

ARTICLE 14 – EVALUATION

It is the intent of this Article to provide guidelines for evaluating faculty consistent with the Education Code.

The purpose of evaluation and tenure review is to ensure that Monterey Peninsula College maintains the highest quality in its faculty.

To protect the integrity of an evaluation, all parties involved, including evaluation committee members, the evaluatee, administrators, and staff, must respect the confidentiality of the process. To this end, information regarding evaluation deliberations, recommendations, and documents may be shared only on a need-to-know basis.

14.1 Personnel Groups to be Evaluated

For the purpose of applying uniform standards for all unit members with similar duties and responsibilities, the unit members to be evaluated shall be considered in one (1) of five (5) groups:

- 1) tenured faculty,
- 2) tenure-track probationary faculty,
- 3) temporary faculty (full-time and part-time),
- 4) division chairpersons, and
- 5) faculty seeking FSA placement or retention in an FSA outside of an initial FSA.

Unit members temporarily assigned to non-instructional activities in accordance with Article 15.4.1.1.2 of this Agreement as part of their load shall not be evaluated on those activities.

14.2 Schedule of Evaluations

14.2.1 Tenured Faculty – Schedule of Evaluations

Tenured faculty shall be evaluated in every third academic year. Such evaluations may be conducted in either Fall or Spring semester of that year. The assignment of a faculty member's evaluation to Fall or Spring semester shall be made by the end of the first week of Fall semester through mutual agreement between the faculty member and his/her Division Chairperson/immediate supervisor, who shall notify in writing the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of the distribution of the Fall/Spring evaluations.

For faculty tenured after April 20, 2004, the first evaluation after tenure has been granted shall be in the third year of tenured employment, with regular evaluations taking place every third year thereafter regardless of any intermediate evaluations.

For tenured faculty employed before April 20, 2004, the three year cycle of regular evaluations shall begin with the next regular evaluation as scheduled under the previous contract and continue based on that year regardless of any intermediate evaluations.

14.2.2 Tenure-Track Probationary Faculty – Schedule of Evaluations

Tenure-track probationary faculty for whom the first semester of employment is a Fall semester shall receive a complete evaluation, including student evaluations, in the Fall semesters of their first, second, and fourth years. Only student evaluations will be conducted in the Spring semesters of their first and third years, unless the second year evaluation results in a plan for improvement requiring a complete evaluation in the Fall semester of the third year.

Tenure-track probationary faculty for whom the first semester of employment is a Spring semester shall receive their first evaluation as probationary employees in the subsequent Fall semester, following the provisions of this Article as if their first semester of employment were that Fall semester.

Tenure-track faculty in probationary status as of April 20, 2004 shall complete their probationary period following the provisions of this Article.

14.2.3 Temporary Faculty (Full-Time and Part-Time) – Schedule of Evaluations

Temporary faculty shall be evaluated every sixth semester.

If temporary faculty are due to be evaluated in a semester in which they are not employed at Monterey Peninsula College, the evaluation shall take place in their next semester of employment at Monterey Peninsula College. The originally established six semester cycle of evaluations for such faculty shall remain in effect despite periods of non-employment at Monterey Peninsula College.

The appropriate Dean and Division Chairperson/immediate supervisor may mutually agree to waive the evaluation for a temporary faculty member whose assignment consists of one or more courses totaling less than forty-eight classroom hours (defined as the number of hours taught per week times the number of weeks in the course, with no reduction for holidays). The Dean shall notify the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of such waivers no later than the end of the fourth week of the semester. If this is not possible, notification shall be made as soon as is practical. A faculty member receiving such a waiver shall be evaluated in their next semester of employment, but their originally established six semester cycle of evaluations shall remain in effect.

New temporary faculty employed after April 20, 2004 shall be evaluated in their first semester of employment. Regular evaluations for such faculty shall take place every sixth semester thereafter, regardless of any intermediate evaluations or of evaluations postponed due to periods of non-employment at Monterey Peninsula College.

For temporary faculty employed before April 20, 2004, who have had a regular evaluation within six semesters of April 20, 2004 and whose complete evaluation is on file in The Office of Human Resources, the six semester cycle of regular evaluations shall begin with the semester within which the last evaluation took place, and shall continue based on that semester regardless of any intermediate evaluations or of evaluations postponed due to periods of non-employment at Monterey Peninsula College.

Temporary faculty employed before April 20, 2004, who have not had a regular evaluation within six semesters of April 20, 2004 shall be randomly assigned within their Division or work unit to six groups numbered one through six. The six semesters following April 20, 2004 shall be numbered one through six, and the first evaluations under this new Article for each faculty group shall be in the semester corresponding to their group number. The six semester cycle of regular evaluations for each group shall then be deemed to have begun with this first evaluation under this new Article, and shall continue based on this first evaluation regardless of any intermediate evaluations or of evaluations postponed due to non-employment at Monterey Peninsula College.

14.2.4 Instructional Division Chairpersons – Schedule of Evaluations

No later than March 1 of each year, the members of each division or area shall evaluate their division chairperson, and the designated management administrative staff shall evaluate the division chairpersons.

14.2.5 Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA – Schedule of Evaluations

Faculty seeking placement in FSAs other than those in which initially placed or faculty seeking retention in an FSA outside of their initial FSAs must be evaluated in those FSAs at least one semester within the three most recent years.

14.3 Evaluation Procedures

14.3.1 Evaluation Procedures for Temporary Faculty with Less than Semester Length Assignments

All relevant evaluation procedures specified in Section 14.3.2 shall be followed except for the situations described in Sections 14.3.1.1 and 14.3.1.2 below.

14.3.1.1 Timeline for Temporary Faculty with Less than Semester Length Assignments

A wide range of possible assignments less than a semester in length may occur both in terms of length of the assignment and its position within a semester. If the timeline described in Section 14.3.2.1 cannot be applied to a specific assignment, the Division Chairperson/immediate supervisor and the Evaluation Committee (guided by Section 14.3.2.1) shall develop an appropriate timeline with specific dates for the semester in which the assignment lies. The timeline should ensure completion of the evaluation by the end of the semester, paying particular attention to the inclusion of the following requirements:

For evaluatees receiving their second or subsequent evaluation:

- A self-evaluation
- Student evaluations, which should take place only after two-thirds of each class or non-instructional assignment has been completed
- If student evaluations are not appropriate, the evaluation of the performance of other services, which should take place only after two-thirds of each such assignment has been completed

For evaluatees receiving their first evaluation:

- The self-evaluation
- Student evaluations, which should take place only after two-thirds of each class or non-instructional assignment has been completed
- Classroom visits, which should take place only after two-thirds of each class has been completed
- Classroom materials provided by the evaluatee
- If appropriate, the evaluation of the performance of other services, which should take place only after two-thirds of each such assignment has been completed
- If appropriate, materials related to the performance of other services provided by the evaluatee
- The Committee Report

The Committee Chairperson shall inform the evaluatee of the details of this modified timeline.

14.3.1.2 Notification Procedures for Temporary Faculty with Less than Semester Length Assignments

If the notification procedures specified in Section 14.3.2.2.2 cannot be applied to a specific assignment, temporary faculty shall be notified as follows:

Temporary faculty in their first semester of employment at Monterey Peninsula College shall be notified of their evaluation in writing during their pre-employment meeting with Office of Human Resources staff. The appropriate Division Chairperson/immediate supervisor and Vice President shall also be notified at that time.

Temporary faculty due for their second or subsequent evaluations shall be notified of their evaluation in writing as soon as is practical, with a goal of being no later than the distribution of a Notice of Employment to the evaluatee. The appropriate Division Chairperson/immediate supervisor and Vice President shall also be notified at that time.

14.3.2 Evaluation Procedures for Tenured Faculty and Tenure-Track Probationary Faculty, and for Temporary Faculty with Semester Length Assignments

All timeline references in this section apply to semester length assignments. For evaluations of temporary faculty with assignments that are less than a semester in length, see Section 14.3.1.

14.3.2.1 Timeline for Tenured Faculty and Tenure-Track Probationary Faculty, and for Temporary Faculty with Semester Length Assignments

For the purposes of this Article, the first week of a semester is defined as the week that includes the first instructional day of that semester. Subsequent weeks of a semester are counted from this first week. Flex week is defined as the week prior to the first week of a semester.

Unless extenuating circumstances warrant an extension by mutual agreement among the evaluatee, the chairperson of the evaluation

committee, and the appropriate district representative, the time lines shall be as follows.

For Fall Semester of an academic year, no later than the end of the:

FLEX WEEK The names of the tenured and tenure-track probationary faculty to be evaluated in an academic year have been provided to those faculty, as well as to their Division Chairpersons/immediate supervisors and Vice Presidents, along with the timeline translated into specific dates for Fall and Spring semesters of that academic year.

1ST WEEK Through mutual agreement with their Division Chairpersons/immediate supervisors, tenured faculty have decided whether to be evaluated in Fall or Spring semester of that academic year. The Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources have been notified of the Fall/Spring distribution of evaluations

For the appropriate semester (Fall or Spring), no later than the end of the:

2ND WEEK

- The names of temporary faculty to be evaluated have been provided to those faculty, as well as to their Division Chairpersons/immediate supervisors and Vice Presidents, along with the timeline translated into specific dates for the semester.
- The committee members for the tenured and tenure-track probationary faculty being evaluated have been selected and the evaluatee has been informed of the selection.

3RD WEEK

- The committee members for the temporary faculty being evaluated have been selected and the evaluatee has been informed of the selection.
- Any appeals by the tenured and tenure-track probationary evaluatees of the choices of peer committee members have been made to the Senate in writing.

4TH WEEK

- Any appeals by temporary evaluatees of the choices of peer committee members have been made to the Senate in writing.
- The Committee Chairperson has notified the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of any

waivers of student evaluations for very short term courses that form a relatively small part of an evaluatee's assignment.

- The appropriate Dean has notified the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of any waivers of evaluations for temporary faculty members whose assignments consist of one or more courses totaling less than forty-eight classroom hours as defined in Section 14.2.3. If notification by the fourth week is not possible, notification shall be made as soon as is practical.

6TH WEEK The Senate has resolved any appeals by the evaluatees regarding the peer members of the Evaluation Committee.

9TH WEEK

- Student evaluations (which were administered in the seventh through ninth weeks of the semester) have been completed and returned to the appropriate administrative office for processing and analysis; copies of any narrative comments on the student evaluations have been given to the Chairperson of the Evaluation Committee.
- Any classroom visits or evaluation of performance of other services (which were administered in the seventh through ninth weeks of the semester) have been completed and written appraisals have been given to the Committee Members and to the evaluatee.

11TH WEEK

- The processed student evaluations and the related statistical summary of the numerical results have been returned to the Committee Chairperson, who has shared these results with the Committee members, and who has provided a copy of this statistical summary, and a synopsis of the narrative comments (restated as necessary to maintain students' confidentiality), to the evaluatee.
- The evaluatee has provided the Committee Members with any written responses to the classroom visit appraisals or to the evaluation of performance of other services.
- The evaluatee has provided the Committee with his/her self-evaluation.
- For tenure-track probationary faculty and temporary faculty in their first evaluation: the evaluatee has provided the Committee with copies of any course handouts;

samples of quizzes, tests, assignments, etc.; samples of how students' work is evaluated; and, if applicable, comparable materials related to the performance of other services.

12TH WEEK The evaluatee has provided the Committee Members with any written responses to the summary of results of the student evaluations.

13TH WEEK

- The Committee Chairperson has met with the Committee and has completed the Committee Report. It has also been decided whether the Committee Chairperson and the district representative (if a member), or the full Committee, should meet with the evaluatee to discuss the Committee Report.
- The evaluatee has been provided a copy of the Committee Report, and copies of any material not otherwise described above that was generated through the components of the evaluation.

15TH WEEK The Committee Chairperson and the district representative (if a member), or the full Committee, have met with the evaluatee to discuss the Committee Report, unless the Committee has waived the meeting for temporary faculty with a satisfactory evaluation.

17TH WEEK

- The evaluatee has responded in writing to the Committee Report (if desired).
- The Committee Report, including any response by the evaluatee, has been forwarded for review or further action as described in Section 14.3.2.7.
- The Office of Human Resources has been notified by the Committee Chairperson that the Evaluation Committee's Report has been completed.

For the semester following the evaluation:

In time for recommendations from a Fall evaluation to be considered by the Governing Board at its February meeting:

No later than the end of the 6th week of the following Fall semester for recommendations from a Spring evaluation:

or

The review of the Committee Report (as described in 14.3.2.7) for all tenure-track probationary faculty, for tenured faculty whose

Committee Report includes one or more dissenting opinions, and for tenured faculty whose Amelioration Report is unsatisfactory has been completed. A summary of any further action taken, or why the Superintendent/President made a different recommendation from that in the Committee Report, has been appended to the Committee Report and the resulting Final Report has been forwarded to the Office of Human Resources for placement in the evaluatee's personnel file.

No later than the end of the:

4TH WEEK The original student evaluation forms with narrative comments have been returned to the evaluatee, but no earlier than the beginning of the semester following his/her evaluation.

6TH WEEK The review of the Committee Report (as described in 14.3.2.7) for all temporary faculty, and for tenured faculty with evaluations that are satisfactory or in need of improvement, has been completed and the resulting Final Report has been forwarded to the Office of Human Resources for placement in the evaluatee's personnel file.

14.3.2.2 Notification for Tenured Faculty and Tenure-Track Probationary Faculty, and for Temporary Faculty with Semester Length Assignments

14.3.2.2.1 Notification to Tenured Faculty, Tenure-Track Probationary Faculty, Division Chairpersons, and Vice Presidents

The Office of Human Resources shall notify in writing the unit members to be evaluated. This notification shall be no later than the end of flex week for Fall semester of the academic year in which the evaluation is to take place. The notification shall include the complete timeline for the evaluation procedures (as described in Section 14.3.2.1) translated into specific dates for each of the Fall and Spring semesters. The timeline may be changed by mutual agreement among the evaluatee, the chairperson of the evaluation committee, and the appropriate district representative.

The Office of Human Resources shall also provide a list of the unit members to be evaluated to division chairpersons/immediate supervisors and Vice Presidents no later than the end of flex week for Fall semester of the academic year in which the evaluation is to take place.

14.3.2.2.2 Notification to Temporary Faculty with Semester Length Assignments, Division Chairpersons, and Vice Presidents

The temporary faculty to be evaluated shall be notified in writing by the Office of Human Resources. This notification shall be no later than the end of the second week of the semester in which the evaluation is to take place. The notification shall include the complete timeline for the

evaluation procedures (as described in Section 14.3.2.1) translated into specific dates for the appropriate semester. The timeline may be changed by mutual agreement among the evaluatee, the chairperson of the evaluation committee, and the appropriate district representative.

The Office of Human Resources shall also provide a list of the unit members to be evaluated to division chairpersons/immediate supervisors and Vice Presidents no later than the end of the second week of the semester in which the evaluation is to take place.

14.3.2.3 Procedures for Conducting Student Evaluations for Tenured, Tenure-Track Probationary Faculty, and Temporary Faculty

14.3.2.3.1 Classroom Student Evaluations

Student evaluations shall be administered during the seventh to ninth weeks of the semester in each class taught by the evaluatee. The District student evaluation form shall be used (see Exhibit G-2).

The Evaluation Committee shall arrange for the student evaluations to be conducted. The person conducting the student evaluations shall:

- a) ensure that the evaluatee is not present while the students are filling out the evaluation form.
- b) explain the student evaluation process by following the District's instruction sheet, emphasizing the importance of including narrative comments.
- c) assure the students that their responses shall remain confidential and request that no names be used on the evaluation form.
- d) make copies of the narrative comments, note the corresponding class on the set of copies, and give the set to the Chairperson of the Evaluation Committee.
- e) forward the original completed student evaluation forms to the appropriate administrative office for processing and analysis no later than the ninth week of the semester.

The administrative office responsible for processing the student evaluations shall return the results no later than the eleventh week of the semester to the Chairperson of the Evaluation Committee, who shall immediately allow the Committee members to view the results.

No later than the eleventh week of the semester of the evaluation, the Committee Chairperson shall give a copy of the

statistical summary of the numerical results and a synopsis of the narrative comments (restated as necessary to maintain students' confidentiality) to the evaluatee, who may respond in writing, if desired, no later than the twelfth week of that semester.

The Committee Chairperson shall include the statistical summary of the numerical results and a synopsis of the narrative comments (restated as necessary to maintain students' confidentiality), in the Committee Report.

The original student evaluations with narrative comments shall not be given to the evaluatee until the following semester; the evaluatee should receive these no later than the end of the fourth week of that semester.

14.3.2.3.2 Non-Classroom Student Evaluations

When the assignment of the evaluatee requires direct contact with students other than in a classroom situation, provided a student evaluation is relevant and appropriate, the evaluation shall include a representative sample of the affected student population and shall be based on three (3) areas: accessibility of the service, effectiveness of the service, and the relationship of the service to the instructional program. Content and format for the evaluation of a non-classroom situation shall be determined by the Evaluation Committee in consultation with the Division Chairperson/immediate supervisor. Confidentiality shall be maintained and the timeline shall be followed as described in 14.3.2.3.1.

14.3.2.4 Procedures for Conducting Classroom Visits and Evaluating the Performance of Other Services, for Tenured, Tenure-Track Probationary, and Temporary Faculty

Any evaluator who visits the evaluatee's classroom, or evaluates the performance of other services, as provided for in this Article, shall provide a written appraisal based upon his/her observations to the members of the Evaluation Committee and to the evaluatee no later than the ninth week of the semester. The evaluatee may respond in writing, if desired, no later than the eleventh week of the semester.

14.3.2.5 Selection of Evaluation Committee Members, Evaluation Components, and Evaluation Outcomes for Tenured, Tenure-Track Probationary, and Temporary Faculty

14.3.2.5.1 Tenured Faculty

14.3.2.5.1.1 Selection of Evaluation Committee Members for Tenured Faculty

The Evaluation Committee shall consist of two tenured peers, one of whom will act as Committee Chairperson. One of the tenured peers may be from outside the evaluatee's department or division, but cannot be the

chairperson. The two peers (and who will be the chairperson) shall be named by the division chairperson/immediate supervisor, or, if the Division Chairperson is the evaluatee, by the chairperson of the committee that performed his/her last evaluation. Evaluation duties should be rotated so that over the years each faculty member is eventually evaluated by every other faculty member in the Department/Division, thus ensuring that diversity is represented to the extent possible. The evaluatee is not to be involved in the selection of his/her committee. The Committee Chairperson shall inform the evaluatee of the choice of committee members no later than the second week of the semester.

If the evaluatee objects to one or both committee members, he or she may appeal the choice(s) in writing to the Academic Senate by the end of the third week of the semester. The Senate shall, after consideration of any appeal(s), confirm the appointment(s) or accept the appeal(s) and make new appointment(s). The Senate's decision shall be made by the end of the sixth week of the semester and is final.

When management staff resources permit, a district representative, who may be the evaluatee's immediate supervisor if he/she is not a member of the unit, shall be designated by the appropriate Vice President to serve on each evaluation committee scheduled during a given academic year. The district representative shall have the same responsibilities as those of the other members of the evaluation committee. Once begun, the district intends to maintain its representation as described for a minimum of a three year cycle of evaluations.

14.3.2.5.1.2

Evaluation Components for Tenured Faculty

The evaluation shall consist of the following components:

- student evaluations for instructional faculty, and, where appropriate, for non-instructional faculty.

For instructional faculty, each class taught by the evaluatee shall be evaluated. However, the Evaluation Committee, in consultation with the Division Chairperson/immediate supervisor, may waive student evaluations for very short-

term courses that form a relatively small part of the evaluatee's assignment. The Committee Chairperson shall notify the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of any such waivers by the end of the fourth week of the semester.

- a self evaluation based on "A Guide for Faculty Self-Evaluation" (See Exhibit G-1)
- for non-instructional faculty for whom student evaluations are not appropriate, the evaluation of the performance of other services in a manner decided by the Committee in consultation with the Division Chairperson/immediate supervisor. Each committee member performing such an evaluation shall write an appraisal based upon his/her observations.

In addition:

Classroom visits by any or all of the committee members may occur only if requested by the evaluatee. The exception would be if the evaluatee's previous evaluation, or complaint(s) to the Division Chairperson/immediate supervisor, warrants an observation. For such cases, the decision to conduct classroom visits (and how many) will be made by the Evaluation Committee in consultation with the Division Chairperson/immediate supervisor, or, if the Division Chairperson is the evaluatee, with the Chairperson of the committee that performed his/her last evaluation. Each observing committee member shall write an appraisal based on his/her observations.

14.3.2.5.1.3 Evaluation Outcomes for Tenured Faculty

There are three possible outcomes:

i) Satisfactory Evaluation

The Committee commends the performance of the evaluatee.

ii) Need Some Improvement

If student evaluations, oral or written complaints, classroom visits, or evaluation of the performance of other services, suggest some problems that can be easily remediated

by the instructor, the Evaluation Committee shall meet with the evaluatee to offer suggestions and guidance in resolving these problems. The evaluatee and the Committee shall mutually agree upon a plan that the evaluatee will follow to improve his/her effectiveness. This plan shall be included in the Committee Report. The results of implementing the plan shall be assessed as part of the evaluatee's next regularly scheduled evaluation.

iii) Unsatisfactory Evaluation

If student evaluations, oral or written complaints, classroom visits, or evaluation of the performance of other services, identify recurring and serious problems, an Amelioration Committee shall be formed by the end of the first week of the semester following that of the original evaluation. This committee shall consist of the Division Chairperson/immediate supervisor; one of the peers who served on the original evaluation committee; a district representative (who may be the evaluatee's immediate supervisor if he/she is not a member of the unit) designated by the Superintendent/President; and an independent facilitator from outside the college, who will chair the committee.

In the event that the evaluatee's immediate supervisor is not a member of the unit, the Senate Committee on Committees and the immediate supervisor shall choose a tenured peer from within the evaluatee's department/division to serve on the Amelioration Committee and to chair the Committee when it conducts the follow up evaluation described in paragraph five below.

The District and the Association shall mutually agree upon the choice of the facilitator. The facilitator must be knowledgeable about educational and instructional issues, skilled in interpersonal communication and conflict resolution, and also skilled in guiding the development of a specific action plan including steps to ameliorate the identified problems.

A plan for improvement, including specific indices for measuring progress, shall be developed jointly by the Amelioration

Committee and the evaluatee by the end of the sixth week of the semester in which the Committee was formed and will be positively directed at assisting the evaluatee in amelioration of the identified problems. This plan shall be appended to the previous Committee Report, and a copy shall be given to the evaluatee.

A complete evaluation following the appropriate procedures described in Section 14.3.2 for tenured faculty shall be conducted in the semester following the establishment of the Amelioration Committee. However the components of this evaluation (which may include reviews of previous Evaluation Final Reports) shall be specified by the Amelioration Committee, which shall henceforth function as the Evaluation Committee. However, the Division Chairperson/immediate supervisor shall now act as the Committee Chairperson, and the facilitator shall participate in order to continue to help the evaluatee to successfully resolve the issues identified in his/her plan for improvement. If this evaluation is satisfactory, the next evaluation will be in two years. However, if the evaluation is unsatisfactory, a summative written report shall be forwarded to the Superintendent/President for review and action.

14.3.2.5.1.4 Consequences

This section defines the contractual consequences of an unsatisfactory evaluation but does not prevent the district from taking other action provided under Article 26 of this Agreement.

An unsatisfactory evaluation may affect Qualification for Sabbatical leave (see 8.13.2 above) and Column and Step Advancement on the Salary Schedule (see 16.4.4.1 below).

14.3.2.5.2 Tenure-Track Probationary Faculty

14.3.2.5.2.1 Selection of Evaluation Committee Members for Tenure-Track Probationary Faculty

The Evaluation Committee shall consist of the Division Chairperson/immediate supervisor who shall act as chairperson; a district representative (who may be the evaluatee's immediate

supervisor if he/she is not a member of the unit) designated by the appropriate Vice President; and two tenured peers (one may be from outside the evaluatee's department/division) chosen by the Division Chairperson/immediate supervisor. The choices for the two peers should, to the extent possible, appropriately represent diversity. The evaluatee is not to be involved in the selection of his/her committee. The Committee Chairperson shall inform the evaluatee of the choice of committee members no later than the second week of the semester.

Under extenuating circumstances, a tenure-track probationary faculty member may serve as a peer on the evaluation committee of another tenure-track probationary faculty member, subject to mutual agreement by the evaluatee, the Association, and the District.

In the event that the evaluatee's immediate supervisor is not a member of the unit, the Senate Committee on Committees and the immediate supervisor shall choose a tenured peer from within the evaluatee's department/division to serve as the chairperson of the Evaluation Committee. He/she shall then choose the two other tenured peer members.

If the first evaluation in the probationary period is satisfactory, the Division Chairperson may appoint designee(s) to chair the subsequent probationary evaluations. However, if the first evaluation has disclosed a need for improvement as defined in Section 14.3.2.5.2.3, the Division Chairperson/immediate supervisor shall continue to serve as the Committee Chairperson for the subsequent evaluations.

If the evaluatee objects to one or both peer committee members, he or she may appeal the choice in writing to the Academic Senate by the end of the third week of the semester. The evaluatee may not object to the selection of the Committee Chairperson. The Senate shall, after consideration of any appeal(s), confirm the appointment(s) or accept the appeal(s) and make new appointment(s). The Senate's decision shall be made by the end of the sixth week and is final.

14.3.2.5.2.2 Evaluation Components for Tenure-Track Probationary Faculty

Tenure-track probationary faculty for whom the first semester of employment is the Fall semester shall receive a complete evaluation, including student evaluations, in the Fall semesters of their first, second, and fourth years. Only student evaluations shall be conducted in the Spring semesters of their first and third years unless the second year evaluation results in a plan for improvement requiring a complete evaluation in the Fall semester of the third year.

Tenure-track probationary faculty for whom the first semester of employment is the Spring semester shall receive their first evaluation as probationary employees in the subsequent Fall semester as if their first semester of employment were that Fall semester.

The evaluation shall consist of the following components:

- a review of the Final Reports from all previous evaluations performed during the probationary period.
- student evaluations for probationary instructional faculty, and, where appropriate, for probationary non-instructional faculty:
 - for first year probationary faculty, student evaluations shall be conducted in the Fall semester. For those instructors given a contract for a second year, student evaluations shall be given again in the Spring semester.
 - for second year probationary faculty, student evaluations shall be conducted in the Fall semester. Their first year Spring student evaluations shall also be included as a component of their complete second year evaluation.
 - for third year probationary faculty, student evaluations shall be conducted in the Spring semester. This is the only required component for evaluatees in their third year, unless a complete evaluation is required in the Fall semester of the third year as a result of the evaluatee's second year evaluation.

The third year spring evaluations shall be reviewed by the Evaluation Committee which conducted the previous complete evaluation. Should this review be other than satisfactory, the Committee shall document the areas of concern and meet with the evaluatee to address these concerns. These areas of concern shall be a primary focus of the final probationary evaluation, which will take place in the evaluatee's fourth year of probationary status.

- for fourth year probationary faculty, student evaluations shall be conducted in the Fall semester. Their third year Spring student evaluations shall also be included as a component of their complete fourth year evaluation.
- a self-evaluation based on "A Guide for Faculty Self-Evaluation." (See Exhibit G-1)
- classroom visits by each of the committee members, such that each class taught is visited at least once. Each committee member shall write an appraisal based on his/her observations.
- evaluation of the performance of other services for non-instructional faculty (and for instructional faculty if decided by the Evaluation Committee as being appropriate) in a manner decided by the Committee in consultation with the Division Chairperson/immediate supervisor. Each committee member performing such an evaluation shall write an appraisal based upon his/her observations.
- a review of the following:
 - copies of any course handouts
 - samples of quizzes, tests, assignments, etc.
 - samples of how students' work is evaluated (e.g. actual examples of graded work)
 - if applicable, comparable materials selected by the Committee that are related to the performance of other services

14.3.2.5.2.3 Evaluation Outcomes for Tenure-Track Probationary Faculty

14.3.2.5.2.3.1 Tenure-Track Probationary Faculty Working Under Their First Contract (i.e., a one-year contract covering their first year)

The possible outcomes are:

i) Satisfactory evaluation.

The Committee shall make a recommendation to:

a) enter into a contract with the evaluatee for the following academic year

or

b) employ the evaluatee as a tenured employee starting in the following academic year.

ii) Needs Improvement and the Committee feels that the evaluatee has the potential to successfully improve his/her effectiveness.

The Committee shall recommend that a contract for a second year of tenure-track employment be offered contingent upon the evaluatee following a specific plan, developed by the Committee, designed to improve his/her skills. The plan may include an additional complete evaluation in the following Spring semester. If the evaluatee shows insufficient improvement in this additional evaluation and in his/her second year Fall evaluation, the Committee shall recommend that no contract be offered for the third and fourth years.

iii) Unsatisfactory Evaluation.

The Committee shall recommend that no contract be offered for a second year.

14.3.2.5.2.3.2 Tenure-Track Probationary Faculty Working Under Their Second Contract (i.e., a one-year contract covering their second year)

The possible outcomes are:

i) Satisfactory evaluation.

The Committee shall make a recommendation to:

a) enter into a two year contract with the evaluatee (for the third and fourth years of tenure-track employment)

or

b) employ the evaluatee as a tenured employee starting in the following academic year.

ii) Needs Improvement and the Committee feels that the evaluatee has the potential to successfully improve his/her effectiveness.

The Committee shall recommend that a two year contract (for the third and fourth years of tenure-track employment) be offered contingent upon the evaluatee following a specific plan, developed by the Committee, designed to improve his/her skills. The plan may include an additional complete evaluation in the following Spring semester. An additional complete evaluation shall be performed in the Fall semester of the evaluatee's third year. If the evaluatee shows insufficient improvement in these additional evaluations and in the fourth year Fall evaluation, the Committee shall recommend not to grant tenure.

iii) Unsatisfactory Evaluation.

The Committee shall recommend that no contract be offered for the following two academic years.

14.3.2.5.2.3.3

Tenure-Track Probationary Faculty Working Under Their Third Contract (i.e., a two-year contract covering their third and fourth years)

The possible outcomes are:

i) Satisfactory evaluation.

The Committee shall make a recommendation to employ the

evaluatee as a tenured employee starting in the following academic year.

ii) Unsatisfactory Evaluation.

The Committee shall recommend to not employ the evaluatee as a tenured employee.

14.3.2.5.3 Temporary Faculty (Full-Time and Part-Time)

14.3.2.5.3.1 Temporary Faculty Participating in their First Evaluation at Monterey Peninsula College

14.3.2.5.3.1.1 Selection of Evaluation Committee Members for Temporary Faculty for their First Evaluation

The Evaluation Committee shall consist of two tenured peers, one of whom will act as Committee Chairperson. One of the tenured peers may be from outside the evaluatee's department or division, but cannot be the chairperson. The two peers (and who will be the chairperson) shall be named by the division chairperson/immediate supervisor. The choices for the two peers should, to the extent possible, appropriately represent diversity. The evaluatee is not to be involved in the selection of his/her committee. The Committee Chairperson shall inform the evaluatee of the choice of committee members no later than the third week of the semester.

If the evaluatee objects to one or both committee members, he or she may appeal the choice in writing to the Academic Senate by the end of the fourth week of the semester. The Senate shall, after consideration of any appeal(s), confirm the appointment(s) or accept the appeal(s) and make new appointment(s). The Senate's decision shall be made by the end of the sixth week of the semester and is final.

14.3.2.5.3.1.2 Evaluation Components for Temporary Faculty for their First Evaluation

The evaluation shall consist of the following components:

- student evaluations for instructional faculty, and, where appropriate, for non-instructional faculty.

For instructional faculty, each class taught by the evaluatee shall be evaluated. However, the Evaluation Committee, in consultation with the Division Chairperson/immediate supervisor, may waive student evaluations for very short-term courses that form a relatively small part of the evaluatee's assignment. The Committee Chairperson shall notify the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of any such waivers by the end of the fourth week of the semester.

- A self-evaluation based on Part A of "The Guide for Faculty Self-Evaluation" (See Exhibit G-1)
- Classroom visits by both committee members. Each committee member shall write an appraisal based on his/her observations. The Evaluation Committee, in consultation with the Division Chairperson/immediate supervisor, may waive classroom visits for very short-term courses that form a relatively small part of the evaluatee's assignment.
- evaluation of the performance of other services for non-instructional faculty (and for instructional faculty if decided by the Evaluation Committee as being appropriate) in a manner decided by the Committee in consultation with the Division Chairperson/immediate supervisor. Each committee member performing such an evaluation shall write an appraisal based upon his/her observations.
- A review of the following:
 - copies of any course handouts

- samples of quizzes, tests, assignments, etc.
- samples of how students' work is evaluated (e.g. actual examples of graded work)
- if applicable, comparable materials selected by the Committee that are related to the performance of other services

14.3.2.5.3.1.3 Evaluation Outcomes for Temporary Faculty for their First Evaluation

The outcomes are:

- i) **Satisfactory Evaluation.**
The Committee commends the performance of the evaluatee.
- ii) **Needs Improvement and the Committee feels that the evaluatee has the potential to successfully improve his/her effectiveness**
A plan for improvement shall be developed jointly by the Committee and the evaluatee. In the event that future employment is available, a complete evaluation shall be given in the next semester of re-employment (regardless of the length of the assignment) during which the results of implementing the plan shall be assessed.
- iii) **Unsatisfactory Evaluation.**
The Committee shall recommend that the evaluatee not be rehired.

14.3.2.5.3.2 Temporary Faculty Participating in Their Second and Subsequent Evaluations at Monterey Peninsula College

14.3.2.5.3.2.1 Selection of Evaluation Committee Members for Temporary Faculty for their Second and Subsequent Evaluations

The Evaluation Committee shall consist of one tenured peer, preferably from the evaluatee's Department/Division, who will act as Committee Chairperson. The peer shall be chosen by the Division Chairperson/immediate supervisor. Evaluation duties shall be rotated so

that over the years all faculty members in the evaluatee's Division/Department take their turn in evaluating that evaluatee, thus ensuring that diversity is represented to the extent possible. The evaluatee is not to be involved in the selection of his/her committee. The Committee Chairperson shall inform the evaluatee of the choice of committee members no later than the third week of the semester.

If the evaluatee objects to the committee member, he or she may appeal the choice in writing to the Academic Senate by the end of the fourth week of the semester. The Senate shall, after consideration of any appeal, confirm the appointment or accept the appeal and make a new appointment. The Senate's decision shall be made by the sixth week and is final.

14.3.2.5.3.2.2 Evaluation Components for Temporary Faculty for their Second and Subsequent Evaluations

The evaluation shall consist of the following components:

- student evaluations for instructional faculty, and, where appropriate, for non-instructional faculty.

For instructional faculty, each class taught by the evaluatee shall be evaluated. However, the Evaluation Committee, in consultation with the Division Chairperson/immediate supervisor, may waive student evaluations for very short-term courses that form a relatively small part of the evaluatee's assignment. The Committee Chairperson shall notify the Office of Academic Affairs or the Office of Student Services, as appropriate, and the Office of Human Resources of any such waivers by the end of the fourth week of the semester.

- a self-evaluation based on Part A of "The Guide for Faculty Self-Evaluation" (See Exhibit G-1)

- evaluation of the performance of other services for non-instructional faculty (and for instructional faculty if decided by the Evaluation Committee as being appropriate) in a manner decided by the Committee in consultation with the Division Chairperson/immediate supervisor. Each committee member performing such an evaluation shall write an appraisal based upon his/her observations.

In addition:

Classroom visits by the Committee Chairperson may occur only if requested by the evaluatee. The exception would be if the evaluatee's previous evaluation, or complaint(s) to the Division Chairperson/immediate supervisor, warrants an observation. For such cases, the decision to conduct classroom visits (and how many) will be made by the Committee Chairperson in consultation with the Division Chairperson/immediate supervisor. The Committee Chairperson shall write an appraisal based on his/her observations.

14.3.2.5.3.2.3

Evaluation Outcomes for Temporary Faculty for their Second and Subsequent Evaluations

There are three possible outcomes:

i) Satisfactory Evaluation.

The Committee commends the performance of the evaluatee.

ii) Needs Improvement and the Committee feels that the evaluatee has the potential to successfully improve his/her effectiveness

A plan for improvement shall be developed jointly by the Committee and the evaluatee. In the event that future employment is available, a complete evaluation shall be given in the next semester of re-employment

(regardless of the length of the assignment), during which the results of implementing the plan shall be assessed.

iii) Unsatisfactory Evaluation.

The Committee shall recommend that the evaluatee not be rehired.

14.3.2.6 Completing the Tasks of the Evaluation Committee for Tenured, Tenure-Track Probationary, and Temporary Faculty

14.3.2.6.1 Developing the Committee Report for Tenured, Tenure-Track Probationary, and Temporary Faculty

The Committee Report shall be based on a review by the Evaluation Committee members of the following:

- the evaluation components as specified in this Article
- any relevant discussions with the evaluatee
- any relevant written material
- any student complaints as described in Section 14.8
- any other information deemed pertinent by all of the Committee members

The members of the Evaluation Committee shall meet and endeavor to reach consensus for their recommendations. If they cannot reach consensus, the divergent positions shall be expressed in writing.

The Committee Chairperson shall write the Committee Report which shall include the student evaluation summaries (the statistical summary of the numerical results, and a synopsis of the narrative comments restated as necessary to maintain students' confidentiality) as well as summaries of the information gathered from the other evaluation components. The Committee Report shall also include the Committee's recommendations, as well as any written divergent opinions expressed by committee members. The Committee Report shall be completed and a copy given to the evaluatee by the end of the thirteenth week of the semester. Any written response by the evaluatee to the Committee Report shall be appended to the Committee Report.

The Division Chairpersons shall retain copies of the Committee Reports and the Second and Third Year Spring Student Evaluations for tenure-track probationary faculty until the end of their probationary periods.

14.3.2.6.2 Documents Provided to the Evaluatee

Copies of any classroom visit appraisals and copies of any appraisals of the performance of other services shall be provided to the evaluatee by the end of the ninth week of the

semester. A copy of the statistical summary of the results of the student evaluations, and a synopsis of the narrative comments (restated as necessary to maintain student confidentiality) shall be provided to the evaluatee by the end of the eleventh week of the semester.

Copies of the Committee Report as well as copies of any materials generated by the evaluation components not otherwise described above shall be provided to the evaluatee by the end of the thirteenth week of the semester.

14.3.2.6.3 Meeting with the Evaluatee

The Committee shall decide whether the Committee Chairperson and the District Representative (if a member) or the full Committee will meet with the evaluatee to discuss the Committee Report. However, if the Committee has not reached consensus on its recommendations, the entire Committee shall meet with the evaluatee. This meeting with the evaluatee shall take place no later than the fifteenth week of the semester. The Committee may waive the meeting with temporary faculty whose evaluation is satisfactory.

14.3.2.6.4 Written Response by the Evaluatee

The evaluatee may prepare written responses to the appraisals of the classroom visits, and to the appraisals of the performance of other services. Such responses must be provided to the Committee members by the end of the eleventh week of the semester.

The evaluatee may prepare a written response to the summary of the results of the student evaluations. Such a response must be provided to the Committee members by the end of the twelfth week of the semester.

The evaluatee may prepare a written response to the Committee Report. Such a response shall be provided to the Chairperson of the Evaluation Committee by the end of the seventeenth week of the semester.

14.3.2.6.5 Committee Report – Signatures

The evaluatee and the Chairperson of the Evaluation Committee shall sign the Committee Report as an indication that the meeting with the evaluatee took place, or, if the meeting has been waived for temporary faculty with a satisfactory evaluation, as an indication that the evaluatee has received the Committee Report. The Committee Report shall be forwarded by the end of the seventeenth week of the semester for review as described in Section 14.3.2.7.

14.3.2.6.6 Notification to Human Resources

The Chairperson of the Evaluation Committee shall notify The Office of Human Resources in writing by the end of the

seventeenth week of the semester that the Evaluation Committee's Report has been completed.

14.3.2.7 Reviewing the Committee Report for Tenured, Tenure-Track Probationary, and Temporary Faculty

14.3.2.7.1 Satisfactory Evaluations or Evaluations Demonstrating a Need for Improvement

14.3.2.7.1.1 Tenured Faculty

The Committee Report for tenured faculty with satisfactory evaluations or demonstrating a need for improvement shall be reviewed by the Division Chairperson/immediate supervisor, Dean(s), and the Vice President(s) for the evaluatee's area(s).

14.3.2.7.1.2 Tenure-Track Probationary Faculty

The Committee Report for tenure-track probationary faculty with satisfactory evaluations or demonstrating a need for improvement shall be reviewed by the evaluatee's Division Chairperson/immediate supervisor (if he/she was not the Evaluation Committee Chairperson). The Committee Report shall also be reviewed by the Dean(s) and Vice President(s) for the evaluatee's area(s) as well as the Superintendent/President, who shall forward his/her recommendation for consideration by the Governing Board.

14.3.2.7.1.3 Temporary Faculty

The Committee Report for temporary faculty with satisfactory evaluations or demonstrating a need for improvement shall be reviewed by his/her Division Chairperson and by a representative from the evaluatee's Department.

14.3.2.7.2 Evaluations in which the Committee Report Includes One or More Dissenting Opinions Among the Committee Members

14.3.2.7.2.1 Tenured Faculty

The Committee Report for tenured faculty containing dissenting opinions shall be reviewed by the evaluatee's Division Chairperson/immediate supervisor. The Committee Report shall also be reviewed by the Dean(s) and Vice President(s) for the evaluatee's area(s) as well as the Superintendent/President.

14.3.2.7.2.2 Tenure-Track Probationary Faculty

The Committee Report for tenure-track probationary faculty which includes one or more

dissenting opinions shall be forwarded to the Superintendent/President who shall meet with the Evaluation Committee, the evaluatee's Division Chairperson (if he/she was not the Evaluation Committee's Chairperson), and any other personnel that the Superintendent/President deems appropriate. The purpose of this meeting is for the Superintendent/President to gather first hand information from all the parties concerned in order to subsequently formulate his/her recommendation to the Governing Board.

14.3.2.7.2.3 Temporary Faculty

The Committee Report for temporary faculty with dissenting opinions shall be reviewed by his/her Division Chairperson and by a representative from the evaluatee's Department.

14.3.2.7.3 Unsatisfactory Evaluations

14.3.2.7.3.1 Tenured Faculty

The Committee Report for tenured faculty with an unsatisfactory regular evaluation shall be forwarded to the Chairperson of the Amelioration Committee for action as described in Section 14.3.2.5.1.3, part iii. If the outcome is satisfactory, no further action is required and the Final Report shall be reviewed by the Division Chairperson/immediate supervisor, Dean(s) and Vice President(s) for the evaluatee's area(s). If the outcome is unsatisfactory, a summative written report shall be forwarded to Superintendent/President for review and action.

14.3.2.7.3.2 Tenure-Track Probationary Faculty

The Committee Report for tenure-track probationary faculty with an unsatisfactory evaluation shall be reviewed by the Division Chairperson (if he/she was not the Evaluation Committee Chairperson). The Committee Report shall also be reviewed by the Superintendent/President, the Vice President(s) and Dean(s) from the evaluatee's area(s), and any other personnel that the Superintendent/President deems appropriate. The Superintendent/President shall forward his/her recommendation for consideration by the Governing Board.

14.3.2.7.3.3 Temporary Faculty

The Committee Report for temporary faculty with unsatisfactory evaluations shall be reviewed by

his/her Division Chairperson and by a representative from the evaluatee's Department.

- 14.3.2.8 Defining the Final Report and Setting Deadlines for its Completion**
The Committee Report shall be reviewed as described in Section 14.3.2.7. The Final Report is defined and completed as follows.

14.3.2.8.1 Tenured Faculty

14.3.2.8.1.1 Tenured Faculty with Evaluations that are Satisfactory or in Need of Improvement

The Committee Report shall constitute the Final Report. In such cases, the review as described in 14.3.2.7 shall be completed no later than the end of the sixth week of the semester following the evaluation.

14.3.2.8.1.2 Tenured Faculty whose Committee Report Includes One or More Dissenting Opinions

If the Superintendent/President makes a different recommendation from that in the Committee Report, he/she shall summarize the reasons for doing so along with a description of any further action taken. The summary shall be provided to the evaluatee and to the Chairperson of the Evaluation Committee who shall share it with the committee members. This summary shall be appended to the Committee Report. The Committee Report and the appended summary shall constitute the Final Report.

The Final Report shall be completed no later than the end of the sixth week of the semester following a Spring evaluation, or in time for the resulting recommendation to be considered (if necessary) by the Governing Board at the February meeting following a Fall semester evaluation.

14.3.2.8.1.3 Tenured Faculty whose Regular Evaluations are Unsatisfactory

14.3.2.8.1.3.1 Outcome from the Amelioration Committee is Satisfactory

The original Committee Report, the plan developed by the Amelioration Committee, and the Amelioration Committee's follow up evaluation Report, shall together constitute the Final Report. In such cases, the review as described in 14.3.2.7 shall be completed no later than the end of the

sixth week of the semester following the Amelioration Committee's evaluation.

14.3.2.8.1.3.2 Outcome from the Amelioration Committee is Unsatisfactory

The Superintendent/President shall summarize any action taken. The summary shall be provided to the evaluatee and to the Chairperson of the Evaluation committee, who shall share it with the committee members. This summary of the action taken, the original Committee Report, the plan developed by the Amelioration Committee, and the Amelioration Committee's summative written report, shall together constitute the Final Report. The Final Report shall be completed no later than the end of the sixth week of the semester following a Spring evaluation by the Amelioration Committee, or in time for the resulting recommendation to be considered (if necessary) by the Governing Board at the February meeting following a Fall semester evaluation by the Amelioration Committee.

14.3.2.8.2 Tenure-Track Probationary Faculty

If the Superintendent/President makes a different recommendation from that in the Committee Report, he/she shall summarize the reasons for doing so along with a description of any further action taken. The summary shall be provided to the evaluatee and to the Chairperson of the Evaluation Committee who shall share it with the committee members. This summary shall be appended to the Committee Report. The Committee Report and the appended summary shall constitute the Final Report.

The Final Report shall be completed no later than the end of the sixth week of the semester following a Spring evaluation, or in time for the resulting recommendation to be considered (if necessary) by the Governing Board at the February meeting following a Fall semester evaluation.

14.3.2.8.3 Temporary Faculty

The Committee Report shall constitute the Final Report. In such cases, the review as described in 14.3.2.7 shall be completed no later than the end of the sixth week of the semester following the evaluation.

14.3.2.9 Disposition of the Final Report

Once the entire evaluation process has been completed, the Final Report shall be forwarded to the Office of Human Resources for placement in the personnel file of the evaluatee.

14.3.3 Evaluation Procedures for Division Chairpersons

14.3.3.1 Notification to Division Chairpersons

The Division Chairpersons to be evaluated shall be notified in writing by the appropriate administrative office. This notification shall normally be no later than ten (10) days after the beginning of the academic year or semester in which the evaluation is to take place. The beginning of the academic year or semester is defined as the first required duty day for that academic year or semester. The notification shall include the complete timeline for the sequence of the evaluation and after-evaluation procedures being used in the evaluation process. A list of the administrative staff authorized annually to participate in the evaluation of division chairpersons shall be made available to the division chairpersons. By mutual agreement the timeline may be changed.

14.3.3.2 Plan for Evaluating Division Chairpersons

The division evaluation of the division chairperson shall be administered by three (3) members of the division. The nomination and selection of these committee members shall be made at least one (1) month before the evaluation date at a divisional meeting called by the division chairperson for that specific purpose. The administrative evaluation shall be conducted by the responsible dean.

14.3.3.3 Written Survey for Division Chairpersons

The committee of three (3) described above shall conduct a written survey of the division members regarding the strengths and weaknesses of the division chairperson. The committee shall work with the division chairperson's Duties and Responsibilities. The results of this evaluation shall be presented to the division chairpersons individually prior to the after-evaluation conference specified in 14.3.3.5 of this Article and shall have as the principle objective the improvement of the instructional division chairperson's work.

14.3.3.4 Administrative Evaluation for Division Chairpersons

The responsible dean shall conduct a written survey of designated management administrative staff members regarding the strengths and weaknesses of the job performance required by the Duties and Responsibilities listed in Article 23.4 of this Agreement. A list of the administrative staff authorized annually to participate in this evaluation of division chairpersons shall normally be made available to the division chairpersons no later than ten (10) days after the beginning of the academic year or semester in which the evaluation is to take place. The results of this evaluation shall be presented to the division chairpersons individually prior to the after-evaluation conference and shall be shared with the appropriate Vice President.

14.3.3.5 After-Evaluation Procedures for Division Chairpersons

The results of the written division surveys and administrative surveys shall be transmitted to the Vice President and responsible dean who shall have the responsibility to conduct a conference with each instructional division chairperson on the written evaluation results within a reasonable period of time which normally shall not exceed two (2) weeks after the written evaluation surveys.

14.3.3.6 Written Report and Response for Division Chairpersons

There shall be a single report prepared by the responsible dean incorporating the results of the division or area and administrative survey components. One (1) copy of this report shall be placed in the division chairperson's file, and one (1) copy shall be retained by the division chairperson. Any written response to this report by a division chairperson filed within two (2) weeks of receipt of the copy shall be attached to the evaluation file copy of this report.

14.3.4 Evaluation Procedures for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

In the event a tenure-track probationary or tenured faculty member is assigned outside his/her Faculty Service Area, that employee may request evaluation in that course(s) or assignment to meet District's criteria for placement in that FSA.

The District's criteria for placement in a Faculty Service Area are as follows:

- a) A faculty member must demonstrate competency in that Faculty Service area;
- b) To establish competency, the faculty member must have taught or provided service in the FSA for two semesters within the last three years and to have received at least one satisfactory evaluation for such teaching or service.
- c) The faculty member must request that he/she be evaluated when teaching a course or performing a service outside of his/her FSA.
- d) The faculty member must request placement in the FSA on or before February 15 of the year in order to be considered in any proceeding involving a reduction-in-force, or layoff, during the academic year in which the application is received.
- e) In order to retain placement in an FSA other than one of initial placement, the faculty member must continue to meet the District competency standard.

14.3.4.1 Timeline for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

See section 14.3.2.1

14.3.4.2 Notification for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

The faculty member must request that he/she be evaluated in a course, or for performing other services, outside his/her FSA no later than the end of flex week of the semester in which he/she wishes to be evaluated.

14.3.4.3 Procedures for Conducting Student Evaluations for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

See section 14.3.2.3

14.3.4.4 Procedures for Conducting Classroom Visits and Evaluating the Performance of Other Services for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

See section 14.3.2.4

14.3.4.5 Selection of Evaluation Committee Members for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

The Evaluation Committee shall consist of the Division Chairperson/immediate supervisor of the area of the FSA in which the evaluatee is seeking to be placed who will act as Committee Chairperson; a tenured peer chosen by the Division Chairperson/immediate supervisor, also from the area of the FSA in which the evaluatee is seeking to be placed; and a district representative (who may be the evaluatee's immediate supervisor if he/she is not a member of the unit) designated by the Superintendent/President.

In the event that the immediate supervisor is not a member of the unit, the Senate Committee on Committees and the immediate supervisor shall choose a tenured peer from the area of the FSA in which the evaluatee is seeking to be placed to serve as the Chairperson of the Evaluation Committee. The Committee Chairperson will then choose the other tenured peer member also from the area of the FSA in which the evaluatee is seeking to be placed.

If the evaluatee objects to the tenured peer committee member, he or she may appeal the choice in writing to the Academic Senate by the end of the third week. The evaluatee may not object to the selection of the Committee Chairperson. The Senate shall, after consideration of any appeal, confirm the appointment, or accept the appeal and make a new appointment. The Senate's decision shall be made by the end of the sixth week and is final.

14.3.4.6 Evaluation Components for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

The evaluation shall consist of the following components:

- a review of the Committee Report from the previous evaluation performed during the FSA application/retention process.
- Student Evaluations (See Exhibit G-2)

- a self-evaluation based on "A Guide for Faculty Self-Evaluation."
(See Exhibit G-1)
- classroom visits by each of the Committee members, such that each class taught is visited at least once. Each committee member shall write an appraisal based upon his/her observations.
- if decided by the Evaluation Committee as being appropriate, evaluation of the performance of other services in a manner decided by the committee. Each Committee member performing such an evaluation shall write an appraisal based upon his/her observations.
- a review of the following:
 - copies of any course handouts
 - samples of quizzes, tests, assignments, etc.
 - samples of how students are assessed (e.g. actual examples of graded work)
 - if applicable, comparable materials selected by the Committee that are related to the performance of other services

14.3.4.7 Evaluation Outcomes for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

The Evaluation Committee shall make one of the following recommendations to the Superintendent/President:

- a) Has satisfactorily demonstrated the standards of excellence expected of the faculty at Monterey Peninsula College. Employment may be continued in the FSA.

or

- b) Need for improvement. Employment may be continued in the FSA, but the acquired experience does not count towards the two-semester-in-three-year standard for placement in the FSA.

If assignment is continued in the FSA following a "Need for Improvement" evaluation, such assignment shall continue only with a plan for improvement which has been developed by the Evaluation Committee. The evaluation process shall then be repeated for the next two assignments in the FSA, during which the results of implementing the plan for improvement shall be assessed. The evaluatee will have to receive two consecutive satisfactory recommendations for placement/retention in the FSA.

The "Need for Improvement" recommendation only applies towards placement in an FSA. It does not relate to any other Article of this Agreement which requires a satisfactory performance.

14.3.4.8 Completing the Tasks of the Evaluation Committee for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

See section 14.3.2.6

14.3.4.9 Disposition of the Committee Report for Faculty Seeking FSA Placement or Retention in an FSA Outside of an Initial FSA

The Committee Report and, if necessary, a plan for improvement shall constitute the Final Report. The Final Report shall be forwarded for review to the Vice President for the academic area corresponding to the FSA, and to the Superintendent/President, who shall forward it to the Office of Human Resources for placement in the evaluatee's personnel file.

14.4 Training Program for Evaluators

Annually, if the need is determined by the Association and the District, the District shall offer in-service training for selected employees engaged in the evaluation process. This training shall include a review of the purposes for the evaluation, Governing Board Policies 5310 and 5320 on Standards for Excellence in teaching, timeline and procedures for evaluation, the principles of equal opportunity employment, and a discussion of techniques of effective evaluation.

14.5 Additional Evaluations

The District or a unit member may each request an evaluation in addition to the regular evaluations described in Section 14.2. Any additional evaluations shall follow the procedures specified in this Article. However, no more than one additional evaluation may be requested by either party between a unit member's regular evaluations.

14.6 Failure of the Evaluation Committee to Complete Its Tasks

Should the Evaluation Committee be unable to complete its tasks for any reason, the District may request the formation of a new evaluation committee with the assurance that those tasks would be completed in a timely manner according to the provisions of this Article. In such a case, the District shall notify the Association of its intent to do so, and the Association shall have the right to assign a representative to monitor the process of completing the Evaluation Committee's tasks.

14.7 Changing Circumstances

The provisions in this Article may be modified if extenuating circumstances arise. If the extenuating circumstances pertain to the evaluation of a single unit member, such modifications shall be mutually agreed upon by the District, the Association, and the evaluatee. If the extenuating circumstances have implications beyond an individual evaluation, such modifications shall be mutually agreed upon by the District and the Association.

Such modifications, as well as any minor procedural deviations in the evaluation process which would not affect the outcome of an evaluation, shall not serve to invalidate the evaluations and recommendations of the Evaluation Committee, or the Superintendent/President, or the action of the Governing Board.

14.8 Student Complaints and the Evaluation Process

Should a student complaint with respect to a faculty member be adjudicated by the College's Grievance Committee in favor of the student, a copy of the Grievance Committee's report shall be considered in the faculty member's next regularly scheduled evaluation.

14.9 Review of the Evaluation Process for Tenured, Tenure-Track Probationary, and Temporary Faculty

The evaluation procedures specified in Article 14 for Tenured, Tenure-Track Probationary, and Temporary Faculty shall be reviewed after the first year in which the revised Article is implemented. If either the District or the Association proposes any changes as a result of the review, this Article of the contract shall be reopened for immediate negotiation of the proposed changes, notwithstanding any prior agreement that negotiations shall not be reopened for the duration of the contract.