

- 6.27.2.1 The Committee shall recommend that the Superintendent/President and Cabinet either grant or deny the request based on the circumstances set forth in the request for cancellation. If the Committee determines that the objectives of the original proposal have been completed in one semester, the Committee shall recommend that the request be granted.
 - 6.27.2.2 If the second semester is canceled, that portion of the leave is forfeited and the faculty member forfeits the right to the differential in compensation.
- 6.28 Within 30 days after the start of the semester following the completion of the leave, the faculty member must file a report of sabbatical leave activities with the Committee to verify that the program has been satisfactorily carried out.
- 6.28.1 The Committee will forward the report to the Superintendent/President for distribution to the Board of Trustees. A copy will be placed in the Library.
 - 6.28.2 The recipient will make an oral presentation to the Board of Trustees and an oral presentation either as a staff development activity and/or to the faculty member's division or service area.

ARTICLE 7 EVALUATION PROCEDURES AND TENURE REVIEW PROCESS

Management of the Evaluation Process

- 7.1 The Vice President, Dean, or Director manages the evaluation process for faculty, including peer review and administrative components, pursuant to the provisions of this Article. The Division Chair (designee) facilitates the coordination of the peer review process, including self and student components. For the purposes of this Article, the term designee shall mean the faculty designee of the appropriate manager if there is no Division Chair or the designee of the Division Chair. The designee shall be a tenured faculty member within the division if possible. If there is no tenured faculty in the division, the appropriate manager or Division Chair shall appoint a tenured faculty member from another division. Courses taught in the Distance Education (DE) or Hybrid modality will be included in the regular evaluation cycle. An additional faculty member, who teaches in the DE modality, not from the same division, may be added to the peer evaluation team upon mutual agreement. (The mutual agreement is regarding whether to add an additional person selected by the faculty member being evaluated.) The philosophy that guides the evaluation of faculty is contained in Board Policy 3006, "Professional Standards for Faculty of Cuesta College." The philosophy that guides the evaluation and granting of tenure for contract (probationary) faculty and for the evaluation of full-time temporary faculty is contained in Board Policy 3095: Tenure Policy for Academic Personnel.

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.
 - 7.3.1 The peer review committee chair shall be designated by the Division Chair (designee). For tenured faculty, peer review committee members shall be tenured faculty who are appointed from within the subject area. If committee positions cannot be filled from within the subject area, appointments should be from within the division. If there is no tenured faculty in the subject area or division, tenured faculty from another division shall be utilized. For temporary faculty, contract (probationary) faculty from within the division may be selected.

- 7.3.2 The standard peer review structure is comprised of one regular faculty member who is selected by mutual agreement between the Division Chair (designee) and the faculty member who is being evaluated. The Division Chair (designee) may serve in this capacity.
- 7.3.3 The expanded peer review committee is composed of two regular faculty members, pursuant to section 7.3.1.. The first member is selected by the Division Chair (designee). The first member may be the Division Chair (designee) if agreeable with the faculty member who is being evaluated. The second member is selected by mutual agreement between the Division Chair (designee) and the faculty member who is being evaluated.
- 7.4 The committee chair is responsible for implementation of all components of the peer review process. A pre-evaluation conference shall be held between the peer review committee and the faculty member being evaluated by the end of the 6th week of the semester. See Appendix G for evaluation component deadlines. Items to be addressed in the pre-conference will include:
- Identification of the objectives of the peer review process.
 - Review of District-wide performance requirements such as committee participation, professional activities, and leadership experiences.
 - Selection by the person to be evaluated of one of the following peer review observation patterns: (a) schedule a specific hour or hours for the peer review visitation, or (b) schedule a one-week period for "drop in" visits or (c) identify the DE/Hybrid course for asynchronous peer review, determine the process for the committee to gain access to the course, the duration of access, and the process for an orientation to the course by the faculty member undergoing evaluation.
 - Review of the current and applicable evaluation instruments, in the following instructional or service area:
 - (a) Instructional Faculty:
 - (i) Peer Evaluation Form
 - (ii) Student Evaluation Form (in either Classroom/Lab or DE/Hybrid modality)
 - (iii) Visitation Form
 - (iv) Plan for Improvement, if applicable
 - (b) Service Faculty:
 - (i) Peer evaluation forms for Counseling, DSPS, Health Services, Library, and Student Development
 - (ii) Student evaluation for Counseling, DSPS, Health Services, Library, and Student Development
 - (c) Self-Evaluation form (the final draft to be submitted to the committee at least five (5) working days prior to the peer post-evaluation meeting).
 - Selection by mutual agreement of the peer and student evaluation forms as listed above. Specific evidence that shall be used by the peer evaluator(s) and the Division Chair (or Manager's faculty designee where there is no Division Chair) is indicated on the current evaluation forms.
 - Establishment of a schedule of follow-up meetings and/or a post evaluation conference. See Appendix G for evaluation component deadlines.
- 7.5 The time and the date of the actual peer review evaluation visit or visits, and administration of student evaluations, will be scheduled by the committee chair during the pre-evaluation conference. Each member of the peer review committee will visit a different class session or service area function. The visitation period will be at least 50 minutes for a course offered in a Classroom/Lab or synchronous DE/Hybrid mode. For asynchronous DE/Hybrid courses, the duration of the evaluation period will be agreed upon in the pre-evaluation meeting and will include a review of content comparable to that of one 50-minute classroom/lab visit.

- 7.6 Student evaluations of teaching faculty in the standard peer review mode will be completed in one class section. Student evaluations of teaching faculty in the expanded peer review mode will be completed on the two class sections (two class sections per semester for contract faculty) mutually agreed to by the faculty member and the peer review committee. Student evaluations for DE/Hybrid courses will be made available to students via an anonymous on-line survey link administered by the Assistant Superintendent/Vice President Academic Affairs Office. Evaluations for non-teaching faculty will be based on the appropriate evaluation form.
- 7.6.1 Student evaluations will be administered according to Appendix G. For face-to-face courses, they may not be administered during the 50-minute peer review visitation period, but may be administered before or after the 50-minute period, if the class period is scheduled for 1.5 hours or more. For DE/Hybrid courses, the date of the release of the survey link will be agreed upon between the Instructor being evaluated and the evaluators and will be available for two (2) weeks.
- 7.7 The post-evaluation conference shall communicate the peer review committee's assessment and evaluation of the faculty member who is being evaluated. The faculty member who is being evaluated shall be provided a copy of the peer review committee's written evaluation.
- 7.7.1 The completed written peer evaluation form, signed by the faculty member being evaluated, will be transmitted, along with the self-evaluation and student evaluations, to the appropriate manager for use in the management evaluation process. See Appendix G for evaluation component deadlines.
- 7.7.2 The faculty member may attach a written response to the peer review committee's evaluation provided it is submitted within ten (10) days of receipt of the completed peer evaluation.

Management Evaluation Component

- 7.8 Management evaluations shall be conducted for regular faculty in the evaluation cycle for the academic year (semester for temporary faculty) and shall include the results of the peer review committee process. Management evaluations may be conducted for either Classroom/Lab or DE/Hybrid courses pursuant to section 7.2. See Appendix G for evaluation component deadlines.
- 7.8.1 Any unremediated elements of previous evaluations must be cited by the manager in completing the management evaluation process.
- 7.8.2 Management evaluation of temporary faculty will be conducted as deemed necessary by the District, as set forth in paragraph 7.2 inclusive. Full-time temporary faculty shall be subject to management evaluation each semester.
- 7.8.3 The composition of the management evaluation team shall be determined by the District.
- 7.9 The appropriate manager shall schedule a pre-evaluation conference. Areas to be addressed in the pre-conference include:
- 7.9.1 For teaching faculty: (a) Job performance related to classroom instruction, including subject matter competence, course content, DE/Hybrid modality best practices, if a DE course is being evaluated, and subject matter presentation. (b) Job performance in lab, activity, clinical, or studio instruction, including subject matter and skills competence. (c) Responsibilities to students. (d) Responsibilities to discipline and division or service area, and participatory governance (for full-time faculty). (e) Items to be included in the self-evaluation. (f) Plan for or progress toward improvement (when applicable).
- 7.9.2 For non-teaching faculty: Those items covered in the duties and responsibilities for the position set forth in the job description and on the evaluation form as well as items (c), (d), (e), and (f) of paragraph 7.9.1.
- 7.10 The time and date of the observation visit will be scheduled by the appropriate manager during the pre-evaluation conference. If the course to be observed is in the DE/Hybrid mode, access to the course shall be made available to the manager pursuant to section 7.5. The manager and faculty

member will attempt to reach mutual agreement as to the date. If there is no agreement, the faculty member will receive notification at least one week in advance of the visitation date and/or the conditions under which the instructor will make the DE course available to the manager consistent with section 7.5.

- 7.11 The post-evaluation conference will consist of reviewing the peer review committee evaluation, student evaluations, the self-evaluation, and the manager's findings based upon paragraphs 7.9.1 or 7.9.2, the manager's assessment of student success, and the establishment of goals to improve performance (when applicable). The completed management evaluation form shall be signed by the faculty member who is being evaluated and by the appropriate manager.

Evaluation Review and Follow-up

- 7.12 A faculty member will be subject to an off-cycle evaluation review and follow-up (off-cycle evaluation) if the Overall Assessment of Performance as reported on the Peer Evaluation form or the Dean/Director Evaluation form was Needs to Improve or Unsatisfactory.

7.12.1 If a faculty member's overall Assessment of Performance as reported on the Peer Evaluation form or the Dean/Director Evaluation form is Needs to Improve or Unsatisfactory, the appropriate manager, following consultation with the peer review committee chair, shall meet with the faculty member to clarify problem areas and complete the Plan for Improvement form. In addition, the appropriate Vice President will be informed.

7.12.1.1 An evaluation of the progress being made by the faculty member to resolve the Needs to Improve or Unsatisfactory areas of performance, as noted on the Plan for Improvement form, shall be conducted by the peer review committee and the appropriate manager. Off-cycle evaluations shall be limited in scope to those sections on the Peer Evaluation form or the Dean/Director evaluation form which are identified as Needs to Improve or Unsatisfactory, and as noted on the Plan for Improvement form.

7.12.1.2 Appropriate evaluation procedures will be utilized until it is determined that satisfactory resolution has been achieved or an action pursuant to Education Code section 87660 et seq. and/or section 87730 et seq. is instituted.

7.12.2 Nothing in this Article precludes the responsible managers from initiating a complete evaluation cycle at times other than as stated and as frequently as deemed necessary, as long as the appropriate procedures of this Article are followed.

7.12.2.1 If an off-cycle evaluation is initiated for a reason other than as provided in paragraph 7.12.1, inclusive, the faculty member shall be informed in writing of the reason or reasons which shall not be arbitrary or capricious.

7.12.3 An off-cycle evaluation for temporary faculty shall utilize a three-member peer review team. The Peer Review team for temporary faculty will be selected in the following manner. The first member will be selected by the Division Chair (designee). The second will be selected by the faculty member who is being evaluated. The third member will be selected by mutual agreement of the Division Chair (designee) and the faculty member who is being evaluated.

7.12.4 An off-cycle evaluation Peer Review team for tenure track faculty will be the Division Tenure Committee and the third member will be selected by mutual agreement of the Division Chair (designee) and the faculty member who is being evaluated.

7.12.5 An off-cycle evaluation team for tenured faculty will consist of the most recent peer evaluator, and the manager. A third member will be selected by the faculty member who is being evaluated. If the most recent peer evaluator does not wish to serve, or if the faculty member requests, the manager will choose a replacement.

Evaluation of All Reassigned Time Functions

- 7.13 The appropriate Dean of Academic Affairs manages and coordinates the evaluation of that portion of a faculty member's assignment which is designated as reassigned time in the position of Division Chair, or North County Cluster Coordinator. The appropriate Director manages and coordinates the evaluation of that portion of a faculty member's assignment which is designated as reassigned time in the position of Assistant Director. The evaluation of a faculty member's reassigned time functions is separate from the evaluation of the faculty member's teaching or service duties.
- 7.13.1 Evaluations of four-year positions shall be conducted during the second and fifth semesters of the term of office. Evaluations of two-year positions shall be conducted during the second semester of the first year of the term.
- 7.13.2 The evaluation team for each position shall be composed as follows:
- 7.13.2.1 For Division Chair the team shall consist of the appropriate Dean, who shall serve as chair, one full-time tenured faculty member of the division, and one classified staff member of the division.
- 7.13.2.2 For North County Cluster Coordinator, the team shall consist of the Cluster Dean, who shall serve as chair, Dean of the North County Campus and South County Center (for North County Campus Cluster Coordinators); two Cluster Division Chairs, one selected by the Cluster Coordinator and one selected by the Cluster Dean, and a full-time tenured faculty member of the Cluster who is assigned to the North County Campus at least two days per week.
- If no full-time faculty member of the Cluster is assigned to the North County Campus at least two days per week, then a full-time or part-time faculty member within the Cluster who has taught at the North County Campus since the last evaluation of the Cluster Coordinator may serve on the team, subject to the agreement of the Cluster Coordinator being evaluated.
- 7.13.2.3 For Assistant Director, the team shall consist of the Director, who shall serve as chair, the appropriate Vice President or designee, and a full-time tenured faculty member of the division.
- 7.13.2.4 The faculty member shall be designated by the full-time faculty of the division. If there is no full-time tenured faculty member in the division, the Dean (Director) shall appoint a full-time tenured faculty member from another division.
- 7.13.3 The evaluation shall be made on the basis of the areas set forth on the evaluation form for the respective position, a self-evaluation, as well as the following:
- 7.13.3.1 For Division Chair, evaluations submitted by regular and temporary faculty members of the division, evaluations submitted by classified staff members of the division, an administrative evaluation made by the Dean.
- 7.13.3.2 For North County Cluster Coordinator, evaluations submitted by regular and temporary faculty who work in the area under the supervision of the Coordinator, an evaluation made by the Cluster, Division Chair, and an administrative evaluation made by the Cluster Dean, and the Dean of the North County Campus and South County Center (for the North County Campus Cluster Coordinator).
- All regular or temporary faculty within the Cluster Coordinator's cluster who have taught at the North County Campus since the Cluster Coordinator's last evaluation shall be invited to participate in the Cluster Coordinator's evaluation.

- 7.13.3.3 For Assistant Director, evaluations submitted by regular and temporary faculty who work in the area under the supervision of the Assistant Director, an administrative evaluation made by the Director, and an administrative evaluation made by the Vice President or designee.
- 7.13.4 The post-evaluation conference will review the items referenced in section 7.13.3 inclusive including commendatory statements and any concerns and/or problem areas that have been identified. In addition, there will be a discussion of suggestions for improving problem areas (if any), objectives for the next one or two years (as applicable) in the areas of professional development, management of the division or department (as outlined in the position description), leadership in program development, and areas in which suggestions for improvement have been noted.
 - 7.13.4.1 The Dean (Director) shall prepare a written summary and evaluation following the post-evaluation conference. The evaluation shall include major items discussed, conclusions reached, and objectives established. A minority report may be submitted. Each member of the evaluation team shall sign either the final evaluation or the minority report. The Division Chairs, North County Cluster Coordinator, or Assistant Director shall sign the evaluation and may submit a response.
 - 7.13.4.2 If the evaluation report contains one or more ratings of needs improvement or unsatisfactory performance, the Division Chair, North County Cluster Coordinator, or Assistant Director shall meet with the Dean (Director) and Vice President, Academic Affairs to develop a plan for resolution. The evaluation cycle will be repeated in the following semester.
 - 7.13.4.3 If, as a result of the subsequent evaluation, the conclusion of the evaluation team is that the needs improvement or unsatisfactory performance has not been resolved, a Division Chair shall be relieved of the position at the end of the current academic year. A North County Cluster Coordinator, or Assistant Director shall be relieved of the position at the end of the semester of service.

Tenure Review Process

- 7.14 The tenure review process includes a performance evaluation component (self-evaluation, the peer evaluation, student evaluations, the manager evaluation, and a self-maintained file) and a review/recommendation component. The peer review process is described in sections 7.3 through 7.7. The management evaluation shall include the results of the peer review committee process. The review/recommendation component is conducted by a Joint Tenure Review Committee ("JTRC"). The JTRC consists of two elements, the Division Tenure Committee ("DTC") and the Institutional Tenure Review Committee ("ITRC").
 - 7.14.1 The DTC functions as the peer review committee in the evaluation of the contract faculty member who is being considered for tenure and makes appropriate recommendations to the ITRC or the JTRC.
 - 7.14.1.1 The DTC shall consist of two faculty members. The first member is appointed by the Division Chair (or the appropriate manager, if there is no Chair). The second member is appointed by the contract faculty member after consultation with the Division Chair (manager) and the first member. (If the Division Chair is a contract faculty member, the first member is appointed by the Academic Senate President (designee) following consultation with the division faculty.)

- 7.14.1.2 DTC members shall be tenured faculty unless the contract faculty member, the Division Chair, and the chair of the ITRC mutually agree to the appointment of a contract faculty member.
- 7.14.1.3 A vacancy on the DTC shall be filled on the same basis as the initial appointment of the DTC member who vacated the position. Except as set forth in section 7.14.1.4, DTC members shall serve for the entire tenure review process.
- 7.14.1.4 The contract faculty member may appoint a replacement for the second member of the DTC in the second or third contract year (but not both). The appointment must be made prior to October 1 of the second or third contract year. The Division Chair and the Vice President, Academic Affairs shall be informed of the replacement in writing not later than October 1 of the year in which the replacement is appointed.
- 7.14.1.5 Decisions and recommendations of the DTC shall be determined by mutual agreement of the members. If there is no mutual agreement, the tiebreaker shall be the Division Chair. If there is no mutual agreement and the Division Chair is a DTC member, the tiebreaker shall be a tenured faculty member who is chosen by majority vote of the division's tenured faculty.
- 7.14.1.6 The DTC may recommend that a contract faculty member be considered for early tenure as provided by sections 7.17.1(a) or 7.18.2(a). In order to receive consideration, each of the criteria of this section must be satisfied.
- The contract faculty member must have been tenured at another College or University or must have eight years (16 semesters) of service as a temporary faculty member in the District.
 - The contract faculty member must have a history of overall "excellent" ratings on the peer evaluations in the District.
 - The contract faculty member's most current peer evaluation must have an overall evaluation rating of "excellent."
 - The current student evaluations must be above the division mean.
- 7.14.2 The ITRC functions as a reviewing body during the contract faculty member's first, second, and third contract years when the DTC recommends that the District enter into a second or third contract or that the District grants tenure at the end of the third contract as provided in Education Code sections 87608 and 87608.5.
- 7.14.2.1 The ITRC shall consist of five members who are appointed on a college-wide basis. Three of the members are tenured faculty appointed by the Academic Senate President, but shall not be from the same division. Two of the members are management employees appointed by the Superintendent/ President. The Academic Senate President may serve as an ITRC member. The ITRC chair shall be designated by the Academic Senate President following consultation with the Superintendent/President.
- 7.14.2.2 ITRC members shall serve staggered three-year terms. The ITRC chair may serve an additional year in an ex-officio capacity. A vacancy on the ITRC shall be filled on the same basis as the initial appointment of the ITRC member who vacated the position.
- 7.14.2.3 Decisions and recommendations of the ITRC shall be determined by majority vote, although consensus is desirable. If a decision and

recommendation made by the ITRC is contrary to the recommendation of the DTC, the matter shall be forwarded to the JTRC for resolution.

- 7.14.2.4 A vacancy may occur on the Institutional Tenure Committee when a person is unable to serve. A vacancy also occurs when an ITRC member is identified as having both an appointment on the ITRC and on the DTC of a contract faculty member. The Academic Senate President will fill a faculty vacancy or vacancies by appointing regular faculty member(s) or him/herself as specified in the District-CCFT Agreement, section 7.14.2.2 to serve as substitute(s) as needed on the ITRC. The Superintendent/President will fill a management vacancy or vacancies by appointing management member(s) as specified in the District-CCFT Agreement, section 7.14.2.1 to serve as a substitute(s) as needed on the ITRC.
- 7.14.3 The JTRC functions as a dispute resolution forum if there is no agreement between the DTC and the ITRC regarding a DTC recommendation that the District enter into a contract faculty member's second or third contract or a DTC recommendation that the District employ a contract faculty member as a regular (tenured) faculty member for all subsequent academic years, as provided in Education Code sections 87608 and 87608.5. The JTRC also acts as a reviewing body during the contract faculty member's first contract and second contract if the DTC recommends that the District not enter into a second or third contract. Finally, the JTRC is responsible for making a recommendation during the period of the third contract that the District, pursuant to Education Code section 87609, either grant tenure or terminate the contract faculty member. The ITRC chair shall chair the JTRC.
- 7.14.3.1 Consistent with the provisions of this Article, the JTRC chair is responsible for coordination and communication with each DTC chair, establishing the agenda and conducting JTRC meetings, and communicating JTRC recommendations.
- 7.14.3.2 Decisions and recommendations made by the JTRC shall be determined by majority vote, although consensus is desirable. If a JTRC vote ends in a tie and the deadlock cannot be broken, a majority vote of the DTC shall break the tie and shall constitute the final decision and recommendation of the JTRC.

Calendar for Evaluation - Contract (Probationary) Faculty

- 7.15 Contract faculty are employed by the District pursuant to Education Code sections 87605, 87608(b), or 87608.5(b); first and second contracts are for a period of one academic year; a third contract is for a period of two academic years. Each contract faculty member who is being considered for tenure shall be evaluated on the following schedule:
 - 7.15.1 Appointments to the contract faculty member's DTC should be made by the fourth-week of the first semester of employment.
 - 7.15.2 The class sections, service area, or service function to be evaluated should be designated by the sixth-week of the first semester of employment.
 - 7.15.3 The preliminary semester evaluation (including peer, student, and management components) is conducted by the DTC between the appointment of the DTC and the 14th week of instruction. By the end of the 10th week of instruction, contract faculty member's self-maintained file shall be submitted to the DTC. Prior to the end of the 14th week of

instruction, the preliminary semester evaluation should be completed and submitted to the contract faculty member for review and comment.

- 7.15.4 Within the two calendar-week period (no later than the end of the 16th week of instruction) following the submission of the DTC's preliminary evaluation, the contract faculty member may respond to the DTC chair. The response may include a request for additions, deletions, or both.
- 7.15.5 Within one calendar week of the contract faculty member's response to the DTC Chair (and no later than the end of the 17th week of instruction), the DTC shall submit a final evaluation for the semester with a recommendation to the ITRC or JTRC, as applicable. The ITRC or JTRC should make a decision regarding the DTC's recommendation by the end of the semester of submission of the DTC's final evaluation and recommendation.
- 7.15.6 The final evaluation of each contract faculty member, including the recommendation from the ITRC or JTRC shall be transmitted to the Superintendent/President for presentation to the Board of Trustees.
- 7.15.7 If the recommendation of the ITRC or JTRC is that the District not enter into a subsequent contract as provided by Education Code sections 87608, 87608.5, or 87609, the Board of Trustees shall make a final determination regarding the recommendation prior to March 15 of the academic year.
- 7.15.8 Evaluations and recommendations regarding contract faculty shall be forwarded to the Human Resources Office on the same basis as evaluations of other faculty.
- 7.15.9 When a contract faculty member first renders instruction or service in the Spring semester of the academic year, the evaluation process shall include the appointment of the DTC for the employee as provided in section 7.14, inclusive and implementation of the procedures in sections 7.16 and 7.17, inclusive, "Evaluation Procedures - First Contract," as modified:
 - 7.15.9.1 The DTC (peer) evaluation, student evaluations, and management evaluation for the semester shall be placed in the personnel file;
 - 7.15.9.2 In the Fall semester following evaluation, the procedures of section 7.18 inclusive shall be fully implemented. In addition to the four basic elements (section 7.16 inclusive), the DTC shall consider the student evaluations from the prior Spring semester before it makes "a recommendation regarding future employment" as provided by section 7.18.2.

Evaluation Procedures - First Contract

- 7.16 The evaluation of a contract faculty member for the period of the first contract shall consider five elements: a peer evaluation, student evaluation, management evaluation, a self-evaluation, and a self-maintained file provided by the contract faculty member.
 - 7.16.1 The peer evaluation shall be conducted in accordance with the provisions of sections 7.4, 7.5, and 7.6, inclusive. Scheduling the pre-evaluation conference, the evaluation visits, and any follow-up meeting shall be the responsibility of the DTC. Each member of the DTC must observe the contract faculty member on the same basis as set forth in section 7.5.
 - 7.16.1.1 For teaching faculty, two different courses shall be selected for evaluation visits except when only one course is taught. The contract faculty member

and the DTC shall mutually agree on the courses to be visited and which specific class meetings will be observed.

7.16.1.1.1 Specific class meetings to be observed shall be in different sections and different courses if possible. When only one course is taught, at least two separate class sections shall be observed.

7.16.1.1.2 If there is no mutual agreement, the contract faculty member and the DTC shall each select one course to be visited and/or specific class meeting to be observed.

7.16.1.2 For non-teaching faculty, the time, place, and manner of observation of the service or services to be evaluated shall be mutually agreed to by the contract faculty member and the DTC at least two observations of services shall be conducted.

7.16.2 Student evaluations shall be conducted in accordance with the provisions of sections 7.6 and 7.6.1 inclusive.

7.16.3 The management evaluation shall be conducted in accordance with the provisions of sections 7.8 through 7.11, inclusive.

7.16.4 The DTC will consider the following information to be provided by the contract faculty member:

- A current, detailed resume, including education, professional employment history, professional activities, campus activities and responsibilities (including committee assignments or college governance participation), awards and honors, and community activities;
- A self-evaluation;
- A self-maintained file, including documentation the contract faculty member deems appropriate (e.g., course syllabi, instructional materials, I.E.P.s, summaries of student evaluations, papers delivered at professional conferences, published papers, committee reports to which the contract faculty member contributed, and, when requested by the DTC, graded student papers;
- Optional letters of recommendation (no more than five). Letters of recommendation must be confidential and must be sent directly to the Human Resources Office by the author; and,
- Other information. If the contract faculty member wishes to gather supporting information from outside the District (other than as set forth in this section), prior approval must be obtained from the JTRC.

7.17 The DTC shall consider each element of the evaluation set forth in section 7.16 inclusive, and shall issue an overall evaluation for the semester and a recommendation regarding future employment.

7.17.1 The DTC recommendation is restricted to one of three options: (a) that the District grant tenure to the contract faculty member, (b) that the District offer the contract faculty member employment under a second contract, or (c) that the District not offer the contract faculty member employment for the subsequent academic year.

7.17.1.1 If the DTC recommends option (a) or (c) and if the ITRC agreement is unanimous, the recommendation shall be forwarded to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code section 87608.

7.17.1.2 If the DTC recommends option (b), the recommendation shall be forwarded to the ITRC for a vote. Following the ITRC vote (or JTRC vote if the DTC and ITRC disagree), the recommendation shall be transmitted to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code sections 87608 and 87610(a).

7.17.2 Student evaluations will be conducted in the Spring semester on the same basis as during the Fall semester. Spring semester student evaluations will be considered by the DTC during the Fall semester of the second contract evaluation process.

Evaluation Procedures - Second Contract

7.18 The evaluation of a contract faculty member who has been granted a second contract shall consider five to six elements: a peer evaluation, student evaluations (including the prior Spring semester evaluations), the management evaluation, a self-maintained file provided by the contract faculty member, a self-evaluation, and whether problems that were identified or areas that were rated as needs improvement or unsatisfactory in prior evaluations have been addressed and resolved by the contract faculty member. In addition, the evaluation will identify, if necessary, problems which arose subsequent to the evaluations in the first contract period.

7.18.1 The provisions of sections 7.16.1 through 7.16.4.2 and section 7.17, inclusive, shall apply to each evaluation made during the period of the second contract. The provisions of sections 7.18.2 through 7.18.3 complete the evaluation process for the second contract.

7.18.2 The DTC recommendation is restricted to one of three options: (a) that the District grant tenure to the contract faculty member, (b) that the District offer the contract faculty member employment under a third contract, or (c) that the District not offer the contract faculty member employment for the subsequent academic year.

7.18.2.1 If the DTC recommends option (a) or (c) and if the ITRC agreement is unanimous, the recommendation shall be forwarded to the chair of the JTRC for transmittal to the Superintendent/President and presentation to the Board of Trustees for action as required by Education Code sections 87608.5 and 87610(a).

7.18.2.2 If the DTC recommends option (b), the recommendation shall be forwarded to the ITRC for a vote. Following the ITRC vote (or JTRC vote if the DTC and ITRC disagree), the recommendation shall be transmitted to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code sections 87608.5 and 87610(a).

7.18.3 Student evaluations will be conducted in the Spring semester on the same basis as during the Fall semester. Spring semester student evaluations will be considered by the DTC and the JTRC during the third contract evaluation process.

Evaluation Procedures - Third Contract

- 7.19 The evaluation of a contract faculty member who has been granted a third contract shall consider five to six elements: a peer evaluation, student evaluations (including prior Fall student evaluations and the student evaluations from the Spring semesters of the second and third contracts), management evaluations, a self-maintained file provided by the contract faculty member, a self-evaluation, and whether problems that were identified or areas that were rated as needs improvement or unsatisfactory in prior evaluations have been addressed and resolved by the contract faculty member. In addition, the evaluation will identify, if necessary, problems which arose subsequent to the evaluations in the second contract period. The procedures contained in sections 7.16.1 through 7.16.4 shall apply to each evaluation made during the period of the third contract. The provisions of section 7.20, inclusive, complete the evaluation process for the third contract.
- 7.20 Following receipt of evaluation information and materials provided by the DTC, the JTRC shall assume the responsibility of the DTC and shall consider each element of the evaluation set forth in section 7.19 and shall issue an overall evaluation for each Fall semester.
- 7.20.1 For the Fall semester evaluation in the first year of the third contract, no recommendation will be made with regard to a contract faculty member's future employment with the District. The Spring semester student evaluation in the first year of the third contract will be conducted on the same basis as the Spring semester student evaluations made during the first and second contracts.
- 7.20.2 The JTRC shall attach a recommendation to the evaluation for the Fall semester of the second year of the third contract. The JTRC shall recommend one of two options: (a) that the District offer the contract faculty member employment as a tenured employee, or, (b) that the District not grant tenure to the contract faculty member. There will be no student evaluation for the Spring semester of the second year of the third contract.
- 7.20.3 If the ITRC does not support the recommendation of the DTC, the JTRC will be formed to make a recommendation to the Superintendent/President for presentation to the Board of Trustees. However, if there is concurrence between the ITRC and the DTC and manager recommendations, the ITRC recommendation shall be transmitted to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code sections 87609 and 87610(b).

General Provisions

- 7.21 While a grievance may be filed alleging a violation of the procedural steps of this Article (except the steps contained in sections 7.3 through 7.7, inclusive), except as set forth in this section no grievance may be filed or considered regarding the contents of a written evaluation. There is one exception to the limitation on filing a grievance regarding the contents of an evaluation as follows:
- The instance in which a grievance may be filed pursuant to the first sentence of Education Code section 87610.1(b).

ARTICLE 8 PERSONNEL FILES

Official Personnel Files