
TENURE REVIEW & FACULTY EVALUATION MANUAL

Evaluation Procedures for Tenured Non-Instructional Faculty **All 10-month, 11-month and 12-month Faculty**

The purpose of evaluating tenured non-instructional faculty is for the improvement of student support services delivery and to recognize and promote professional excellence and innovation.

Major evaluation roles are assigned, but not limited to:

- written student evaluation of service where appropriate,
- scope of student support services provided,
- teaching of Personal Development courses, if applicable.
- content and materials by the faculty peer, and
- assignment management evaluated by the responsible Dean-or Director

It is emphasized that maintaining quality of student support services is the concern of all segments of the college community, and this process is designed to be inclusive of the input of all: the non-instructional faculty member being evaluated, the faculty peer, the students and the responsible Dean or Director. With these premises, and using the criteria for evaluation cited in Item 5 of the Agreement between Southwestern Community College District and Southwestern College Education Association (SCEA), the following steps should be followed in the evaluation of tenured non-instructional faculty on 10-month, 11-month, or 12-month contract.

Each tenured non-instructional faculty will be evaluated every two years (every third year after June 30, 1991). It is intended that the evaluation process be comprehensive, fair, and humane. At the District's discretion, all aspects of the faculty members assignments such as instructional, non-instructional, and overload assignments may be evaluated. When overload is being evaluated as part of a comprehensive evaluation, proportional weight shall be placed on the primary duties of the unit member's assignment when completing the summary evaluation.

The faculty member will complete the Full-Time Faculty Self-Evaluation Statement for the designated position and will submit a copy of an updated CV to the evaluator along with the student support services materials and documents to support the assignment and the evaluation process.

1. By the end of the second week of the spring semester, a tenured peer evaluator will be selected by the faculty being evaluated from a list of three peers nominated by the responsible Dean or Director.

The peer evaluator candidates will be chosen from within the Student Support Services or academic component. If these are not available, faculty from within the Student Support

Services unit or academic unit of the faculty being evaluated, a qualified person from a related area outside the Student Support Services or academic unit may be selected.

2. Prior to the fourth week of the spring semester, the peer evaluator will have an initial meeting with the faculty member being evaluated to receive the Full-Time Faculty Self-Evaluation Statement, the updated CV, the student support services assignment and materials and documents to support the assignment and the evaluation process. At this time, assignment activity or activities will be identified for possible observation.
3. A student evaluation will be conducted where appropriate using the prescribed evaluation form in the Tenure Review & Faculty Evaluation Manual. Student evaluations will be conducted only for designated non-instructional faculty whose primary functions involve direct student contact.

For Counseling, EOPS, DSS, or ITC faculty, the administrative secretary will type the faculty member's name into the top of the student evaluation form before printing it. The directions on the form will instruct the student to return the form to a designated evaluation box at the front counter of the area's office. A minimum number of 30 student evaluations will be printed for students to evaluate the faculty member on scheduled appointments or student contacts during the student evaluation window. The student will receive the evaluation form when he or she checks in to the appointment and will fill it out after the appointment in the office waiting room. At the conclusion of the student evaluation window, the administrative secretary will return the completed forms to Human Resources for processing.

Human Resources will summarize the results of the student evaluation and prepare a student evaluation summary report for the Dean or Director.

4. If requested by the faculty member being evaluated, or the peer, or the Dean, activity or classroom observation(s) will be conducted before the post-evaluation meeting. The person requesting the observation shall designate the visitor(s) and may select the peer, his/her responsible Dean, or both. All observation reports shall be documented on the most appropriate District-approved Faculty Evaluation form and will be included in the evaluation file. Where student confidentiality is in jeopardy, an evaluation will not take place.

If the Dean or the peer request a visit, both the Dean and the peer will conduct an observation. The faculty member may request a visit from the peer and/or the Dean. An observation shall be conducted for a minimum of 45 minutes for an activity observation or 50 minutes for a classroom observation.

5. Prior to the twelfth week of the spring semester, the peer will meet with the faculty member being evaluated to review the Faculty Self-Evaluation Statement, the updated CV, the supportive documents and materials, the results of the student evaluations and the activity or classroom observation, if one occurred. The Dean or Director may be included in the review meeting. A critique of evaluation materials and documents will be completed by the peer using the Summary Evaluation form and will be included in the evaluation file.

6. If a “Needs Improvement” is given, a Needs Improvement Plan will be developed by the dean, and the peer in consultation with the faculty member. A copy of this plan shall be given to each of the three members previously mentioned, and a copy will be placed the faculty’s personnel file prior to the end of the spring semester.
7. By the end of the spring semester, the peer evaluator and the Dean/Director will draft the Summary Evaluation on the approved Summary Evaluation form for the designated position using all evaluation documents. The summary evaluation report will consist of a summary rating and suggested or required recommendations for staff development. This report will be shared with the faculty member being evaluated by the peer and the Dean/Director.

If consensus is not reached, an expanded committee including the original peer evaluator, the Dean/Director plus an additional faculty will conduct another evaluation to determine summary recommendation. The additional peer evaluation will be chosen from the original list of proposed peers. In the event that a consensus summary rating cannot be reached, separate summary evaluation reports will be forwarded to both the Assistant Superintendent/Vice President, Student Affairs and the Assistant Superintendent/Vice President, Academic Affairs for resolution.

8. The evaluation procedure may be initiated out-of-sequence by the Superintendent/President only after the following steps have been taken:
 - a) All job-related complaints will be directed to the Dean or Director.
 - b) The Dean or Director shall review the complaints with the faculty member being evaluated. If the responsible administrator deems it appropriate, the Dean/Director and the faculty being evaluated shall determine a procedure by which the Dean/Director may assess the validity of the complaints. This procedure may include, but not be limited to, meetings with students, other Unit members, or observation of the faculty member being evaluated conducting assigned duties.
 - c) If the Dean or Director determines that the complaints are valid, he/she shall prepare a written report which shall be forwarded to the Superintendent/President. A copy shall be provided to the faculty member being evaluated.
 - d) The Superintendent/President may initiate an out-of-sequence evaluation of the faculty member being evaluated after receipt of the report from the responsible administrator.

The faculty member being evaluated will be notified in writing the reason for the evaluation. The procedure to be followed shall correspond with the evaluation procedures in this Agreement.

- e) The tenured faculty member may appeal the decision to conduct an out-of-sequence evaluation to the SCEA, who will consult with all parties and make a final decision on the matter within 5 days barring unforeseen circumstances.

9. In the event of unusual or unforeseen circumstances that might cause the Dean/Director or tenured faculty member to be unable to adhere to the established evaluation schedule, the Dean/Director and tenured faculty member shall submit a written request to postpone the evaluation cycle by one year. The request will include a rationale from the Dean/Director outlining the reasons for the request and a written response from the tenured faculty member. The request will be submitted to the responsible Assistant Superintendent/Vice President who will respond to the request within five working days stating reasons for either granting or denying the request. A copy of this written response shall be delivered to SCEA who must also approve for a postponement to occur. The SCEA President must provide a written response to the request within five working days stating reasons for either granting or denying the request. A copy of this written response shall be delivered to the respective tenured faculty member and to Human Resources. Upon the postponed evaluation being completed, the three-year evaluation cycle will reset. A decision to deny the postponement may be appealed to a committee composed of two (2) members appointed by the District and two (2) members appointed by the Association. The committee shall be empowered to hear the appeal and, by a majority vote of all members, overrule the decision. The decision of the committee shall be final and binding upon all parties.