

**Side Letter of Agreement
Between Contra Costa Community College District (4CD) and United Faculty (UF)**

March XX, 2020

In response to the current COVID-19 virus outbreak and the resulting transition to remote instruction, District and UF agree as follows:

1) All evaluations of faculty not completed by March 13, 2020, are suspended until fall of 2020. Tenured faculty and part-time faculty who were scheduled to be evaluated spring 2020 will have their evaluations rescheduled for fall 2020. In the case of first-year, tenure-track faculty for whom spring 2020 would be the 2nd-semester evaluation, an additional evaluation will be added in spring 2021. The suspension of evaluations will not affect the tenure-timeline for probationary faculty, nor shall it preclude eligible part-time faculty from applying for staffing preference. In the case of 7th-semester part-time faculty, their most recent evaluations (presumably 4th-semester) should be used to determine staffing-preference eligibility. These faculty members should be evaluated in fall of 2020 using 7th-semester procedures, and will need to re-qualify for staffing preference (as is true with every new evaluation).

Spring 2020 evaluations where all observations and student evaluations were completed prior to March 13, 2020, and where only the completion of a self-evaluation, summary form and/or final evaluation meeting remain, may elect to complete the spring 2020 evaluation at the discretion of the evaluator and evaluation committee.

Spring 2020 evaluations of classes originally scheduled to be online where observations and/or student evaluations remain to be done may be completed in spring 2020 if all parties, including all evaluators and evaluatee agree, provided that student evaluations can be administered remotely. Faculty who wish to complete an evaluation that would otherwise be suspended by this Side Letter must notify both the appropriate area dean and the UF prior to completing the evaluation.

All existing, ongoing improvement plans are extended through the end of fall 2020.

2) All of provisions of Article 27 covering “Distance Education” are temporarily suspended, with the following exceptions:

Faculty who were eligible prior to the general transition to remote-learning to be compensated for taking a DDEC-approved training course under Article 27.2.3 may still complete the training and be compensated for up to 10 hours.

Articles 27.5 outlining privacy rights and expectation, 27.6 providing guidance on the use of the District learning management system (Canvas) and student interaction, and 27.7 regarding technical support, remain in force.