

ARTICLE 19

EVALUATION OF FACULTY

19.1 EVALUATIONS: TERMS AND DEFINITIONS

Part-time faculty: See Section A

- 19.A.1.5. The Trained Faculty Observer shall be a bargaining unit member of the GCFA. The faculty asked to do the observation may decline, at which point another TFO will be chosen, or the administrator on the team may aid in selecting the trained faculty observer (TFO). The faculty member may also ask the supervising administrator to conduct the observation. The trained faculty observer may be selected from a discipline outside of the faculty member's area of expertise. Division Deans, in conjunction Department Chairs, will assist faculty members with the selection of TFO's. if the faculty member does not have a designated TFO by week eight (8) the assigned administrator will appoint a TFO to conduct the observation.
- 19.A.1.6. The TFO will make at least one (1) class observation for not less than one full-contact hour (50 minutes) with a second (2nd) visitation being mandated at the request of the evaluatee or assigned administrator or visit the main work setting for non-instructional faculty for not less than a period of 50 minutes. The observation will be summarized in a written report and the TFO will present and discuss the written report with the faculty member being observed. For their participation TFOs can accrue three (3) flex and/or co-curricular hours OR receive payments as specified in 19.A.2.
- 19.A.1.7. The trained faculty observer and administrator will each schedule a post-observation meeting with the evaluatee. The TFO will discuss with the evaluatee the results of the observation and overall classroom performance, as certified on the cover sheet. An administrative evaluation summary, prepared by the supervising administrator, will be included as part of the final evaluation package after the TFO has met with the evaluatee. The final evaluation packet will include the cover sheet, classroom observation, self-evaluation, student evaluation summaries, and the administrative summary, will become part of the evaluatee's permanent personnel file. Final evaluation packets are due to the Office of Academic Affairs no later than the Friday of the 15th week of instruction.

19.A.2.

members' discipline. If a faculty member in the discipline is not available, then a faculty member within the department or division should be selected. Changes in committee membership may be made by the College President or his/her designee due to the following circumstances: changes in assignments, leaves, retirements, resignations from the committee, peer observer conflicts, or mentor conflicts.

19.B.1.2 The following procedure shall be used in the evaluation of tenure-track faculty members:

- a. Self-evaluation: each contract faculty member will prepare a written self-evaluation report and will send a copy to the supervising administrator at least one week before the review conference. The supervising administrator will disperse the self-evaluation report to all members of the committee. The report shall include, but may not be limited to:
 - (1) Objectives for contribution to departmental or service area goals and additional criteria the faculty member deems relevant to his/her current assignment.
 - (2) Participation in activities including, but not limited to, professional growth, and FLEX, committee assignments, relevant community involvement and student activities, if applicable, and plans for continued involvement in these areas.
 - (3) A professional development plan including but not limited to FLEX activities that aligns with faculty professional and college goals.
 - (4) Extent to which the above objectives have been met since the contract faculty

non-tenured employee will be granted tenure. If tenure is not granted, then non-renewal proceedings will be followed pursuant to Education Code Section 87610.1.

19.B.1.3.5 REMEDIATION PROCESS

Any areas of concern in the summary evaluation report will be reviewed with the faculty member and the tenure committee. When remediation is required, as evidenced in the evaluation report, a remediation plan will be developed by the evaluate and the tenure committee outlining specific performance improvement objectives, timelines, and subsequent classroom observations.

19.C.2.1 Self-Evaluation

Professional Competence: all faculty will complete the appropriate Self-Evaluation Form. Faculty members are expected to provide evidence of professional competence and teaching effectiveness. The following are general criteria that will be used in the self-evaluation:

1. Demonstrates that instructional and non-instructional goals are evaluated for effectiveness.
2. Incorporates results of student evaluation into instructional and non-instructional strategies.
3. Demonstrates knowledge of current teaching or professional methods, materials, and trends in his/her field.
4. Evaluates student learning outcomes to identify strengths and weaknesses and incorporates findings into modifying teaching or non-teaching strategies.
5. Applies current and recent advances from the discipline into teaching and/or delivery services.
6. Demonstrates continued professional growth.
7. Contributes to the institution beyond teaching or delivery of professional services.
8. Contributes to the community beyond teaching or delivery of professional services.

19.C.2.2 Peer Evaluation for Full-Time Faculty

The peer observer will make at least one (1) class visit or visit to the main work setting for non-instructional faculty for at least one contact hour (50 minutes) and provide a copy of the appropriate Observation Form to the faculty member. For their participation, a peer observer can accrue three flex or co-curricular hours.

19.C.2.3 Administrative Evaluation

The supervising administrator will make one or more class visits and/or observation(s) faculty for a term to

comments, will be prepared in a printed, anonymous format.

19.C.2.4.3 It is recommended that the evaluations be completed during the last part of class and at

- Assists in maintaining cleanliness and orderliness of the classroom (or work setting) equipment.
- Responds promptly to administrative requests and deadlines.
- Utilizes a variety of strategies and materials to fulfill their work duties.
- Develops and maintains collegial relationships and communicates effectively with members of college.
- Applies current and recent advances from the discipline into teaching or primary work role.
- Maintains appropriate records and reports.
- Demonstrates continued professional growth through flex, co-curricular, and/or related activities.
- Demonstrates a commitment to the college by participating in college governance.
- Demonstrates a commitment to DEIA competencies.

Non-substantive procedural errors shall not invalidate the evaluation unless the errors are prejudicial errors.

The design of forms and questionnaires for faculty evaluation and tenure review will be created by the Faculty Professional Learning Committee in cooperation with the Administration.