
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,
- content and materials by the faculty peer, and
- assignment management by the cognizant Dean/Supervisor

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 cognizant Dean/Supervisor. 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 (S.C.E.A.), the following steps should be followed in the evaluation of tenured non-instructional faculty on ten-month contract.

1. Each tenured non-instructional faculty will be evaluated every two years (every third year after June 30, 1991).
2. The faculty member will complete the Faculty Self-Evaluation Statement for the designated position and will submit a copy of an updated CV to the evaluator selected.
3. 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 cognizant Dean or designated Supervisor.

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.

4. Prior to the fourth week of the spring semester, the peer evaluator will have an initial meeting with the faculty member being evaluated to review the Faculty Self-Evaluation Statement, the updated CV, the student support services assignment and materials and documents to support the assignment and the evaluation process. A critique of materials and documents will be completed by the peer and will be included in the evaluation file. At this time, assignment activity or activities will be identified for possible observation.
5. A student evaluation will be conducted where appropriate using the approved evaluation form. Student evaluations will be conducted only for designated non-instructional faculty whose primary functions involve direct student contact.

Student evaluation forms will be available at the time the service and will be provided by the faculty being evaluated. Student evaluation forms will be collected and forwarded to the appropriate Dean/Supervisor.

6. 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, and the results of the student evaluations. The Dean/Supervisor may be included in the review meeting.
7. If requested by the faculty member being evaluated, or the peer, or the Dean/Supervisor, an evaluation will be conducted utilizing the approved District forms for such. The person requesting the evaluation shall designate the visitor (s) and may select the peer, the Dean/Supervisor, or both. All evaluations will be included in the evaluation file. Where student confidentiality is in jeopardy, an evaluation will not take place.
8. By the end of the spring semester, the peer evaluator and the Dean/Supervisor 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/Supervisor.

If consensus is not reached, an expanded committee including the original peer evaluator, the Dean/Supervisor 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 Vice President for Student Services and the Vice President for Academic Affairs for resolution.

9. 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 immediate Supervisor.
 - b) The immediate Supervisor shall review the complaints with the faculty member being evaluated. If the immediate Supervisor deems it appropriate, the immediate Supervisor and the evaluated shall determine a procedure by which the immediate Supervisor 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 immediate Supervisor 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 immediate Supervisor.

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.