

MEMORANDUM OF UNDERSTANDING
Between Peralta Community College District and Peralta Federation of Teachers
Regarding Changes in the Evaluation Handbook and Administrative Evaluation Form

The Peralta Community College District ("District") and the Peralta Federation of Teachers (PFT) have met in good faith and hereby agree to the following changes in the Evaluation Handbook and the Administrative Evaluation Form for Part-time and Tenured Faculty:

Attachment 1: Changes to Evaluation Handbook p 10

Attachment 2: Changes to Evaluation Handbook p 36

Attachment 3: Changes to Evaluation Handbook p 38

Attachment 4: New Administrative Evaluation Form for Part-time and Tenured faculty

For Peralta Community College District:

By: _____
Dr. Fran White, Interim Chancellor

Date: _____

By: _____
Chanelle Whittaker, Esq. Chief Negotiator
and Interim Vice Chancellor for Human Resources
& Employee Relations

Date: _____

For Peralta Federation of Teachers:

By: _____
Jennifer Shanoski, President

Date: _____

By: _____
Rick Greenspan, Chief Negotiator

Date: _____

3. Motivation and Interpersonal Skills

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

- a. Are enthusiastic about their work.
- b. Are committed to education as a profession.
- c. Set challenging performance goals for students.
- d. Project a positive attitude about students' ability to learn.
- e. Treat students with respect and recognize they operate in a broader perspective beyond the classroom.
- f. Respect diverse talents and accommodate cultural and individual differences.
- g. Are available to students.
- h. Listen attentively to what students say.
- i. Are responsive to student needs.
- j. Are fair in their evaluation of student progress.
- k. Present ideas clearly.
- l. Create a climate that is conducive to learning.

4. Professional Responsibilities

Faculty members of the Peralta Community College District, whether classroom teachers, librarians, counselors, college nurses, or serving in another capacity shall:

- a. Display behavior consistent with professional ethics; listed in the AAUP Code of Ethics.
- b. 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.
- c. Keep abreast of changing knowledge base of their discipline/program and develop curriculum to keep programs current.
- d. 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.
- e. **Submit all rosters including census, attendance verification and grades online by the published deadline.**
- f. Maintain and expand their knowledge and skills in subject matter appropriate to their professional area.
- g. Adhere to approved course outlines, goals, and objectives.
- h. 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.

College Nurses

College Nurses 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.

PROFESSIONAL RESPONSIBILITIES

Excellent faculty members of the Peralta Community College District, whether classroom teachers, librarians, counselors, college nurses, or serving in another capacity:

1. Display behavior consistent with professional ethics, as listed in the American Association of University Professors (AAUP) Code of Ethics, Title 5 and the Ed Code.
2. Work collaboratively with colleagues, as appropriate. For example, contract faculty shall provide a full professional service week that includes teaching, preparation, advising, evaluation, class sign-up/enrollment, maintenance of office hours, attending meetings, and participation in the governance structure of the College and the District. For part-time instructors, professional responsibilities are those associated with the teaching assignment, such as reviewing the course outline, ensuring that the syllabus and course grading policy match college and curriculum requirements, submitting rosters, grades and syllabi on time, being responsive to communications from faculty, staff, administrators and students, and maintaining familiarity with college policies and procedures related to instruction.
3. Maintain and expand their knowledge and skills in subject matter appropriate to their professional area.
4. Adhere to approved course outlines, goals, and objectives.
5. Submit all rosters including census, attendance verification and grades online by the published deadline.
6. Are 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.