

Cycle for Evaluation - Regular, Tenure-track, and Temporary Faculty

7.2 Regular, tenure-track, and temporary faculty shall be evaluated pursuant to paragraphs 7.2 through 7.12 inclusive, at least once every three (3) academic years. Temporary faculty shall be evaluated as set forth in paragraphs 7.2 through 7.7, inclusive (and may be evaluated as set forth in paragraphs 7.8 through 7.12, inclusive), at least once each semester during the first two (2) semesters of service. Temporary faculty who has two (2) or more semesters' service will be evaluated at least once every three (3) years. Full-time temporary faculty shall be evaluated at least once during each semester of service.

Beginning Fall 2016 regular, tenure-track, and temporary faculty will have all courses evaluated on a rotating cycle pursuant to paragraph 7.2. Regular and tenure-track faculty teaching more than one (1) Distance Education (DE) or Hybrid course must have at least one (1) of their online courses evaluated as part of every evaluation cycle on a rotating basis. Regular, tenure-track, and temporary faculty teaching one (1) DE/Hybrid course will have that course evaluated at least every other evaluation cycle.

7.2.1 The District shall compile a list of faculty members to be evaluated during the current academic year.

7.2.2 The evaluation of faculty members who are scheduled for an evaluation during a given academic year shall be conducted in either the Fall or Spring semester of that year as determined by the appropriate manager.

7.2.3 The final evaluation report with accompanying documents shall be reviewed by the evaluator and the faculty member prior to the beginning of the winter recess for Fall semester evaluations, or May 15 for Spring semester evaluations. See Appendix G for evaluation component deadlines.

7.2.4 The completed evaluation shall be forwarded to the Human Resources Office after the evaluation process is completed by the end of the 18th week of the semester (any exceptions will need to be agreed upon by CCFT and Human Resources) and shall include:

- The Faculty Self Evaluation form (which serves as the cover for the evaluation packet);
- The Dean/Manager Evaluation form;
- The peer and student evaluation forms;
- Plan for Improvement form, if any;
- A written statement of response from the faculty member, if any provided, and the statement is submitted within 10 days of receipt of the completed management evaluation.

7.2.5 The evaluation process for the academic year (semester for temporary faculty) is considered complete unless the overall evaluation rating is Needs to Improve or Unsatisfactory; there is a required improvement documented on the Plan for Improvement form, or a procedural deficiency is noted by the appropriate manager.

Peer Review Process

7.3 The peer review process is comprised of three (3) operating modes, standard peer review, tenure-track peer review, and expanded peer review. The standard mode shall be utilized following the awarding of tenure for regular faculty and following the second evaluation of temporary faculty, except as set forth in section 7.12.1. No faculty member can evaluate his or her evaluator from the immediately preceding evaluation cycle. The expanded mode shall be utilized during the first two evaluations for temporary faculty. The tenure-track peer review mode which is utilized during the tenure process is set forth in section 7.14, inclusive.