

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
A. Performance Observation Forms: F7.0 (a), (b), (c), (d) – as applicable	Manager	<ul style="list-style-type: none"> 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 	ASAP Fall Semester each probationary year
	Manager UPM Advisor Peer Evaluator (if applicable)	<ul style="list-style-type: none"> Makes classroom or other on-the-job visits jointly 	ASAP Fall Semester each probationary year
	Manager UPM Advisor Peer Evaluator (if applicable)	<ul style="list-style-type: none"> Completes applicable form(s) 	During Visits
	UPM Advisor	<ul style="list-style-type: none"> Appointed by UPM/AFT Advises evaluatee in all phases of the evaluation 	ASAP Fall Semester each probationary year On-going
	Evaluatee	<ul style="list-style-type: none"> Chooses a peer evaluator (permanent unit member) to serve on the team, if desired Makes the following available to the team: Syllabi Sample of evaluation tool for measuring student progress 	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. Student Evaluation</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"> • Administers Student Evaluation Form (SEF) <ul style="list-style-type: none"> - 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. • If administering: <ul style="list-style-type: none"> - Shall be trained by means of the self-instruction package; - Shall be present during the administration of SEF; - Shall collect all forms at the end of the session. - Typed verbatim student evaluation comments shall be provided to the Evaluee in order to protect confidential identity of students. 	ASAP Fall Semester each probationary year
<p>C. Professional Self Evaluation</p> <p>Form F7.0 (h)</p>	Evaluee Manager UPM Advisor	<ul style="list-style-type: none"> • Shall furnish the Manager and UPM Advisor with a self-evaluation as provided for on the Professional Self Evaluation Form • Reviews Professional Self Evaluation 	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>D. Statement of Professional Objectives</p> <p>Form F7.0 (i)</p>	Evaluee	<ul style="list-style-type: none"> • 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"> - The positive effects intended for students by the teaching, counseling, library or other services; - The ways in which the evaluee plans to achieve these effects; - Specification by the evaluee of the manner of evaluating the success of these effects. • Responsibility to carry out the plan and submit an initial assessment of its outcomes utilizing the Professional Self Evaluation Criteria 	Completed prior to September 15 each probationary year First day of the Spring semester-during each probationary year

