

Evaluation Guidebook
for
Probationary (Tenure-Track) On-Line
Classroom Faculty

Table of Contents

X2.2.1	Introduction and Contract Language regarding Implementation of Guidelines
X2.2.2	More Introductory Contract Language including Purpose of Evaluations
X2.2.3	Composition, Formation and Responsibilities of the Tenure Review Committee
X2.2.4	On-Line Classroom Observation Procedures
X2.2.5	On-Line Student Evaluation Procedures for Probationary Classroom Faculty
X2.2.6	Rights and Responsibilities of Evaluatees
X2.2.7	Guidelines for Evaluators
X2.2.8	Summary Report
X2.2.9	Timetable
X2.2.10	Improvement Plan and Sample Improvement Plan Form
X2.2.11	Institutional Support
X2.2.12	Orientation to Evaluation
X2.2.13	Due Process Procedure for Probationary and Regular Faculty
X2.2.14	Performance Criteria for Probationary Classroom Faculty
X2.2.15	On-Line Classroom Observation Form (sample)
X2.2.16	On-Line Classroom Observation Plan Form (sample)
X2.2.17	On-Line Student Evaluation Form (sample)
X2.2.18	Summary Report From (sample)
X2.2.19	Optional Checklist for Evaluators
X2.2.20	Self-Evaluation Worksheet and Procedure for Completing the Self-Evaluation Report

This packet contains all of the policy and procedure language from Appendix X to the UF/CCCCD Contract related to the evaluation of Probationary (Tenure Track) On-Line Classroom Faculty. Probationary classroom faculty not teaching on-line, counselors, librarians, learning disability specialists, part-time and tenured faculty should consult different guidebooks (available on-line, from the UF or from any Division Dean's office). The forms included in this book are samples only. Please use the forms available in your Division Office. If you have questions about the evaluation process or about the forms, please contact the United Faculty or your Division Dean.

X2.2.1 CONTRA COSTA COMMUNITY COLLEGE DISTRICT IMPLEMENTATION OF FACULTY EVALUATION GUIDELINES

These revised faculty Evaluation Guidelines replace the faculty Evaluation Guidelines approved by the Governing Board on April 27, 1994 and shall be implemented beginning Fall 2010.

All faculty evaluations conducted after implementation of this agreement shall use the new forms and procedures, but no evaluation timelines will be altered nor any faculty member reevaluated as a result of this agreement.

X2.2.2 CONTRA COSTA COMMUNITY COLLEGE DISTRICT FACULTY EVALUATION GUIDELINES

Guidelines for faculty evaluation were developed by United Faculty, academic senate, and management representatives. The goals of evaluation are to promote professionalism and enhance performance among the faculty of the District and to allow assessment of performance based on clear and relevant criteria. The college president is responsible for the implementation of the evaluation process.

X2.2.3 COMPOSITION, FORMATION AND RESPONSIBILITIES OF THE TENURE REVIEW COMMITTEE

X.2.2.3.1 The Tenure Review process shall be conducted in adherence to the applicable Education Code (87663d).

X.2.2.3.2 The Tenure Review Committee (TRC) is charged with the responsibility of conducting the evaluation and shall be composed of three members: one regular faculty member chosen by the probationary faculty member; one regular faculty member chosen by the department/sub-area of which the probationary faculty member is a part (in the case of a one person department/subarea, this faculty member shall be chosen by the division/area of which the probationary faculty member is a part.); and one manager who is the immediate supervisor of the probationary faculty member or the dean of instruction/dean of student services/area dean. This manager shall be appointed by the president.

X.2.2.3.3 An evaluator may serve on a TRC if s/he has participated in an orientation to evaluation within the last three years.

X.2.2.3.4 Responsibilities of Members of the TRC:

X.2.2.3.4.1 The TRC shall select a chair by majority vote whose responsibilities include the following:

- A) convening the TRC conferences at least two times each semester at mutually agreeable times: (1) a pre-evaluation conference; (2) if necessary, a progress evaluation conference after TRC members have completed classroom observation; (3) a post evaluation conference after all evaluations have been completed;
- B) ensuring that committee members and the evaluatee have appropriate forms;
- C) coordinating student evaluations, classroom observations, and observations of counselors, librarians, and learning disabilities specialists;
- D) adhering to the specified timetable for the evaluation process in conjunction with the appropriate dean/director;
- E) communicating evaluation results to the probationary faculty member;
- F) ensuring that all evaluation materials have been placed in the portfolio of the probationary faculty member; and
- G) ensuring that the committee determines whether other duties related to the evaluatee's load responsibilities ought to be addressed/evaluated.

X2.2.4 **ON-LINE CLASSROOM OBSERVATION PROCEDURES**

X2.2.4.1 Evaluation shall be conducted by the evaluator(s) in accordance with the timetables. It is recommended that to the extent possible the evaluation of on-line faculty be conducted by evaluators with experience teaching on-line.

X2.2.4.2 In the pre-evaluation conference, the evaluator shall obtain appropriate materials and information regarding course syllabi, outlines, sample current examinations or quizzes, and graded assignments. The confidentiality of student work shall be maintained. During this conference the evaluator will also be given an orientation to and instructions for navigating the online classroom.

X2.2.4.3 Observations shall be scheduled at least one week in advance with the mutual agreement of the faculty member to be evaluated. Prior to the observation the evaluatee shall also complete and submit the Classroom Observation Information Sheet to the evaluator. The evaluatee is responsible for granting the evaluator(s) student access to the online classroom.

X2.2.4.4 The evaluator(s) shall observe for a reasonable amount of time to obtain understanding of job performance (for instructors – at least one cumulative classroom or lab hour within a consecutive five-day period).

- X2.2.4.5 Class sections and various teaching obligations beyond the classroom of faculty to be evaluated shall be selected by mutual consent when possible as follows:
- For probationary faculty, the evaluator(s) shall observe three class sections, at least two of which will be different courses when possible. Evaluatee will chose one class section and the committee will choose the other two. -For faculty whose assignments regularly span more than one discipline or methodology, the TRC will evaluate performance in each area at least once during the probationary period.
- X2.2.4.6 The documentation used for classroom observation shall include narrative comments (see On-Line Classroom Observation Form).
- X2.2.4.7 Within two weeks of the classroom observation, each evaluator shall complete the classroom observation form and meet with the evaluatee to discuss the observation.
- X2.2.4.8 The counselor, librarian, and learning disabilities specialist assigned as a classroom instructor shall be evaluated for classroom teaching in the same manner as all other classroom instructors.
- X2.2.5 **ON-LINE STUDENT EVALUATION PROCEDURE FOR PROBATIONARY CLASSROOM FACULTY**
- X2.2.5.1 The evaluator shall administer and collect student evaluation questionnaires.
- X2.2.5.2 For probationary faculty, student evaluations shall be conducted in two sections. The on-line section(s) shall be chosen according to the Classroom Observation Procedure.
- X2.2.5.3 The faculty member will choose when an evaluator will administer and collect student evaluations.
- X2.2.5.4 The evaluator administering the evaluations will send the evaluation form and instructions to the class at an agreed-upon time. The evaluator will explain to students that student evaluations are being collected for the purpose of evaluating and/or improving instruction at the college. Students will be assured of the anonymity of their responses, including that original copies of any written comments will be compiled and presented to the instructor. The evaluator shall collect the student responses and deliver the data to the appropriate manager or designee.
- X2.2.5.5 The manager shall ensure that the student evaluations are confidentially scored and transcribed. A summary sheet of the objective data shall be prepared for each class in which student evaluations are administered. Written comments shall be transcribed for all faculty. The evaluation committee shall review the summary data sheet and the written comments. The chair shall summarize the written comments and the objective data in the summary report. The summary data sheet and transcriptions of written comments shall be attached to the summary report.
- X2.2.5.6 The original student evaluation forms shall be confidentially maintained. If the probationary faculty member is awarded

tenure, original student evaluations will be destroyed. If the probationary faculty member is denied tenure, student evaluations will be stored for at least five years after notification of tenure denial.

X2.2.6 RIGHTS AND RESPONSIBILITIES OF EVALUATEES

X2.2.6.1 Rights

- X2.2.6.1.1 A probationary faculty member being considered for tenure is entitled to be informed of the procedures of the Tenure Review process, including all appeal processes and the basis upon which tenure decisions are made. The probationary faculty member must be informed of criteria-related expectations.
- X2.2.6.1.2 The probationary faculty member shall have the right to have all evaluation results sent to him/her in writing.
- X2.2.6.1.3 The probationary faculty member has the right to expect tenure decisions based only on factors related to job-related criteria.
- X2.2.6.1.4 The probationary faculty member has the right to expect members of the TRC to adhere to the guidelines stipulated in this article and to expect that they will strive to maintain objectivity, and ensure that any decisions regarding tenure are in agreement with the principles of academic freedom.
- X2.2.6.1.5 The probationary faculty member has the right to a confidential process.
- X2.2.6.1.6 The probationary faculty member may wish to select a peer advisor who shall serve as an independent advisor (or mentor) during the Tenure Review process. A peer advisor is a faculty member who volunteers to work with and advise the probationary faculty member.
- X2.2.6.1.7 The probationary faculty member may request assistance in finding peer advisors by contacting the college academic senate president and/or Nexus coordinator.
- X2.2.6.1.8 The peer advisor (mentor) could provide assistance to the candidate in areas such as the following:
- A) teaching styles and strategies;
 - B) theories and styles of student learning;
 - C) cultural diversity issues related to student learning and teaching strategies;
 - D) district and college policies and procedures;
 - E) workshops, conferences, courses and classes;
 - F) introducing the candidate to colleagues; and
 - G) helping with student problems.

X2.2.6.1.9 The peer advisor (or mentor) may not serve on the probationary faculty member's Tenure Review Committee during a semester in which he/she is functioning as the peer advisor or mentor.

X2.2.6.2 Responsibilities

X2.2.6.2.1 The probationary faculty member is required to attend an orientation session as well as meetings scheduled with the TRC.

X2.2.6.2.2 The probationary faculty member is required to cooperate with the TRC in creating and implementing an improvement plan to address any identified weaknesses and to participate in the activities agreed upon in the plan.

X2.2.6.2.3 In the case of vocational faculty who do not possess a bachelor's degree, the TRC and the probationary faculty member shall develop a plan for the completion of the degree within the probationary period if the bachelor's degree continues to be mandated law. The TRC shall establish a method for monitoring and documenting progress of the probationary faculty member.

X2.2.7 **GUIDELINES FOR EVALUATORS**

X2.2.7.1 Evaluators shall read all materials and follow guidelines and timetables.

X2.2.7.2 Evaluators shall be objective. Judgments shall not be based on hearsay or unsubstantiated information.

X2.2.7.3 Evaluators shall be constructive in their criticism, pointing out evaluation results and if necessary recommending a plan for improvement within a reasonable time frame.

X2.2.7.4 Evaluators shall evaluate the faculty member's professional characteristics and ability to teach, counsel and perform librarian or learning disability functions based on job-related criteria. Evaluators shall not base the evaluation on personal characteristics, such as religious beliefs, sexual orientation and political affiliation.

X2.2.7.5 Evaluators shall recognize that the faculty member being evaluated may have a different, yet effective, philosophy of education and teaching style.

X2.2.7.6 Evaluators who believe they cannot objectively and fairly evaluate the faculty member shall disqualify themselves from participating in the evaluation.

X2.2.7.7 Evaluators shall respect the confidentiality of the process.

X2.2.7.8 Evaluators shall understand that non-classroom obligations are to be equitably distributed among all faculty members and that no individual is to be evaluated negatively either for failing to take on or for accepting more than a disproportionately large share of meetings and committees.

X2.2.7.9 Evaluators shall treat the faculty member being evaluated with fairness, civility and respect.

X2.2.7.10 Evaluators shall create a portfolio as follows:

- X2.2.7.10.1 This portfolio will serve as the basis for all evaluation, improvement of instruction and/or tenure decisions.
- X2.2.7.10.2 The portfolio shall be confidential and shall be available only to the faculty member, the Due Process Panel or Appeals Committee, members of the evaluation committee, the appropriate dean, the college president, and the chancellor. The portfolio will be included in the official personnel file.
- X2.2.7.10.3 The portfolio will contain, at the minimum:
- a. student evaluation transcriptions, including percentages and typed comments;
 - b. completed workplace observation forms;
 - c. completed self evaluation report;
 - d. improvement plan, if needed;
 - e. summary report form;
 - f. other documentation mutually agreed upon by the evaluation committee and the faculty;
 - g. job announcement for probationary faculty members;
 - h. criteria-related material from the personnel file; and
 - i. criteria-related input from the department chair and/or dean (if submitted).
- X.2.2.7.11 If an administrator chairs the TRC and a faculty member writes the Summary Report, the faculty member shall receive the same stipend as if he/she were the TRC chair.
- X2.2.7.12 If a member of the TRC must resign from the Committee, he/she shall notify the chair in writing. A new member shall be designated using the method indicated in X1.2.3.2. The new member must have participated in the orientation to evaluation; additional orientations will be given as needed.

X2.2.8 **SUMMARY REPORT**

- X2.2.8.1 The member selected by the TRC shall complete the TRC's portion of the summary report on the results of the evaluation. Categories of evaluation ratings are as follows:
- A) Consistently High Ratings: consistently high ratings in almost all areas.
 - B) Satisfactory: average to high ratings in most areas;

- C) Needs Improvement: low to average ratings in most areas; or
- D) Unsatisfactory Performance: low ratings in most areas.

X2.2.8.2 The TRC must submit to the president one of the recommendations listed below on each probationary faculty member at the end of each evaluation cycle. While each TRC member signs the summary report, the signature might not mean concurrence with the final recommendation of the TRC. *(The signature section of the summary report for TRC members should signify “participation” but necessarily agreement.)*

X2.2.8.2.1 Grant Tenure

A probationary faculty member with “Consistently High Ratings” may be recommended for tenure at any time during the four-year probationary period (Ed. Code Sec. 87608); a probationary faculty member with “Satisfactory Ratings” shall be recommended for tenure during the fourth year.

X2.2.8.2.2 Continuation in Probationary Status

A probationary faculty member who meets standards of performance at the end of the first and second years shall be recommended to continue in probationary status.

X2.2.8.2.3 Needs Improvement

A probationary faculty member who receives “Needs Improvement” shall be recommended to continue in probationary status. A rating of “Needs Improvement” can be made only at the end of the first year of the probationary period for one additional year or at the end of the second year of the probationary period for two additional years.

X2.2.8.2.4 Termination of Service

A probationary faculty member who is given an “Unsatisfactory Performance” shall be recommended for termination. Termination of services must be recommended by February 15 of the first, second, or fourth probationary year.

X2.2.9 **TIMETABLE AND ACTIVITIES**

X2.2.9.1 Probationary faculty members shall be evaluated during the first, second, third, fifth and seventh semesters.

X2.2.9.2 While it is important to adhere to the timetable, there is some flexibility in the timetable as long as the evaluation is completed, including a post-evaluation meeting and the submission of the Summary Report, by the end of the semester in which it has begun. Failure to follow the exact timetable during the semester of evaluation shall not be grievable.

X2.2.9.3 The following schedule shall serve as a guide in completing the evaluation process:

- X2.2.9.3.1 August-September/January-February
Evaluators are selected. Orientation to evaluation for TRC and probationary faculty members is conducted.
- X2.2.9.3.2 September/February
Tenure Review Committee will conduct a pre-evaluation conference to obtain materials and information from the probationary faculty member, to discuss evaluation criteria, and to develop a schedule for observations, student evaluations and meetings. Timetables for classroom observations and administration of student evaluations shall be adjusted to accommodate classes that are less than a semester in length. Such adjustments shall be made with mutual agreement of the evaluatee and the evaluator(s).
- X2.2.9.3.3 September-November/February-April
Classroom observations occur. Prior to each class observation, the evaluatee shall complete the On-Line Classroom Observation Plan. Within two weeks after the observations, TRC members will complete the appropriate classroom observation forms and conduct follow-up conference(s) with probationary faculty members to review observations.
- X2.2.9.3.4 September-November/February-April
Student evaluations are conducted.
- If necessary, a progress evaluation conference between the TRC and the probationary faculty to discuss classroom evaluations and observations will occur. If any of the evaluators perceives a serious problem with the evaluatee's performance, the evaluator shall contact the chair of the TRC. If the TRC decides that a serious problem exists, it will meet with the probationary faculty member and develop specific recommendations to address the serious problem(s). If the TRC so determines, these recommendations may provide for additional observations by one or more members of the committee. These recommendations will be added to the portfolio.
- X2.2.9.3.5 November/April
Probationary faculty member completes the Self Evaluation Report and submits it to the TRC chair. The manager on the TRC and the United Faculty vice-president shall review the personnel file of the probationary faculty member and forward all criteria-related documents in the file to the TRC for review. The TRC may receive input that is relevant to the criteria from the Department Chair (if applicable).
- X2.2.9.3.6 December/May
- X2.2.9.3.6.1 Post-evaluation conferences: The TRC holds a post-evaluation conference to discuss all aspects of the evaluation and to assemble materials for the evaluation portfolio.
- The person writing the summary report in conjunction with the TRC members completes the summary report, and, if necessary, discusses the development of an improvement plan. -The summary report represents and reflects the views of each and every team member.

- X2.2.9.3.6.2 The TRC holds a post-evaluation conference with the probationary faculty member to discuss all aspects of the evaluation, including the summary report and the development of an improvement plan, if necessary. The summary report shall be signed and placed in the evaluation portfolio, which shall be finalized.
- X2.2.9.3.6.3 The Evaluation Portfolio shall be forwarded to the college president.
- X2.2.9.3.6.4 The President reviews the evaluation portfolio and decides whether to recommend tenure, continue in probationary status, continue service with an improvement plan, or terminate service. The President may disagree with the TRC's recommendation.
- Once the President has made a tentative decision, s/he shall inform the TRC of her/his recommendation. If the TRC wishes to discuss the President's recommendation, the committee and the president shall meet. After the meeting, if the TRC disagrees with the President's recommendation, the committee may attach a written statement of its recommendation to the summary report, which shall be forwarded to the chancellor.
- X2.2.9.3.6.5 The President submits the summary report to the Chancellor.
- In cases where the Chancellor receives conflicting recommendations from the president and the TRC, the chancellor shall request to review the evaluation portfolio and shall meet with the TRC and the college president to reconcile the differences. If a reconciliation cannot be reached, the summary report shall be forwarded to the governing board with the chancellor's recommendation for tenure, continuation in probationary status, or dismissal of the probationary faculty member.
- X2.2.9.3.6.6 The Chancellor submits recommendations to the governing board.
- The Governing Board shall make the final decision for the probationary faculty member to be granted tenure, to continue in probationary status, or to be dismissed.
- X2.2.9.3.6.7 The Chancellor returns the summary report to the president who places the report into the evaluation portfolio and ensures that the portfolio is placed in the personnel file of the probationary faculty member.

X2.2.10 **IMPROVEMENT PLAN**

- X2.2.10.1 If the TRC reports to the college president that a probationary faculty member's performance is "below standards of performance," a specific plan for performance improvement shall be developed by the TRC in consultation with the probationary faculty member and implemented by the college president or designee.

X2.2.10.2 The improvement plan shall include specific criteria-related recommendations and timetables for action. It may identify available resources such as Nexus, staff development, workshops such as instructional skills, conferences or other classroom/job environment observations. The TRC shall assist in monitoring the probationary faculty member's progress. The improvement plan shall be included in the probationary faculty member's portfolio.

X2.2.10.3 Sample Improvement Plan Form

Improvement Plan			
Evaluation Period			
Faculty Member _____	Date _____	From: _____	To: _____

Performance Criteria Needing Strengthening	Activities for Improvement	Expected Completion Date	Actual Completion Date

Signatures:	
Faculty member being evaluated _____	Evaluation Committee Chair _____
Dean _____	
Comments:	

A copy will be sent to the Evaluatee after signed by all parties, and the original will be placed in the Evaluatee's personnel folder. Upon completion of the Improvement Plan, the Evaluation Committee Chair or designee will note completion dates on this form and send a final copy to the Evaluatee.

X2.2.11 **INSTITUTIONAL SUPPORT**

The college, district or both shall provide support for the probationary faculty member during the Tenure Review process. Support shall include, but not be limited to, the following areas: (1) an orientation to the Tenure Review process at the beginning of the first contract; (2) a limit of four preparations per year during the first year; (3) orientation to department/subarea/division/area/college guidelines and procedures; (4) and

appropriate and adequate professional development alternatives for probationary faculty if recommended by Tenure Review Committee. Support may also include a peer advisor.

Once this is complete, and once the student evaluation scores have been compiled and student comments transcribed by the Division Office staff, the evaluator(s) complete the Summary Report and then hold a post-evaluation conference with the evaluatee to discuss all aspects of the evaluation including the Summary Report and the development of an Improvement Plan, if necessary. The Summary Report shall be signed and placed in the Evaluation portfolio, which will then be forwarded to the appropriate dean for sign off to acknowledge receipt and placement in the personnel file of the evaluatee.

X2.2.12 **ORIENTATION TO EVALUATION**

The District and the United Faculty agree to work together to develop an on-line training tutorial for training faculty in evaluation procedures. Once this training is available, we agree to reconsider the timetable and requirements for training. Until such time as we have developed the tutorial, current training will be updated and proceed according to the guidelines established below.

- X2.2.12.1 Each probationary and tenured faculty member being evaluated and faculty who are evaluating probationary, tenured, part-time, and faculty emeritus employees shall participate in a faculty orientation program at the assigned college. This orientation shall take place no later than one month into the semester during which the faculty member is being evaluated.
- X2.2.12.2 The college president, the academic senate president, UF vice president, affirmative action officer or their designees shall be responsible for the planning and implementation of the orientation.
- X2.2.12.3 The orientation program shall include the purpose of evaluation activities, the procedures employed and the timetables required, information about the evaluation portfolio, how to conduct classroom observations and observations of counselors, librarians, and learning disabilities specialists.
- X2.2.12.4 The faculty member shall bring to the orientation the UF/CCCCD Agreement which contains the evaluation policies, procedures, and materials.
- X2.2.12.5 Every tenured faculty member must attend an orientation once every three years.

X2.2.13 **DUE PROCESS PROCEDURE FOR PROBATIONARY AND REGULAR FACULTY**

X2.2.13.1 Available Procedures

X2.2.13.1.1 Appeals Process

The appeals process is designed to handle expeditiously a complaint of a faculty member being evaluated and/or a member of the TRC/PRC. This process can be used at any time during an evaluation period; however, complaints filed after a PRC summary report has been completed must be filed within ten days of receipt of the report by the faculty member being evaluated. The appeals process is not intended to replace the grievance procedure outlined in UF/CCCCD Agreement or Board Policy 2002, both of which the faculty member being evaluated is entitled to use.

X2.2.13.1.2 UF/CCCCD Grievance Procedure

A regular faculty member has the right to file a grievance using the UF/CCCCD procedure for violation of this article as it relates to regular faculty members.

X2.2.13.1.3 Board Policy 2002

The faculty member may use Board Policy 2002 to file allegations of unlawful bias on the basis of religion, disability, sexual orientation, gender, race, and ethnicity.

X2.2.13.2 Specifics of Appeals Process

X2.2.13.2.1 Limitations of the Appeals Process

X2.2.13.2.1.1 Allegations of bias

This procedure can be used only when alleging bias based on the following: age, religion, disability, sexual orientation, gender, race, ethnicity, philosophical beliefs, pedagogical differences, or discipline-related schools of thought. When alleging bias, the complainant must be able to provide evidence that the evaluator's bias prevents him/her from making an objective evaluation. Any allegation of bias that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X2.2.13.2.1.2 Allegations of Procedural Violations

This procedure can be used to allege violations of the procedure outlined in this article. The allegations may include failure to follow the established timetable and failure to use the criteria delineated in this article. Any allegation of a procedural violation that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X2.2.13.2.1.3 Allegations of an Inappropriate Improvement Plan

This procedure can be used to allege inappropriateness of remedial activities.

X2.2.13.2.2 Steps in the Appeals Process

X2.2.13.2.2.1 The complainant must formally file a complaint by completing an appeal form available in the president's office. S/he must provide evidence that supports the claim. The faculty member must submit the form to the chair of the Due Process Panel.

X2.2.13.2.2.2 Once the complaint is received, the chair must notify the

members of the PRC (if the complaint is from the evaluatee), the evaluatee (if the complaint is from a member of the PRC), and the college president that a complaint has been filed.

- X2.2.13.2.2.3 The chair may attempt to resolve the complaint informally. If the complaint is not resolved informally within five working days or the chairperson determines that an informal resolution is not possible, the panel shall proceed formally to investigate the complaint.
- X2.2.13.2.2.4 The panel shall review all supportive documentation provided by the complainant and interview members of the PRC as well as others who may attest to the validity of the complaint. PRC members shall be given an opportunity to respond to any allegations of bias against them. The evaluatee shall be given the opportunity to comment on this response and/or findings.
- X2.2.13.2.2.5 The panel shall make a tentative decision and confer with the president before a final decision is made. The panel shall render the findings in writing within fifteen (15) working days of receipt of a written complaint. The written report must summarize the evidence considered and the reasoning involved in the decision, noting minority opinion, if any.
- X2.2.13.2.2.6 The panel can render the complaint either to be groundless or to have merit. If the complaint is groundless, no remedial action shall be recommended. If it has merit, the panel can inform the president that one of the PRC member must be replaced, that the procedures and timetable require modification or, in extreme cases, that a new process be started no later than the beginning of the following semester. The president shall ensure that the panel's decision is implemented.
- X2.2.13.2.2.7 If a peer or manager chosen by the faculty member has to be replaced, the faculty member shall select the replacement; if chosen by the department/subarea, the department/subarea selects the replacement. If a peer or manager chosen by the faculty has to be replaced, the college president shall select the replacement.

X2.2.13.2.3 Composition of the Due Process Panel

The panel shall be appointed annually in September and shall consist of a UF representative, the academic senate president or designee, and a manager chosen by the president. A panel member cannot serve on an evaluation committee.

X2.2.13.2.4 Effective Date of the Allegation

The day that a decision is rendered will be the effective date of the allegation for purposes of Article 19.14.1a.

X2.2.14

PERFORMANCE CRITERIA FOR PROBATIONARY CLASSROOM FACULTY

The District and the United Faculty recognize that the successful performance of professional duties includes effective classroom instruction, and various teaching obligations beyond the classroom such as coaching, journalism, forensics, and the performing arts. In addition, performance of professional duties will include participation in non-instructional responsibilities described herein.

The counselor, librarian, learning disabilities specialist, and physical disabilities specialist assigned as a classroom instructor shall be evaluated for classroom teaching in the same manner as all other classroom instructors. S/he shall also be evaluated for his/her other professional responsibilities.

The following criteria shall be used in the evaluation of all probationary teaching faculty. (All criteria are either observable or measurable through peer, student, management, or self evaluation or materials contained in the portfolio.)

- X2.2.14.1 Demonstrate competence in performing classroom procedures and other responsibilities included in teaching load assignment.
 - X2.2.14.1.1 At the beginning of a course, provide a syllabus to students that is consistent with the course outline of record.
 - X2.2.14.1.2 Include in the syllabus a description of course content, contact information, the times and places where office hours are held, the means by which student work shall be evaluated, grading standards and other relevant information; it is especially important that students be made aware of exactly what is required of them in order to succeed in the course.
 - X2.2.14.1.3 Consistently begin class at the scheduled time and teach for the entire class period.
 - X2.2.14.1.4 At the beginning of class, or at another appropriate time, make a clear statement of the objective(s) for that particular session.
 - X2.2.14.1.5 Be prepared for class with necessary materials and present material in an organized, clear manner.
 - X2.2.14.1.6 Present material at a level appropriate to the course.
 - X2.2.14.1.7 Display expertise in subject matter appropriate to the assigned discipline(s).
 - X2.2.14.1.8 When presenting controversial material, do so in a balanced manner acknowledging contrary views.
 - X2.2.14.1.9 When appropriate, combine methods of instruction (visual, auditory, etc.) to accommodate various student learning styles.
 - X2.2.14.1.10 Regularly assess the teaching-learning process, periodically check student understanding, and modify strategies as necessary to improve results.

- X2.2.14.1.11 Conduct classes in such a way as to stimulate student thinking, encourage and motivate students, and engage them in the learning process.
 - X2.2.14.1.12 Fairly evaluate student work by using clear, explicit criteria, relevant to the subject matter as stipulated in the course outline of record.
 - X2.2.14.1.13 Maintain accurate records and submit reports such as grade and census rosters according to published deadlines.
 - X2.2.14.1.14 Assess students as specified in the course syllabus.
 - X2.2.14.1.15 Provide regular feedback to students.
 - X2.2.14.1.16 Consistently return course work within two weeks of collecting work.
- X2.2.14.2 Recognize the rights of students.
- X2.2.14.2.1 Do not discriminate based on age, gender, disability, nationality, race, religion or sexual orientation.
 - X2.2.14.2.2 Recognize the right of students to have points of view different from the instructor's.
 - X2.2.14.2.3 Manage classroom to maintain an effective learning environment while treating students fairly and respectfully.
 - X2.2.14.2.4 Be attentive to student questions and comments, and be clear and precise in response.
- X2.2.14.3 Participate in non-classroom professional responsibilities.
- X2.2.14.3.1 Attend required management called meetings.
 - X2.2.14.3.2 Serve on departmental/subarea/division/area, college, or district committee(s). This activity is required in the third and fourth years only and permitted in the second year (It is understood, however, that such obligations are to be equitably distributed among all faculty members. An individual should not receive a negative evaluation either for failing to take on or for accepting a disproportionately large share of meetings or committees.)
 - X2.2.14.3.3 Maintain regular and timely office hours as specified in this contract.
 - X2.2.14.3.4 Participate in curriculum development and course outline of record revision.
 - X2.2.14.3.5 Participate in the evaluation process in a professional and timely manner.
 - X2.2.14.3.6 Participate in professional growth activities beginning the second year and thereafter. These may include the following:
 - A) participating in activities designed to enhance professional performance: independent research, learning and developing strategies for more effectively serving students, advanced course

work related to the discipline, creating and maintaining professional contacts, and occupational training;

B) serving on college, district, and/or statewide committees; and

C) participating in conferences and workshops, artistic exhibits, performances, internships, classroom research, and community involvement related to academic area.

X.2.2.14.3.7 The District and the United Faculty recognize that the successful performance of professional duties includes effective classroom instruction, and various teaching obligations beyond the classroom such as coaching, journalism, forensics, and the performing arts. In addition, performance of professional duties will include participation in non-instructional responsibilities described herein.

SAMPLE ON-LINE CLASSROOM OBSERVATION FORM

Classroom Observation Form for On-Line Teaching Faculty

Evaluatee _____ Course/Section Observed _____ # Students Registered _____

Evaluator _____ Date/Time _____ # Students Present _____

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

5 excellent 4 above average 3 average 2 below average 1 poor NA not applicable

	5	4	3	2	1	NA	Comments
1. Objectives: The professor made a clear statement of the objectives of the lesson or assignment.							
2. Preparation: The professor was well prepared with necessary materials for the lesson or assignment.							
3. Organization: The professor presented the material in an organized manner.							
4. Clarity: The professor presented instructional material clearly.							
5. Expertise: The professor displayed expertise in the subject.							
6. Class Level: The professor presented material at a level appropriate to the course.							
7. Learning Styles: When appropriate, the professor combined methods of instruction (visual, auditory, etc.) to accommodate various student learning styles.							

	5	4	3	2	1	NA	Comments
8. Respect: The professor treated all students respectfully.							
9. Controversial Material: When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views.							
10. Comprehension: The professor periodically checked student understanding and modified teaching strategies as necessary.							
11. Responsiveness: The professor was attentive to student questions and comments and provided clear explanations and examples.							
12. On-Line Class Management: The professor demonstrated appropriate technical skills necessary for managing an on-line class.							

Non-Classroom Observations

13. Course Outline: The professor's syllabus conforms to the existing course outline of record.							
14. Syllabus: The professor's syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information.							
15. Evaluation Process: The professor participated in the evaluation process in a professional and timely manner.							
16. Professional Obligations: The professor meets professional obligations outside of class (submits rosters and grades on time, etc.).							

On-Line Classroom Observation Plan

(To be completed by the evaluatee prior to the online classroom visit)

Course _____ Section _____

Web site URL _____ User name and password _____

Date of visit (beginning and ending – consecutive five-day period) _____

Number of students enrolled _____

Evaluatee _____

Evaluator _____

Please attach your course syllabus.

1. State the objective(s) of the class for this five-day evaluation period.

2. How do you plan to achieve this/these objective(s)? What teaching methods/activities will you use?

3. Explain how the content of this evaluation period fits into the overall course.

ON-LINE STUDENT EVALUATION FORM FOR TEACHING FACULTY

This student evaluation is part of our regular effort to maintain quality instruction. Our faculty use your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments to explain your scores. If you have questions about this form or the evaluation procedure, please ask the person giving this evaluation.

Your answers are anonymous; all comments are typed before being shown to faculty. Completing this survey will in no way affect your course grade. Thank you for participating in this evaluation.

On a scale of 1 to 5, please evaluate your professor:

5 Always 4 Often 3 Sometimes 2 Rarely 1 Never NA "Not Applicable" (I can't answer.)

My professor	5	4	3	2	1	NA	Comments
1. is available on-line to answer questions.							
2. is organized and teaches clearly.							
3. checks to see if students understand the material.							
4. encourages students to ask questions and participate.							
5. answers questions clearly.							
6. knows the subject matter of this course.							
7. shows interest in the material that we are studying.							
8. encourages me to think and explore new ideas.							
9. tells the class what we are going to do and what we are expected to learn.							
10. treats all students respectfully.							
11. returns my papers, tests, and other work within two weeks of collecting them.							
12. responds to my work so I know how I'm doing and what I need to work on.							
13. responds to me when I need help.							
14. follows the grading guidelines in our course syllabus and explains my grade if I ask.							
15. helps me meet the goals and learning objectives of the course.							

Summary Evaluation Form for Faculty

Evaluatee: _____ Date of hire: _____ Evaluation Sem/year: _____

Check Faculty Status: _____ Tenured Full-time Faculty _____ Probationary (Tenure Track) Faculty _____ Part-time Faculty

_____ Check here if the Part-time Faculty currently has Staffing Preference (prior to this evaluation):

<p>Summary of previous evaluation (available in Division Office), if applicable</p>
<p>Summary of student evaluations – attach summary of scores and typed comment (provided by Division Office)</p>
<p>Summary of classroom/workplace observations – attach observation forms and comments</p>

<p>Summary of self-evaluation – attach self evaluation report</p>	<p>Criteria-related input from dept. chair and/or dean</p>	<p>Evaluatee comments – attach a separate sheet if necessary</p>
--	---	---

Summary Evaluation Form for Faculty

Level of Performance (Check one) – To be completed by Chair of Evaluation Committee

Consistently High Ratings – Excellent overall performance.
 Satisfactory Performance – Acceptable overall performance.
 Needs Improvement– Low scores in some areas necessitate an improvement plan. Evaluatee will be evaluated again next semester (if still employed by CCCCDD).
 Unsatisfactory Performance – Unacceptable overall performance.

Signature of Evaluatee – (signature indicates receipt but not necessarily agreement) _____ Date _____

Signature of Evaluation Committee Members: (size of committee is determined by faculty status)

Chair / Evaluator (print name) _____ (signature) _____ Date _____
 Committee Member (print name) _____ (signature) _____ Date _____
 Committee Member (print name) _____ (signature) _____ Date _____

This box only applies to probationary faculty.

Recommendation (To be completed by Chair of Evaluation Committee)
 Grant Tenure _____ Continue in Probationary Status _____ Termination of Service _____
 Resolution (To be completed by college president)
 Grant Tenure _____ Continue in Probationary Status _____ Termination of Service _____
 President _____ Date _____
 Chancellor _____ Date _____

Tenure Review Committee (TRC) for

Name of Evaluatee

Pre-Evaluation Meeting (date/time/location): _____

Committee Members	Observations (of at least two different courses when possible; evaluatee chooses one)	Student Evaluations? (2 required)
1. Member selected by evaluatee (tenured faculty member or ed. manager): Chair? Y N	<ul style="list-style-type: none"> • Course/Section: • Date: • Time: • Location: 	Yes No
2. Member selected by department (tenured faculty member): Chair? Y N	<ul style="list-style-type: none"> • Course/Section: • Date: • Time: • Location: 	Yes No
3. Management representative: Chair? Y N	<ul style="list-style-type: none"> • Course/Section: • Date: • Time: • Location: 	Yes No

Self-Evaluation due	Date:
Post-Evaluation meeting Part 1 (TRC only) to develop summary and compile portfolio	Date: Time: Location:
Post-Evaluation meeting Part 2 (with evaluatee)	Date: Time: Location:

X2.2.20 **SELF EVALUATION**

For your self-evaluation, you are asked to write a report discussing your classroom teaching and methodology, your handling of professional responsibilities, and your professional development.

X2.2.20.1 This worksheet is meant to help you reflect on your experiences. You will turn in only your report. This worksheet will not be put in your personnel file.

Self Evaluation Worksheet: The statements and ratings below are to be used as a checklist; they are not meant to represent all of what you do, nor are they meant to represent required duties and responsibilities – part time faculty will mark “Not Applicable” more often than full time faculty. Use this worksheet as a guideline for your self-evaluation report in which you can include additional details and reflection. Each of us is on a continuing quest to improve our practice – this is your opportunity to reflect on that quest and articulate your goals and plans for the future. After completing this worksheet, you can determine which items you want to highlight in your self-evaluation report. The worksheet may also serve as a tool for engaging in dialog with your evaluator.

Classroom Teaching and Methodology

	Often/ Always	Sometimes	Rarely/ Never	Not Sure/ Not Applicable
My courses reflect the official course outline of record (Title 5).				
I use appropriate and varied tools for evaluating and assessing student learning outcomes.				
I teach my courses using materials and activities that engage student learning (i.e. textbooks readings, supplies, field trips, speakers).				
The pace and rigor of my classes are appropriate to the course level.				
I enhance course content through the use of instructional technology (i.e. Blackboard, podcasting, power point, multimedia).				
I am approachable and encourage my students to communicate with me.				
I communicate ideas clearly, concisely, and effectively.				
I demonstrate sensitivity to the learning styles/challenges of each student.				
I encourage students’ interest in my subject area and in pursuing educational goals beyond my classroom.				
I design interconnected lessons that serve the course goals.				
My classes are interactive.				
I return student work within two weeks of receiving it.				
I use class time efficiently.				
I am sensitive to the needs of students with diverse backgrounds and experience.				

Professional Responsibilities

	Often/ Always	Sometimes	Rarely/ Never	Not Sure/ NA
I submit required reports/documents in a timely manner (i.e. census rosters, positive attendance reports, grades, grade changes and incompletes).				
I respond to communication from colleagues (including faculty, classified staff and management) in a timely and professional manner.				
I attend and participate in division, department, and other required meetings.				
I participate in department committees/tasks (i.e. curriculum development, SLO's, Course Outline/Title 5 Rewrites/Content Review).				
I serve on college committees and/or task forces.				
I serve on peer evaluation and/or hiring committees.				
I mentor colleagues and share successful teaching strategies.				
I provide student mentoring regarding matriculation, tutoring, or student services when appropriate.				
I make myself regularly accessible to students outside of class (i.e. office hours, email, phone calls), and respond to students in a timely manner.				
I assist in outreach by promoting my college and by recruiting students and/or faculty and staff.				

Professional Development

	Often/ Always	Sometimes	Rarely/Never	Not Sure/ NA
I serve on District and/or statewide committees.				
I participate in activities designed to enhance professional performance and scholarship (i.e. research, advanced coursework, recording, publishing).				
I keep current in my field (i.e. by reading journals, attending exhibits, performances, conferences).				
I maintain professional contacts (i.e. through listservs, blogs, conferences).				
I present at conferences or professional meetings.				
I participate in community organizations.				
I seek out training in my field (i.e. by taking classes, working with a mentor)				
I am a member of a professional organization.				

X2.2.20.2 **Self Evaluation Report:** Using the categories and your ratings on the self-evaluation worksheet, write about your past job performance and plans for professional growth and development. Your report should have four sections:

1. Classroom Teaching and Methodology
2. Professional Responsibilities
3. Professional Development
4. Needs and Goals

Possible questions to consider include:

A) Classroom teaching and methodology

- What new effective classroom activities or pedagogical approaches have you used recently?
- How do you plan to continue developing your activities and approaches in the future?
- How might you be willing to share successful strategies with colleagues?

B) Professional Responsibilities

- In what ways did you participate in campus/district/statewide/community activities? (may not be applicable for part-time and probationary faculty)
- What are your plans for participating in campus/district/statewide/community activities in the coming semesters? (may not be applicable for part-time faculty)

C) Professional Development

- What were your major professional challenges this semester?
- How do you plan on addressing these challenges in the future?
- What professional development activities do you anticipate pursuing in the near future?

D) Needs and Goals

- What support do you need from the college/department/division in order to accomplish your goals related to teaching and methodology, professional responsibilities and/or professional development?