
Evaluation Procedures for Tenured Instructional Faculty

For all 10-month, 11-month & 12-month Faculty

The purpose of evaluating tenured faculty is to encourage improvement in teaching and to recognize as well as to promote academic excellence and innovation in other creative and scholarly pursuits.

This process assigns primary evaluation roles to the faculty peer, the students and the cognizant Dean. The evaluation process should proceed as follows:

1. Each tenured faculty member will be evaluated once every three years during the spring semester. Evaluations of tenured faculty members shall not occur in summer.
2. The faculty member will provide current course syllabi and sample course materials for each course, in addition to an up-to-date Curriculum Vita (CV) and a Faculty Self- Evaluation Statement. The updated CV and the Faculty Self-Evaluation Statement serve as a self-examination instrument as well as to inform the peers and Dean of any new creative, scholarly or personal pursuits.
3. A tenured peer evaluator will be selected by the faculty member being evaluated from a list of three peers nominated by the School Dean in consultation with the Department Chair by the end of the second week of the spring semester. The candidates should be chosen from within the discipline; if these are not available, faculty from within the department of the faculty member may be selected. With the concurrence of the faculty member, a qualified tenured faculty member from a related area outside the department may be selected.
4. The peer evaluator will have an initial meeting with the faculty member being evaluated to receive the updated CV, the course syllabi and sample course materials and to inform them of the evaluation process. This process will take place prior to the fourth week of the spring semester.
5. A student evaluation will be conducted using the prescribed form (Student Evaluation of Faculty Form A or Form O). The evaluation will be administered by a student chosen by the faculty member and completed evaluation questionnaires will be forwarded to the appropriate School Office, which will ensure their timely delivery to Human Resources.
6. The peer will meet with the faculty member being evaluated to review the updated CV, the course materials, and the results of the student evaluations. The Dean may be included in the review meeting. This process will take place prior to the twelfth week of the spring semester. A critique of each syllabus using the prescribed Course Syllabus Checklist form will be completed by the peer and will be included in the evaluation file.
7. If a “Needs Improvement” is given, a staff development plan will be developed by the faculty member being evaluated, the peer and the School Dean. 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.
8. If requested by the faculty member being evaluated, or the peer, or the Dean, classroom visitation(s) will be conducted for a minimum of 50 minutes. The person requesting the

visitation shall designate the visitor (s) and may select the peer, his/her cognizant Dean, or both. All visitation reports shall be documented on the most appropriate District-approved Faculty Evaluation form and will be included in the evaluation file.

If the Dean requests a visitation, both the Dean and the peer will visit the class. The faculty member may request a visit from the peer and/or the Dean. If the peer requests a visit, only the peer shall visit the class. Any classroom visitations shall be conducted for a minimum of 50 minutes.

9. The peer evaluator and the Dean will write the summary evaluation on the Faculty Summary Evaluation form using the self-evaluation, student evaluations, syllabus checklist, visitation reports, if any, and any supplemental materials submitted in the process of evaluation. The summary evaluation report will consist of a summary rating and suggested or required recommendations for professional growth if applicable. The Summary Evaluation will be completed before the end of the spring semester.
10. The summary evaluation report will be shared with the faculty member being evaluated by the peer and the Dean and filed in his/her personnel file. All other written material pertinent to the evaluation will be returned to the faculty member being evaluated.

If consensus is not reached regarding the Summary Evaluation rating, an expanded committee including the original peer evaluator, the Dean, plus an additional faculty peer member, will conduct a second evaluation by the end of the subsequent semester to determine a summary recommendation. The additional peer evaluator will be chosen from the original list of proposed peers or the following list of tenured faculty members: the Department Chair, the Academic Senate President, the Tenure Review Coordinator. In the event that a consensus cannot be reached on the summary rating, separate summary evaluation reports will be forwarded to the cognizant Vice President for resolution.

11. An out-of-sequence evaluation procedure may be initiated by the Superintendent/President only after the following steps have been taken:
 - a) All job-related complaints will have been directed to the cognizant Dean.
 - b) The cognizant Dean shall have reviewed the complaints with the faculty member and will have conducted an unbiased investigation to assess the validity of the complaints. This procedure may include, but not be limited to, meetings with students, other Unit members, and/or additional classroom visitations.
 - c) If the cognizant Dean determines that the complaints are valid, he/she will prepare a written report that will be forwarded to the Superintendent/President. A copy will be provided to the evaluatee and the cognizant Vice President.
 - d) The Superintendent/President may initiate an out-of-sequence evaluation of an evaluatee after receipt of the report from the Dean recommending such an evaluation..

The evaluatee will be notified in writing the reason for the evaluation. The procedure to be followed shall correspond to the evaluation procedures in the 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 decision on the matter within 5 days barring unforeseen circumstances.

