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 <u>Evaluation Procedures: Probationary Unit Member</u>

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

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:

 $Note: During \ each \ year \ of \ service \ by \ a \ probationary \ unit \ member \ there \ shall \ be \ usually \ one \ (1) \ formal \ written \ evaluation. \ The \ evaluator \ or \ evaluee \ may$

request a second evaluation be made in the same academic/work year.

Process	Team Member	Responsibility	Time Line
A. Performance Observation	Manager	• Schedules classroom or other on-the-job visits (e.g. counselors, librarians, school nurse and/or other unit member) at a time acceptable to evaluee	ASAP Fall Semester each probationary year
Forms: F7.0 (a), (b), (c), (d) – as applicable	Manager UPM Advisor Peer Evaluator (if applicable)	Makes classroom or other on-the-job visits jointly	ASAP Fall Semester each probationary year
	Manager UPM Advisor Peer Evaluator (if applicable)	• Completes applicable form(s)	During Visits
	UPM Advisor	Appointed by UPM/AFT	ASAP Fall Semester each probationary year
		Advises evaluee in all phases of the evaluation	On-going
	Evaluee	Chooses a peer evaluator (permanent unit member) to serve on the team, if desired	ASAP Fall Semester each probationary year
		Makes the following available to the team: Syllabi Sample of evaluation tool for measuring student progress	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
B. Student Evaluation	Manager/	Administers Student Evaluation Form (SEF)	ASAP Fall Semester each
Purpose: To provide each unit member and the evaluator with feedback about student perceptions of his/her teaching. Form: Student Evaluation Form (SEF 7.0 (e), (f), (g) – as applicable	Designee OR UPM Advisor	 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: 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. 	probationary year
C. Professional Self Evaluation Form F7.0 (h)	Evaluee	Shall furnish the Manager and UPM Advisor with a self-evaluation as provided for on the Professional Self Evaluation Form	First day of Spring non- mandatory flex during each probationary year
10m17.0 (n)	Manager UPM Advisor	Reviews Professional Self Evaluation	Between the first day of Spring semester and February 1 each probationary year
D. Statement of Professional Objectives Form F7.0 (i)	Evaluee	 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: 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

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
D. Statement of Professional Objectives (Continued)	Manager UPM Advisor	Reviews Statement of Professional Objectives	After September 15 each probationary year
Form F7.0 (i)		Reviews Initial Assessment of Outcomes	Between the first day of Spring semester and February 1 each probationary year
E. Final Written Summary (Includes information from: Performance Observation, Student Evaluations, Statement of Professional Objectives, and Professional Self Evaluation)	Manager	 Writes a Final Summary Evaluation of the information provided through the contractually agreed upon evaluation criteria, processes and instruments (Performance Observation, Student Evaluations, Professional Self Evaluation and Statement of Professional Objectives) Final Written Summary Evaluation includes: Results from the evaluation processes; Manager evaluation of indices outside the classroom or job site; Suggestion for improvement, if any; Recommendation concerning re-employment 	No later than February 20 each probationary year
Form F7.0 (k)		 Recommendations for Improvement, if made, shall: Include in-service training to improve job performance; Explicitly define the District's expectations and time lines for improvement Meets with the evaluee to show him/her the evaluation 	No later than February 20 each probationary year
		Submits all evaluation materials to Human Resources	No later than February 20 each probationary year By February 20 each probationary year
	Evaluee UPM Advisor	 Review Final Written Summary Evaluation together Evaluee may attach comments to Manager's Report; UPM Advisor may attach separate Statement to Manager's Report 	Prior to February 20 each probationary year