



Administrative Evaluation of Contract Faculty Process Overview

Evaluation Process

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

Contract faculty evaluations include an administrative evaluation that complements the faculty-led, peer evaluation process. The work of both the peer and administrative evaluation processes are submitted to the Vice President of Academic Affairs (VPAA) for consideration in making decisions on extensions of probationary faculty contracts and in final recommendations on tenure. Contract faculty will be administratively evaluated once per year while the faculty member is in contract status.

The administrative evaluation process for Contract I, II, and III year 1 faculty will include:

- Performance evaluation relative to contractual obligations, professional responsibilities, and the position announcement
- Observation of at least one class taught by the faculty member and evaluation of compliance with distance education regulations for any technology mediated instruction, including hybrid and online courses.
- Review of required course syllabi elements and other course materials for compliance with federal, state, and local regulations and standards related to grading, attendance, student behavior, and accommodations
- Review of the faculty member's student evaluations and self-evaluation

The evaluation process for Contract III year 2 faculty is limited to a summary performance evaluation and final recommendation on the award of tenure. For all contract faculty, 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, discuss the departments and/or personnel who will be asked to provide feedback, and determine the appropriate course and class session for observation. Access to courses in the online course management software for observation by 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. The summary report of student evaluations and the self-evaluation will be provided by the Academic Senate 2nd 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, the contract faculty self-evaluation, 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, Disabled Students Programs and Services (DSPS), and other relevant departments and/or personnel.

Evaluation Outcome

For faculty members in contract I, II, and III year 1, the Supervising Administrator will complete an administrative evaluation packet that includes the following components:

- Evaluation summary
- Classroom or other (for Counseling and Library faculty) observation and feedback form
- Course syllabi and other course material review and feedback form
- Overall performance ratings and comments relative to contractual obligations, professional responsibilities, and the position announcement
- Recommendation on contract status or tenure

For faculty members in contract III, year 2, the Supervising Administrator will only complete the evaluation summary and provide a final recommendation on tenure status.

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 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, including the summary evaluation and recommendation on contract or tenure. The evaluatee and supervising administrator will sign the final evaluation document indicating that the review process is completed. A copy of the evaluation will be provided to the Academic Senate 2nd Vice President for distribution to the peer evaluation team. 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. In all cases, the discipline article of the contract and applicable Education Code provisions will be followed.

Tenure Recommendation

While a faculty member is in the fall semester of Contract III, year 2, the Supervising Administrator will make a recommendation as to the award of tenure based on the administrative evaluation and performance ratings. The final recommendation on tenure is to either “Grant Tenure” or “Do Not Grant Tenure.” If the decision is to not recommend granting tenure, the Supervising Administrator will indicate specific areas of concern on the final evaluation and tenure recommendation form. The administrative recommendation on tenure will be shared with the peer evaluation team and submitted to the Vice President of Academic Affairs for consideration in developing a final recommendation on tenure to the President and Board of Trustees.

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.

August 2009
Revised November 2011
Revised August 2013
Revised August 2014
Revised August 2015
Revised December 2017
Revised July 2018
Revised August 2018