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53 (1) Step One – Initial Hiring: First Contract (one year)
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55 A probationary faculty member (or contract employee) is hired initially on a
56 one-year contract (§87605). In order to receive a year's credit toward
57 attainment of tenure the faculty member must work at least 75% of the
58 number of days in the regular academic year (§87468). This means that
59 the faculty member must work both the fall and spring semesters (§87601).
60 If a faculty member is hired in the spring semester, the first year will not be
61 complete until the faculty member teaches a complete academic year,
62 usually during the academic year following the semester of hire.
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64 (2) Step Two – Second Contract (one year)
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66 If ~~the a~~ probationary faculty member is not notified of the Board's decision
67 not to issue a contract for the following academic year on or before March
68 15 of ~~his or her~~their first year, ~~he or she is~~they are issued a second one-
69 year contract (§§87608 and 87610(a)).
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71 (3) Step Three – Third Contract (two years)
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73 If ~~the a~~ probationary faculty member is not notified of the Board's decision
74 not to issue a contract for the following academic year on or before March
75 15 of the second year, ~~he or she is~~they are issued a third, two-year
76 contract (§§87608.5 and 87610(a)).
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78 (4) Step Four – Granting Tenure
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80 If the probationary faculty member is not notified on or before March 15th
81 of the fourth year that the Board has decided not to employ (i.e., to dismiss)
82 the faculty member as a permanent, tenured employee for all subsequent
83 years, the faculty member will return in the fall of the subsequent academic
84 year as a permanent, tenured employee (§§87609 and 87610).
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86 b. Tenure Review Committee (TRC)
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88 A Tenure Review Committee (TRC) will follow the candidate(s) through the entire
89 probationary period. Members of this committee have an obligation to commit to
90 the time frame, uphold the confidentiality of the tenure review process, uphold the
91 principles of equal employment opportunities, promote and respect diversity and
92 equity, review appropriate documents, and conduct fair and unbiased evaluation
93 for the purpose of reaching a tenure decision.
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95 Committees may have the same membership but will function separately.
96 However, general team orientation meetings about the tenure review process
97 may be conducted with multiple TRCs at the division, college, or District
98 level.

99 In instances where a department/division/school has multiple probationary
100 faculty in the tenure review process at the same time, so that it would be
101 difficult to compose multiple tenure review committees, the dean and
102 affected Department Chair(s) may elect to combine committees. In such

103 ~~instances, the combined TRC will contain at least one member who can~~
104 ~~reasonably be expected to have sufficient disciplinary expertise to evaluate~~
105 ~~each probationary faculty member assigned to that committee for~~
106 ~~evaluation.~~

107
108 Appointment to a TRC will count toward fulfillment of a faculty member's college
109 service obligation, and may be eligible for staff development credit as appropriate.

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111 The TRC will be comprised of the following no fewer than four persons:

112
113 (1) The dean, who is a votingparticipating member, is responsible for
114 overseeing the evaluation process, collecting all evaluation materials, and
115 submitting the annual Faculty Performance Evaluation report as prepared
116 by the TRC, including a recommendation regarding the continued
117 employment of the probationary faculty member.

118
119 (2) ~~No fewer than t~~Two (2) tenured faculty members from the Department
120 and/or Division/School, or related department and/or Division/School, who
121 will serve as voting-participating members. The appointment of these
122 faculty members will follow consultation and consensus between the dean
123 and the department chair(s).

124
125 (3) In addition, the probationary faculty member will be responsible for
126 selecting a full-time faculty member to serve as a mentor, who will be an
127 non-voting advisory member of the TRC, ~~and will serve as an advisor~~
128 ~~and advocate for the probationary faculty member. The purpose of~~
129 ~~the mentor is to serve as an advisor and advocate for to support and~~
130 ~~assist the probationary faculty member. The mentor will attend all~~
131 ~~TRC meetings where the probationary faculty member is present, but~~
132 ~~will not contribute to the writing or creation of the evaluation report.~~
133 ~~The mentor is not required to do an observation, but may at the~~
134 ~~request of the probationary faculty member. The mentor should be a~~
135 ~~faculty member who is familiar with the tenure review process and~~
136 ~~evaluation procedures as contained in the Academic Employee~~
137 ~~Master Agreement and with department and division/school policies~~
138 ~~and procedures.~~ Probationary faculty members may replace their faculty
139 mentor at their discretion.

140
141 (4) The appointed members of the TRC shall remain the same throughout
142 the entire tenure review process except for extenuating
143 circumstances. If a voting-participating faculty member of the TRC
144 becomes unavailable or unable to continue, or if a conflict of interest is
145 identified as agreed to by the Association and the District, the dean
146 shall appoint a replacement faculty member in consultation and consensus
147 with the department chair(s) or the academic senate if the conflict is
148 with the department chair or there is no department chair.

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150 ~~(5) Additional TRC members can be added in consultation with the~~
151 ~~Association.~~

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153 c. Probationary Faculty Evaluation Components

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(1) Self-~~E~~evaluation

- (a) It is essential that each probationary faculty member take full responsibility for the appropriate portions of his/her/their tenure review process.
- (b) The probationary faculty member will submit to the TRC a portfolio including a report of college, District or committee service; accomplishments (such as publications, exhibitions or performances) awards and achievements; appropriate class materials such as sample syllabi and assignments; goals and objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents.

(2) Instructional ~~a~~Activity ~~O~~bservations

The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean.

- (a) **The probationary f**Faculty member and the TRC will mutually agree on the course(s) or equivalent in which the scheduled **evaluationobservation**(s) will take place, so that the faculty member may be observed under optimum conditions **for** displaying **with his/her/their** abilities.
- (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. For on-line classes, the probationary faculty member will present the course to the member(s) of the TRC during an observation lasting at least fifty (50) minutes.

(3) Student ~~e~~valuations

- (a) Student evaluations will be ~~**arranged through the appropriate dean's office, and be**~~ conducted in each class during the fall and spring semesters, ~~**or for those faculty members who engage in instruction outside of the traditional classroom, including librarians and counselors, in the equivalent of a class or at a scheduled meeting or time, during throughout**~~ the probationary period. The objective will be to determine the student response to areas such as the fulfillment of the stated and distributed course objectives, effective communication, and respect for students' rights and needs.
- (b) **For those faculty members who engage in instruction outside of the classroom, including librarians, counselors, and learning disability specialists, student evaluations will be collected within five (5) days of student contact sessions (i.e., student appointments or reference desk visits) during a selected month each fall and spring semester throughout the probationary period.**

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~~These student evaluations will be made available for the probationary faculty member and the non-voting mentor TRC member to review, and will be shared with the TRC.~~

- (c) Student evaluation materials shall be available to the TRC and may be used in the faculty performance evaluation. Results of the student evaluations will be discussed with the probationary faculty member, however, copies of the student evaluations will not be provided to the faculty member until after the due date for grades.
~~The student evaluations will be available to the District during the probationary process (i.e., through the granting of tenure or non-renewal), but are the property of the probationary faculty member and will be returned to the probationary faculty member at the end of the probationary process.~~

(4) Report ppPreparation

- (a) The TRC will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
 - i. the materials from the probationary faculty portfolio;
 - ii. results of observations and student evaluations;
 - iii. items relevant to the instructional duties assigned to the probationary faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy and the appropriate job posting;
 - v. information regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the probationary faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
- (b) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- (c) Evaluations are to be based on the materials described in this Article. Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The TRC may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have

255 been delivered to the faculty member under evaluation prior to the
256 inclusion of this information in the evaluation report.

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258 (5) Followup Procedures
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260 (a) If the faculty member's performance receives an overall rating
261 below "Meets Standards," the TRC will develop a performance
262 improvement plan, including follow-up activities, dates of
263 completion, and measurable outcomes to address those
264 performance issues requiring correction. A performance
265 improvement plan may be developed by the TRC for a rating below
266 "Meets Standards" in any individual category. A performance
267 improvement plan shall not be required for probationary faculty
268 members who have been notified that they will not be
269 recommended for further employment with the District.

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271 (b) The TRC, including the mentor, will meet with the probationary
272 faculty member to discuss the summary report.

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274 (c) On behalf of the TRC, the dean will forward recommendation(s),
275 with appropriate supporting documentation, to the appropriate Vice
276 President and President.

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278 (d) An additional evaluation may be scheduled during the spring
279 semester if desired by the TRC.

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281 (6) Administration Review
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283 (a) The appropriate vVice pPresidents will:

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285 i. review recommendation(s),
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287 ii. forward recommendation(s), including his/her/their
288 recommendations based upon his/her/their direct
289 observation, to the President.

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291 (b) The pPresident(s) will:

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293 i. review recommendation(s),
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295 ii. forward recommendation(s), including his/her/their
296 recommendations based upon his/her/their direct
297 observation, to the Chancellor.

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299 (c) The Chancellor will:

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301 i. review recommendation(s),
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303 ii. forward recommendation(s), including his/her their
304 recommendations, to the Board of Trustees.
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d. Evaluation Timelines

The dean will initiate the course of action to establish the tenure review process for each newly hired faculty member. Except for submission of the recommendation from the TRC by December 15 as described in Section 17.1.d.1i below, the evaluation timelines in this article are recommended guidelines only.

(1) First Contract Year

- (a) For those faculty members whose first contract is issued in the spring semester, the faculty member's initial spring semester and the following academic year will be considered their first contract year.
- (b) The TRC meets with the new faculty member (and throughout the four-year process as appropriate).
- (c) TRC membership is reported by the dean to the appropriate vice president for each new faculty member by September 15.
- (d) The TRC meets with the faculty to discuss the process, format, objectives, timelines, and expectations.
- (e) The probationary faculty portfolio shall be submitted to the TRC by ~~November~~October 15.
- ~~(f) Observations are completed and returned to the dean by November 15.~~
- ~~(g) Post-visit discussions to be held with the faculty member prior to December 1.~~
- ~~(h) Student evaluations are to be ~~conducted~~initiated prior to ~~December~~November 1 ~~for the fall semester and prior to April 1 for the spring semester. The results of the student evaluations shall be discussed with the TRC and the probationary faculty member. Copies of the student evaluations will be provided to the probationary faculty member after the due date for grades.~~~~
- ~~(g) Observations are completed and returned to the dean by November 15.~~
- ~~(h) Post-visit discussions to be held with the faculty member prior to December 1.~~
- (i) The TRC reaches its recommendation and completes a written report by December 15.

355 (j) The recommendation of renewal or non-renewal is submitted by the
356 dean to the appropriate ~~v~~Vice ~~p~~President and the ~~p~~President no
357 later than December 20.

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359 (k) Letter of non-renewal or one (1) year renewal will be sent no later
360 than March 15. If ~~a the~~ probationary faculty member is not notified
361 of the Board's decision not to issue a contract for the following
362 academic year on or before March 15 of ~~his or her~~their first
363 contract year, ~~he or shethey~~ will be issued a second one-year
364 contract.

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366 (l) A new faculty member whose initial hire date begins with the spring
367 semester will be evaluated during the spring semester and again
368 during the fall semester of the subsequent academic year.

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370 (2) Second Contract Year

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372 (a) Follow the same timeline and process as the first contract year.

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374 (b) Second semester: ~~Aa~~ letter of non-renewal or two (2) years renewal
375 will be sent no later than March 15. If ~~the a~~ probationary faculty
376 member is not notified of the Board's decision not to issue a
377 contract for the following academic year on or before March 15 of
378 ~~his or her~~their second contract year, ~~he or shethey~~ will be issued
379 a third, two-year contract.

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381 (3) Third Contract Year

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383 Follow the same timeline and process as the first contract year.

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385 (4) Fourth Contract Year

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387 (a) Follow the same timeline and process as the first contract year.

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389 (b) ~~Documentation of all employment conditions, such as,~~
390 ~~completion of degree along with all the appropriate materials,~~
391 ~~must be provided to the Director of Human Resources no later~~
392 ~~than February 1.~~

393
394 (c) ~~Second semester:~~ a letter of tenure or non-renewal will be sent no
395 later than March 15. If no notice is received on or before March 15
396 of the fourth year, the faculty member will return in the fall of the
397 subsequent academic year as ~~athe~~ regular tenured employee.

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399 e. Violations of the Evaluation Process

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401 Allegations that the District has not complied with the evaluation procedures shall
402 be processed through the grievance procedure in this Agreement. While violations
403 of these evaluation procedures may be subject to the grievance procedure, a non-
404 substantive error in the evaluation shall not be grievable. The parties recognize
405 that there are many deadlines and procedural requirements in the process and

406 that peers are involved. While the parties expect the process to be followed as
407 written, they recognize that a non-substantive procedural error could occur but may
408 not require a change in the result. A “substantive error” is described as one
409 which, if not made, ewould have changed the result.
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411 17.2. Tenured Faculty Evaluation

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413 The tenured faculty evaluation process is designed to improve the teaching and learning
414 process and delivery of student services, to provide a basis for professional growth and
415 development, and to comply with California State Community College laws and
416 regulations.
417

418 a. Tenured Faculty Evaluation Process

419 (1) Self-evaluation

420
421 The faculty member will submit to the dean a portfolio including a report of
422 college, District or committee service; accomplishments (such as
423 publications, shows or performances) awards and achievements;
424 appropriate class materials such as sample syllabi and assignments; and
425 other pertinent documents.
426

427 (2) Instructional activity observation

428
429 The appropriate dean, or designee will make scheduled
430 classroom/worksite/electronic visits as described below:
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432
433 (a) The faculty member and dean or designee will mutually agree on
434 the course(s) or equivalent in which the scheduled
435 evaluation observation(s) will take place, so that the faculty
436 member may be observed under optimum conditions displaying
437 his/her/their abilities.
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439 (b) Each evaluation shall include at least one (1) observation, lasting at
440 least fifty (50) minutes. For on-line classes, the faculty member will
441 present the course to the evaluator during an observation lasting at
442 least fifty (50) minutes.
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444 (3) Student eEvaluations

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446 (a) Student evaluations will be arranged through the appropriate
447 dean's office, and be conducted in each all classes taught during
448 the fall and spring semester the semester in which a formal
449 evaluation is performed, or for those faculty members who
450 engage in instruction outside of the traditional classroom, in
451 the equivalent of a class, during the academic year in which
452 the evaluation is conducted.
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454 Student evaluations are to be initiated prior to November 1 for
455 the fall semester and prior to April 1 for the spring semester

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for full term and 1st 8-week classes and by December 1 and May 1 for late start and 2nd 8-week classes.

(b) For those faculty members who engage in instruction outside of the classroom, including librarians, counselors, and learning disability specialists, student evaluations will be collected within five (5) days of student contact sessions (i.e., student appointments or reference desk visits) during a selected month during the semester in which a formal evaluation is performed.

(c) These student evaluations will be made available for the faculty member and one tenured faculty member serving as a peer reviewer from the department or division/school, or from a related department or division/school selected by the evaluatee, following the due dates for grades. The selected faculty member shall review the student evaluations and sign a verification indicating that they have reviewed and discussed the student evaluations with the member being evaluated. The signed verification shall be submitted by the evaluatee as part of the faculty portfolio to their dean.

(d) ~~The S~~ student evaluations are the property of the faculty member and will be returned to the faculty member them at the end of the semester, ~~and t~~ the information contained therein student evaluations will not be retained by the college or the district, used by the administration in the completion of the formal evaluation or included in the faculty member's personnel file.

(4) Report preparation

- (a) The dean will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
- i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.

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(b) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.

(c) Evaluations are to be based on the materials described in this Article.

Hearsay statements, rumors or information from anonymous sources shall be excluded from written evaluations. The dean may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.

(5) A faculty member may also elect to have a second evaluation by a tenured faculty member of his/her/their choice. This second evaluation is intended for improvement of faculty members and it may become a part of the personnel file only at the request of the faculty member being evaluated.

b. Follow-up Procedures

(1) If a tenured faculty member receives an overall rating below “Meets Standards,” the dean will develop a Performance Improvement Plan including follow-up activities with dates of completion, and measurable outcomes to address those performance issues which need improvement. A performance improvement plan may be developed by the dean for a rating below “Meets Standards” in any individual category.

(2) The faculty member receiving an overall rating below “Meets Standards” will be evaluated again within twelve (12) months.

(3) In the subsequent evaluation, if the faculty member does not receive an overall rating of “Meets Standards” or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation results in an overall “Meets Standards” or better.

c. Evaluation Timelines

(1) The dean will initiate the tenured faculty evaluation process every three (3) years.

(2) The evaluation process must be completed within one year of its initiation, or the process must begin anew.

d. Violations of the Evaluation Process

Allegations that the District has not complied with the evaluation procedures shall be processed through the grievance procedure in this Agreement. While violations of these evaluation procedures may be subject to the grievance procedure, a non-substantive error in the evaluation shall not be grievable. The parties recognize

558 that there are many deadlines and procedural requirements in the process and
559 that peers are involved. While the parties expect the process to be followed as
560 written, they recognize that a non-substantive procedural error could occur but may
561 not require a change in the result. A “substantive error,” described as one which,
562 if not made, would have changed the result.
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564 17.3. Part-Time Faculty Evaluations

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566 The part-time faculty evaluation process is designed to improve the teaching and learning
567 process and delivery of student services, and to provide the part-time faculty member a
568 basis for professional growth and development.
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570 a. Part-time Faculty Evaluation Process

571 (1) Self-evaluation

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574 The faculty member will submit to the dean a portfolio including a report of
575 college, District or committee service; accomplishments (such as
576 publications, shows or performances) awards and achievements;
577 appropriate class materials such as sample syllabi and assignments; and
578 other pertinent documents.
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580 (2) Instructional activity observation

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582 The appropriate dean or designee will make scheduled
583 classroom/worksite/electronic visits as described below:
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585 (a) The part-time faculty member and dean or designee will mutually
586 agree on the course(s) or equivalent in which the scheduled
587 evaluation observation(s) will take place, so that the faculty
588 member may be observed under optimum conditions displaying
589 his/her/their abilities.
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591 (b) Each evaluation shall include at least one (1) observation, lasting at
592 least fifty (50) minutes. For on-line classes, the faculty member will
593 present the course to the evaluator during an observation lasting at
594 least fifty (50) minutes.
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596 (3) Student Evaluation

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598 (a) Each part-time faculty member shall have student evaluations
599 conducted by the appropriate dean's office in all classes taught
600 during the semester in which a formal evaluation is
601 performed at least one course during the first semester of
602 his/her first assignment at that college. Subsequent student
603 evaluations shall take place every semester in which a formal
604 evaluation is performed. Student evaluations are to be initiated
605 prior to November 1 for the fall semester and prior to April 1
606 for the spring semester for full term and 1st 8-week classes and
607 by December 1 and May 1 for late start and 2nd 8-week classes.
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- (b) **For those faculty members who engage in instruction outside of the classroom, including librarians, counselors, and learning disability specialists, student evaluations will be collected within five (5) days of student contact sessions (i.e., student appointments or reference desk visits) during a selected month during the semester in which a formal evaluation is performed.**
 - (c) These student evaluations will be made available for the part-time faculty member and one tenured faculty member serving as a peer reviewer from the department or division/school, or from a related department or division/school selected by the evaluatee **following the due date for grades after grades are posted.** The selected faculty member shall review the student evaluations and sign a verification indicating that they have reviewed and discussed the student evaluations with the member being evaluated. The signed verification shall be submitted by the evaluatee **as part of the faculty portfolio to their dean.**
 - (d) **The s**Student evaluations are the property of the *part-time* faculty member, and will be returned to the faculty member at the end of the semester. **and t**The information contained **therein student evaluations** will not be retained by the college or the district, and will not be used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.
- (4) Report preparation
- (a) The dean will complete a Faculty Performance Evaluation report, including a recommendation of continued employment, based upon:
 - i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the part-time faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in assessment of student learning outcomes. Any information included in the part-time faculty member's evaluation regarding participation in student learning outcome processes must be verified and documented.

658 (b) Part-time faculty members shall not be held accountable for any
659 aspect of the educational program over which they have no
660 authority.

661
662 (c) Evaluations are to be based on the materials described in this
663 Article.

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665 Hearsay statements, rumors or information from anonymous
666 sources shall be excluded from written evaluations. The evaluator
667 may include in the written evaluation information which has been
668 documented through a completed investigation subsequent to a
669 complaint, the findings of which investigation have been delivered
670 to the faculty member under evaluation prior to the inclusion of this
671 information in the evaluation report.

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673 (d) ~~The evaluation o~~Observation of ~~the a~~ part-time faculty member
674 may be completed by a full-time faculty member as the designee
675 of the ~~v~~Vice ~~p~~President or the dean, under the following
676 circumstances:

- 677
678 i. The full-time faculty member is tenured,
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680 ii. The full-time faculty member is in good standing with an
681 evaluation of "Meets Standards" or better on ~~his or~~
682 ~~her~~their most recent evaluation,
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684 iii. The full-time faculty member is approved by the
685 appropriate dean,
686
687 iv. Department chairs will have the first right of refusal for all
688 ~~evaluations observations~~ of part-time faculty members in
689 their areas,
690
691 v. In the event that ~~the faculty observer determines that an~~
692 ~~an evaluation observation is likely to~~ results in the
693 ~~evaluated observed~~ part-time faculty member receiving
694 an overall rating below "Meets Standards," the evaluation
695 process will revert to the dean, who will ~~conduct a new~~
696 ~~observation in order to~~ complete the evaluation. ~~In order~~
697 ~~to initiate the transfer of the evaluation to the dean, the~~
698 ~~faculty observer shall complete the Transfer of~~
699 ~~Evaluation Form (Appendix)~~.

[FACULTY: Need FA agreement on form.]


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702 b. For those part-time faculty members with priority rehire eligibility as described in
703 Article XV, evaluation procedures in relation to continued priority rehire eligibility
704 status will be as described in Article XV.

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706 c. Evaluation Timelines
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- (1) Each part-time faculty member shall be evaluated during the first semester of his/hert heir first assignment at that college.
- (2) Subsequent reviews will be every sixth semester during which an instructional assignment is held, and no fewer than one in every four years. Out-of-sequence evaluations may also occur as needed if approved by the Vice Chancellor of Human Resources in consultation with the Association.

South Orange County Community College District




For SOCCCD
Dr. Cindy Vyskocil
Vice Chancellor, Human Resources

6.14.21

Date

South Orange County Community College District Faculty Association, CTA/NEA



For SOCCCDFA
Claire Cesareo
Chief Negotiator

6/14/2021

Date