

## ARTICLE 24

### EVALUATIONS

#### Section 24.1 – General

On an annual basis, supervisors will discuss job performance or conduct a formal evaluation with each employee under their direction. Such discussions or formal evaluations shall be conducted on or about the employee's anniversary date in the position. If a formal evaluation is prepared, a copy of the evaluation will be given to the employee and a copy will be placed in the employee's personnel file. Employees may reply to such evaluations in writing within 10 days and a copy of this reply shall be attached to the evaluation and placed in the employee's personnel file. If no formal evaluation is conducted, notice will be given that there has been no change from the immediate previous evaluation, and that no formal evaluation was necessary, shall be given to the employee and placed in the personnel file.

Evaluations may also be conducted at a time other than the employee's anniversary date if there is a significant improvement or deterioration in an employee's job performance.

#### Section 24.2 – “Needs Improvement or Unacceptable” Evaluations

If an employee is given an overall “Needs Improvement or Unacceptable” evaluation, the areas of unsatisfactory performance will be identified and a plan for improvement that lists the measures the employee must take to make their job performance satisfactory will be written and discussed with the employee. An overall “Needs Improvement or Unacceptable” evaluation will not result in a decrease in the employee's wage rate in effect at the time of the evaluation. Only the factual basis upon which the “Needs Improvement or Unacceptable” evaluation is based shall be



**ARTICLE 9**

**FACULTY EVALUATION AND DEVELOPMENT**

9.1 – Performance Evaluation of Faculty

The parties recognize the importance and value of the evaluation process for assisting the progress and success of both newly-employed and experienced faculty. The evaluation of faculty shall be the responsibility of the Administration. The purpose of the evaluation process is to (1) promote the highest quality student instruction; (2) encourage the highest quality performance by faculty; (3) encourage professional growth; and (4) evaluate faculty job performance. The Administration shall not assign the evaluation of faculty members to Program Managers and/or department chairs who are members of the same bargaining unit.

Faculty evaluations consist of five parts, as follows:

1. Evaluation by Dean
    - (a) Class observations
    - (b) Meeting primary and professional responsibilities  
(Appendices B, C, D and E, as appropriate)
  2. Self-Assessment
    - (a) Student success and retention
    - (b) Accomplishments
  3. Student Evaluations
  4. Setting annual goals
  5. Faculty response (optional).
- A. Evaluation by the Supervising Dean
1. Formal Observations

The Dean for each full-time faculty member in the department may conduct one or more unannounced classroom visitations each year. Library and counselor faculty may have one or more unannounced visitations in the faculty member's workplace each major year. The observation should be at least one contact hour in duration. No formal observation of a faculty member shall be conducted covertly.
  2. Meeting Primary and Other Professional Responsibilities

This process includes, but is not limited to, a review of the primary and other professional responsibilities under Article 8.
  3. Pre-Evaluation Conference

The non-tenured faculty member, and upon request, the tenured faculty member, will meet at a pre-evaluation conference with his/her Supervising Dean prior to the first evaluation during an academic year to review the

objectives, methods and materials being used in the formal observation and evaluation of the faculty member's performance.

4. Written Evaluation

The faculty member's Supervising Dean shall formally evaluate the faculty member's performance as a faculty member, as a member of the College community and the primary and other responsibilities on the Faculty Evaluation Performance Review form, which is included in Appendices B, C, D and E. The Instructional Faculty Evaluation Performance Review form (Appendix B), the Librarians Evaluation Performance Review form (Appendix C), the Counselors Evaluation Performance Review form (Appendix D), the Program Managers Evaluation Performance Review form (Appendix E), the Faculty Self-Assessment Faculty Goal Setting Plan (Appendix F), the Faculty Self-Assessment Faculty Accomplishments (Appendix G), and the Student Evaluation for Full-Time Faculty (Appendix H) are the only official instruments for evaluation purposes.

For all non-tenured faculty, the first evaluation of a faculty member shall occur within the first twelve (12) weeks of the Fall and Spring Terms of an academic year. Each non-tenured faculty member will be evaluated once each Fall and Spring Term. The completed written evaluation must be returned to the non-tenured faculty within five (5) weeks of the observation.

Failure of the Supervising Dean to evaluate a non-tenured faculty member as required by this contract shall be conclusive proof that the faculty member's performance is considered "Satisfactory" for that term.

For tenured faculty, a formal evaluation will take place at least once every year during a major term or during the Summer Term if on full-time status. The formal evaluation may be waived by mutual written consent of the Supervising Dean and the faculty member, in which case, the evaluation is satisfactory. The completed written evaluation will be returned to the faculty member within five (5) weeks of the observation.

Failure to evaluate a tenured faculty member as required by this contract shall be conclusive proof that the faculty member's performance is considered satisfactory for that year.

The Administration will identify, where appropriate, any deficiencies and provide suggestions or otherwise assist the faculty member with any necessary correction or remediation. A second or third evaluation of a faculty member will be at the discretion of the faculty member's Supervising Dean or at the request of the faculty member and in accordance with the requirements outlined in this Article.

In completing the appropriate Faculty Evaluation Performance Review form, the faculty member's Supervising Dean shall complete the appropriate sections of the form to ensure the following:

- a. The notification of the faculty member if deficiencies exist that require correction;
  - b. An explanation of any deficiencies as noted and the expected improvement;
  - c. If deficiencies are noted, the assistance that the Administration will provide to enable the faculty member to improve performance; and
  - d. The timeframe established to demonstrate improvements.
5. Post-Evaluation Conference
- The faculty member's Supervising Dean will provide the faculty member with a copy of the completed Faculty Evaluation Performance Review form and shall meet with the faculty member at a post-evaluation conference. The Faculty Evaluation Performance Review form and any addenda shall be signed by both the faculty member and his/her Supervising Dean. The faculty member's signature shall not necessarily mean agreement with the evaluation, but awareness of the content of the Faculty Evaluation Performance Review form.
6. Faculty Response
- A faculty member who considers the Faculty Evaluation Performance Review form to be incomplete, inaccurate or unjust shall have the right to attach a written response to the Faculty Evaluation Performance Review form within fourteen (14) working days of the Post-Evaluation Conference. The faculty member's Supervising Dean shall sign the faculty member's written response to his Faculty Evaluation Performance Review form, which shall indicate awareness of the contents of the faculty member's written response. The Administration shall take no action against a faculty member for including a written response to the evaluation or complaining of a contract violation in the evaluation process.
7. Personnel File
- The faculty member's completed Faculty Evaluation Performance Review form and Appendices and written response, if any, shall be filed in the employee's Limited Access personnel file.
8. Appeal of an Evaluation
- A faculty member who disagrees with the factual contents of the Faculty Evaluation Performance Review form or who claims the Administrator failed to follow evaluation procedures, shall have the right to file a grievance at Step 1 of the grievance procedure as outlined in Article 11 of this Agreement. If the grievance relates to the factual content of the evaluation, the burden of proof will be upon the grievant to demonstrate by clear and convincing evidence that the factual content of the evaluation is wrong.
9. Union Representation at Evaluation

A faculty member shall have the right to have a Union representative present at the post-evaluation conference or when the faculty member is being placed on formal notice of delinquency in his professional performance.

B. Goals

Goals and their measurement for the following academic years will be mutually discussed and agreed to by the Supervising Dean and the faculty member. These goals will be listed on the Faculty Goal Setting Plan Form (Appendix F). The faculty member will review progress toward or completion of prior year's goals and, upon request, provide documentation for the completion of each goal on the Faculty Self-Assessment Form (Appendix G).

C. Student Evaluation of Instructional Faculty

Students shall complete a formal student evaluation questionnaire for instructional faculty members on the Student Evaluation for Full-Time Faculty in Appendix H, or on any mutually agreed upon replacement questionnaire, at approximately the midpoint of two of the courses, laboratories, or clinicals. One of the courses, laboratories, or clinicals will be chosen by the faculty member and one will be chosen by the Supervising Dean. The person conducting the evaluation will obtain, distribute and collect the evaluation questionnaires. This questionnaire is to be utilized by the faculty member for improvements in his performance and in the course. The Supervising Dean may elect to review and discuss recent student evaluations with the faculty member. The Student Evaluation for Full-Time Faculty will be returned to the faculty member after grades are submitted, and no copies will be filed in the faculty member's personnel file, except that copies of the student evaluation will be retained for non-tenured faculty members for use in the tenure process. Upon completion of the tenure process, the evaluation will be removed and returned to the faculty member.

Results of the student evaluations may be used by the faculty member's Supervising Dean in conducting and preparing the Instructional Faculty Evaluation Performance Review (Appendix B). Items 1 through 15, or any mutually agreed upon revisions of these items, will be considered on the Student Evaluation Form currently in use. If 30% or more, rounded up or down to the next whole number, of the responses to any single question(s) on the form are marked "disagree" or "strongly disagree" in any two out of three consecutive terms in which student evaluations are conducted in the faculty member's class, the Supervising Dean conducting the faculty member's evaluation may use such responses under "Other Supervising Dean Comments" in the evaluation. The Supervising Dean may also write positive comments on the Faculty Evaluation Performance Review in the "Other Supervising Dean Comments" section based on student evaluations.

D. Self-Assessment

Each faculty member will complete the Faculty Self-Assessment Faculty Accomplishments Form (Appendix G). This form must be completed and submitted to the Supervising Dean by October 1, as set forth in the Appendix.

### 9.2 – Non-Tenured Faculty

- A. Upon hire, a new faculty member must attend ten (10) hours of College Pre-Employment orientation. When possible, this will be offered prior to the first in-service day of the academic term.
- B. Each year, faculty members on an annual contract must compete approximately forty-five (45) contact hours of faculty development in the following manner:
  - 1. Taking and completing the following graduate courses (or modular units of them): “*The Community College in American Higher Education*” and “*Seminar in College Teaching*” or, if the course names are changed, courses with a similar concept. Each completed course credit hour is equivalent to 15 faculty development hours.  
Tuition and books will be paid for by the College.
  - 2. If the above graduate courses have been completed, the Director of Parallel Programs can approve substitute offerings of other graduate-level education course work.
  - 3. In addition to taking the required courses, participating in the College Faculty Development Program for a minimum of 10 hours each year for a total minimum of 120 development hours during the first three years of employment.
- C. Supervising deans and the faculty member will determine, by joint effort, the annual goals of non-tenured faculty.

### 9.3 – Tenured Faculty

- A. Goals for the following academic year will be discussed and established by the Supervising Dean and the faculty member.
- B. Faculty will participate in a minimum of ten (10) contact hours of faculty development activities each year, over and above in-service, except for those parts of in-service specifically designated as faculty development by the Administration.