethics, Title 5 and the Ed. Code.

4. ADMINISTRATIVE EVALUATION
The purpose of the administrative review is to provide the Evaluation Committee with information regarding the faculty member 's professional responsibilities in the context of certain administrative criteria. The focus of this evaluation is on the syllabus (including grading policy), timely submission of textbook orders, submission of syllabi to the Office of Instruction, responsiveness to communications, professional behavior, holding classes for full class period, participation in professional development activities, and timely submission of grades and census rosters.

C. EVALUATION FREQUENCY
Part-time faculty shall be evaluated within the first year of employment. Whenever possible, this should be done during the first term of employment. Thereafter, evaluation shall be once every six regular semesters, unless a summary rating of "Does not consistently meet requirements" or "Does not meet requirements" is received.

When a part-time faculty member receives a summary rating of "Does not consistently meet requirements" or "Does not meet requirements", an evaluation will take place during the next semester that the faculty member has an assignment. For part-time faculty, the second evaluation will be used to determine eligibility to enter into or remain in the Rehire Preference Pool.

D. RESPONSIBILITIES IN THE EVALUATION
The evaluation of each instructor who is being evaluated shall involve:
1. <u>Vice President or designee –</u>
The responsibility for administering the evaluation system rests with the Vice President or designee. The Vice President or designee who has responsibility for the discipline shall initiate the evaluation procedures, in consensus with the Department Chair, ensuring that the evaluation procedures are followed, timelines are met, classroom visits are held, records are kept, preliminary and summary evaluation meetings are held. The Vice President or designee shall complete the Administrative Evaluation Form. A copy of the evaluation Summary Report Form and the completed Administrative Evaluation shall be given to the faculty Evaluee, the Evaluator, the Department Chair, the Vice President or designee, the Vice Chancellor of Academic Affairs, and then sent to Human Resources by the end of the semester being evaluated.

2. Faculty Evaluator --
   a. The Department Chair shall choose a single Faculty Evaluator from the Evaluee's discipline (or if necessary a related discipline, as defined by the Board of Governors' list of minimum qualifications) during the first four (4) weeks of the semester. For short-term classes, the Department Chair shall choose a single Faculty Evaluator during the first 25% of course meeting days. The Faculty Evaluator cannot have been evaluated by the Evaluee within the same academic year.
   b. If the Department Chair does not meet the deadline, the Vice President or designee shall choose a single Faculty Evaluator during week five (5) of the semester.
   c. The Vice President or designee and the Department Chair will make a good faith effort to ensure that evaluators of on-line classes have experience in on-line instruction.
   d. The faculty Evaluee may challenge that Evaluator during the two (2) weeks following notification. If the faculty Evaluee challenges the Evaluator, the evaluation will be conducted no later than the following semester, but can be done during the same semester with another evaluator selected via lottery.
   e. The Faculty Evaluator holds the Preliminary Evaluation Meeting, does a Faculty/Classroom Observation/Evaluation, completes the appropriate items on the Faculty/Classroom Observation/Evaluation Report Form, and holds a Summary Evaluation Meeting.
3. The Evaluee-- The Evaluee is responsible for completing the Instructor Self-Evaluation Form and submitting it to the Evaluator, and attending the Preliminary and Summary Evaluation Meetings.

E. EVALUATION PROCESS CRITERIA AND FORMS

The five (5) forms to be used in evaluations of part-time faculty are:

1. Student Evaluations of Instructors:
   The purpose of the Student Evaluations is to gain from students their opinions of the overall effectiveness of the faculty member. Students will be assured of the anonymity of their responses.

2. Faculty/Classroom Observation/Evaluation(s):
   There are standard District forms to be completed when conducting a Faculty/Classroom Observation/Evaluation. Please use the form appropriate to the evaluee's assignment. This form can also be completed by the Vice President or designee, if the Vice President or designee does a Faculty/Classroom Observation/Evaluation.

3. Administrative Evaluation:
   The Administrative Evaluation addresses the faculty evaluee's overall attention to academic and professional matters as related to the evaluee's assignment. Different forms exist for classroom faculty and non-classroom faculty.
   If the Administrative Evaluation is not completed by the Administrator, the chair of the evaluation committee shall send an email (using Peralta email addresses) requesting a completed Administrative Evaluation at least two weeks prior to the summary meeting. A copy of the email requesting the Administrative Evaluation will be submitted in lieu of a completed Administrative Evaluation.

4. Self-Evaluation:
   The Self Evaluation is an opportunity for the Evaluee to address all evaluations which have been conducted. In addition, the Evaluee is provided the opportunity to address

his/her professional growth and development. Classroom faculty evaluees shall submit: syllabi, with methods of student assessment, and a listing of assignments. In addition to the Self Evaluation form, the Self-Evaluation may include additional support material. Examples of additional support material for non-classroom faculty evaluees may include workshop agendas and handouts, completed Student Educational Plans, etc.
If the Self-Evaluation is not completed by the Evaluee, the chair of the evaluation committee shall send an email (using Peralta email addresses) requesting the completed Self-Evaluation at least two weeks prior to the summary meeting. A copy of the email requesting the Self-Evaluation will be submitted in lieu of a completed Self-Evaluation.

5. Summary Report Form (including overall Rating):
   The Summary Report Form provides an overall summary of all evaluations of the Evaluee conducted during the semester. The overall summary evaluation rating is based on a five-point rating system. If a second faculty/classroom observation/evaluation is done by the Vice President or designee, and there is a tie vote, the faculty member will be evaluated again, the next semester that they teach.

6. The evaluation rating system for all faculty evaluations shall be:
   a. Is exemplary
   b. Surpasses requirements
   c. Meets all requirements
   d. Does not consistently meet requirements
   e. Does not meet requirements

F. SCHEDULING AND ASSIGNING EVALUATIONS

1. During first four (4) weeks of the semester, each Department Chair will update the yearlong plan of what will be a 3-year (6-semester) evaluation timeline (schedule) for all part-time in their department/cluster. (The schedule will be updated or revised as needed by the Department Chair during the 4th week of the semester.) If Department Chairs do not meet the deadline, the Vice President or designee will create the first semester of the 3-year evaluation timeline during the 5th week of the semester. At that time, a copy of the schedule shall be sent to the Vice President or designee, the Vice Chancellor of Academic Affairs, the Vice Chancellor of Human Resources, and the PFT**.**

2. When creating the 3-year evaluation schedule, the Department Chair (or Vice President or designee) shall make a good faith effort to apply the following priority system:
   Part-time faculty evaluations shall be prioritized as follows:
   a. New part-time hires.
   b. In order of seniority by hire date, with most senior faculty first (hire dates shall be provided by the District Human Resources office).
   c. If evaluated within the last six (6) assigned semesters, the next evaluation shall be six (6) assigned semesters after the last evaluation
3. Part-time faculty may evaluate other part-time faculty. All evaluations by part-time faculty (as evaluators) shall be mutually agreed upon by the faculty member, the Vice President or designee, and the Department Chair. All evaluations by a part-time faculty member shall be paid a $120 stipend.. The payment shall be made if a Faculty Evaluator completes his/her responsibility, even if the Administrator and/or Faculty Evaluee do not fulfill his/her responsibilities in the process.

4. Part-time faculty shall have a one-time right, during each three (3) year evaluation cycle, to request another evaluation that must be completed before the end of the following semester. The second evaluation will be the determining evaluation for the Rehire Preference Pool. The Evaluator in such an evaluation shall be chosen by a lottery system.
5. Lottery Pool System
   a. When it is necessary to choose an evaluator by lottery, the lottery process shall be started by the Dean during or before the 6th week of the semester. The Dean shall notify the college PFT co-Chairs, the Academic Senate President, the college Vice President of Instruction and the faculty evaluee for whom the lottery is being held that a lottery pool will be created and a lottery drawing will take place. The Dean shall further notify all parties of the actual lottery drawing at least five (5) business days in advance, so that they may observe the drawing if they choose to do so.
   b. When it is necessary to choose an evaluator by lottery, the College Academic Senate President, one PFT Co-Chair (designated by the PFT Chapter Co-Chairs), and the college Vice President of Instruction shall jointly assign eligible faculty members to a lottery pool consisting of at least four (4) individuals. Faculty in the lottery should be in the same or related disciplines. The lottery pool shall consist of:
      1) Contract faculty in the same or related disciplines who have not been assigned three (3) evaluations during that academic year. An evaluator who was “challenged” by that evaluee or an evaluator who did the ‘first evaluation’ on that evaluee (specified in parts 3B or 3G of January 2009 agreement) shall not be included.
      2) Contract faculty in the same or related disciplines who have already been assigned three (3) evaluations during that academic year and have agreed to be included in the lottery pool.
      3) Currently employed part-time faculty may also be added to the pool if they agree to be included and if the Dean and the Department Chair both concur
   c. If a part-time faculty member or a contract faculty member already doing three (3) evaluations in the academic year is chosen to do the Lottery evaluation, the faculty member shall be paid a $120 stipend.

G. EVALUATION PROCESS

1. The Vice President or designee contacts the evaluee in order to provide him/her with a copy of the evaluation procedures.

**2.** The Vice President or designee notifies the evaluee of the composition of the Evaluation Committee and offers him/her the opportunity to challenge the choice of the faculty evaluator. If the Vice President or designee wishes to be a voting member of the Evaluation Committee and perform a Faculty/Classroom Observation/Evaluation, the Vice President or designee shall notify the evaluee of his/her participation. This does not preclude the Vice President or designee from performing a faculty evaluation (outside the standard evaluation procedure), provided the Administrator has given the faculty member one week’s notice of the visit**.**

3. The faculty evaluator shall convene the Preliminary Evaluation Meeting. At this Preliminary Evaluation Meeting, the faculty evaluator and the evaluee shall review all of the evaluation forms and establish dates for Student Evaluation(s), Faculty/Classroom Observation/Evaluation(s), submission of the Self-Evaluation Report Form to the faculty evaluator, and the Summary Evaluation Meeting. The faculty evaluator shall notify the Vice President or designee of the proposed timeline. Completion of the Administrative

Evaluation Form and Faculty/Classroom Observation/Evaluation by the Vice President or designee (if planned) should be included on the schedule. The evaluee and the faculty evaluator sign off to verify that this meeting took place.

4. The faculty evaluator administers the student evaluations using the standard District form. The procedure is the same as that set forth in the Tenure Review Handbook for administering Student Evaluations. Student Evaluations may be done during the same class session as the Faculty/Classroom Observation/Evaluation. Student Evaluations will be administered before the class ends. The evaluee will leave the room. The evaluator will read the directions on the student evaluation form and inform students of their right to add written comments on the back of the form; no other communication will take place with the students related to the instructor or his/her performance. Students will be assured of the anonymity of their responses. The evaluator shall collect the student responses and dismiss the class. If mutually agreed by the evaluee and the evaluator, student evaluations may be conducted online within a 48-hour period.

   The evaluator may compile the Scantron form scores at the College and may transcribe the student comments (from the Student Evaluations) themselves. Alternatively, the evaluator may send the Student Evaluation forms along with an appropriate cover sheet to the Office of the Vice Chancellor of Academic Affairs to process the Scantron Report.

   Original Student Evaluations shall be retained in the College Office of Instruction for one year after which time they can be destroyed.

5. As scheduled, the faculty evaluator conducts a Faculty/Classroom Observation/Evaluation of a whole class period (or counseling or library period, etc.), of at least one hour. The faculty evaluator then completes the Faculty/Classroom Observation/Evaluation Report Form, or other appropriate form. The observed class may be a lecture or a lab.

6. The Vice President or designee submits the completed Administrative Evaluation Form to the faculty evaluator.

7. The evaluee submits the completed Self-Evaluation Form to the faculty evaluator prior to the Summary Evaluation Meeting.

8. Prior to the Summary Evaluation Meeting, the faculty evaluator completes the evaluation Summary Report Form. If the Vice President or designee completed a Faculty/Classroom Observation/Evaluation form, the faculty evaluator and Vice President or designee complete the Summary Report Form together. If the Vice President or designee completed a Faculty/Classroom Observation/Evaluation, and if the faculty evaluator and Vice President or designee cannot agree, separate Summary Report Forms shall be completed. In cases where two classroom observations/evaluations are done, and the two evaluators do not agree on the summary rating, the faculty member will be evaluated again the following semester with a new Administrator chosen by the VPI and a new faculty evaluator chosen by lottery. The Vice President or designee shall be notified if the evaluee is rated as either—"Does not consistently meet requirements," or —"Does not meet requirements."

9. The Summary Evaluation Meeting is held to review and discuss all evaluations with the evaluee. The evaluee reviews the Faculty/Classroom Observation/Evaluation Report Forms, the Student Evaluations of Instructor summary, the Administrative Evaluation Form, and the Summary Report Form(s). If the Vice President or designee did a Faculty/Classroom Observation/Evaluation, s/he shall attend the Summary Evaluation Meeting. The evaluee is given an opportunity to respond in writing to any issues raised by the evaluations

10. All evaluation documents, including the summary of Student Evaluations, the Faculty/Classroom Observation/Evaluation Report Form(s), the Administrative Evaluation Form, the Self-Evaluation Form, the Summary Report Form(s), and any evaluee response, shall be forwarded to the Vice President or designee for inclusion in the evaluee's Personnel File; copies of the documents should also be forwarded to the evaluee and the Department Chair. The Vice President or designee is responsible for sending all Summary Report Forms and Administrative Evaluations for all part-time and tenured faculty to the District Office of Human Resources, with a copy also sent to the Vice Chancellor of Academic Affairs by the end of the semester.

11. Incomplete Evaluations

    If the student evaluations, Faculty/Classroom Observation(s)/Evaluation(s), Self-Evaluation or Summary Report Form(s) are not completed with four (4) weeks left in the semester (or with 25% of the course meetings left for short-term classes), the Vice President or designee and the College Academic Senate President (or representative) shall jointly develop a plan by the end of the semester to complete the process. In cases when the evaluation is not completed, the evaluee shall have the right to receive a full evaluation during the following semester, if s/he makes a request for a full evaluation (in writing) to his/her Vice President or designee (with a copy to the PFT) within the first two (2) weeks of the following semester**.**

    An incomplete self-evaluation shall not constitute an incomplete evaluation so long as the Evaluation Committee Chair attaches a copy of an email requesting the Self-Evaluation from the evaluee at least two weeks prior to the summary meeting.

12. Electronic Submission of Forms

    All forms may be submitted online. Submission of the form from the evaluee, evaluator, or administrator's Peralta email account shall constitute a completed and signed form for use in the evaluation. A printout of the email with the attachment must be submitted along with the completed form for inclusion in the evaluation documents.

13. On-line Evaluations

    In any situation where an instructor can be evaluated in either a classroom setting or on-line, the method of evaluation shall be determined by mutual agreement of evaluee and evaluators.
    In the case of online classes:
    
    Student evaluations shall be conducted on the Web, using identical questions to those in the currently approved student evaluation form.

The faculty evaluator and the evaluee shall make a good faith effort to agree on a Faculty/Classroom Observation/Evaluation plan which will allow the evaluator to fill out the current Faculty/Classroom Observation/Evaluation 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 (which can be the Summary 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.

## H. RECOMMENDATIONS FOR NEW FORMS AND CHANGES TO EXISTING FORMS FOR PART-TIME FACULTY

1. Should any faculty group or administrator recommend the creation of a new form for evaluation or recommend changes in existing forms or student evaluations, such recommendations must be made in writing to the College Vice President of Instruction and the Vice Chancellor of Academic Affairs who will confer with the other college Vice Presidents of Instruction and the appropriate PFT representative and College Tenure Facilitators.

2. If approved by the Vice Chancellor of Academic Affairs and the appropriate PFT representative, the revised/new forms will be distributed to all College Deans/Administrative Supervisors, Tenure Facilitators, and Department Chairs, and will be used in all subsequent evaluations to which they apply.

3. Whenever possible, all forms (other than Scantron Forms) shall be available on disc (or on-line) to be filled out on a computer. However, the District approved forms cannot be altered in form or substance other than in spacing available for responses. If any evaluation form is found to be altered, it may be removed from the portfolio or be required to be rewritten on the approved District form. Once signed, the originals of all forms shall remain in the portfolio.

## I. COLLEGE EVALUATION COORDINATOR

1. Scope of Work of the College Evaluation Coordinator:

   a) Training of faculty evaluators and evaluees 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 evaluees, 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 Introduction, Section C)*. 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.
    1) If circumstances require it, the committee may appoint a replacement faculty evaluation coordinator to serve for the remainder of the one-year term.
    2) 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 0.5
b) If a faculty coordinator is appointed:
    1) Aggregate of 2.0 FTEF release time shall be allocated across all 4 four colleges for Faculty Evaluation Coordinator

2) Release time shall be distributed based on percentage of headcount of scheduled evaluations
3) 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.

# *PART THREE: Tenured Faculty Evaluation Policy*

# PART THREE: TENURED FACULTY EVALUATIONS

## A. INTRODUCTION TO TENURED FACULTY EVALUATIONS

The current procedures for evaluating tenured faculty are the same procedures as those for evaluating part-time faculty, that were streamlined in a Side Agreement signed February 2, 2009, were clarified in negotiations during 2011 and attached to a Side Agreement dated December 19, 2011 and were further clarified during negotiations in 2016. The revised procedures are incorporated into the document, which follows herein, set forth the current procedures for all tenured faculty evaluations, effective August 2016.

Please see the general information in “Introduction to This Handbook,” particularly the section on “Statement of Faculty Excellence,” for other information relating to the evaluation of tenured faculty.

This policy can only be changed or modified after consultation between the Peralta Federation of Teachers (PFT) and the District Academic Senate (DAS); such changes or modifications must also be negotiated between the PFT and the Peralta Community College District (District).

*(Also see the PCCD/Academic Affairs website for approved Tenured Faculty Evaluation Forms.)*

## PURPOSE

Evaluation of faculty is consistent with the Community Colleges' mission of educational excellence as required by Section 87663 of the Education Code (Ed Code). The purpose of the evaluation is to benefit the faculty member through peer review. The primary objective is to evaluate the faculty member's effectiveness in relationship to good teaching; currency in the field; department/discipline responsibilities; and effectiveness of service to students, the departments/disciplines and the college. The evaluation is the joint responsibility of the Administrative Supervisor (referred to herein as ―Vice President or designee) and the department/discipline faculty. The most positive effects of the evaluation will be obtained at the department/discipline level and accrue to the individual. The evaluation should recognize the accomplishments of faculty and make recommendations for correcting deficiencies.

The faculty play a central role in evaluating their peers. Only through the joint effort of faculty and administration can the mutual goal of promoting quality education be achieved. Adherence to this policy assures the District, its colleges and students a highly qualified professional staff.

Evaluation of tenured faculty is a four-part process which involves self-evaluation, faculty/classroom observation/evaluation, administrative evaluation, and student evaluation. Together, these four evaluations plus the summary report form the complete evaluation.

B. TENURE REVIEW EVALUATION PORTFOLIO

1. STUDENT EVALUATIONS

The purpose of the Student Evaluations of Instructor (SEI) is to gain from students their opinion**s** of the overall effectiveness of the instructor. Students will be assured of the anonymity of their responses, including that original copies of any written comments will be transcribed and presented to the instructor only in compiled form.

2. SELF-EVALUATION

Using the Instructor Self-Evaluation Form, faculty members are expected to provide evidence of professional competence and teaching effectiveness. The following are general criteria that will be used in the self-evaluation:

a. Appropriateness of methods in achieving objectives.
b. Knowledge of current teaching methods, materials, and trends in his/her field of instruction.
c. Successful strategies to improve student performance and retention.
d. Preparation and planning of curriculum.
e. Knowledge of recent advances in the discipline.
f. Demonstration of continued professional growth.
g. Reflection on the use of assessment tools to make improvements.

3. FACULTY/CLASSROOM OBSERVATION/EVALUATION

The following are general criteria that will be used in the faculty/classroom observation/evaluation by peers and administrators:

a. Expertise in subject matter or professional field.
b. Effectiveness in carrying out duties in instruction.
c. Effectiveness of communications with students, and if applicable, staff.
d. Behavior consistent with AAUP Code of Ethics, Title 5 and the Ed. Code.

4. ADMINISTRATIVE EVALUATION

The purpose of the administrative review is to provide the Evaluation Committee with information regarding the faculty member 's professional responsibilities in the context of certain administrative criteria. The focus of this evaluation is on the syllabus (including grading policy), timely submission of textbook orders, submission of syllabi to the Office of Instruction, responsiveness to communications, professional behavior, holding classes for full class period, participation in professional development activities, and timely submission of grades and census rosters.

C. EVALUATION FREQUENCY

Tenured faculty shall be evaluated once every three years, unless a rating of “Does not consistently meet requirements” or “Does not meet requirements” is received.

When a tenured faculty member receives a summary rating of “Does not consistently meet requirements” or “Does not meet requirements”, an evaluation will take place during the next semester that the faculty member has an assignment.

D. RESPONSIBILITIES IN THE EVALUATION

The evaluation of each instructor who is being evaluated shall involve:

1. <u>Vice President or designee –</u>
   The responsibility for administering the evaluation system rests with the Vice President or designee. The Vice President or designee who has responsibility for the discipline shall initiate the evaluation procedures, in consensus with the Department Chair, ensuring that the evaluation procedures are followed, timelines are met, classroom visits are held, records are kept, preliminary and summary evaluation meetings are held. The Vice President or designee shall complete the Administrative Evaluation Form. A copy of the evaluation Summary Report Form and the completed Administrative Evaluation shall be given to the faculty Evaluee, the Evaluator, the Department Chair, the Vice President or designee, the Vice Chancellor of Academic Affairs, and then sent to Human Resources by the end of the semester being evaluated.

2. <u>Faculty Evaluator</u> --
   a. The Department Chair shall choose a single Faculty Evaluator from the Evaluee's discipline (or if necessary a related discipline, as defined by the Board of Governors' list of minimum qualifications) during the first four (4) weeks of the semester. For short-term classes, the Department Chair shall choose a single Faculty Evaluator during the first 25% of course meeting days. The Faculty Evaluator cannot have been evaluated by the Evaluee within the same academic year.
   b. If the Department Chair does not meet the deadline, the Vice President or designee shall choose a single Faculty Evaluator during week five (5) of the semester.
   c. The Vice President or designee and the Department Chair will make a good faith effort to ensure that evaluators of on-line classes have experience in on-line instruction.
   d. The faculty Evaluee may challenge that Evaluator during the two (2) weeks following notification. If the faculty Evaluee challenges the Evaluator, the evaluation will be conducted no later than the following semester, but can be done during the same semester with another evaluator selected via lottery.
   e. The Faculty Evaluator holds the Preliminary Evaluation Meeting, does a Faculty/Classroom Observation/Evaluation, completes the appropriate items on the Faculty/Classroom Observation/Evaluation Report Form, and holds a Summary Evaluation Meeting.
3. <u>The Evaluee--</u> The evaluee is responsible for completing the Instructor Self-Evaluation Form and submitting it to the evaluator, and attending the Preliminary and Summary Evaluation Meetings.

E. EVALUATION PROCESS CRITERIA AND FORMS

The five (5) forms to be used in evaluations of tenured faculty are:

1. <u>Student Evaluations of Instructors:</u>
   The purpose of the Student Evaluations is to gain from students their opinions of the overall effectiveness of the faculty member. Students will be assured of the anonymity of their responses.

2. <u>Faculty/Classroom Observation/Evaluation(s):</u>
   There are standard District forms to be completed when conducting a Faculty/Classroom Observation/Evaluation. Please use the form appropriate to the evaluee's assignment. This form can also be completed by the Vice President or designee, if the Vice President or designee does a Faculty/Classroom Observation/Evaluation.

3. Administrative Evaluation:

The Administrative Evaluation addresses the faculty evaluee's overall attention to academic and professional matters as related to the evaluee's assignment. Different forms exist for classroom faculty and non-classroom faculty.

If the Administrative Evaluation is not completed by the Administrator, the chair of the evaluation committee shall send an email (using Peralta email addresses) requesting a completed Administrative Evaluation at least two weeks prior to the summary meeting. A copy of the email requesting the Administrative Evaluation will be submitted in lieu of a completed Administrative Evaluation.

4. Self-Evaluation:

The Self Evaluation is an opportunity for the Evaluee to address all evaluations which have been conducted. In addition, the Evaluee is provided the opportunity to address his/her professional growth and development. Classroom faculty evaluees shall submit: syllabi, with methods of student assessment, and a listing of assignments. In addition to the Self Evaluation form, the Self-Evaluation may include additional support material. Examples of additional support material for non-classroom faculty evaluees may include workshop agendas and handouts, completed Student Educational Plans, etc.

If the Self-Evaluation is not completed by the Evaluee, the chair of the evaluation committee shall send an email (using Peralta email addresses) requesting the completed Self-Evaluation at least two weeks prior to the summary meeting. A copy of the email requesting the Self-Evaluation will be submitted in lieu of a completed Self-Evaluation.

5. Summary Report Form (including overall Rating):

The Summary Report Form provides an overall summary of all evaluations of the Evaluee conducted during the semester. The overall summary evaluation rating is based on a five-point rating system. If a second faculty/classroom observation/evaluation is done by the Vice President or designee, and there is a tie vote, the faculty member will be evaluated again, the next semester that they teach.

6. The evaluation rating system for all faculty evaluations shall be:
   a. Is exemplary
   b. Surpasses requirements
   c. Meets all requirements
   d. Does not consistently meet requirements
   e. Does not meet requirements

F. SCHEDULING AND ASSIGNING EVALUATIONS

1. During first four (4) weeks of the semester, each Department Chair will update the yearlong plan of what will be a 3-year (6-semester) evaluation timeline (schedule) for all part-time and tenured faculty in their department/cluster. (The schedule will be updated or revised as needed by the Department Chair during the 4th week of the semester.) If Department Chairs do not meet the deadline, the Vice President or designee will create the first semester of the 3-year evaluation timeline during the 5th week of the semester. At that time, a copy of the schedule shall be sent to the Vice President or designee, the Vice Chancellor of Academic Affairs, the Vice Chancellor of Human Resources, and the PFT.

2. When creating the 3-year evaluation schedule, the Department Chair (or Vice President or designee) shall make a good faith effort to apply the following priority system: Tenured faculty evaluations shall be prioritized as follows:

a. If evaluated within the last three (3) years, the next evaluation shall be three (3) years after the last evaluation.
b. If not evaluated within the last three (3) years, evaluations shall be scheduled in order of seniority, with most senior faculty first (hire dates shall be provided by the District Human Resources office).

3. Faculty are limited to chairing four (4) TRCs and to serving on a maximum of five (5) TRCs during an academic year.

4. Contract faculty may conduct more than three (3) faculty evaluations. All evaluations by any contract faculty evaluations over three (3) shall be mutually agreed upon by the faculty member, the Vice President or designee, and the Department Chair. All evaluations over 3 during any academic year by a tenured contract faculty member shall be paid a $120 stipend. The payment shall be made if a Faculty Evaluator completes his/her responsibility, even if the Administrator and/or Faculty Evaluee do not fulfill his/her responsibilities in the process.

G. EVALUATION PROCESS

1. The Vice President or designee contacts the evaluee in order to provide him/her with a copy of the evaluation procedures.

2. The Vice President or designee notifies the evaluee of the composition of the Evaluation Committee, and offers him/her the opportunity to challenge the choice of the faculty evaluator. If the Vice President or designee wishes to be a voting member of the Evaluation Committee and perform a Faculty/Classroom Observation/Evaluation, the Vice President or designee shall notify the evaluee of his/her participation. This does not preclude the Vice President or designee from performing a faculty evaluation (outside the standard evaluation procedure), provided the Administrator has given the faculty member one week’s notice of the visit**.**

3. The faculty evaluator shall convene the Preliminary Evaluation Meeting. At this Preliminary Evaluation Meeting, the faculty evaluator and the evaluee shall review all the evaluation forms and establish dates for Student Evaluation(s), Faculty/Classroom Observation/Evaluation(s), submission of the Self-Evaluation Report Form to the Faculty Evaluator, and the Summary Evaluation Meeting. The faculty evaluator shall notify the Vice President or designee of the proposed timeline. Completion of the Administrative Evaluation Form and Faculty/Classroom Observation/Evaluation by the Vice President or designee (if planned) should be included on the schedule. The evaluee and the faculty evaluator sign off to verify that this meeting took place.

4. The faculty evaluator administers the student evaluations using the standard District form. The procedure is the same as that set forth in the Tenure Review Handbook for administering Student Evaluations. Student Evaluations may be done during the same class session as the Faculty/Classroom Observation/Evaluation. Student Evaluations will be administered before the class ends. The evaluee will leave the room. The faculty evaluator will read the directions on the student evaluation form and inform students of

their right to add written comments on the back of the form; no other communication will take place with the students related to the instructor or his/her performance. Students will be assured of the anonymity of their responses. The evaluator shall collect the student responses and dismiss the class. If mutually agreed by the evaluee and the evaluator, student evaluations may be conducted online within a 48-hour period.

The evaluator may compile the Scantron form scores at the College and may transcribe the student comments (from the Student Evaluations) themselves. Alternatively, the evaluator may send the Student Evaluation forms along with an appropriate cover sheet to the Office of the Vice Chancellor of Academic Affairs to process the Scantron report.

Original Student Evaluations shall be retained in the College Office of Instruction for one year after which time they can be destroyed.

5. As scheduled, the faculty evaluator conducts a Faculty/Classroom Observation/Evaluation of a whole class period (or counseling or library period, etc.), of at least one hour. The faculty evaluator then completes the Faculty/Classroom Observation/Evaluation Report Form, or other appropriate form. The observed class may be a lecture or a lab.

6. The Vice President or designee submits the completed Administrative Evaluation Form to the faculty evaluator.

7. The evaluee submits the completed Self-Evaluation Form to the faculty evaluator prior to the Summary Evaluation Meeting.

8. Prior to the Summary Evaluation Meeting, the faculty evaluator completes the evaluation Summary Report Form. If the Vice President or designee completed a Faculty/Classroom Observation/Evaluation form, the faculty evaluator and Vice President or designee complete the Summary Report Form together. If the Vice President or designee completed a Faculty/Classroom Observation/Evaluation, and if the faculty evaluator and Vice President or designee cannot agree, separate Summary Report Forms shall be completed. In cases where two classroom observations/evaluations are done, and the two evaluators do not agree on the summary rating, the faculty member will be evaluated again the following semester with a new Administrator chosen by the VPI and a new faculty evaluator chosen by lottery. The Vice President or designee shall be notified if the evaluee is rated as either “Does not consistently meet requirements,” or “Does not meet requirements.”

9. The Summary Evaluation Meeting is held to review and discuss all evaluations with the evaluee. The evaluee reviews the Faculty/Classroom Observation/Evaluation Report Forms, the Student Evaluations of Instructor summary, the Administrative Evaluation Form, and the Summary Report Form(s). If the Vice President or designee did a Faculty/Classroom Observation/Evaluation, s/he shall attend the Summary Evaluation Meeting. The evaluee is given an opportunity to respond in writing to any issues raised by the evaluations

10. All evaluation documents, including the summary of Student Evaluations, the Faculty/Classroom Observation/Evaluation Report Form(s), the Administrative Evaluation Form, the Self-Evaluation Form, the Summary Report Form(s), and any Evaluee response, shall be forwarded to the Vice President or designee for inclusion in

the evaluee's Personnel File; copies of the documents should also be forwarded to the evaluee and the Department Chair. The Vice President or designee is responsible for sending all Summary Report Forms and Administrative Evaluations for all part-time and tenured faculty to the District Office of Human Resources, with a copy also sent to the Vice Chancellor of Academic Affairs by the end of the semester.

11. Incomplete Evaluations

If the student evaluations, Faculty/Classroom Observation(s)/Evaluation(s), Self-Evaluation or Summary Report Form(s) are not completed with four (4) weeks left in the semester (or with 25% of the course meetings left for short-term classes), the Vice President or designee and the College Academic Senate President (or representative) shall jointly develop a plan by the end of the semester to complete the process. In cases when the evaluation is not completed, the evaluee shall have the right to receive a full evaluation during the following semester, if s/he makes a request for a full evaluation (in writing) to his/her Vice President or designee (with a copy to the PFT) within the first two (2) weeks of the following semester**.**

An incomplete self-evaluation shall not constitute an incomplete evaluation so long as the Evaluation Committee Chair attaches a copy of an email requesting the Self-Evaluation from the evaluee at least two weeks prior to the summary meeting.

12. Electronic Submission of Forms

All forms may be submitted online. Submission of the form from the evaluee, evaluator, or administrator’s Peralta email account shall constitute a completed and signed form for use in the evaluation. A printout of the email with the attachment must be submitted along with the completed form for inclusion in the evaluation documents.

13. On-line Evaluations

a. In any situation where an instructor can be evaluated in either a classroom setting or on-line, the method of evaluation shall be determined by mutual agreement of evaluee and evaluators.
b. In the case of online classes:
1) Student evaluations shall be conducted on the Web, using identical questions to those in the currently approved student evaluation form.
2) The faculty evaluator and the evaluee shall make a good faith effort to agree on a Faculty/Classroom Observation/Evaluation plan which will allow the Evaluator to fill out the current Faculty/Classroom Observation/Evaluation 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 (which can be the Summary 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.

## H. RECOMMENDATIONS FOR NEW FORMS AND CHANGES TO EXISTING FORMS FOR TENURED FACULTY

1. Should any faculty group or administrator recommend the creation of a new form for evaluation or recommend changes in existing forms or student evaluations, such recommendations must be made in writing to the College Vice President of Instruction and the Vice Chancellor of Academic Affairs who will confer with the other college Vice Presidents of Instruction and the appropriate PFT representative and College Tenure Facilitators.

2. If approved by the Vice Chancellor of Academic Affairs and the appropriate PFT representative, the revised/new forms will be distributed to all College Deans/Administrative Supervisors, Tenure Facilitators, and Department Chairs, and will be used in all subsequent evaluations to which they apply.

3. Whenever possible, all forms (other than Scantron Forms) shall be available on disc (or on-line) to be filled out on a computer. However, the District approved forms cannot be altered in form or substance other than in spacing available for responses. If any evaluation form is found to be altered, it may be removed from the portfolio or be required to be rewritten on the approved District form. Once signed, the originals of all forms shall remain in the portfolio.

## I. COLLEGE EVALUATION COORDINATOR

1. Scope of Work of the College Evaluation Coordinator:

   a) Training of faculty evaluators and evaluees 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 evaluees, 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 Introduction, Section C*). 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 0.5

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.

# *APPENDIX*

# APPENDIX A: TIMELINES FOR TENURE REVIEW AND FACULTY EVLAUATIONS (CALENDARS) AND EVALUATION FORMS

**Forms:** Forms for all evaluations and committees will be found on the website for Academic Affairs http://web.peralta.edu/academicaffairs/faculty-evaluations-tenure-review/part-time-long-term-substitute-tenured-faculty-evaluation-forms/ ) (http://web.peralta.edu/academicaffairs/faculty-evaluations-tenure-review/tenure-track-faculty-evaluation-forms/) and the PFT website (http://pft1603.org/?page_id=215).

**Timeline For Tenure Review/Faculty Evaluations**: The yearly calendar with deadline dates is now found online at: http://web.peralta.edu/academicaffairs/faculty-evaluations-tenure-review/tenure-review-timeline/) and the PFT website (http://pft1603.org/?page_id=215).

APPENDIX B: GUIDELINES FOR TENURE REVIEW TIMELINES

FOUR YEAR OVERVIEW OF TENURE REVIEW PROCESS

| ***DISTRICT APPROVED FORMS*** | ***YEAR 1 Dates/Activities for Year*** | ***YEAR 2 Dates/Activities for Year*** | ***YEAR 3 Dates/Activities for Year*** | ***YEAR 4 Dates/Activities for Year*** |
|---|---|---|---|---|
| 1. **EVALUATION PLAN** | 1. TRC meets/develops Eval. Plan w/candidate by end of 3rd week<br>2. Eval. Plan to be given to Candidate, Tenure Facilitator & Vice President | 1. TRC meets/develops Eval. Plan w/candidate by end of 3rd week<br>2. Eval. Plan to be given to Candidate, Tenure Facilitator & Vice President | Same as year 2 | Same as years 2 & 3 *(to be completed in Fall term)* |
| 2. **STUDENT EVALUATION OF INSTRUCTOR** ***(Scantron form)*** | 1. Each class taught or min. of 3 sets each of 1st two semesters in 1st acad. yr.<br>2. No. to be determined for counselors, librarians, DSPS cnslrs/coords, health services coordinators, etc. (Approx. 4 sets of 10 evals.) | 1. 3 classes per acad. yr. for teaching faculty<br>2. No. to be determined for counselors, librarians, DSPS cnslrs/coords, health services coordinators, etc. (Approx. 3 sets of 10 evals) | Same as year 2 | Same as years 2 & 3 *(to be completed in Fall term)* |
| 3. **CLASSROOM** ***(or Faculty)*** **OBSERVATION FORM for TRC Members** | 1. Each class taught for teaching faculty or min. of 3 each of 1st two semesters in 1st academic year.<br>2. No. to be determined for counselors, librarians, DSPS cnslrs/coords, health services coordinators etc. (Approx. 4 evals.) | 1. 3 classes per acad. yr. for teaching faculty<br>2. No. to be determined for counselors, librarians, DSPS cnslrs/coords, health services coordinators, etc. (Approx. 3 evals.) | Same as year 2 | Min. of one in Fall semester for admin. on TRC, and min. of one for faculty on TRC *(to be completed in Fall term).* |
| 4. **PEER EVALUATION REPORT** *(for other non-TRC faculty in discipline)* | Optional | Optional | Optional | Optional |

| | | | | |
|---|---|---|---|---|
| 5. **ADMINISTRATIVE EVALUATION RPT.** *(Immediate supervisor of candidate)* | Prior to end of Fall term | Prior to end of Fall term | Same as year 2 | Same as years 2 & 3 |
| 6. **CANDIDATE SELF-EVALUATION RPT.** | Each term | Each term | Each term | Fall only |
| 7. **NON-CLASSROOM OBSERVATION/ INFORMATION REPORT FORM** | Optional | Optional | Optional | Optional |
| 8. **CONFERENCE REPORT FORM** | All TRC meetings with Candidate *(Mtgs to be held ASAP after evaluations done)* | All TRC meetings with Candidate *(Mtgs to be held ASAP after evaluations done)* | All TRC meetings with Candidate *(Mtgs to be held ASAP after evals. done)* | All TRC meetings with Candidate *(Mtgs to be held ASAP after evals. done)* |
| 9. **SUMMARY REPORT** | Prior to end of Fall term | Prior to end of Fall term | Same as year 2 | Same as years 2 & 3 |
| 10. **CERTIFICATION FORM** | Complete same time as Summary Report | Complete same time as Summary Report | Complete same time as Summary Report | Complete same time as Summary Report |

(Note: Numbers of evaluations are minimums; OK to do more, and may be necessary to do more under certain circumstances.) rev.8-10-06

APPENDIX C: DISTRICT APPROVED TENURE REVIEW/FACULTY EVALUATION FORMS

| Evaluation Forms for TENURE TRACK Faculty | Special Evaluation Forms For TENURE TRACK Faculty | NON-TENURE TRACK -- PART-TIME & TENURED FACULTY |
|---|---|---|
| TENURE TRACK INSTRUCTOR<br><br>1.Evaluation Plan (sample)<br><br>2.a. Student Evaluations (Orange Scantron)<br>OR<br>2.b. Student Evaluation of ESL Instructor (Pink Scantron)<br>OR<br>2.c. Online Evaluations<br><br>3. Faculty/Classroom Observation (by TRC/Eval. Team Member)<br><br>4. Peer Evaluation<br><br>5. Administrative Evaluation<br><br>6. Candidate's Self-Evaluation<br><br>7. Non-Classroom Observation<br><br>8. Conference Report<br><br>9. Summary Report<br><br>10. Certification Form<br><br>11. TRC Improvement Plan Template<br><br>Other TR-Related Forms<br><br>Also used in the Tenure Track Faculty Evaluation process are the following forms:<br>• Calendar (showing 4-yr overview of Tenure Review. Process) | ALL FORMS SAME AS WITH "INSTRUCTOR" SET except for the following specialty forms that replace the corresponding numbered form in the Instructor forms listed to the left:<br><br>**COUNSELOR**<br>2. Student Evaluation of Individual Counseling Session, and<br>Counselor Performance Eval. (by TRC / Eval. Comm. Member)<br><br>**LIBRARIAN**<br>Student Evaluation of Library Instruction/Assistance, and<br>Classroom/Professional Observ. (by TRC / Eval. Comm. Member)<br><br>**DSPS/EOPS COUNSELOR**<br>Student Evaluation of Individual DSPS/EOPS Cnslng. Session<br>DSPS/EOPS Cnslr. Faculty Observ. (by TRC / Eval. Comm. Member)<br><br>**DSPS/EOPS COORDINATOR**<br>2. Student Evaluations Not Applicable —<br>(Coord. Does not teach/counsel students)<br>DSPS/EOPS Coord. Faculty Observ. (by TRC / Eval. Comm. Member)<br><br>**LD SPECIALIST**<br>2.a. Student Evaluations- (Orange Scantron)<br>2.b. Student Eval. Of Advising Session (with LD Specialist)<br>3. LD Specialist Faculty Obs. | Part-Time and Tenured Faculty<br><br>(New Forms and Procedures, Pursuant to Art. 30, Sec. H of the PFT CBA, streamlined eff. Feb. 2, 2009, and further revised, eff. Jan. 2012.)<br><br>The following forms are to be used by Evaluation Teams which evaluate Part-Time and Tenured Faculty.<br><br>**P-T & Tenured INSTRUCTOR**<br>Student Evaluations (w/cov.pg.)<br>Faculty/Classroom Observation**<br>Administrative Evaluation**<br>Self- Evaluation**<br>Summary Report Form (5-pt)**<br><br>**P-T & Tenured COUNSELOR**<br><br>Faculty Observation of Counselor**<br>Administrative Eval. Of Counselor**<br><br>**P-T & Tenured LIBRARIAN**<br><br>Faculty Observation of Librarian**<br>Administrative Eval. Of Librarian**<br><br>Other than Student Evaluation forms, the above "P/T & Tenured" forms are NOT the same forms as used with Tenure Track faculty.<br><br>(Note: Additional special forms for evaluating non-classroom faculty may be developed, and if so, will appear on the Peralta/Ed |

| | | |
|---|---|---|
| • Calendar (showing timelines for Fall or Spring semesters)<br>• Cover Sheets (for submitting Student Evaluations to District Office for Processing) | (by TRC / Eval.Comm. Member)<br><br>HEALTH SERVICES COORDINATORS<br>2. Student Evaluations of Health Services Coordinators<br>3.a. Faculty Observation Form (For Health Disc. Observers)<br>3.b. Faculty Observation Form (For Non-Health Disc. Observers); and 12. Consent to be Observed<br><br>**LEARNING ASSISTANCE**<br>2. Student Evaluations of Learning Assistance Session<br><br>**ARTICULATION OFFICER**<br>Articulation Officer—Faculty Obs. Form | Services webpage as they are developed and approved.)<br><br>**(New Forms, 1/12)<br>***New Forms 2014 |
| *NOTE 1: The nos. of the forms above (2nd/middle column) refer to the corresponding forms numbered similarly in the "INSTRUCTOR" list (1st column above left). The same forms are used for all teaching and non-teaching Tenure Track faculty for Forms nos. 4-10, as shown on the "Instructor" list above.<br>*NOTE 2: All faculty evaluation forms are available on the Peralta web page under Academic Affairs at:<br>and at: http://web.peralta.edu/academicaffairs/faculty-evaluations-tenure-review/ | | |

## APPENDIX D: FILING A GRIEVANCE
(If Appeals Cannot Be Resolved at The District Level)

1. When filing a grievance, it is highly recommended that the candidate confers with the PFT grievance officer on his/her campus. In the event that the grievance is not resolved to the candidate's satisfaction within the District, the decision to take the grievance to binding arbitration is left to the PFT Executive Council or to the candidate, as the case may be. The candidate is entitled to pursue a matter to arbitration with or without the representation of the PFT. If a candidate pursues a grievance to arbitration, the PFT shall have access to all information in the portfolio. The arbitrator is without power to grant tenure except for failure to give notice on or before March 15th. Also, when the union does not initiate the arbitration, the District shall require the employee to file adequate security to pay the employee part of the cost of arbitration (Ed. Code 87610). Any final decision reached as a result of the grievance procedure shall be subject to review pursuant to Section 87611 of the Ed. Code.

2. If the grievance is resolved in favor of the candidate, the College President shall work with the candidate and the PFT grievance officer to implement the decision. For this purpose, the College President shall have the authority to require that one or several parts of the evaluation procedure be redone, or other appropriate remedial actions, including replacement of members of the TRC with consent of the candidate and the PFT grievance officer.

APPENDIX E: PFT SIDE LETTER ON TENURED AND PART-TIME EVALUATIONS

# PFT Side Letter on

# Tenured and Part-Time Faculty Evaluations

The Peralta Community College District (PCCD) and the Peralta Federation of Teachers (PFT) agree to adopt and implement the use of the streamlined evaluation procedures for both tenured and part-time faculty, as set forth in the attached EVALUATION POLICY AND PROCEDURES FOR TENURED AND PART-TIME FACULTY, negotiated in Spring & Fall 2011 and attached hereto; said policy and procedures as revised will become effective January, 2012.

SO AGREED, 12/19/, 2011

SO AGREED, Dec 19, 2011

Matt Goldstein, PFT President

Debbie Budd, VC Ed. Services for PCCD

# APPENDIX F: PART TIME FACULTY REHIRE PREFERENCE POOL AGREEMENT

Part-time Faculty Rehire Preference Pool

The District and the PFT are committed to the principles and law of Equal Employment Opportunity. In addition, it is recognized that the communities and students served by the District are diverse in their cultures, ethnicities, language groups and abilities, and the District and the PFT are therefore committed to fully representing that diversity in its workforce. The District and the PFT value diversity and strive to assure that a plurality of represented groups participates in the development and delivery of its instructional and student services programs.

The District and the PFT recognize that the success of its instructional and student services programs is in large part dependent upon a valued and competent part-time faculty that is committed to consistently delivering a high quality of instruction and student services.

1. **Preferred Hiring Pool**: Part-time faculty in the Preferred Hiring Pool will be given preference in assignment over part-time faculty in the Non-Preferred Hiring Pool. Within the Preferred Hiring Pool, seniority will be considered as specified in #3 below. This policy is in no way meant to modify or change existing PCCD policies and practices in assignment of extra service classes to contract faculty (see Article 18). The Preferred Hiring Pool shall consist of part-time faculty who meet all the following criteria:

   a. Employed as a part-time faculty member OR Long-Term Substitute (LTS) in the College(s)/Discipline(s) for at least eight of the last twelve semesters, or currently employed part-time faculty who have successfully completed the Peralta Faculty Diversity Internship program.

   b. Performance Evaluation.

      1) The Performance Evaluation shall follow all guidelines outlined in Part Two of the Faculty Evaluation Handbook with the rating provided on the summary form. A "surpasses requirements" performance evaluation[1] or better shall be required for initial entry into the Preferred Hiring Pool for a given discipline.
      2) Faculty who teach in multiple disciplines must be evaluated in each discipline for entry into the Preferred Hiring Pool for that discipline. In cases where a single department chair oversees multiple disciplines, the faculty member and department chair can agree to use a single evaluation for multiple disciplines using the approved form (Placement in Preferred Hiring Pool for Multiple Disciplines. If the evaluation rating is “surpasses requirements” or better and the form is signed, the faculty member will be placed into the Preferred Hiring Pool for all approved disciplines.
      3) Once in the Preferred Hiring Pool, a "surpasses” performance evaluation or better shall be required for an instructor to remain in the Preferred Hiring Pool.
      4) Once in the Seniority within the Preferred Hiring Pool, a faculty member who receives a "Meets Standards" requirements can request a second evaluation for the following semester. Faculty member will stay in the Preferred Hiring Pool until the second evaluation is completed.
         (a) An improvement plan will be developed by the responsible Dean, in collaboration with the department chair before the end of the semester in which the first

evaluation occurs. The terms of that improvement plan will need to be met the following semester as part of the second evaluation.

(b) "Improvement Plan" guidelines and timeline should use tenure track language modified to fit part-time evaluation process and schedule.

2. **Non-Preferred Hiring Pool:** Consists of part-time faculty members currently employed by the District but not in the Preferred Hiring Pool or applicants for part-time teaching positions who meet state minimum qualifications.

   a. If part-time faculty positions are open but there are no available qualified individuals in the discipline from the Preferred Hiring Pool, the Division Dean or designee shall consider faculty members currently employed in the department discipline or at another college in the District who are not in the Preferred Hiring Pool. The Dean or designee may also contact the Office of Human Resources regarding selected outside discipline candidates who are currently in the central District database, screen candidate materials for desirable skills and attributes, and interview candidates prior to making a recommendation for employment.
   b. Faculty assignments shall comply with Article 18-A-12.

3. **Seniority:** Within the Preferred Hiring Pool, part-time faculty assignments shall be made by seniority up to base load as follows:

   a. When assignments are made, the part-time faculty members' availability and preference will be considered. Such availability and preference is to be provided to the VPI (or designee) by December 15 for the following fall semester and by May 15 for the following spring semester using the agreed upon preference form.
   b. If all faculty in the Preferred Hiring Pool are assigned their base load, additional classes may be assigned to either part-time faculty in the Preferred Hiring Pool or to part-time faculty not in the Preferred Hiring Pool irrespective of seniority.
   c. If there are not enough scheduled classes available for an upcoming semester (in a particular department in a college) to allow all part-time faculty in the Preferred Hiring Pool to be assigned their base load, classes will be assigned by seniority up to base load for each faculty on the list starting with the most senior faculty member until all classes have been assigned.

      Exceptions to this process shall only be by mutual agreement of the faculty members affected and approval of the Vice President of Instruction (or designee).

   d. If seniority is not used to make an assignment, a letter of explanation shall be provided along with the 60-day letter of assignment.

      The explanation shall be based on the knowledge, skills, and abilities required for the position and may consider such things as: possession of unique job-related skills, possession of specific licensing requirements, and/or possession of unique experience. The required letter of explanation to the faculty member shall indicate the skills, licensing and/or experience upon which the selection decision was made. Employment performance, evaluations, discipline history, and/or complaint history shall not be considered in the decision.
      The explanation shall cover only a specific class for one semester.

4. **Transition Plan to Implement for Fall 2018 Assignments**:
   a. Faculty in "Meets Standards" category can request a new evaluation in Fall 2017.
   b. If, at the end of the Fall 2017 evaluation, a faculty member receives a "Meets Standards" rating and requests a second evaluation, the person will be placed into the Seniority Pool until the second evaluation is completed in Spring 2018, for the purposes of Fall 2018 assignments.
   c. The faculty member will be provided a base load assignment in Fall 2018, pending their Spring 2018 evaluation results.
   d. At the end of Spring 2018, the second evaluation will determine whether the part-time faculty is in or out of the Preferred Hiring Pool.
   e. If any evaluation is not completed in accordance with the evaluation process (at no fault of the faculty), and the faculty meets the time requirements of eight out twelve semesters, the faculty will remain, or be placed into, the Preferred Hiring Pool.
   f. Faculty who have taught four or five semesters by the end of Spring 2017 may request an out of schedule evaluation during 2017-2018. If this evaluation rating is "Surpasses" or "Exemplary," they will be placed in the Preferred Hiring Pool in Fall 2018, when the seniority system begins. If the evaluation rating is lower, they will be allowed to request a second evaluation, as per current policy.

5. **Removal of Part-time Faculty from the Preferred Hiring Pool:**
   The following conditions constitute grounds for removal from the Preferred Hiring Pool:
   a. Permanent removal from the Preferred Hiring Pool shall result pursuant to Educational Code 87665.
   b. A sustained complaint concerning harassment or discrimination only, the outcome of which did not rise to the level of suspension or dismissal pursuant to the Education Code. A sustained complaint implies a thorough investigation (refer to Investigation Article of CBA) was carried out and the faculty member in question was accorded due process as per the Ed Code and CBA, including any side letters.
   *A sustained complaint is a complaint which, after a fact-based investigation, is found to be supported by the preponderance of the evidence standard. The District's investigation finding is not subject to the grievance process.*

      1) Process for request for reinstatement from removal due to sustained complaint concerning harassment or discrimination only:
      A part-time faculty member who is removed from the Preferred Hiring Pool due to a sustained complaint of harassment or discrimination may submit a request to the College President to be reinstated to the Preferred Hiring Pool after one academic year, if all of the following conditions are met:

         a) The faculty member has not engaged in any of the conduct described above during the one-year period, and
         b) The faculty member is evaluated during the one-year period, and receives at least a "surpasses requirements" rating and
         c) The faculty shall be required to attend, and successfully complete harassment or discrimination awareness training provided by the District.

      Reinstatement to the Preferred Hiring Pool is discretionary. A decision not to reinstate is not subject to the grievance procedure. However, failure to follow the process described in this article is subject to the grievance procedure.

c. Failure to turn in census rosters, attendance rosters, or grade rosters by the deadline provided by the district, given sufficient notification and at no fault of the district offices/administration. faculty member.
   1) Sufficient notification shall be defined as at least one email to the faculty member via PCCD email account within two days of the roster becoming available on the Faculty Center.
   2) Process for removal due to failure to turn in records in a timely manner:
      a) After two consecutive semesters of failure to turn in rosters in a timely manner, a faculty member in the part-time hiring pool may be recommended for removal from the Preferred Hiring Pool.
      b) A three-person committee shall be formed to consider the recommendation to remove due to failure to turn in rosters.
      c) The committee shall be made up of the Vice President of Instruction (or designee), the Academic Senate President (or designee), and a Department chair (or designee).
      d) The committee shall review all faculty records to ensure that all faculty who have not met the obligation are treated fairly.
      e) The committee shall allow the faculty member and the Dean a minimum of two weeks during the regular semester to provide supporting documents for review, before a decision is made on the case.
      f) If the committee does not meet according to the established guidelines (outlined below), then the faculty member shall remain in the Preferred Hiring Pool.
      g) Committee timelines are as follows:
         (1) The Vice President of Instruction (or designee) shall send written notification of the committee meeting within two weeks of the start of the semester following the failure to turn appropriate documentation in to the district.
         (2) The notification will provide at least two weeks' notice to the faculty member to prepare for the meeting.
         (3) The committee meeting will occur by the $6^{th}$ week of the semester.
         (4) The decision of the committee shall be by majority vote and shall be made by the $8^{th}$ week of the semester.
      h) Supporting documents presented to this committee may include:
         (1) Notifications to the faculty regarding due dates for the submission of census roster, attendance roster or grade roster, and regarding the submission process
         (2) Notifications to the faculty that a document was not received by the due date.
         (3) Instructions to the faculty on how to turn in the documents after missing the due date.
         (4) Requests to the Dept. Chair to contact the faculty using the faculty's home phone or non-Peralta email regarding turning in the documents
         (5) Evidence presented by the faculty member that they tried to turn the documents in, but problems with the District's Information Technology system (or Admissions and Records system) prevented the District from receiving the documents.
         (6) Extenuating circumstances which may have prevented the faculty member from receiving emails, instructions or notices; or which may have prevented the faculty member from acting on notices that were received.
         (7) Evidence submitted by other faculty in the department regarding the process of notification of these events.
         (8) Evidence submitted by any Peralta faculty regarding problems with Peralta's Information Technology system and Admissions and Records system in regard to submitting census rosters, attendance rosters and grade rosters.

(9) Supporting documents may be submitted to the committee in person, in writing, or via email.

i) The decision of the committee is not grievable but violations of the process described in this article are.

d. Process for reinstatement upon removal due to failure to turn in rosters:

1) A part-time faculty member who is removed from the Rehire Preference Pool due to failure to turn in rosters may submit a request to be reinstated to the Vice President of Instruction.

2) Requests must be made no later than the end of the third full week of the fall/spring term following at least two consecutive semesters in which roster submission timelines were met. The request will automatically be approved upon validation of the roster submissions.

d. Program Operational Components:

a. Electronic List

The Office of Human Resources will create and maintain an updated electronic list of all individuals currently in the Preferred Hiring Pool, and will provide shared access to Division Deans, other designated College administrators, and to the PFT President, PFT Grievance Officer, Faculty Senate Presidents and College Department Chairs.

Human Resources will update the list as required. Designated individuals shall have query access to view the list (view sorts by College or District-wide) by discipline from his/her desktop. Part-time employees shall have computer access to his/her individual information.

The electronic list shall include contact information, each discipline for which minimum qualifications have been met; confirmation of receipt of required performance evaluation received in Human Resources, base load (see #c below), confirmation of the most recent District semesters worked, and the discipline of service. The data shall not include reference to gender, ethnicity, age, ability, or other category as protected by Equal Employment Opportunity law.

The list shall be updated with current assignment information within four weeks of the start of each semester.

b. Assignment

Members of the Preferred Hiring Pool shall be offered assignments for his/her Base load (see #c. below) if such assignments are available. Assignments beyond Base load are not precluded by this agreement. The College retains the right of assignment of regular or contract faculty and to cancel part-time assignments based on the needs of the College and the District.

An assignment is defined as the load described in the Letter of Assignment or the load of the faculty member at the census date, whichever is greater. In the event of any error, the letter may be amended after the contractually mandated Letter of Assignment and prior to the first day of class.

c. Base Load

The base load of a part-time instructor shall be the average equated hours assigned to the part-time faculty member in each discipline at each college in the Spring and in the Fall semesters during the most recent three years, including the semester in which the list is made. Base load shall be calculated separately for the Spring and Fall semesters, up to a maximum of 67% of base contract load. Base load for former Diversity Interns shall be based on his/her internship assignment. The assignment preference is only at the college (s) where the part-time faculty member works. If a part-time faculty member is bumped from an assignment or has classes canceled, the base load calculation will include his/her base load as originally assigned. Exceptions to removal from the list will also be made in the event of approved family leave, documented medical circumstances, or a documented medical emergency.

For faculty in the Preferred Hiring pool in multiple disciplines per the form "Placement in Preferred Hiring Pool for Multiple Disciplines," the base load shall be the sum of all assignments within those disciplines. Colleges will be permitted to assign faculty to any discipline for which placement into the Preferred Hiring Pool has been established.

d. Emergency Hires

Emergency hires fill part-time faculty positions that become vacant due to the sudden unavailability of staff during an ongoing semester or during the four weeks immediately prior to a semester, summer session, or intersession, or when classes or services are added following the start of a semester, summer session, or intersession due to increased enrollment demands.

When an Emergency Hire position is identified, the Division Dean and Department Chair (if applicable, and/or other discipline faculty as designated by the Dean) shall make every effort to employ a part-time faculty member in the Preferred Hiring Pool.

If the Emergency Hire position cannot be filled with a part-time faculty member in the Preferred Hiring Pool, the Division Dean and department chair (if applicable, and/or other discipline faculty as designated by the Dean) shall make a good faith effort to:

1) Review the database of discipline employees not in the Preferred Hiring Pool
2) Coordinate with Human Resources for the review application materials of outside candidates
3) Interview candidates who most closely meet the desirable skills and experience of the position(s)
4) Select an individual to fill the unexpected vacancy.

Emergency hires from the non-Preferred Hiring Pool will not automatically enter the Preferred Hiring Pool, unless they qualify as described above.

e. Bumping Rights

Members of the Preferred Hiring Pool will not have the right to bump from an assignment of another Part-time Faculty member.

APPENDIX G: PART-TIME, LTS* AND TENURED FACULTY EVALUATION FORMS USED

*Note: Special forms for evaluating non-classroom part-time faculty are being develop and will appear on the both the PCCD webpages and the PFT website as they are developed and approved. ***

Other that Student Evaluation Forms, the above "Part-time and Tenured Forms" are **NOT** the same forms as those used with Tenure Track Faculty.

The following forms are to be used by Evaluation Teams who evaluate part-time, LTS* and Tenured Faculty

**Part-Time and Tenured Instructor**

Student Evaluation
Faculty/Classroom Evaluation
Administrative Evaluation
Self-Evaluation
Summary Report Form

**Part-Time and Tenured Counselor**

Faculty Observation of Counselor
Administrative Evaluation of Counselor

**Part-Time and Tenured Librarian**

Faculty Observation of Librarian
Administrative Evaluation of Librarian

Scannable Student Evaluation Forms cannot be coped and used; our Scantron machine will not process photocopies of scannable Student Evaluations of Instructors (SEIs); only original printed SEI forms

* LTS working one semester/year only and who will not convert to full-time
** http://web.peralta.edu/academicaffairs/faculty-evaluations-tenure-review/part-time-long-term-substitute-tenured-faculty-evaluation-forms/ and http://pft1603.org/?page_id=223

APPENDIX H. TENURE REVIEW EVALUATION PLAN

**For (Year) _______**

**Tenure Track CANDIDATE: ___________________________________ College**: ____________________

**TRC Chair**: ___________________________________ **Dean/Supervisor**: ______________________________

**TRC Member**: ________________________________ **Faculty Mentor** ***(optional)***:______________________

**TRC Member: ________________________________ Tenure Facilitator: ___________________________**

**<u>Date(s)</u>** **<u>Activity</u>** **20( ) Fall Semester/Year: ______________________**

______ Tenure Review ORIENTATION.
______ TRC to have met with Candidate to develop Evaluation Plan (by 3rd week).
______ Evaluation Plan to be completed & approved by VPI & Tenure Facilitator, and copies distributed.
_____ **1st** TRC Faculty/Classroom Observation and 1st set of Student Evaluations to be done. Once done, forward original Student Evaluations (SEIs) with Cover Sheet to Ann Childress at VC-AA/District Office for processing/tallying. SEI Report w/Comments will be returned to TRC Chair. Signed TRC Faculty/ Classroom Observation gets put into Candidate's TR portfolio, housed in the Vice President's Office.
______ TRC meets with Candidate to review (student and faculty) evaluations done so far.
_______ **2nd** [___] TRC Faculty/Classroom Observation and 2nd [___] set of Student Evaluations to be done.
*[See (date) – 1st evaluations above for instructions on processing/filing.]*
_______ Peer Evaluations sent (by Dean) to faculty in Candidate's discipline. Once done, Peer Evaluations are put into portfolio housed in the Vice President's Office.
________TRC meets with Candidate to review (student and faculty) evaluations done so far.
________ **3rd** [___] TRC Faculty/Classroom Observation and 3rd [___] set of Student Evaluations to be done.
*[See (date) – 1st evaluations above for instructions on processing/filing.]*
_______ Administrative and Faculty/Classroom Observation Evaluations to be done and placed into Candidate's portfolio.
________TRC meets with Candidate to review evaluations (ASAP after receipt of SEI Report by TRC Chair).
______ Self-Evaluation to be completed by Candidate and placed into Candidate's portfolio by TRC Chair.
_____ TRC Meets with Candidate to review all evaluations & Summary Report, and for TRC, Dean & Candidate to sign Certification/Recommendation form; Tenure Facilitator to attend/monitor process.
________ If desired, Candidate may do written response to the TRC's recommendations.
________TRC to have submitted Summary Report & Certification recommendation to Tenure Facilitator before Holidays.

**Date(s)** **Activity** **20( ) Spring Semester/Year: ___________**

______ *Possible [New]* Tenure Review ORIENTATION during Professional Days
______ *[1st yr. TT Candidate or if necessary]* **4th** [___] TRC Faculty/Classroom Observation and 4th [___] Set of Student Evaluations to be done. *[See* Sept *(12) – 1st evaluations above for instructions on processing/filing.]*
_______ College Tenure Review Certification Committee meets to review/concur with TRC recs. & send Certs./Recs. to President for review & signature
_____ *[1st yr. TT Candidate or if necessary]* **5th** [___] TRC Faculty/Classroom Observation and 5th [___] Set of Student Evaluations to be done. *[See* Sept *(12) – 1st evaluations above for instructions on processing/filing.]*
_______ VC Academic Affairs meets w/Tenure Facilitators to review all TRC Certification/Recommendations
______ VC Academic Affairs to have reviewed and sent all TR Certification/Recommendations to Chancellor
_______ *[1st yr. TT Candidate or if necessary]* **6th** [___] TRC Faculty/Classroom Observation and 6th [___] Set of Student Evaluations to be done. *[See* Sept *(12) – 1st evaluations above for instructions on processing/filing.]*
_______ Self-Evaluation to be done by Candidate and placed in Candidate's portfolio by TRC Chair.
_______ TRC meets with Candidate to review all evaluations.
_______ Tenure Facilitator meets with TRC and Candidate; verifies that all documents done and in portfolio.
_______ Tenure Facilitators certify to VC Academic Affairs. that all TRC members have completed their tasks; all required documents are in the portfolio.

***<u>APPROVED</u>*: Date: _______________** ***Date: _______________***

___________________________________ ___________________________________

Vice President of Instruction College Tenure Facilitator

* *Use of this form/sample Evaluation Plan is optional. TRCs are free to develop their own Evaluation Plan, but it should essentially be a timeline of activities involved in the Tenure Review process for their Candidate, following the policies and procedures in the Handbook, as suggested above.*
***[Rev. 8-16]***