



## **Administrative Evaluation of Tenured Faculty**

### Process Overview

#### **Evaluation Process**

Under the direction of the Office of Academic Affairs, the Supervising Administrator will conduct an evaluation of tenured faculty according to the timeline established through mutual agreement with the Academic Senate.

Tenured faculty evaluations include an administrative evaluation that complements the coaching-oriented peer evaluation process. The administrative evaluation process focuses on information related to the faculty member's completion of contractual obligations, professional responsibilities, and the position announcement. Tenured faculty will be administratively evaluated once every three years.

The evaluation process will include:

- Performance evaluation relative to contractual obligations, professional responsibilities, and the position announcement
- Review of course syllabi and other course materials—including course shells or other ancillary websites used to communicate course information—for compliance with federal, state, and local regulations and standards for grading, attendance, student behavior, accommodations, and distance education requirements.
- Review of the faculty member's student evaluations

The Supervising Administrator will schedule a meeting with the evaluatee prior to the start of the process to review the administrative evaluation process and timeline and to discuss the departments and/or personnel who will be asked to provide feedback. Access to course material in the online course management software for the Supervising Administrator will follow the process and timeline for requests established and administered by the Office of Academic Affairs. The evaluatee will provide syllabi and related instructional materials to the Supervising Administrator, including links to external websites used to deliver instruction. The summary report of student evaluations will be provided by the Academic Senate 2<sup>nd</sup> Vice President to the Office of Academic Affairs and distributed to the appropriate supervisor.

Evidence of performance relative to contractual obligations, professional responsibilities, and the position announcement is gathered from review of student evaluations, observation of the Supervising Administrator, and information gathered from appropriate college offices, personnel, and departments. Professional responsibilities are defined in the appendix to this document. As part of the administrative evaluation process, the Supervising Administrator will collect information from offices, personnel or departments on campus that may include Admissions and Records, Bookstore, the Office of Academic Affairs, payroll, Human Resources, the Academic Senate, DSPS, and other relevant departments and/or personnel.

### **Evaluation Outcome**

The Supervising Administrator will complete an administrative evaluation packet that includes the following components:

- Evaluation summary, performance ratings, and comments relative to contractual obligations, professional responsibilities, and the position announcement
- Course syllabi and other course material review and feedback form

At the conclusion of the administrative evaluation process, the Supervising Administrator will assign performance ratings (Meets or Exceeds; Needs Improvement, or Does not Meet) and provide written feedback for the primary areas of faculty responsibility covered by the administrative evaluation process. When the Supervising Administrator has completed all components of the evaluation as listed above, he or she will meet with the evaluatee to review the completed evaluation packet. The evaluatee and Supervising Administrator will sign the final evaluation document indicating that the administrative review process has been completed. The final, signed administrative evaluation packet will be maintained in the Office of Academic Affairs. The evaluation summary will be forwarded to Human Resources for inclusion in the evaluatees personnel file, subject to the provisions for inclusion of materials in personnel files set forth in the collective bargaining agreement.

If the overall performance ratings are anything other than “Meets or Exceeds” or if the evaluation includes observation of a pattern of deficiency, the Supervising Administrator will schedule a separate meeting with the faculty member to review the evaluation materials and discuss the area(s) for improvement. The faculty member may include a representative at this or any meeting related to the administrative evaluation. If the issue(s) are resolved at this meeting, no action is taken. If not, a work plan will be developed to address the area(s) of concern or deficiency. Depending on the outcome, the faculty member may be administratively evaluated the following year. In all cases, the discipline article of the contract and applicable Education Code provisions will be followed.

### **Note**

Nothing in these guidelines shall be construed to limit in any way the District’s right to investigate allegations against unit members when authorized or required by law or to initiate discipline procedures as authorized by applicable provisions of Education Code. Further, nothing in this process shall be construed to limit in any way the rights of the District to conduct an evaluation process independent from the scheduled Contract, Tenured, or Part-time Evaluation processes, which may include observation of teaching or student interaction.