

ARTICLE 8 EVALUATION OF UNIT MEMBERS

8.1 General

- 8.1.1** All information is confidential.
- 8.1.2** A pre-evaluation meeting is encouraged but not required.
- 8.1.3** The substance of the evaluation is not subject to grievance, but the evaluation process is.
- 8.1.4** The evaluation team shall consist of two of the three following classifications of employee: appropriate area Vice President, the appropriate Dean, or designated full-time tenured faculty member from the same or a related discipline as the unit member.
- 8.1.5** Each semester the area Dean will forward a list of names of the unit members to be evaluated and the names of the evaluators for each unit member to the office of the area Vice President. Unit members to be evaluated shall be notified at the same time. If one of the evaluators is a full-time faculty member, the unit member shall have one opportunity to reject the selected full timer on the evaluation team.
- 8.1.6** Unit members shall be evaluated during the initial semester of employment and at least once every three years thereafter.
- 8.1.7** If there is a break in service of two academic years, the unit member will be evaluated within the first year of re-employment.

8.2 Evaluation Procedure

- 8.2.1** The content of the forms to be used in the classroom observations shall be appended to this agreement as Exhibit C. Additional ingredients and objectives of the evaluation and the time for the post-evaluation conference may be set at a pre-evaluation conference.
- 8.2.2** If the pre-evaluation conference is requested, the unit member and evaluator must fill out a pre-evaluation form (Exhibit C).
- 8.2.3** The classroom observation will take place within 25 days of the pre-evaluation conference or of the mutual agreement referred to in 8.2.1 above.
- 8.2.4** The length of the classroom observation is to be no less than one 50-minute period but may be lengthened at the discretion of the evaluator. Each evaluator shall conduct one classroom observation in the semester of evaluation. There may be two classroom observations in a semester if an additional observation is mutually agreed to by the unit member and the evaluator(s)

- 8.2.5** The evaluator must complete all forms during or immediately following the classroom observation; notes may be taken during the visit.
- 8.2.6** The evaluator must discuss the evaluation results with the unit member at a post-evaluation conference, which must be held within twenty (20) workdays of the classroom observation.
- 8.2.7** The purpose of the post-evaluation conference shall be for the evaluators and the unit member to review the results of the observation visit(s), to identify and communicate the strengths and weaknesses of the unit member, and to identify and communicate any areas that may be in need of improvement.
- 8.2.8** A copy of the final, signed evaluation forms shall be given to the (part-time teaching) unit member and the original evaluation form will be placed in the unit member's personnel file by 2 weeks prior to the end of the term. The deadline may be extended by mutual consent of the unit member and the evaluator.
- 8.2.9** The District shall supply the student evaluation forms (the same forms used for full-time faculty) which are available on the District website (Attachment C).
- 8.2.10** Student evaluation procedures shall mirror the full-time faculty collective bargaining agreement.
- 8.2.11** In the event the evaluation recommends improvement, no later than 10 days after the post-evaluation conference, the evaluated unit member shall respond in writing to the recommendations. The response shall be filed with the appropriate administrator and also attached to the evaluation paperwork.
- 8.2.12** The evaluators and the unit member shall develop a written plan specifying the requirements for improvement of performance and follow-up. A follow-up evaluation shall be conducted by the same evaluator(s) in the subsequent semester and the unit member drops to the bottom of the seniority list and can only select one (1) class during the semester.
- 8.2.13** If a follow-up evaluation is conducted per 8.1.12 which results in a performance evaluation (Appendix E or F) which is 75% or more rated "less than competent" the unit member will lose their seniority date for scheduling purposes.

The unit member will be reevaluated in each semester they work. Once the Unit Member achieves an evaluation which is more than 75% "less than competent" the original seniority date will be reinstated. If the Unit Member receives two (2) consecutive semesters of 75% "less than competent" evaluations the District will not rehire the Unit Member.