

9.5 EVALUATION OF TEMPORARY FACULTY

- 1) Temporary faculty shall be evaluated during their first semester of employment and at least once during the following three semesters of employment. Thereafter, each temporary faculty member shall be evaluated at least once every three years provided a break of service of more than one year has not occurred.
 - a. To initiate a formal evaluation, the Dean shall send the temporary faculty member, and his or her Division Chair, a notice informing them that the faculty member will be evaluated as provided in this article and specifying the time by which the evaluation should be completed.
 - b. The evaluation shall be conducted as a Standard evaluation as described in section 9.2 with the following change:
- 2) Evaluation of a full-time temporary faculty member shall follow all of the evaluation processes of a probationary faculty, as described in 9.6.
- 3) Evaluation teams of part-time temporary faculty members shall contain, the Dean in addition to the Division Chair or designee, one faculty member, and the faculty member will be from the same or related discipline as the evaluatee. During the evaluation, the Faculty Evaluation Team may not complete the following without the evaluatee's written permission:
 - i. Survey Regarding Fulfillment of Professional Responsibilities
 - ii. Faculty Service Survey

This team shall provide for data collection which shall include the following:

 - a) Portfolio;
 - b) one classroom observation,
 - c) student surveys collected from the faculty member's students
- 4) At the conclusion of data gathering, the team shall review all of the data collected, and based on that information, the committee shall complete an evaluation summary, using the appropriate summary form. The team shall assign one of the following ratings: exceeds expectations, meets expectations, or needs improvement.
 - a. The team may include as part of the evaluation summary any formal recommendations to the faculty member being evaluated it believes are appropriate.

- b. The evaluation team shall forward the evaluation summary to the faculty member for review and comment and shall provide the evaluatee an opportunity to meet with the Dean to discuss the evaluation.
 - c. If the evaluatee submits comments, the team shall review them and take any additional action it determines to be appropriate in light of the comments. If the member declines to meet with the team, or fails to submit comments within 10 working days of the date on which the team met with the faculty member, the evaluation is deemed complete.
- 5) Based solely on the evaluation summary and the accompanying materials in the evaluation file, the Dean shall either:
 - a. complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement, or unsatisfactory, or
 - b. return the evaluation to the evaluation team with a written explanation of the reasons the Dean declined to accept the evaluation, and comments regarding proposed steps the team should take to remedy the problems the Dean perceived.
- 6) If the Dean declined to accept the recommendation of the evaluation team, the following shall occur:
 - a. The Faculty Evaluation Team shall review the explanation of the reasons the evaluation was not accepted and take the appropriate action to remedy the concerns identified. If the Team determines that additional actions are necessary to enhance or improve the evaluation in light of the explanation and comments from the Dean it shall take those actions. It may revise, correct, or amend the evaluation summary in any way it determines is appropriate, or it may leave the summary unchanged.
 - b. Once the Evaluation Team has completed any actions it determined to be necessary, it shall again forward the summary, with a written statement of the actions it took, to the faculty member being evaluated for comment. If the faculty member submits comments, the team shall review them and take any additional action it deems appropriate in light of the comments. It shall then forward the completed evaluation summary to the Dean. If the faculty member declines to comment or fails to comment within 10 working days of the date on which the committee sent the summary to the faculty member, the team shall forward the evaluation summary to the Dean.
 - c. Upon receiving the evaluation summary, the Dean shall complete the evaluation by formally accepting the evaluation summary, and based on the

summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory.

- 7) Once the Dean has completed the evaluation by formally accepting the team's evaluation summary and assigning a rating to the faculty member's overall performance, he or she shall deliver the evaluation summary to the faculty member and place a copy of it in the faculty member's personnel file.
- 8) The completed evaluation, when delivered to the faculty member by the Dean, shall be accompanied by written advice that the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.
- 9) If the Dean declined to accept the evaluation and instead returned it to the Faculty Evaluation Team, the following shall occur:
 - i. The Faculty Evaluation Team shall review the explanation of the reasons the evaluation was not accepted and consider the proposed steps to remedy the problems the Dean perceived. If the Team determines that additional actions are necessary to enhance or improve the evaluation in light of the explanation and comments from the Dean, it shall take those actions. It may also revise, correct, or amend the evaluation summary in any way it determines is appropriate, or leave it unchanged.
 - i. Once the Faculty Evaluation Team has completed any actions it determined to be necessary to enhance or improve the evaluation and made any revisions, corrections or amendments to the evaluation summary it determined to be appropriate, it shall again forward the evaluation summary (with a written statement of the actions it took, if any) to the faculty member being evaluated for his or her comment. If the faculty member submits comments, the Team shall review them and take any additional action it determines to be appropriate in light of the comments. It shall then forward the completed evaluation summary to the Dean. If the faculty member declines to comment, or fails to comment within five working days of the date on which the committee sent the summary to the faculty member, the Faculty Evaluation Team shall forward the evaluation summary to the Dean.
 - ii. Upon receiving the evaluation summary, the Dean shall complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and, based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory.
- 10) Once the Dean has completed the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and assigning a rating to the faculty member's overall performance, he or she shall deliver the evaluation summary to the faculty member and place a copy of it in the faculty member's personnel file.

- 11) The completed evaluation, when delivered to the faculty member by the Dean, shall be accompanied by written advice that the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.

9.6 EVALUATION OF PROBATIONARY FACULTY

A. General Provisions

1. The purpose of a probationary period is to give probationary faculty members who are candidates for tenure the opportunity to demonstrate that they meet the needs and expectations of the District and are performing at a level that warrants the granting of tenure. As a consequence, tenure review is, in a sense, the conclusion of the selection process: continued review and rigorous evaluation leading to a recommendation to the Board on whether to employ an individual as a permanent, tenured member of the faculty.
2. All results of evaluation procedures that are a part of the tenure review process, including data, discussions and recommendations made by the Probationary Faculty Evaluation Team or any other evaluator, shall be held in strict confidence by all persons involved in the evaluation and tenure review processes or in the handling of evaluation materials.
3. Evaluation of probationary faculty will employ objective criteria which lend themselves to use in reaching conclusions relating to instruction or educational services. However, certain aspects of instruction and educational services cannot be reduced to specific objective criteria; therefore, professional judgment will be included in the evaluation procedure.

B. Probationary Faculty Evaluation Team

1. Within twenty working days of a probationary faculty member's first day of service in a probationary position, the President/Chief Executive Officer shall appoint a Probationary Faculty Evaluation Team to evaluate his or her performance. The Dean serving on the Probationary Faculty Evaluation Team will make recommendations to the President/Chief Executive Officer. The Probationary Faculty Evaluation Team shall supervise the probationary faculty member's tenure review.

The Probationary Faculty Evaluation Team functions as a Standard evaluation team described in section 9.2, with the following exception.

- a. The evaluations must be conducted during Fall semesters unless conducted in the semester following a "Needs to Improve" evaluation.