Article X, Faculty Evaluation

Long Beach City College

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D. Probationary Faculty

A. Introduction

A.7. – No member of the tenure review committees shall be a close relative of the evaluatee.

A.8. - Committee must be diverse. Within 30 days of the formation of the committee, the evaluatee has the right to request that the committee be sufficiently diverse.

A.9. – CCA President prohibited from serving unless specifically agreed to by VP of HR
Tenure Review Committee (TRC) Composition

- Probationary Faculty

1. Department Head, Chair (or tenured designee)
2. A tenured department member elected by the department or area in an election conducted by CCA
3. A tenured faculty member appointed by Senate
4. Area dean or dean designated by the area VP
5. The probationary evaluatee
Evaluation Timeline

- By the end of the first week of the semester, Human Resources will distribute a recommended timeline for the committee to follow.

- The TRC may adopt and/or modify the proposed timeline throughout the process as long as all TRC activities (with the exception of the Board of Review) are completed by the last day of the fall semester.
3.c. The Evaluation

3.c – The evaluation shall include:

- The self-evaluation report
- Evaluation of professional competence
- Evaluation of evaluator’s ability and/or adherence to professional responsibilities
- Evaluation of evaluator’s professional activities
- Student Evaluations
3.c.2) – Student Evaluation: E-8, A, B, C, D, E, or F.

- Classroom
  - A member of the TRC meets with the class for the first 20 minutes to conduct the evaluations. The evaluee cannot be present. The member of the TRC that conducts the student evaluations shall deliver the sealed envelope to the TRC chair who will then compile them into a separate document for distribution to the committee.

- Online Classes
  - Sent to registered students, returned to a designated District repository for collection, sent by batch file to the committee chair.
Classroom/Worksite Observation

3.c.3)c) – All members of the Tenure Review Committee shall conduct a worksite/classroom observation for a minimum of 50 minutes

- One scheduled
- One unscheduled
- On additional observation is optional
- Recorded, discussed with the evaluatee, submitted to TRC
Evaluation of Professional Competency

- Classroom/Worksite Observation
- C.1.a-e: Professional Competence
  - Demonstrates professional knowledge in field
  - Communicates ideas, instructions, assignments...clearly, effectively, accurately
  - Use of effective materials and delivery methods
  - Exercises prudent, reasonable, and impartial judgment
  - Plans and organizes work effectively
Evaluation of Professional Responsibilities/Activities

- C.2.a-g: Responsibilities
  - New items
    - b. Develops and utilizes effective pedagogical techniques
    - c. Demonstrates, cultivates, and encourages courtesy, respect, and professionalism in relationships and learning environments with students, colleagues, staff members, and the community
    - d. Adherence to the Institutional Code of Ethics AR 3008
    - f. Accepts and respects differences of opinion…
Evaluation of Professional Responsibilities/Activities

- C.3.a-d: Activities
  - Participates in and completes college service hours
  - TRC shall confer with the evaluatee’s area dean/admin. supervisor to evaluate the evaluatee’s ability to meet his/her professional responsibilities (no info can be given that the evaluatee has not been previously advised of)
    - Timely submission of grades
    - Being present for scheduled hours of duty (including office hours)
Evaluation of Professional Responsibilities (Cont.)

- Teaching Faculty
  - Evidence that written/critical thinking assignments are required, as set forth in course outline
  - Submission of syllabus for each course
    - Faculty contact info and office hours
    - Relevant course information
    - Grading standards
    - Attendance policy
    - TBA compliance (if applicable)
    - Description of means by which the course is taught (lecture, laboratory, outside assignments, etc.)
Overall Assessment

- The evaluator’s assessment shall be an overall assessment and may include other items/issues not specifically addressed in the Evaluation Article as long as the evaluator deems the item/issue critical to the professional competency, expectations, and responsibilities of being a faculty member at Long Beach City College. A written statement would be required to include other items/issues and must be attached to his/her E-5 form.
Final Assessment
E-5

- Probationary faculty
  - Each voting member of the TRC shall determine an overall rating for the evaluatee of:
    - Satisfactory (3)
    - Needs Improvement (2)
    - Unsatisfactory (1)
3.e. Procedure for “Needs Improvement” or “Unsatisfactory” Evaluation

3.e.2) – an “Unsatisfactory” evaluation shall be grounds for an immediate recommendation for non-renewal of employment in the first, second, or fourth year of probationary service. In addition, a “Needs Improvement” evaluation in the fourth year of employment shall be grounds for an immediate recommendation for non-renewal of employment.
D.5 - Board of Review

D.5.a. – If the overall rating on Appendix E-6 and E-7 at any time during the tenure review process is less than “Satisfactory”, the Chair of the Tenure Review Committee shall immediately advise the evaluatee and the VP of Human Resources of the need for a Board of Review.
D.5 - Board of Review

- D.5.c. – the Board of Review has the responsibility to review the tenure review process. It shall determine whether the tenure review process was carried out in accordance with the procedures outlined in this article and does not substitute its judgment for the Tenure Review Committee. In this regard, the Board of Review makes no judgment on the merits of the evaluation.
D.6.b. Tenure Denial

- D.6.b.1) – the Board of Trustees may deny tenure to probationary faculty members after consideration of the recommendations of the Tenure Review Committee, the findings of the Board of Review and the recommendations of the Superintendent-President.

- D.6.b.2) - Should the probationary faculty member be served with a Notice of Non-Renewal, then the probationary faculty member shall have 20 calendar days to file a request for a hearing in the office of the VP of Human Resources.

- D.6.b.3) – If a hearing is requested by the probationary faculty member, the VP of Human Resources shall notify the CCA President personally of this date, time and place of the hearing, confirmed in writing at least five calendar days in advance of the hearing.
Tenured Faculty Evaluation

- E.1.a. – Tenured faculty members evaluated at least once every three years.
- E.1.b. – When a probationary faculty member becomes tenured, that faculty member will be scheduled for their next evaluation in the second full year following the probationary period.
- E.1.d. – If a tenured faculty member is not evaluated in a given year the faculty member’s evaluation shall be continued and completed in the following academic year.
The Evaluation Team (E.3.)

- The evaluatee (non-voting)
- Evaluation Team Chair – the *tenured* department head of the faculty member’s area
- One tenured evaluator in the evaluatee’s department selected by the Academic Senate.
- One tenured evaluator in the evaluatee’s department or area of specialization selected by the CCA President.
Duties of the Evaluation Team
(E.6.a.)

The evaluation of tenured faculty will include:

- Appendix E-9: Tenured Faculty Evaluation Checklist
- Appendix E-10: Self-Evaluation Report: Tenured Faculty
- Appendix E-11: Peer Observation Report (REQUIRED)
- Appendix E-12: Faculty Response to Student Evaluation
- Dean’s job-related written evaluation comments, when provided
- Appendix E-13: Committee Member Evaluation Worksheet
- Appendix E-14: Annual Evaluation Report for Tenured Faculty

The evaluation forms are provided in this Agreement beginning at Appendix E-9 and will be available online through the Human Resources intranet.
(E.5.b. d. & f.)

- The Evaluation Team shall conduct a meeting with the evaluee for the purpose of discussing the evaluation process and procedures, and reviewing Appendices E-9 through E-14.
- All meetings of the Evaluation Team shall include the evaluee.
- Each member of the Evaluation Team shall individually determine an overall rating on Appendix E-13 for the evaluee on a three-point scale prior to the Annual Evaluation Conference.
  - Satisfactory (3)
  - Needs Improvement (2)
  - Unsatisfactory (1)
E.7.a. - The student evaluation process of tenured faculty member(s) shall be initiated every three (3) years during the evaluation cycle for all scheduled sections. Student evaluations will be considered as a part of the process for evaluating tenured faculty members. (See contract for procedure.)
By May 22nd, the Evaluation Team will meet with the evaluee to conduct the Annual Evaluation Conference and complete the Annual Evaluation Report.

- E.8.a. The Evaluation Team will receive input from the evaluee and discuss Appendix E-10 through Appendix E-13, the student evaluations and the “Dean’s job-related written evaluation comments”, when provided.

- E.8.b. The Evaluation Team Chair will tally the ratings on each Appendix E-13, dividing the total number of points by the number of Evaluation Team members (excluding the faculty member evaluated) in order to determine the final rating on the Annual Evaluation Report (Appendix E-14).
E.9.a. - If the “Final Rating” is “Satisfactory”, no other meeting is necessary.

E.9.b. - “Unsatisfactory” and “Needs Improvement” ratings require written substantiation. If the evaluatee receives a “Needs Improvement” or an “Unsatisfactory” evaluation, he/she may have a CCA-LBCC representative present at any Evaluation Team meetings concerning his/her current evaluation or re-evaluation if he/she chooses. The role of the CCA-LBCC representative shall be limited to ensuring that the procedures regarding the evaluation process outlined in this Agreement be followed, and that due process be awarded the evaluatee.
E.9.c. - When a faculty member receives a “Needs Improvement” evaluation, the Evaluation Team (in consultation with the evaluee) shall prepare a plan for improvement. The plan must have identifiable objectives and include the timelines within which each objective is to be achieved. The plan will be appended to the final evaluation report and will be used as part of the next regular evaluation of the faculty member. Determination by the Evaluation Team, by majority vote, that the improvement plan has not been satisfactorily implemented within the established timelines shall be grounds for an unsatisfactory evaluation. If a faculty member receives a “Needs Improvement” evaluation, he/she may have a CCA-LBCC representative present at any future Evaluation Team meetings concerning his/her current or next regular evaluation if he/she chooses. The role of this CCA-LBCC representative shall be limited to ensuring that the procedures regarding the evaluation process outlined in this Agreement are followed and that due process be awarded the evaluee. Faculty members who have received a “Needs Improvement” evaluation shall have their next regular evaluation in one (1) year. The Evaluation Team shall remain the same if at all possible.
Evaluation Ratings (E.9)

- **E.9.d.** - If a majority of the Evaluation Team agrees upon a final rating of “Unsatisfactory” at the conclusion of the evaluation process, the Evaluation Team shall immediately advise the evaluatee and the Chief Human Resources Officer of the need for a Board of Review (X.F). (See contract for procedure.)

- **E.9.e.** - The original completed E-9, E-10 and E-14 forms shall be submitted to the Human Resources Department for inclusion in the evaluatee’s personnel file, as well as the completed student evaluation forms, if requested by the evaluatee. The evaluatee shall have the opportunity to respond within ten (10) working days to the Annual Evaluation Report. This response shall be attached to the Annual Evaluation Report and placed in the evaluatee’s personnel file. Copies of all evaluation materials, documentation, reports, and recommendations that are forwarded to the Vice President of Human Resources shall be given to the evaluatee.
F.3.b. - If the Board of Review finds that the evaluation or re-evaluation was conducted in accordance with the procedures outlined in this Article, one of the following shall occur:

1) In the case of an “annual evaluation”, the re-evaluation shall be conducted the following semester.

2) In the case of a “re-evaluation”, the Chief Human Resources Officer shall forward all findings, recommendations, statements, and reports prepared by the Evaluation Team, the re-evaluation team, and the findings of both Boards of Review, to the Superintendent-President. Copies of these materials shall be given to the evalee immediately and copies shall be retained in the files of the Human Resources Office.
Process for Unsatisfactory Rating (G)

- G.1.- Whenever the Evaluation Team reports a “Final Rating” of “Unsatisfactory” on the Annual Evaluation Report for Tenured Faculty (Appendix E-14) and the Board of Review has found that the evaluation was conducted in accordance with the procedures outlined in this Article, the re-evaluation process shall be implemented in the following fall semester. The purpose of the re-evaluation process is for the Evaluation Team in consultation with the evaluee to develop and implement a plan for improvement in the area or areas of deficiency noted by the Evaluation Team, to assist the evaluee to make improvements, and to evaluate the evaluee’s performance under the plan. This process requires the formation of a re-evaluation team.

- G.2. - The re-evaluation team is an augmented evaluation team, chaired by the appropriate dean. In order to form this team there will be immediate selection of two (2) additional tenured faculty members from the evaluee’s department or area of specialization to serve as advisors to the evaluee. One of the advisors shall be selected by the Academic Senate and the other by his/her department chair.

- See Contract for the full procedure on re-evaluation.
The End

- H. - Article X, Evaluation, is not subject to the Grievance Procedure as outlined in Article V.