

7.4 Evaluation Procedures: Temporary Non-Credit Unit Member

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

Process	Team Member	Responsibility	Time Line
<p>A. Performance Observation</p> <p>Frequency: During 1st year of employment</p> <p>Form F7.0 (a)</p>	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) in consultation with the evaluatee. 	ASAP in the semester
	Evaluee	<ul style="list-style-type: none"> Chooses Peer Evaluator and notifies supervising Vice President/Dean If Peer Evaluator not chosen by the 2nd Friday of the semester, supervising Vice President/Dean appoints Peer Evaluator 	ASAP in the semester
	Peer Evaluator	<ul style="list-style-type: none"> Makes the following available to the Peer Evaluator: <ul style="list-style-type: none"> - Syllabi - Sample of evaluation tool for measuring student progress Makes classroom or other on-the-job visits at a time acceptable to the evaluatee 	Prior to Observation
	UPM Advisor	<ul style="list-style-type: none"> Completes applicable form(s) – Form F7.0(a) Appointed by UPM/AFT Advises evaluatee in all phases of the evaluation process 	During semester, as arranged
<p>B. Student Evaluation</p> <p>Frequency: 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"> Administers the Student Evaluation Form (SEF) <ul style="list-style-type: none"> - 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 - Subsequent evaluations – Peer Evaluator OR UPM Advisor OR Third Party administer to at least one (1)course <ul style="list-style-type: none"> - Typed verbatim student evaluation comments shall be provided to the Evaluatee in order to protect confidential identity of students. 	During visits
			ASAP in the semester
			On-going

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

Process	Team Member	Responsibility	Time Line
<p>B. Student Evaluation (Continued)</p> <p>Frequency: 1st 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"> • 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 the SEF; - Shall collect all forms at the end of the session - Typed verbatim student evaluations comments shall be provided to the Evaluee in order to protect confidential identity of students. • Shares the results of the Student Evaluations with the instructor <ul style="list-style-type: none"> - 1st year – Peer Evaluator meets with evaluee - Subsequent evaluations – Manager meets with evaluee • Makes a recommendation on re-hire (each evaluation period) • 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 	<p>Prior to the end of the Academic Year</p> <p>Prior to the end of the Academic Year</p>
<p>D. Final Written Summary</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"> • Submits Evaluation Progress Report (Form F7.0 (j)) to supervising Vice President/Dean • 1st 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’ 	<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>A. Performance Observation</p> <p>Frequency: 1st 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>Second Evaluation: Evaluatee or any member of evaluation team may request a second evaluation be made in the same academic/work year.</p> <p>Additional Evaluation Team Member: An ETCUM/Retired ETCUM may request that the Department Chairperson serve on the evaluation team or he/she may volunteer.</p> <p>Forms: F7.0 (a), (b), (c), (d) – as applicable</p>	<p>Manager</p>	<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 	<p>ASAP in the Semester</p>
	<p>Manager UPM Advisor Peer Evaluator (if applicable)</p>	<ul style="list-style-type: none"> Makes classroom or other on-the-job visits jointly 	<p>ASAP in the Semester</p>
	<p>Manager UPM Advisor Peer Evaluator (if applicable)</p>	<ul style="list-style-type: none"> Completes applicable form(s) 	<p>During Visits</p>
	<p>UPM Advisor</p>	<ul style="list-style-type: none"> Appointed by UPM/AFT, if requested by Evaluatee. Advises evaluatee in all phases of the evaluation 	<p>ASAP in the Semester</p> <p>On-going</p>
	<p>Evaluatee</p>	<ul style="list-style-type: none"> Chooses a peer evaluator (permanent unit member) to serve on the team, if desired 	<p>ASAP in the Semester</p>
		<ul style="list-style-type: none"> Makes the following available to the team: <ul style="list-style-type: none"> - Syllabi - Sample of evaluation tool for measuring student progress 	<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. Student Evaluation</p> <p>Purpose: To provide each unit member and the evaluator with feedback about student perceptions of his/her teaching.</p> <p>Frequency: 1st 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>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 one (1) randomly selected class • 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 Evaluatee in order to protect confidential identity of students. 	ASAP in the Semester
<p>E. Final Written Summary</p> <p>(Includes information from Performance Observation and Student Evaluations)</p> <p style="text-align: center;">Form F7.0 (k)</p>	Manager	<ul style="list-style-type: none"> • Writes a Final Summary Evaluation of the information provided through the contractually agreed upon evaluation criteria, processes and instruments (Performance Observation, Student Evaluations) <p style="margin-left: 20px;">Final Written Summary Evaluation includes:</p> <ul style="list-style-type: none"> - Results from the evaluation processes; - Manager evaluation of indices outside the classroom or job site; - Suggestion for improvement, if any; <ul style="list-style-type: none"> • Recommendation concerning re-employment (each evaluation period) • Submits all evaluation materials to Human Resources 	ASAP in the Semester ASAP in the Semester ASAP in the Semester

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