

## ARTICLE 7: EVALUATION

**7.0**        **Purpose:** The purpose of faculty evaluation is to provide feedback to each unit member for the improvement of his/her professional services.

**7.0.1**        The private lives of unit members, including religious, political, organizational activities or sexual preference, shall not be a part of the unit member's evaluation.

**7.0.1.1**      All unit members are entitled to a clear, fair and equitable evaluation procedure.

**7.0.1.2**      Unannounced classroom visits may occur as a management prerogative for supervisory oversight, but shall not be used as a part of the formal evaluation process.

**7.1**        **Criteria for Evaluation** [\* denotes standards as defined by the indices in the evaluation form]

<b>Indices Instructional Faculty (Permanent/ Probationary/Temporary)</b>	<b>Indices Counselor (Permanent/ Probationary/Temporary)</b>	<b>Indices Librarian (Permanent/ Probationary/Temporary)</b>
<p><b>7.1.1</b> For a given course the desired effects shall include those stated objectives in the adopted course description and any additional written objectives developed by the discipline. Where it is difficult to assess the effects of services performed, other indices, such as knowledge of the subject matter, observed competence in teaching, and fulfillment of job responsibilities may be included. Examples of indices appropriate to instructional faculty members include, but are not limited to:</p> <p><b>7.1.1.1</b> Demonstrated knowledge of the subject matter being taught and of the discipline in general;</p> <p><b>7.1.1.2</b> Consistent and careful planning in accordance with the official course description;</p> <p><b>7.1.1.3</b> Development and use of instructional techniques which recognize individual differences in students.</p> <p><b>7.1.1.4</b> Lecture or lab activities and tests reflect the official course descriptions.*</p>	<p><b>7.1.2</b> Examples of indices for counselors include, but are not limited to:</p> <p><b>7.1.2.1</b> Demonstrated knowledge and its application to the community college of counseling techniques, guidance tools, guidance information and resources, and current developments in counseling and guidance;</p> <p><b>7.1.2.2</b> Maintaining the integrity of the counseling relationship;</p> <p><b>7.1.2.3</b> Maintaining the ethical standards of the counseling profession;</p> <p><b>7.1.2.4</b> Performing counseling and guidance activities;</p> <p><b>7.1.2.5</b> Interaction with students is in accordance with the standards of the American Association of University Professors. *</p>	<p><b>7.1.3</b> Examples of indices for librarians include, but are not limited to:</p> <p><b>7.1.3.1</b> Demonstrated knowledge of librarianship and its application to the community college;</p> <p><b>7.1.3.2</b> Current and careful planning in organizing the library for the use of students and faculty;</p> <p><b>7.1.3.3</b> Assisting student in learning activities;</p> <p><b>7.1.3.4</b> Observing the ethical principles of the teaching and librarianship professions;</p> <p><b>7.1.3.5</b> Performing other librarianship responsibilities;</p> <p><b>7.1.3.6</b> Interaction with students is in accordance with the standards of the American Association of University Professors.*</p>

**7.1 Criteria for Evaluation** [\* denotes indices to be added to evaluation form]

<p align="center"><b>Indices Instructional Faculty (Permanent/ Probationary/Temporary)</b></p>	<p align="center"><b>Indices Counselor (Permanent/ Probationary/Temporary)</b></p>	<p align="center"><b>Indices Librarian (Permanent/ Probationary/Temporary)</b></p>
<p><b>7.1.1.5</b> In class use of instructional support materials such as textbook(s), syllabi, media, handouts, etc. *</p> <p><b>7.1.1.6</b> Interaction with students is in accordance with the standards of the American Association of University Professors. *</p> <p><b>7.1.1.7</b> Instruction/student assignments reflect current standards in the discipline.*</p> <p><b>7.1.1.8</b> Maintains currency in the field of study/ instruction.</p> <p><b>7.1.1.9</b> Behavior towards students as identified in the student evaluation form of the CBA (see items #3, 5, 15, 17, 33, 34)</p>	<p><b>7.1.2.6</b> Counseling reflects current standards in the discipline.*</p> <p><b>7.1.2.7</b> Instruction/student assignments reflect current standards in the discipline.*</p> <p><b>7.1.2.8</b> Maintains currency in the field</p> <p><b>7.1.2.9</b> Behavior towards students as identified in the student evaluation form of the CBA (see items #8, 9.)</p>	<p><b>7.1.3.7</b> Librarianship reflects current standards in the discipline;*</p> <p><b>7.1.3.8</b> Currency in the field of study/discipline.*</p> <p><b>7.1.3.9</b> Behavior towards students as identified in the student evaluation form of the CBA (see items #4, 8).</p>
<p>Each discipline will have the opportunity to recommend criteria which recognize special characteristics of the discipline.</p>	<p>The counseling faculty shall have the opportunity to recommend criteria which recognize special characteristics of the discipline.</p>	<p>The library faculty will have an opportunity to recommend criteria which recognize special characteristics of library service</p>

#### **7.1.4 Off-site Clinical/Laboratory Facility Evaluation (Permanent/Probationary/Temporary)**

For faculty assigned to off-site clinical/laboratory facilities, (e.g. hospitals, childcare centers, dental offices, etc.) off campus instruction will be part of the evaluation process. Evaluation form will be developed by the District and UPM/AFT.

#### **7.2 Evaluation Procedures: Probationary Unit Member**

**7.2.1 Purpose.** To provide suggestions for improvement, if any, and to determine re-employment of probationary unit members.

**7.2.2 Frequency.** During each year of service by a probationary unit member there shall usually be one (1) formal written evaluation. The evaluator or evaluatee may request a second evaluation be made in the same academic year/workyear.

**7.2.3 Content.** A probationary unit member is entitled to a clear, fair, and equitable evaluation procedure. The content of the evaluator's written evaluation must be a summary of the information provided through the contractually agreed upon evaluation processes and instruments.

#### **7.2.4 Evaluation Team Members.**

a) **Evaluator:** Manager, named by the supervising Vice President.

b) **UPM Advisor:** Named by UPM/AFT to advise evaluatee, if requested by Evaluatee.

c) **Peer Evaluator:** A qualified, permanent unit member in the same or a closely related discipline who has not been previously evaluated by the Evaluatee.

### 7.2.5 Processes/Responsibilities of Each Team Member/Time Lines

#### Evaluation Process: Probationary Unit Member - Chart A

The unit member shall be evaluated using the forms, processes and criteria contractually agreed upon, as outlined below:

*Note: During each year of service by a probationary unit member there shall be usually one (1) formal written evaluation. The evaluator or evaluatee may request a second evaluation be made in the same academic/work year.*

Process	Team Member	Responsibility	Time Line
<p><b>A. Performance Observation</b></p> <p>Forms: F7.0 (a), (b), (c), (d) – as applicable</p>	Manager	<ul style="list-style-type: none"> <li>Schedules classroom or other on-the-job visits (e.g. counselors, librarians, school nurse and/or other unit member) at a time acceptable to evaluatee</li> </ul>	ASAP Fall Semester each probationary year
	Manager UPM Advisor Peer Evaluator (if applicable)	<ul style="list-style-type: none"> <li>Makes classroom or other on-the-job visits jointly</li> </ul>	ASAP Fall Semester each probationary year
	Manager UPM Advisor Peer Evaluator (if applicable)	<ul style="list-style-type: none"> <li>Completes applicable form(s)</li> </ul>	During Visits
	UPM Advisor	<ul style="list-style-type: none"> <li>Appointed by UPM/AFT</li> <li>Advises evaluatee in all phases of the evaluation</li> </ul>	ASAP Fall Semester each probationary year  On-going
	Evaluatee	<ul style="list-style-type: none"> <li>Chooses a peer evaluator (permanent unit member) to serve on the team, if desired</li> <li>Makes the following available to the team:                Syllabi                Sample of evaluation tool for measuring student progress</li> </ul>	ASAP Fall Semester each probationary year  Prior to Observation

### 7.2.5 Evaluation Process: Probationary Unit Member – Chart A

The unit member shall be evaluated using the forms, processes and criteria contractually agreed upon, as outlined below:

Process	Team Member	Responsibility	Time Line
<p><b>B. Student Evaluation</b></p> <p>Purpose: To provide each unit member and the evaluator with feedback about student perceptions of his/her teaching.</p> <p>Form: Student Evaluation Form (SEF 7.0 (e), (f), (g) – as applicable</p>	Manager/ Designee OR UPM Advisor	<ul style="list-style-type: none"> <li>• Administers Student Evaluation Form (SEF)               <ul style="list-style-type: none"> <li>- Administered to maximum of two (2) classes containing a different population of enrolled students. The same student population may be used if the courses are not identical.</li> </ul> </li> <li>• If administering:               <ul style="list-style-type: none"> <li>- Shall be trained by means of the self-instruction package;</li> <li>- Shall be present during the administration of SEF;</li> <li>- Shall collect all forms at the end of the session.</li> <li>- Typed verbatim student evaluation comments shall be provided to the Evaluee in order to protect confidential identity of students.</li> </ul> </li> </ul>	ASAP Fall Semester each probationary year
<p><b>C. Professional Self Evaluation</b></p> <p>Form F7.0 (h)</p>	Evaluee   Manager UPM Advisor	<ul style="list-style-type: none"> <li>• Shall furnish the Manager and UPM Advisor with a self-evaluation as provided for on the Professional Self Evaluation Form</li> <li>• Reviews Professional Self Evaluation</li> </ul>	First day of Spring non-mandatory flex during each probationary year   Between the first day of Spring semester and February 1 each probationary year
<p><b>D. Statement of Professional Objectives</b></p> <p>Form F7.0 (i)</p>	Evaluee	<ul style="list-style-type: none"> <li>• Consults with Manager, UPM Advisor and prepares for the Manager and UPM advisor a written statement of his/her professional objectives (as provided for on the “Statement of Professional Objectives.” The objectives shall include:               <ul style="list-style-type: none"> <li>- The positive effects intended for students by the teaching, counseling, library or other services;</li> <li>- The ways in which the evaluee plans to achieve these effects;</li> <li>- Specification by the evaluee of the manner of evaluating the success of these effects.</li> </ul> </li> <li>• Responsibility to carry out the plan and submit an initial assessment of its outcomes utilizing the Professional Self Evaluation Criteria</li> </ul>	Completed prior to September 15 each probationary year   First day of the Spring semester-during each probationary year



### **7.3 Evaluation Procedures: Permanent Unit Member**

**7.3.1 Purpose.** The purpose of the evaluation is to assess the performance of the faculty member. The evaluation shall also, where appropriate, provide positive suggestions for improvement. Where appropriate, the evaluation may also be used to take the appropriate corrective action.

**7.3.2 Frequency.** Once every three (3) years (excluding leave periods) alternately through either self-evaluation (using the Professional Self-Evaluation Form) (Form F 7.0 (h)) or through the Performance Observation process (Forms F 7.0 (a), (b), (c), (d)).

**7.3.2.1 Exemption.** A permanent unit member on leave from the District shall be exempt from evaluation for the period of the leave.

**7.3.3 Evaluation Cycle.** Half of the faculty, in alphabetical order, shall begin with self-evaluation; the other half with performance observation. Said cycle began with the Fall semesters of 1991 and 1992.

**7.3.4 Content.** A permanent unit member is entitled to a clear, fair and equitable evaluation procedure. The content of the evaluator's written evaluation, when applicable, must be a summary of the information provided through the contractually agreed upon evaluation processes and instruments.

#### **7.3.5 Evaluation Team Members.**

- a) **Peer Evaluator:** A qualified, permanent unit member, in the same or a closely related discipline who has not been previously evaluated by the Evaluatee.
- b) **UPM Advisor:** Named by UPM/AFT to advise evaluatee, if requested by the Evaluatee.
- c) **Manager:** Manager, named by the supervising Vice President.

**7.3.6. Processes/Responsibilities of Each Team Member/Time Lines.** [See Chart B 1 & 2]

### 7.3.5 Evaluation Process: Permanent Unit Member – Unit Members Evaluated through Performance Observation - Chart B 1

The unit member shall be evaluated using the forms, processes and criteria contractually agreed upon, as outlined below:

Process	Team Member	Responsibility	Time Line
<p><b>A. Performance Observation</b></p> <p>Alternating periods of three (3) years</p> <p>Form F7.0 (a), (b), (c), (d) – as applicable</p>	<p>Manager</p>	<ul style="list-style-type: none"> <li>At least one classroom or other on-the-job visits (e.g., counselors, librarians, school nurse, and/or other unit member) in consultation with the evaluatee.</li> </ul>	<p>ASAP Fall Semester</p>
	<p>Evaluee</p>	<ul style="list-style-type: none"> <li>Chooses Peer Evaluator and notifies supervising Vice President/Dean</li> <li>If Peer Evaluator not chosen within 30 days, supervising Vice President/Dean appoints Peer Evaluator</li> </ul>	<p>Within 30 days of notice from the District</p>
	<p>Peer Evaluator</p>	<ul style="list-style-type: none"> <li>Makes the following available to the Peer Evaluator:                             <ul style="list-style-type: none"> <li>- Syllabi</li> <li>- Sample of evaluation tool for measuring student progress</li> </ul> </li> <li>Makes classroom or other on-the-job visits (e.g. counselors, librarians, school nurse and/or other unit member) at a time acceptable to the evaluatee</li> <li>Completes applicable form(s)</li> <li>Submits Evaluation Progress Report (Form F7.0 (j)) to supervising Vice President/Dean</li> </ul>	<p>Prior to Observation</p> <p>Beginning of Fall Semester, but no later than November 1</p> <p>During visits</p> <p>By December 1</p>
	<p>UPM Advisor</p>	<ul style="list-style-type: none"> <li>Appointed by UPM/AFT</li> <li>Advises evaluatee in all phases of the evaluation process</li> </ul>	<p>On-going</p>



## Evaluation Process: Permanent Unit Member – Unit Members Evaluated through Performance Observation - Chart B 1

The unit member shall be evaluated using the forms, processes and criteria contractually agreed upon, as outlined below:

Process	Team Member	Responsibility	Time Line
<p><b>C. Student Evaluation</b></p> <p>Forms F7.0 (e), (f), (g), as applicable</p>	<p>Manager</p> <p>Peer Evaluator OR UPM Advisor</p>	<ul style="list-style-type: none"> <li>• Administers the Student Evaluation Form (SEF)               <ul style="list-style-type: none"> <li>- Administered to a maximum of two (2) classes containing a different population of enrolled students. The same student population may be used if the courses are not identical</li> </ul> </li> <li>• If administering:               <ul style="list-style-type: none"> <li>- Shall be trained by means of the self-instruction package;</li> <li>- Shall be present during the administration of the SEF;</li> <li>- Shall collect all forms at the end of the session</li> <li>- Provides complete results to the evaluatee</li> <li>- Typed verbatim student evaluation comments shall be provided to the Evaluatee in order to protect confidential identity of students.</li> </ul> </li> </ul>	<p>During the semester</p> <p>Prior to March 15</p>
<p><b>F. Final Written Summary</b></p> <p>(Includes information from Performance Observations and Student Evaluations)</p> <p>Form F7.0(k)</p>	<p>Peer Evaluator</p> <p>Evaluee UPM Advisor</p>	<ul style="list-style-type: none"> <li>• Writes a Final Summary Evaluation of the information provided through the contractually agreed upon evaluation criteria, processes and instruments (Performance Observation &amp; Student Evaluations)</li> </ul> <p>Final Written Summary Evaluation includes:</p> <ul style="list-style-type: none"> <li>- Results from the evaluation processes;</li> <li>- Recommendations for individual improvement, if any;</li> </ul> <ul style="list-style-type: none"> <li>• Meets with the evaluatee to show him/her the evaluation materials</li> <li>• Shows any recommendations for individual improvement to evaluatee first</li> <li>• Submits all evaluation materials to supervising Vice President/Dean</li> <li>• Review Final Written Summary Evaluation and any recommendations for individual improvement with Peer Evaluator</li> <li>• Evaluatee may attach his/her comments to the report before it is submitted to the appropriate District office; UPM Advisor may attach a separate statement, if he/she desires.</li> </ul>	<p>Prior to April 15</p> <p>Prior to April 15</p> <p>Prior to April 15</p> <p>By April 15</p> <p>Prior to April 15</p> <p>Prior to April 15</p>



### 7.3.5 Evaluation Process: Permanent Unit Member – Unit Members Evaluated through Self Evaluation - Chart B 2

The unit member shall be evaluated using the forms, processes and criteria contractually agreed upon, as outlined below:

<p><b>G. Final Written Summary</b></p> <p>(Includes information from Self Evaluation and Student Evaluations)</p>	Peer Evaluator	<ul style="list-style-type: none"> <li>Writes a Final Summary Evaluation of the information provided through the contractually agreed upon evaluation criteria, processes and instruments (Self Evaluation &amp; Student Evaluations)</li> <li>Final Written Summary Evaluation includes:               <ul style="list-style-type: none"> <li>Results from the evaluation processes;</li> <li>Recommendations for individual improvement, if any;</li> </ul> </li> <li>Meets with the evaluatee to show him/her the evaluation materials</li> <li>Shows any recommendations for individual improvement to evaluatee first</li> <li>Submits all evaluation materials to supervising Vice President/Dean</li> </ul>	<p>Prior to April 15</p> <p>Prior to April 15</p> <p>Prior to April 15</p> <p>By April 15</p>
	Evaluee UPM Advisor	<ul style="list-style-type: none"> <li>Review Final Written Summary Evaluation and any recommendations for individual improvement with Peer Evaluator</li> <li>Evaluee may attach his/her comments to the report before it is submitted to the appropriate District office; UPM Advisor may attach a separate statement, if he/she desires.</li> </ul>	<p>Prior to April 15</p> <p>Prior to April 15</p>

### **7.3.7 Recommendations for Individual Improvement.**

- (a) Evaluatees who receive an evaluation that includes specific recommendations for professional improvement shall, with consultation from their UPM advisor, complete a performance improvement program with the District in which they shall describe a plan of action for accomplishing the required professional improvement in their performance.
- (b) All economic costs of the performance improvement program (examples: reassigned time or overload compensation for additional hours beyond those contractually assigned in Art. VIII of the CBA, books, tuition, etc.) shall be paid by the District.
- (c) Permanent unit members shall have 45 working days following receipt of their written evaluation to consult with their supervisor in order to propose a performance improvement plan. Permanent unit members may be represented by UPM in the negotiations required herein.

### **7.3.8 Causes for Further Action and Due Process:**

Pursuant to the requirement in Article 7.0.1.1 that "All unit members are entitled to a clear, fair and equitable evaluation procedure," permanent unit members shall not be subject to punishment, discipline or removal from their positions, for any observations and/or judgments made during their respective evaluations, without due process.

Permanent unit members shall only be subject to potential punishment, discipline or removal from their positions for observations and/or judgments made during their respective evaluations of:

- (a) immoral or unprofessional conduct;
- (b) dishonesty;
- (c) unsatisfactory performance;
- (d) evident unfitness for service;
- (e) physical or mental condition that makes the unit member unfit to instruct or associate with students;
- (f) persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the community colleges by the board of governors or by the governing board of the College;
- (g) conviction of a felony or of any crime involving moral turpitude;

Permanent unit members shall not be subject to punishment, discipline or removal from their positions for observations and or judgments made during their respective evaluations. Initial discovery of any of the aforementioned causes during the evaluation process shall be grounds for further investigation.

**7.4 Evaluation Procedures: Temporary Non-Credit Unit Member**

**7.4 – 7.4.3 Evaluation Procedures: Temporary Non-Credit Unit Member – Chart C**

<b>Process</b>	<b>Team Member</b>	<b>Responsibility</b>	<b>Time Line</b>
<p><b>A. Performance Observation</b></p> <p><b>Frequency:</b> During 1<sup>st</sup> year of employment</p> <p>Form F7.0 (a)</p>	Manager	<ul style="list-style-type: none"> <li>Schedules classroom or other on-the job visits (e.g. counselors, librarians, school nurse, and/or other unit member) in consultation with the evaluatee.</li> </ul>	ASAP in the semester
	Evaluee	<ul style="list-style-type: none"> <li>Chooses Peer Evaluator and notifies supervising Vice President/Dean</li> <li>If Peer Evaluator not chosen by the 2<sup>nd</sup> Friday of the semester, supervising Vice President/Dean appoints Peer Evaluator</li> </ul>	ASAP in the semester
	Peer Evaluator	<ul style="list-style-type: none"> <li>Makes the following available to the Peer Evaluator:                             <ul style="list-style-type: none"> <li>- Syllabi</li> <li>- Sample of evaluation tool for measuring student progress</li> </ul> </li> <li>Makes classroom or other on-the-job visits at a time acceptable to the evaluatee</li> </ul>	Prior to Observation
	UPM Advisor	<ul style="list-style-type: none"> <li>Completes applicable form(s) – Form F7.0(a)</li> <li>Appointed by UPM/AFT</li> <li>Advises evaluatee in all phases of the evaluation process</li> </ul>	During semester, as arranged
<p><b>B. Student Evaluation</b></p> <p><b>Frequency:</b> 1st year of employment AND subsequent evaluations</p> <p>Form F7.0(e)</p>	Peer Evaluator OR UPM Advisor OR Other Third Party	<ul style="list-style-type: none"> <li>Administers the Student Evaluation Form (SEF)                             <ul style="list-style-type: none"> <li>- 1st Year – Peer Evaluator administers to a maximum of two (2) classes containing a different population of enrolled students. The same student population may be used if the courses are not identical</li> <li>- Subsequent evaluations – Peer Evaluator OR UPM Advisor OR Third Party administer to at least one (1)course                                     <ul style="list-style-type: none"> <li>- Typed verbatim student evaluation comments shall be provided to the Evaluatee in order to protect confidential identity of students.</li> </ul> </li> </ul> </li> </ul>	During visits
			ASAP in the semester
			On-going

**7.4 – 7.4.3 Evaluation Procedures: Temporary Non-Credit Unit Member – Chart C**

<b>Process</b>	<b>Team Member</b>	<b>Responsibility</b>	<b>Time Line</b>
<p><b>B. Student Evaluation (Continued)</b></p> <p><b>Frequency:</b> 1<sup>st</sup> year of employment AND subsequent evaluations</p> <p>Form F7.0(e)</p>	<p>Peer Evaluator OR UPM Advisor OR Other Third Party</p> <p>Peer Evaluator OR Manager  Manager</p>	<ul style="list-style-type: none"> <li>• If administering:               <ul style="list-style-type: none"> <li>- Shall be trained by means of the self-instruction package;</li> <li>- Shall be present during the administration of the SEF;</li> <li>- Shall collect all forms at the end of the session</li> <li>- Typed verbatim student evaluations comments shall be provided to the Evaluee in order to protect confidential identity of students.</li> </ul> </li> <li>• Shares the results of the Student Evaluations with the instructor               <ul style="list-style-type: none"> <li>- 1<sup>st</sup> year – Peer Evaluator meets with evaluee</li> <li>- Subsequent evaluations – Manager meets with evaluee</li> </ul> </li> <li>• Makes a recommendation on re-hire (each evaluation period)</li> <li>• Initiates a management/peer evaluation in the following semester in accordance with Article 7.3 of the CBA, when the results of the Student Evaluations show cause for a possible recommendation to not re-hire</li> </ul>	<p>Prior to the end of the Academic Year</p> <p>Prior to the end of the Academic Year</p>
<p><b>D. Final Written Summary</b></p> <p>(Includes information from performance Observation and Student Evaluations)</p> <p>Form F7.0(k)</p>	<p>Peer Evaluator</p>	<ul style="list-style-type: none"> <li>• Submits Evaluation Progress Report (Form F7.0 (j)) to supervising Vice President/Dean</li> <li>• 1<sup>st</sup> Year – Writes a Final Summary Evaluation of the information provided through the contractually agreed upon evaluation criteria, processes and instruments ( Performance Observation and Student Evaluations) and submits to the supervising Vice President/Dean by the dates indicated in ‘Time Line’</li> </ul>	<p>ASAP in the Semester</p>

**7.4.4 Nursing Home Instructors.** Evaluations conducted on a unit member who teaches in nursing homes do not require student evaluations. In the Fall of each year the Activity Director in the nursing home will respond to a set of questions specifically designed for nursing home faculty.



**7.6 Evaluation Procedures: Temporary Credit Unit Member**

**7.6 – 7.6.3 Evaluation Procedures: Temporary Credit Unit Member – Chart E**

Process	Team Member	Responsibility	Time Line
<p><b>A. Performance Observation</b></p> <p><b>Frequency:</b> 1<sup>st</sup> semester of employment AND once every six (6) semesters of active service thereafter; May occur in any semester/work year and action dates may be adjusted for Spring evaluation</p> <p><b>Second Evaluation:</b> Evaluatee or any member of evaluation team may request a second evaluation be made in the same academic/work year.</p> <p><b>Additional Evaluation Team Member:</b> An ETCUM/Retired ETCUM may request that the Department Chairperson serve on the evaluation team or he/she may volunteer.</p> <p><b>Forms:</b> F7.0 (a), (b), (c), (d) – as applicable</p>	<p>Manager</p>	<ul style="list-style-type: none"> <li>Schedules classroom or other on-the-job visits (e.g. counselors, librarians, school nurse and/or other unit member) at a time acceptable to evaluatee</li> </ul>	<p>ASAP in the Semester</p>
	<p>Manager UPM Advisor Peer Evaluator (if applicable)</p>	<ul style="list-style-type: none"> <li>Makes classroom or other on-the-job visits jointly</li> </ul>	<p>ASAP in the Semester</p>
	<p>Manager UPM Advisor Peer Evaluator (if applicable)</p>	<ul style="list-style-type: none"> <li>Completes applicable form(s)</li> </ul>	<p>During Visits</p>
	<p>UPM Advisor</p>	<ul style="list-style-type: none"> <li>Appointed by UPM/AFT, if requested by Evaluatee.</li> <li>Advises evaluatee in all phases of the evaluation</li> </ul>	<p>ASAP in the Semester</p> <p>On-going</p>
	<p>Evaluatee</p>	<ul style="list-style-type: none"> <li>Chooses a peer evaluator (permanent unit member) to serve on the team, if desired</li> <li>Makes the following available to the team:               <ul style="list-style-type: none"> <li>- Syllabi</li> <li>- Sample of evaluation tool for measuring student progress</li> </ul> </li> </ul>	<p>ASAP in the Semester</p> <p>Prior to Observation</p>



### 7.6 – 7.6.3 Evaluation Procedures: Temporary Credit Unit Member – Chart E

Process	Team Member	Responsibility	Time Line
<p><b>B. Student Evaluation</b></p> <p><b>Purpose:</b> To provide each unit member and the evaluator with feedback about student perceptions of his/her teaching.</p> <p><b>Frequency:</b> 1<sup>st</sup> semester of employment AND once every six (6) semesters of active service thereafter; May occur in any semester/work year and action dates may be adjusted for Spring evaluation</p> <p><b>Form:</b> Student Evaluation Form (SEF 7.0 (e), (f), (g) – as applicable</p>	<p>Manager/ Designee OR UPM Advisor</p>	<ul style="list-style-type: none"> <li>• Administers Student Evaluation Form (SEF)               <ul style="list-style-type: none"> <li>- Administered to one (1) randomly selected class</li> </ul> </li> <li>• If administering:               <ul style="list-style-type: none"> <li>- Shall be trained by means of the self-instruction package;</li> <li>- Shall be present during the administration of SEF;</li> <li>- Shall collect all forms at the end of the session.</li> <li>- Typed verbatim student evaluation comments shall be provided to the Evaluatee in order to protect confidential identity of students.</li> </ul> </li> </ul>	<p>ASAP in the Semester</p>
<p><b>E. Final Written Summary</b></p> <p>(Includes information from Performance Observation and Student Evaluations)</p> <p style="text-align: center;">Form F7.0 (k)</p>	<p>Manager</p>	<ul style="list-style-type: none"> <li>• Writes a Final Summary Evaluation of the information provided through the contractually agreed upon evaluation criteria, processes and instruments (Performance Observation, Student Evaluations)</li> </ul> <p>Final Written Summary Evaluation includes:</p> <ul style="list-style-type: none"> <li>- Results from the evaluation processes;</li> <li>- Manager evaluation of indices outside the classroom or job site;</li> <li>- Suggestion for improvement, if any;</li> </ul> <ul style="list-style-type: none"> <li>• Recommendation concerning re-employment (each evaluation period)</li> <li>• Submits all evaluation materials to Human Resources</li> </ul>	<p>ASAP in the Semester</p> <p>ASAP in the Semester</p> <p>ASAP in the Semester</p>

**7.6 – 7.6.3 Evaluation Procedures: Temporary Credit Unit Member – Chart E**

<b>Process</b>	<b>Team Member</b>	<b>Responsibility</b>	<b>Time Line</b>
<p><b>F. Final Written Summary (Continued)</b></p> <p>Form F7.0 (k)</p>	<p>Evaluee UPM Advisor</p>	<ul style="list-style-type: none"> <li>• Review Final Written Summary Evaluation together</li> <li>• Evaluee may attach comments to Managers Report; UPM Advisor may attach separate statement to Manager’s Report</li> </ul>	<p>ASAP in the Semester</p>

**7.6.4** Temporary Credit and Noncredit Unit Members may be subject to an additional evaluation at any time if a written student complaint form is presented to the District.

## **7.7 Faculty Assignments As Peer Evaluators**

Unit members shall be required to serve as peer evaluators on no more than two (2) evaluation processes per academic year/workyear.

**7.7.1 Failure of Peer Evaluator to Meet Evaluation Responsibilities.** In the event the peer evaluator fails to initiate the evaluation procedure and/or meet the designated time lines of the evaluation by February 1, the District shall designate a management representative who shall perform the evaluation and the provisions of Article 24.9 shall apply

## **7.8 Personnel Files**

There shall be only one (1) personnel file for each unit member. This file shall be maintained at one (1) location in Human Resources. It shall be available for inspection by the unit member or a representative expressly authorized by the unit member upon request. Access to files shall be limited to authorized personnel and those included in Government Code Section 6250. Documents in the personnel file of a unit member which may serve as a basis for affecting the status of his/her employment shall be made available for inspection by the unit member or by a representative authorized in writing by the unit member. The unit member does not have the right to review ratings, reports, or records which were obtained prior to the employment of the unit member or as otherwise excluded by law.

**7.8.1** All documents relative to a unit member's employment relationship shall be contained in the unit member's personnel file in Human Resources.

**7.8.2** Contents of the personnel file shall be kept in the strictest confidence in keeping with appropriate provisions of the California Education and Government Codes.

**7.8.3** Every unit member shall have the right to inspect and inventory his/her personnel file upon request, provided that the request and inspection/inventory are made at a time other than the unit member's assigned hours, but during normal District business hours within 5 working days.

**7.8.4** Information of a derogatory nature shall not be entered or filed unless and until the unit member is given notice of such information and an opportunity to review the document(s).

**7.8.5** Anonymous communications or material unrelated to the unit member's professional responsibilities shall not be placed in the unit member's personnel file.

**7.8.6** A unit member shall have the right to have attached to any derogatory statement, the unit member's written comments. Review shall take place during normal business hours, and a non-instructional unit member shall be released from assigned hours for this purpose without salary reduction.

**7.8.6.1** A unit member shall have the right to enter information into his/her personnel file reasonably related to his/her employment status.

**7.8.7** The District shall not take any adverse action against a unit member based upon documents which are contained in such unit member's personnel file unless the materials were placed in the file within ninety (90) working days of the date when the District knew or should have known of the

event giving rise to the documents. The time for placing materials in a file as set out above shall be tolled during such time as a matter is under investigation or review, not to exceed six months.

**7.8.8** Human Resources shall, upon written authorization of the unit member, release information and/or forward specified documents from his/her personnel file to parties the unit member designates.

## **7.9 Children's Center Faculty Evaluation Criteria**

The College of Marin Children's Centers are operated under both Title 22, State Licensing Standards for Health and Safety, and Title V, the program standards of the Child Development Division of the State Department of Education. All certified teachers working in the center are required to meet these standards and shall be evaluated accordingly. Unit members being evaluated shall have an opportunity to recommend additional criteria which recognizes the special characteristics of the MCCD Children's Center.

### **Evaluation Procedures: Children's Center Unit Members**

**7.9.1 Purpose:** The purpose of teacher evaluation is to provide feedback to each teacher for the improvement of his/her professional services in working with children, families and community. These evaluations shall be non-punitive.

**7.9.2 Frequency:** During each year (as required by the State of California), all permanent/probationary and temporary/part-time unit members shall participate in the evaluation process.

**7.9.3 Content:** The unit member is entitled to a clear, fair and equitable evaluation. The content of the evaluator's written evaluation must be a summary of the information provided through contractually agreed upon evaluation procedures and instruments.

### **7.9.4 Evaluation Team Members for Probationary and Temporary/Part-Time CC Unit Members**

(a) Evaluators: Peer – Site Supervisor, Assistant Site Supervisor or Teacher in the same or a closely related discipline who has not been previously evaluated by the Evaluee.

Management – Director of Child Care Programs

(b) UPM Advisor: Named by UPM/AFT to advise evaluee, if requested by the Evaluee.

### 7.9.5 Evaluation Process: Probationary and Temporary/Part-Time CC Unit Members

Process	Team Member	Responsibility	Time Line
Professional Self Evaluation/Action Plan	Evaluee	<ul style="list-style-type: none"> <li>Prepares after consultation with peer evaluator</li> <li>Submits to Director</li> </ul>	By Sept. 15 of each year
Evaluation Report	<p>Peer Evaluator Director</p> <p>Director Evaluee UPM Advisor</p> <p>Director</p>	<ul style="list-style-type: none"> <li>With input from peer evaluator, the Director completes the Evaluation Report that includes a final written evaluation summarizing information provided through the contractually agreed upon evaluation criteria, procedures and instruments that assesses:               <ul style="list-style-type: none"> <li>Success in meeting the evaluation criteria;</li> <li>Achievement of outcomes of the self evaluation/action plan;</li> <li>Suitability for working with children;</li> <li>Mutual expectations for the future;</li> <li>Recommendations for improvements, if any.</li> </ul> </li> <li>Director meets with evaluee to review the Evaluation Report</li> <li>Evaluee reviews Evaluation Report with UPM Advisor</li> <li>Any recommendations for improvement are shown to evaluee               <ul style="list-style-type: none"> <li>Evaluee reviews with UPM Advisor</li> <li>Evaluee may attach comments to the report and the UPM Advisor may attach a separate statement before it is submitted to the appropriate District office</li> </ul> </li> <li>Evaluee and UPM Advisor sign off on documents</li> <li>Director makes recommendation concerning re-employment</li> </ul>	<p>1<sup>st</sup> Year – By Dec. 15</p> <p>Subsequent Years – By February 15<sup>th</sup></p>

## 7.9.6 Evaluation Process: Permanent CC Unit Members

### Evaluation Team Members for Permanent CC Unit Members

- (a) Evaluators: Peer – Site Supervisor, Lead Teacher or any permanent unit member currently working in the Children’s Center
- (b) Management Director of Child Care Programs or manager, named by the supervising Vice President.
- (c) UPM Advisor: Named by UPM/AFT to advise evaluatee, if requested by Evaluatee.

Process	Team Member	Responsibility	Time Line
Professional Self Evaluation/Action Plan	Evaluee	<ul style="list-style-type: none"> <li>Prepares after consultation with peer evaluator</li> <li>Submits to Director</li> </ul>	<p>During Fall Staff Development Flex period</p> <p>Start of Fall semester each year</p>
Evaluation Report	<p>Evaluator</p> <p>Peer Evaluator Evaluee</p> <p>Peer Evaluator</p> <p>Director Peer Evaluator UPM Advisor Evaluee</p>	<ul style="list-style-type: none"> <li>Schedules classroom or other on-the-job visits in consultation with the evaluatee.</li> <li>Peer evaluator and evaluatee meet to conduct peer review to assess:               <ul style="list-style-type: none"> <li>Success in meeting the evaluation criteria;</li> <li>Achievement of outcomes of the self evaluation/action plan;</li> <li>Suitability for working with children;</li> <li>Mutual expectations for the future;</li> </ul> </li> <li>Peer evaluator completes the Evaluation Report that includes a final Written evaluation summarizing information provided through the contractually agreed upon evaluation criteria, procedures and instruments and submits to the Director.</li> <li>Director consults with the peer evaluator and UPM Advisor on the status of the evaluatee.</li> <li>Following a review and signoff by the UPM Advisor, the Director may, if necessary, develop specific recommendations for improvement. These are shown first to evaluatee who reviews with His/Her UPM Advisor.</li> <li>Evaluee may attach comments to the report and the UPM Advisor may Attach a separate statement.</li> </ul>	<p>By Feb. 1 each year</p> <p>By Feb. 15 each year</p>

**7.9.7 Recommendations for Individual Improvement.** If specific recommendations for improvement are developed, Article 7.3.6 of the CBA applies.

**7.9.8 Causes for Further Action.** Article 7.3.8 of the CBA applies.

**7.10 Children’s Center Unit Members – Other Personnel File**

In addition to the personnel file kept in Human Resources (referenced in Article 7.8) a Children’s Center teacher is required by Title 22 to have a copy of the following on file in the classroom where he/she is assigned.

- (a) Fingerprint and criminal record clearance;
- (b) Signed statement of child abuse reporting requirements;
- (c) Signed statement of personnel rights;
- (d) Copy of TB test clearance – yearly; Doctor’s clearance to work with children.

**Except as specified herein, all other provisions of Article 7 do not apply to unit members assigned to the Children’s Center.**