SOU		TENTATIVE AGREEMENT BETWEEN THE UTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND THE ANGE COUNTY COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION, CTA/NEA
		June 14, 2021
South referre	Orange ed to a	Agreement between the South Orange County Community College District and the e County Community College District Faculty Association, CTA/NEA (hereinafter s the "Association") is expressly made pursuant to the Education Employment and the Collective Bargaining Agreement between the parties.
Barga	ining A	nt applies only to the Article set forth below. All other provisions of the Collective greement shall be deemed to remain unchanged except as set forth below or as tually agreed:
		ARTICLE XVII EVALUATIONS
		Probationary, Tenured and Part-Time
and u classi stude evalua incorp result proce	ipdate room a nt eval ation in porated s of stu ss by ti	agree, during the term of this agreement, to form a subcommittee to review student evaluation forms and the processes for their collection in the nd other instructional spaces and to negotiate the terms for incorporation of uations in the formal evaluation process for faculty members. The student istrument and process will be determined prior to student evaluations being l into the faculty evaluation process. It is the intent of both parties that the udent evaluations shall be fully integrated into the faculty performance review he 2023-2024 academic year. Until agreement is reached, the current materials es will be used.
Purpo	se	
		ourpose of the evaluation of faculty is the continued improvement of instruction and support services.
17.1.	Proba	tionary Faculty Evaluations
	memb and ac use a recom	bur-year probationary period is intended to provide sufficient time for the new faculty ber to understand the expectations of a tenured faculty member, to develop the skills cquire the experience to participate successfully in the educational process, and to appropriate resources for professional growth and development. Faculty imended for tenure, therefore, must reflect this standard of excellence in their mance of faculty duties and interaction with students and colleagues.
	a.	Probationary Period
		A probationary faculty member must be evaluated at least once in each academic year of service. (Educ. Code §87663(a).) The probationary period is ordinarily a four-year process (as described in California Education Code sections 87600 - 87612):
	This T South referre Relation The age Barga otherwood The pand u classi stude evaluat incorp result proce and p Purpo The pr instruct	SOUTH ORA This Tentative South Orange referred to a Relations Act The agreeme Bargaining Ag otherwise mu The parties a and update classroom a student eval evaluation in incorporated results of stu process by th and process Purpose The primary p instructional s 17.1. Proba The for memb and ac use a recom

52			
53		(1)	Step One – Initial Hiring: First Contract (one year)
54		(.)	
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.
63			
64		(2)	Step Two – Second Contract (one year)
65		(2)	Step 1 wo – Second Contract (one year)
66			If the a probationary faculty member is not notified of the Board's decision
67			If <u>the a</u> probationary faculty member is not notified of the Board's decision
			not to issue a contract for the following academic year on or before March
68			15 of <u>his or hertheir</u> first year, <u>he or she isthey are</u> issued a second one-
69 70			year contract (§§87608 and 87610(a)).
70 71		(2)	Stan Three Third Contract (two veges)
71		(3)	Step Three – Third Contract (two years)
72			If the enveloption of faculty member is not patified of the Deard's desision
73			If <u>the a</u> probationary faculty member is not notified of the Board's decision
74 75			not to issue a contract for the following academic year on or before March
75			15 of the second year, <u>he or she isthey are</u> issued a third, two-year
76			contract (§§87608.5 and 87610(a)).
77		(4)	
78 70		(4)	Step Four – Granting Tenure
79			If the much attended for the mean handle wet wet first and the form Manual Arth
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).
85		-	
86	b.	Ienure	e Review Committee (TRC)
87		. –	
88			ure Review Committee (TRC) will follow the candidate(s) through the entire
89			ionary period. Members of this committee have an obligation to commit to
90			ne frame, uphold the confidentiality of the tenure review process, uphold the
91			oles of equal employment opportunities, promote and respect diversity and
92			, review appropriate documents, and conduct fair and unbiased evaluation
93		for the	purpose of reaching a tenure decision.
94		_	
95			nittees may have the same membership but will function separately.
96			ver, general team orientation meetings about the tenure review process
97			be conducted with multiple TRCs at the division, college, or District
98		level.	
99			tances where a department/division/school has multiple probationary
100			y in the tenure review process at the same time, so that it would be
101			It to compose multiple tenure review committees, the dean and
102		affect	ed Department Chair(s) may elect to combine committees. In such

103			nces, the combined TRC will contain at least one member who can					
104			reasonably be expected to have sufficient disciplinary expertise to evaluate					
105			<u>probationary faculty member assigned to that committee for</u>					
106		evait	lation.					
107		Anno	intment to a TDC will count toward fulfillment of a faculty member's college					
108			intment to a TRC will count toward fulfillment of a faculty member's college					
109 110		Servic	ce obligation _{$\overline{1}$ and may be eligible for staff development credit as appropriate.}					
111		The T	RC will be comprised of <u>the following no fewer than f</u> our persons:					
112 113		(1)	The deep who is a vatingnarticinating member is responsible for					
113		(1)	The dean, who is a <u>votingparticipating</u> member, is responsible for overseeing the evaluation process, collecting all evaluation materials, and					
114			submitting the annual Faculty Performance Evaluation report as prepared					
115			by the TRC, including a recommendation regarding the continued					
117			employment of the probationary faculty member.					
117			employment of the probationary faculty member.					
119		(2)	No fewer than tTwo (2) tenured faculty members from the Department					
120		(2)	and/or Division/School, or related department and/or Division/School, who					
120			will serve as <u>voting participating</u> 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.					
149 150		(5)	Additional TRC members can be added in consultation with the					
150			Additional rice members can be added in consultation with the Association.					
152			nooonanon					
153	C.	Proba	ationary Faculty Evaluation Components					
			,, <u></u> ,					

 156 (a) It is essential that each probationary faculty member take full responsibility for the appropriate portions of <u>his/hertheir</u> 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 syllabil and assignments; goals and objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents. (2) Instructional <u>aA</u>ctivity <u>Oe</u>bservations (2) Instructional <u>aA</u>ctivity <u>Oe</u>bservations (3) <u>The probationary fE</u>aculty member and the TRC will mutually agree on the course(s) or equivalent in which the scheduled c<u>waluationobservation(s)</u> will take place, so that the faculty member may be observed under optimum conditions <u>for</u> displaying <u>with his/hertheir</u> abilities. (3) <u>Student evaluations sull be arranged through the appropriate dears of the stated and classroom, an observation as first, (50) minutes.</u> (3) <u>Student evaluations will be arranged through the appropriate dears of the stated and classroom, encluding the fail and spring semesters, or for those faculty members who engage in instruction outside of the traditionary faculty member will present the course to the member(s) of the TRC during an observation lasting at least fifty (50) minutes.</u> (3) <u>Student evaluations will be arranged through the appropriate dears of the stated and classroom, encluding the alternation outside of the stated and distributed course objectives, effective communication, and respect for students rights and needs.</u> 	154				
157 (a) It is essential that each probationary faculty member take full responsibility for the appropriate portions of his/hertheir tenure review process. 160 review process. 161 (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. 168 (2) Instructional aActivity Oebservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) The probationary ff-aculty 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/hertheir abilities. 179 (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. 186 (3) Student elevaluations 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 throughout the probationary period. The objective will be to determine the student respons	155	(1)	Self- <u>Ee</u> valuation		
158 responsibility for the appropriate portions of his/hertheir 159 review process. 160 (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. 166 objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents. 178 (a) Instructional aActivity Oebservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) The probationary fEaculty 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 observation will take place, so that the faculty member may be observation fasting at least fifty (50) minutes. 178 (a) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. 181 (b) Each evaluations genesating at least fifty (50) minutes. 182 (a) Student evaluations will be arranged through the appropriate dean's offlice, and be conducted in each class during the fall and spring semesters, or for those faculty members who engage in instruction outside			(\mathbf{a})	It is apportial that each probationary faculty member take full	
159 review process. 160 (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. 168 (2) Instructional a Activity Oo bservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 174 (a) The probationary ffaculty 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/hertheir abilities. 179 (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. 181 (a) Student evaluations 182 (a) Student second or fiber data distributed course office, and be conducted in each class during the organge in instruction outside of the traditional classroom, including librarians and counselor			(a)	· · ·	
 (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 <u>aActivity Oe</u>bservations (3) The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. (a) The probationary fEaculty member and the TRC will mutually agree on the course(s) or equivalent in which the scheduled evaluation observation(s) will take place, so that the faculty member may be observed under optimum conditions for displaying with his/hortheir abilities. (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. (3) Student e<u>levaluations</u> (a) Student evaluations will be <u>arranged through the appropriate dean's office, and be</u> conducted in each class during the fall and spring semesters, or for those faculty members who engage in instruction outside of the traditional class or at a scheduled ger submit member will be observed with e determine the student response to areas such as the fulfillment of the stated and distributed course objective will be to determine the student response to areas such as the fulfillment of the stated and distributed course objective, effective communication, and respect for students' rights and needs. 					
161 (b) The probationary faculty member will submit to the TRC a portfolio 162 including a report of college, District or committee service; 163 accomplishments (such as publications, exhibitions or 164 performances) awards and achievements; appropriate class 165 materials such as sample syllabi and assignments; goals and 166 objectives for the next evaluation cycle; mentoring opportunities; 167 and other pertinent documents. 168 Instructional <u>aActivity Oe</u> bservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) 172 as needed and submit written comments to the dean. 173 (a) The probationary ff_aculty member and the TRC will mutually 174 (a) The probationary ff_aculty member and the trac will mutually 175 agree on the course(s) or equivalent in which the scheduled 176 watuationobservation(s) will take place, so that the faculty 177 member may be observed under optimum conditions for displaying with his/hertheir 178 with his/hertheir 179 (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. 181 theast effite, fand be 182 m				Teview process.	
162 including a report of college, District or committee service; 163 accomplishments (such as publications, exhibitions or 164 performances) awards and achievements; appropriate class 165 materials such as sample syllabi and assignments; goals and 166 objectives for the next evaluation cycle; mentoring opportunities; 167 and other pertinent documents. 168 [10] 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) 172 as needed and submit written comments to the dean. 173 (a) The probationary fFaculty member and the TRC will mutually 175 as needed and submit written comments to the dean. 176 watuationobservation(s) will take place, so that the faculty 177 member may be observed under optimum conditions for displaying 178 with his/hertheir 180 (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. 181 each evaluations for these faculty members who engage in an observation lasting at least fifty (50) minutes. 182 (a) Student evaluations will be arranged through the appropriate dass of the softee, rand be conducted in each class during the fall and spring semesters, or fo			(b)	The probationary faculty member will submit to the TRC a portfolio	
163 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. 166 objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents. 168 (2) Instructional aActivity Oebservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) The probationary fFaculty member and the TRC will mutually agree on the course(s) or equivalent in which the scheduled ovaluationobservation(s) will take place, so that the faculty member may be observed under optimum conditions for displaying with his/hertheir abilities. 179 (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. 184 (3) Student evaluations will be arranged through the appropriate dean's offfice, 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 class room, 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,			(6)		
164 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. 166 objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents. 168 (2) Instructional aA ctivity Oe bservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) The probationary fEaculty member and the TRC will mutually agree on the course(s) or equivalent in which the scheduled revaluationobservation(s) will take place, so that the faculty member may be observed under optimum conditions for displaying with his/hortheir abilities. 179 (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. 181 (a) Student evaluations will be <u>arranged through the appropriate dean's office, and be conducted in each class during the fall and spring semesters, or for those faculty member 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 nee</u>					
165 materials such as sample syllabi and assignments; goals and objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents. 166 and other pertinent documents. 168 (2) Instructional <u>aA</u> ctivity <u>Oe</u> bservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) <u>The probationary fF</u> aculty 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/hortheir abilities. 179 (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. 184 (3) Student evaluations will be <u>arranged through the appropriate dean's office, and be</u> conducted in each class during the fail and spring semesters, <u>or for those faculty members or in cluding ibrarians 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. </u>					
166 objectives for the next evaluation cycle; mentoring opportunities; and other pertinent documents. 168 (2) Instructional <u>aA</u> ctivity <u>Oe</u> bservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) <u>The probationary fF</u> aculty member and the TRC will mutually agree on the course(s) or equivalent in which the scheduled <u>evaluationobservation(s)</u> will take place, so that the faculty member may be observed under optimum conditions <u>for</u> displaying with his/hertheir abilities. 179 (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. 184 (3) Student evaluations 185 (3) Student evaluations will be <u>arranged through the appropriate dear's office, and be</u> conducted in each class during the fall and spring semesters. <u>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 communication, and respect for students' rights and needs. </u>					
167 and other pertinent documents. 168 (2) Instructional <u>aA</u> ctivity <u>Oe</u> bservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 172 as needed and submit written comments to the dean. 173 (a) The probationary fF 174 (a) The probationary fF 175 agree on the course(s) or equivalent in which the scheduled 176 <u>evaluationobservation(s)</u> will take place, so that the faculty 177 member may be observed under optimum conditions <u>for</u> displaying 178 <u>with his/hertheir</u> abilities. 179 (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. 180 (b) Each evaluations will be <u>arranged through the appropriate</u> dean's office, and be conducted in each class during the fall and spring semesters. 183 (a) Student evaluations will be <u>arranged through the appropriate</u> dean's office, and be conducted in each class during the fall and spring semesters. 184 (a) Student evaluations will be <u>arranged through the appropriate</u> dean's office, and be conducted in each class during the fall and spring semesters. 185 (3) Student evaluations will be <u>arranged through the appropr</u>					
 168 (2) Instructional <u>aA</u>ctivity <u>Oe</u>bservations 170 171 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 174 (a) <u>The probationary fF</u>aculty 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 <u>for</u> displaying with hie/hertheir abilities. 179 (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. (a) Student <u>eE</u>valuations (a) Student evaluations will be <u>arranged through the appropriate</u> dean's office, and be conducted in each class during the fall and spring semesters, <u>or for those faculty members who engage in instruction outside of 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.</u> 				· · · · · · · · · · · · · · · · · · ·	
169 (2) Instructional aActivity Oebservations 170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 173 (a) The probationary fEaculty 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/hortheir abilities. 179 (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. 184 (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.					
170 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) as needed and submit written comments to the dean. 172 as needed and submit written comments to the dean. 173 (a) The probationary fEaculty 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/hertheir abilities. 179 (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. 184 (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 through out 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.		(2)	Instruc	ctional aA ctivity Oe bservations	
171 The TRC will conduct scheduled classroom/worksite/electronic visitation(s) 172 as needed and submit written comments to the dean. 173 (a) The probationary fE 174 (a) The probationary fE 175 agree on the course(s) or equivalent in which the scheduled 176 evaluationobservation(s) will take place, so that the faculty 177 member may be observed under optimum conditions for displaying 178 with his/hertheir 179 b 180 (b) 181 least fifty (50) minutes. For on-line classes, the probationary faculty 182 member will present the course to the member(s) of the TRC during an observation lasting at least fifty (50) minutes. 184 (3) Student evaluations 185 (3) 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.		()		<u> </u>	
172 as needed and submit written comments to the dean. 173 (a) The probationary fEaculty 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/hertheir abilities. 179 (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. 184 (a) Student eEvaluations 185 (3) 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 whe 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.			The TI	RC will conduct scheduled classroom/worksite/electronic visitation(s)	
174 (a) The probationary fEaculty 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/hertheir abilities. 176 with his/hertheir abilities. 179 with his/hertheir abilities. 179 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. 182 an observation lasting at least fifty (50) minutes. 183 an observation lasting at least fifty (50) minutes. 184 (a) Student evaluations will be arranged through the appropriate doan'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 instruction outside of the traditional classroom, including instruction outside of the traditional classroom, including instruction outside of the stated and distributed course objectives, effective communication, and respect for students' rights and needs. 197 meters of the stated and distributed course objectives, effective communication, and respect for students' rights and needs.					
175 agree on the course(s) or equivalent in which the scheduled 176 evaluationobservation(s) will take place, so that the faculty 177 member may be observed under optimum conditions for displaying 178 with his/hertheir 179 b) Each evaluation shall include at least one (1) observation, lasting at 180 (b) Each evaluation shall include at least one (1) observation, lasting at 181 least fifty (50) minutes. For on-line classes, the probationary faculty 182 member will present the course to the member(s) of the TRC during 183 an observation lasting at least fifty (50) minutes. 184 (3) Student evaluations 185 (3) 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. 197 inghts and needs.	173				
175 agree on the course(s) or equivalent in which the scheduled 176 evaluationobservation(s) will take place, so that the faculty 177 member may be observed under optimum conditions for displaying 178 with his/hertheir 179 b) Each evaluation shall include at least one (1) observation, lasting at 180 (b) Each evaluation shall include at least one (1) observation, lasting at 181 least fifty (50) minutes. For on-line classes, the probationary faculty 182 member will present the course to the member(s) of the TRC during 183 an observation lasting at least fifty (50) minutes. 184 (3) Student evaluations 185 (3) 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. 197 inghts and needs.	174		(a)	The probationary fFaculty member and the TRC will mutually	
177 member may be observed under optimum conditions <u>for</u> displaying 178 with his/hertheir abilities. 179 180 (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. 182 an observation lasting at least fifty (50) minutes. 183 an observation lasting at least fifty (50) minutes. 184 (3) Student <u>eE</u> valuation <u>s</u> 186 (a) Student evaluations will be <u>arranged through the appropriate</u> <u>dean's office, and be</u> conducted in each class during the fall and spring semesters, <u>or for those faculty members who engage in instruction outside of the traditional classroom, including</u> 191 <u>librarians and counselors, in the equivalent of a class or at a</u> <u>scheduled meeting or time, during throughout</u> 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. 197 197	175			agree on the course(s) or equivalent in which the scheduled	
178 with his/hertheir abilities. 179 180 (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. 183 an observation lasting at least fifty (50) minutes. 184 (3) Student <u>eE</u> valuations 186 (a) Student evaluations will be <u>arranged through the appropriate</u> 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. 197	176			evaluationobservation(s) will take place, so that the faculty	
179180(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.183an observation lasting at least fifty (50) minutes.184(3)Student <u>eEvaluations</u> 186(a)Student evaluations will be <u>arranged through the appropriate</u> 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.197	177			member may be observed under optimum conditions for displaying	
180(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.183an observation lasting at least fifty (50) minutes.184185(3)186Student evaluations187(a)Student evaluations will be dean's office, and be 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.	178			with his/hertheir abilities.	
181 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. 183 an observation lasting at least fifty (50) minutes. 184 (3) Student <u>eE</u> valuations 186 (a) Student evaluations will be <u>arranged through the appropriate</u> <u>dean's office, and be</u> conducted in each class during the fall and spring semesters, <u>or for those faculty members who engage in</u> <u>instruction outside of the traditional classroom, including</u> <u>librarians and counselors, in the equivalent of a class or at a</u> <u>scheduled meeting or time, during throughout</u> 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. 197	179				
182member will present the course to the member(s) of the TRC during an observation lasting at least fifty (50) minutes.183an observation lasting at least fifty (50) minutes.184(3)Student eEvaluations185(3)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)	Each evaluation shall include at least one (1) observation, lasting at	
183 an observation lasting at least fifty (50) minutes. 184 185 (3) Student <u>eE</u> valuation <u>s</u> 186 (a) Student evaluations will be <u>arranged through the appropriate</u> <u>dean's office, and be</u> conducted in each class during the fall and spring semesters, <u>or for those faculty members who engage in</u> <u>instruction outside of the traditional classroom, including</u> <u>librarians and counselors, in the equivalent of a class or at a</u> <u>scheduled meeting or time, during throughout</u> 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. 197					
 184 185 (3) Student <u>eEvaluations</u> 186 187 (a) Student evaluations will be <u>arranged through the appropriate</u> <u>dean's office, and be</u> conducted in each class during the fall and spring semesters, <u>or for those faculty members who engage in</u> <u>instruction outside of the traditional classroom, including</u> 190 <u>instruction outside of the traditional class or at a</u> <u>scheduled meeting or time, during throughout</u> 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. 					
185(3)Student <u>eE</u> valuations186(a)Student evaluations will be <u>arranged through the appropriate</u> 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.				an observation lasting at least fifty (50) minutes.	
 186 187 (a) Student evaluations will be <u>arranged through the appropriate</u> <u>dean's office, and be</u> conducted in each class during the fall and spring semesters, <u>or for those faculty members who engage in</u> <u>instruction outside of the traditional classroom, including</u> <u>librarians and counselors, in the equivalent of a class or at a</u> <u>scheduled meeting or time, during throughout</u> 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. 					
187(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.		(3)	Stude	nt <u>eE</u> valuation <u>s</u>	
188dean'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.197				.	
189spring 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.193194194195195196197197			(a)		
190instruction outside of the traditional classroom, including191librarians and counselors, in the equivalent of a class or at a192scheduled meeting or time, during throughout193period. The objective will be to determine the student response to194areas such as the fulfillment of the stated and distributed course195objectives, effective communication, and respect for students'196rights and needs.197					
191 librarians and counselors, in the equivalent of a class or at a 192 scheduled meeting or time, during throughout the probationary193period. The objective will be to determine the student response to194areas such as the fulfillment of the stated and distributed course195objectives, effective communication, and respect for students'196rights and needs.197					
192scheduled meeting or time, during throughoutthe probationary193period. The objective will be to determine the student response to194areas such as the fulfillment of the stated and distributed course195objectives, effective communication, and respect for students'196rights and needs.197					
193period. The objective will be to determine the student response to194areas such as the fulfillment of the stated and distributed course195objectives, effective communication, and respect for students'196rights and needs.197					
194areas such as the fulfillment of the stated and distributed course195objectives, effective communication, and respect for students'196rights and needs.197					
195objectives, effective communication, and respect for students'196rights and needs.197				· · ·	
196 rights and needs. 197					
197				•	
				ngnis and needs.	
			(b)	For those faculty members who ongage in instruction outside	
198(b)For those faculty members who engage in instruction outside199of the classroom, including librarians, counselors, and			(0)		
200 <u>learning disability specialists, student evaluations will be</u>					
201 <u>collected within five (5) days of student contact sessions (i.e.,</u>					
202 <u>student appointments or reference desk visits) during a</u>					
203 <u>selected month each fall and spring semester throughout the</u>					
204 probationary period.					

205 206			These student evaluations will be made available for the probationary faculty member and the non-voting mentor TRC
207			member to review, and will be shared with the TRC.
208			nombol to roviow, and will be onarod with the riter
209		(C)	Student evaluation materials shall be available to the TRC and
210		(0)	
			may be used in the faculty performance evaluation. Results of
211			the student evaluations will be discussed with the
212			probationary faculty member, however, copies of the student
213			evaluations will not be provided to the faculty member until
214			after the due date for grades.
215			The student evaluations will be available to the District during
216			the probationary process (i.e., through the granting of tenure
217			or non-renewal), but are the property of the probationary
218			faculty member and will be returned to the probationary faculty
219			member at the end of the probationary process.
220			
221	(4)	Report	<u>P</u> reparation
222			
223		(a)	The TRC will complete a Faculty Performance Evaluation report,
224			including a recommendation of continued employment, based
225			upon:
226			
227			i. the materials from the probationary faculty portfolio;
228			
229			ii. results of observations and student evaluations;
230			
231			iii. items relevant to the instructional duties assigned to the
232			probationary faculty member, including adherence to Board
233			Policy and college processes and deadlines;
234			, <u> </u>
235			iv. a review of activities which are outside of the instructional
236			duties, including those defined within Board Policy and the
237			appropriate job posting;
238			appropriate jes poeting;
239			v. information regarding participation in curriculum
240			development and review, and in development and
241			assessment of student learning outcomes. Any information
242			included in the probationary faculty member's evaluation
243			regarding participation in curriculum or student learning
244			outcome processes must be verified and documented.
245			outcome processes must be venned and documented.
245		(b)	Faculty members shall not be held accountable for any aspect of
240		(U)	the educational program over which they have no authority.
248			the educational program over which they have no autionty.
		(\mathbf{c})	Evaluations are to be based on the materials described in this
249		(c)	
250			Article. Hearsay statements, rumors or information from
251			anonymous sources shall be excluded from written evaluations.
252			The TRC may include in the written evaluation information which
253			has been documented through a completed investigation
254			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.				
257						
258	(5)	Follow	/up Pp rocedures			
259	(-)					
260		(a)	If the faculty member's performance receives an overall rating			
261		(4)	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.			
270						
271		(b)	The TRC <u>, including the mentor</u> , will meet with the probationary			
272			faculty member to discuss the summary report.			
273						
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.				
277						
278		(d)	An additional evaluation may be scheduled during the spring			
279		semester if desired by the TRC.				
280						
	(6)	Admir	histration Review			
281	(6)	Admir	istration Review			
281 282	(6)					
281 282 283	(6)	Admir (a)	nistration Review The appropriate <u>v¥</u> ice <u>p₽</u> resident <u>s</u> will:			
281 282 283 284	(6)		The appropriate <u>v</u> vice <u>p</u> President <u>s</u> will:			
281 282 283 284 285	(6)					
281 282 283 284 285 286	(6)		The appropriate <u>v</u> Vice <u>p</u> President <u>s</u> will: i. review recommendation(s),			
281 282 283 284 285 286 287	(6)		 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> 			
281 282 283 284 285 286 287 288	(6)		 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct 			
281 282 283 284 285 286 287 288 289	(6)		 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> 			
281 282 283 284 285 286 287 288 289 290	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. 			
281 282 283 284 285 286 287 288 289 290 291	(6)		 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct 			
281 282 283 284 285 286 287 288 289 290 291 292	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President<u>{s}</u> will: 			
281 282 283 284 285 286 287 288 289 290 291 292 293	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President<u>{s}</u> will: i. review recommendation(s), 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President(<u>s</u>) will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President<u>{s}</u> will: i. review recommendation(s), 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295	(6)	(a)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President(<u>s</u>) will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296	(6)	(a)	 The appropriate <u>vV</u>ice <u>pP</u>resident<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>pP</u>resident<u>{s}</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297	(6)	(a)	 The appropriate <u>vV</u>ice <u>pP</u>resident<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>pP</u>resident<u>{s}</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298	(6)	(a) (b)	 The appropriate <u>v</u> ice <u>p</u> resident<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u> resident<u>{s}</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct observation, to the Chancellor. 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 294 295 296 297 298 299	(6)	(a) (b)	 The appropriate <u>v</u> ice <u>p</u> resident<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u> resident<u>{s}</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct observation, to the Chancellor. 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300	(6)	(a) (b)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President<u>{s}</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct observation, to the Chancellor. The Chancellor will: 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301	(6)	(a) (b)	 The appropriate <u>v</u>Vice <u>p</u>President<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> recommendations based upon <u>his/hertheir</u> direct observation, to the President. The <u>p</u>President<u>{s}</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct observation, to the Chancellor. The Chancellor will: 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302	(6)	(a) (b)	 The appropriate vVice pPresidents will: i. review recommendation(s), ii. forward recommendation(s), including his/hertheir direct observation, to the President. The pPresident(s) will: i. review recommendation(s), including his/hertheir direct observation, to the Chancellor. The Chancellor will: i. review recommendation(s), 			
281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303	(6)	(a) (b)	 The appropriate <u>vV</u>ice <u>pP</u>resident<u>s</u> will: i. review recommendation(s), ii. forward recommendation(s), including <u>his/hertheir</u> direct observation, to the President. The <u>pP</u>resident<u>{s}</u> will: i. review recommendation(s), including <u>his/hertheir</u> direct observation, to the Chancellor. The Chancellor will: i. review recommendation(s), ii. forward recommendation(s), 			

306 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 <u>NovemberOctober</u> 1<u>5</u>.
 - (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 <u>conducted initiated</u> prior to <u>December November</u> 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.

355 356 357 358			(j)	The recommendation of renewal or non-renewal is submitted by the dean to the appropriate \underline{vV} ice \underline{pP} resident and the \underline{pP} resident no later than December 20.
359 360 361 362 363 364 365			(k)	Letter of non-renewal or one (1) year renewal will be sent no later than March 15. If <u>a the</u> probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of <u>his or hertheir</u> first contract year, <u>he or shethey</u> will be issued a second one-year contract.
366 367 368 369			(I)	A new faculty member whose initial hire date begins with the spring semester will be evaluated during the spring semester and again during the fall semester of the subsequent academic year.
370 371		(2)	Secon	d Contract Year
372 373			(a)	Follow the same timeline and process as the first contract year.
374 375 376 377 378 379			(b)	Second semester: <u>Aa</u> letter of non-renewal or two (2) years renewal will be sent no later than March 15. If <u>the</u> <u>a</u> probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of <u>his or hertheir</u> second contract year, <u>he or shethey</u> will be issued a third, two-year contract.
380 381		(3)	Third C	Contract Year
382 383			Follow	the same timeline and process as the first contract year.
384 385		(4)	Fourth	Contract Year
386 387 388			(a)	Follow the same timeline and process as the first contract year.
389 390 391 392 393			(b)	Documentation of all employment conditions, such as, completion of degree along with all the appropriate materials, must be provided to the Director of Human Resources no later than February 1.
394 395 396 397 398			<u>(c)</u>	Second semester: a letter of tenure or non-renewal <u>will be</u> sent no later than March 15. If no notice is received on or before March 15 of the fourth year, the faculty member will return in the fall of the subsequent academic year as <u>athe</u> regular tenured employee.
399 400	e.	Violatio	ons of th	ne Evaluation Process
400 401 402 403 404 405		be pro- of thes substa	cessed e evalu ntive er	at the District has not complied with the evaluation procedures shall through the grievance procedure in this Agreement. While violations ation procedures may be subject to the grievance procedure, a non- ror in the evaluation shall not be grievable. The parties recognize many deadlines and procedural requirements in the process and

- 406that peers are involved. While the parties expect the process to be followed as407written, they recognize that a non-substantive procedural error could occur but may408not require a change in the result. A "substantive error₁" is described as409which, if not made, <u>ew</u>ould have changed the result.
- 411 17.2. Tenured Faculty Evaluation

410

412

418

419 420

421 422

423

424 425

426

427 428

429 430

431

432 433

434 435

436

437 438 439

440 441

442 443 444

445 446

447

448

449

450

451 452

453 454

455

The tenured faculty evaluation process is designed to improve the teaching<u>/ and</u> learning process and delivery of student services, to provide a basis for professional growth and development, and to comply with California State Community College laws and regulations.

- a. Tenured Faculty Evaluation Process
 - (1) Self-evaluation

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

(2) Instructional activity observation

The appropriate dean $_{\overline{1}}$ or designee will make scheduled classroom/worksite/electronic visits as described below:

- (a) The faculty member and dean or designee will mutually agree on the course(s) or equivalent in which the scheduled <u>evaluationobservation(s)</u> will take place, so that the faculty member may be observed under optimum conditions displaying <u>his/hertheir</u> abilities.
- (b) Each evaluation shall include at least one (1) observation, lasting at least fifty (50) minutes. For on-line classes, the faculty member will present the course to the evaluator during an observation lasting at least fifty (50) minutes.
- (3) Student <u>eE</u>valuation<u>s</u>
 - (a) Student evaluations will be <u>arranged through the appropriate</u> <u>dean's office, and be</u> conducted in <u>each all</u> classes taught during <u>the fall and spring semesters the semester in which a formal</u> <u>evaluation is performed, or for those faculty members who</u> <u>engage in instruction outside of the traditional classroom, in</u> <u>the equivalent of a class, during the academic year in which</u> <u>the evaluation is conducted</u>.
 - Student evaluations are to be initiated prior to November 1 for the fall semester and prior to April 1 for the spring semester

456 457 458				term and 1 st 8-week classes and by December 1 and or late start and 2 nd 8-week classes.
459 460 461 462 463 464 465		(b)	of the learning collecte student selected	se faculty members who engage in instruction outside classroom, including librarians, counselors, and disability specialists, student evaluations will be ed within five (5) days of student contact sessions (i.e., appointments or reference desk visits) during a d month during the semester in which a formal ion is performed.
466 467 468 469 470 471 472 473 474 475 475		<u>(c)</u>	member reviewer departm the due review th they hav member	student evaluations will be made available for the faculty and one tenured faculty member serving as a peer r from the department or division/school, or from a related tent or division/school selected by the evaluatee, <u>following</u> <u>a dates for grades</u> . The selected faculty member shall he student evaluations and sign a verification indicating that we reviewed and discussed the student evaluations with the being evaluated. The signed verification shall be submitted valuatee <u>as part of the faculty portfolioto their dean</u> .
476 477 478 479 480 481 482 483		(<u>de</u>)	and will semeste evaluation by the a	sudent evaluations are the property of the faculty member be returned to <u>the faculty member them</u> at the end of the er. . and tT he information contained <u>there</u> in <u>student</u> <u>ions</u> will not be retained by the college or the district, used idministration in the completion of the formal evaluation or I in the faculty member's personnel file.
484 485 486 487 488	(4)	Report (a)		tion an will complete a Faculty Performance Evaluation report, g a recommendation of continued employment, based
489 490 491				he materials from the faculty portfolio;
492 493 494 495 496			iii. i f	esults of observations; tems relevant to the instructional duties assigned to the aculty member, including adherence to Board Policy and college processes and deadlines;
497 498 499 500				a review of activities which are outside of the instructional duties, including those defined within Board Policy;
501 502 503 504 505 506			c a ii F	nformation regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information ncluded in the faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.

507 508 (b) Faculty members shall not be held accountable for any aspect of 509 the educational program over which they have no authority. 510 511 Evaluations are to be based on the materials described in this (c) 512 Article. 513 514 Hearsay statements, rumors or information from anonymous 515 sources shall be excluded from written evaluations. The dean may 516 include in the written evaluation information which has been 517 documented through a completed investigation subsequent to a 518 complaint, the findings of which investigation have been delivered 519 to the faculty member under evaluation prior to the inclusion of this 520 information in the evaluation report. 521 522 (5) A faculty member may also elect to have a second evaluation by a tenured 523 faculty member of his/hertheir choice. This second evaluation is intended 524 for improvement of faculty members and it may become a part of the 525 personnel file only at the request of the faculty member being evaluated. 526 527 b. Follow-up Procedures 528 529 (1) If a tenured faculty member receives an overall rating below "Meets Standards," the dean will develop a Performance Improvement Plan 530 including follow-up activities with dates of completion, and measurable 531 532 outcomes to address those performance issues which need improvement. 533 A performance improvement plan may be developed by the dean for a 534 rating below "Meets Standards" in any individual category. 535 536 (2) The faculty member receiving an overall rating below "Meets Standards" 537 will be evaluated again within twelve (12) months. 538 539 (3) In the subsequent evaluation, if the faculty member does not receive an 540 overall rating of "Meets Standards" or better, the faculty member will not be eligible for any overload assignments until such time as future evaluation 541 542 results in an overall "Meets Standards" or better. 543 544 **Evaluation Timelines** C. 545 546 The dean will initiate the tenured faculty evaluation process every three (3) (1) 547 years. 548 549 (2) The evaluation process must be completed within one year of its initiation, 550 or the process must begin anew. 551 552 d. Violations of the Evaluation Process 553 554 Allegations that the District has not complied with the evaluation procedures shall be processed through the grievance procedure in this Agreement. While violations 555 556 of these evaluation procedures may be subject to the grievance procedure, a nonsubstantive error in the evaluation shall not be grievable. The parties recognize 557

558 that there are many deadlines and procedural requirements in the process and that peers are involved. While the parties expect the process to be followed as 559 written, they recognize that a non-substantive procedural error could occur but may 560 not require a change in the result. A "substantive error," described asis one which, 561 if not made, weould have changed the result. 562 563 564 17.3. Part-Time Faculty Evaluations 565 566 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 basis for professional growth and development. 568 569 570 Part-time Faculty Evaluation Process a. 571 572 (1) Self-evaluation 573 574 The faculty member will submit to the dean a portfolio including a report of college, District or committee service; accomplishments (such as 575 publications, shows or performances) awards and achievements; 576 577 appropriate class materials such as sample syllabi and assignments; and 578 other pertinent documents. 579 580 (2) Instructional activity observation 581 582 The appropriate dean or designee will make scheduled 583 classroom/worksite/electronic visits as described below: 584 585 (a) The part-time faculty member and dean or designee will mutually agree on the course(s) or equivalent in which the scheduled 586 587 evaluation observation(s) will take place, so that the faculty 588 member may be observed under optimum conditions displaying his/hertheir abilities. 589 590 591 Each evaluation shall include at least one (1) observation, lasting at (b) least fifty (50) minutes. For on-line classes, the faculty member will 592 593 present the course to the evaluator during an observation lasting at 594 least fifty (50) minutes. 595 596 Student Evaluation (3) 597 598 Each part-time faculty member shall have student evaluations (a) 599 conducted by the appropriate dean's office in all classes taught 600 during the semester in which a formal evaluation is performedat least one course during the first semester of 601 his/her first assignment at that college. Subsequent student 602 603 evaluations shall take place every semester in which a formal evaluation is performed. Student evaluations are to be initiated 604 prior to November 1 for the fall semester and prior to April 1 605 for the spring semester for full term and 1st 8-week classes and 606 607 by December 1 and May 1 for late start and 2nd 8-week classes. 608

609 610 611 612 613 614 615 616		(b)	of the learnin collect studen selecte	ose faculty members who engage in instruction outside e classroom, including librarians, counselors, and ng disability specialists, student evaluations will be ed within five (5) days of student contact sessions (i.e., at appointments or reference desk visits) during a ed month during the semester in which a formal tion is performed.
617 618 619 620 621 622 623 624 625 626 627		(c)	faculty reviewe departr <u>the du</u> faculty verifica student	student evaluations will be made available for the part-time member and one tenured faculty member serving as a peer er from the department or division/school, or from a related ment or division/school selected by the evaluatee <u>following</u> <u>e date for gradesafter grades are posted</u> . The selected member shall review the student evaluations and sign a tion indicating that they have reviewed and discussed the t evaluations with the member being evaluated. The signed tion shall be submitted by the evaluate <u>as part of the</u> <u>portfolioto their dean</u> .
628 629 630 631 632 633		(d)	membe the ser evalua will not	tudent evaluations are the property of the <u>part-time</u> faculty er, and will be returned to the faculty member at the end of mester. _{$\overline{\tau}$} and <u>t</u> he information contained <u>there</u> in <u>student</u> tions will not be retained by the college or the district, and be used by the administration in the completion of the formal tion, or included in the faculty member's personnel file.
634 635	(4)	Report	prepara	ation
636 637 638 639 640		(a)		ean will complete a Faculty Performance Evaluation report, ng a recommendation of continued employment, based
641 642			i.	the materials from the faculty portfolio;
643			ii.	results of observations;
644 645 646 647			iii.	items relevant to the instructional duties assigned to the part-time faculty member, including adherence to Board Policy and college processes and deadlines;
648 649 650 651			iv.	a review of activities which are outside of the instructional duties, including those defined within Board Policy;
652 653 654 655 656 657			ν.	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.

658 659 660 661		(b)		me faculty members shall not be held accountable for any of the educational program over which they have no ity.
662 663 664		(c)	Evalua Article.	tions are to be based on the materials described in this
665				ay statements, rumors or information from anonymous
666 667				s shall be excluded from written evaluations. The evaluator include in the written evaluation information which has been
668			•	ented through a completed investigation subsequent to a
669			•	aint, the findings of which investigation have been delivered
670 674				faculty member under evaluation prior to the inclusion of this
671 672			morma	ation in the evaluation report.
673		(d)	The ev	raluation oObservation of the a part-time faculty member
674		(4)		e completed by a full-time faculty member as the designee
675			•	vVice pPresident or the dean, under the following
676			circum	stances:
677				
678 679			i.	The full-time faculty member is tenured,
680			ii.	The full-time faculty member is in good standing with an
681				evaluation of "Meets Standards" or better on <u>his or</u>
682				hertheir most recent evaluation,
683				
684			iii.	The full-time faculty member is approved by the
685				appropriate dean,
686			i. /	Department chairs will have the first right of refused for all
687 688			iv.	Department chairs will have the first right of refusal for all 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 result <u>s</u> in the
693				evaluated observed part-time faculty member receiving
694 605				an overall rating below "Meets Standards," the evaluation
695 696				process will revert to the dean, who will <u>conduct a new</u> <u>observation in order to</u> complete the evaluation. <u>In order</u>
697				to initiate the transfer of the evaluation to the dean, the
698				faculty observer shall complete the Transfer of
699				Evaluation Form (Appendix).
700			[FACU	ILTY: Need FA agreement on form.]
701				
702 703	b.			aculty members with priority rehire eligibility as described in
703 704				n procedures in relation to continued priority rehire eligibility ribed in Article XV.
705			10 0000	
706	c.	Evaluation Tin	nelines	
707				

709 710 711

712

713

729

730

731 732

733

708

- (1) Each part-time faculty member shall be evaluated during the first semester of his/hertheir 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**

Vice Chancellor, Human Resources

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

For SOCCCDFA **Claire Cesareo Chief Negotiator**

6.14.21 Date

For SOCCCD Dr. Cindy Vyskocil

734 735

736

6/14/2021

Date