

2403 **ARTICLE 17**
2404 **EVALUATIONS**

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2406 **Probationary, Tenured and Part-Time**
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2408 The parties agree, during the term of this agreement, to form a subcommittee to review and
2409 update student evaluation forms and the processes for their collection in the classroom and other
2410 instructional spaces and to negotiate the terms for incorporation of student evaluations in the
2411 formal evaluation process for faculty members. The student evaluation instrument and process
2412 will be determined prior to student evaluations being incorporated into the faculty evaluation
2413 process. It is the intent of both parties that the results of student evaluations shall be fully
2414 integrated into the faculty performance review process by the 2023-2024 academic year. Until
2415 agreement is reached, the current materials and processes will be used.
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2417 **Purpose**
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2419 The primary purpose of the evaluation of faculty is the continued improvement of instruction and
2420 instructional support services.
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2422 **17.1. Probationary Faculty Evaluations**
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2424 The four-year probationary period is intended to provide sufficient time for the new
2425 faculty member to understand the expectations of a tenured faculty member, to develop
2426 the skills and acquire the experience to participate successfully in the educational
2427 process, and to use appropriate resources for professional growth and development.
2428 Faculty recommended for tenure, therefore, must reflect this standard of excellence in
2429 their performance of faculty duties and interaction with students and colleagues.
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2431 **a. Probationary Period**
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2433 A probationary faculty member must be evaluated at least once in each academic
2434 year of service. (Educ. Code §87663(a).) The probationary period is ordinarily a
2435 four-year process (as described in Educ. Code §§87600-87612):
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2437 **(1) Step One – Initial Hiring: First Contract (one year)**
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2439 A probationary faculty member (or contract employee) is hired initially on
2440 a one-year contract (§87605). In order to receive a year’s credit toward
2441 attainment of tenure the faculty member must work at least 75% of the
2442 number of days in the regular academic year (§87468). This means that
2443 the faculty member must work both the fall and spring semesters
2444 (§87601). If a faculty member is hired in the spring semester, the first year
2445 will not be complete until the faculty member teaches a complete
2446 academic year, usually during the academic year following the semester of
2447 hire.
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(2) Step Two – Second Contract (one year)

2449 If a probationary faculty member is not notified of the Board's decision
2450 not to issue a contract for the following academic year on or before March
2451 15 of their first year, they are issued a second one-year contract (§§87608
2452 and 87610(a)).
2453

2454 (3) Step Three – Third Contract (two years)
2455 If a probationary faculty member is not notified of the Board's decision
2456 not to issue a contract for the following academic year on or before March
2457 15 of the second year, they are issued a third, two-year contract
2458 (§§87608.5 and 87610(a)).
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2460 (4) Step Four – Granting Tenure
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2462 If the probationary faculty member is not notified on or before March 15th
2463 of the fourth year that the Board has decided not to employ (i.e., to
2464 dismiss) the faculty member as a permanent, tenured employee for all
2465 subsequent years, the faculty member will return in the fall of the
2466 subsequent academic year as a permanent, tenured employee (§§87609
2467 and 87610).
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2469 b. Tenure Review Committee (TRC)
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2471 A Tenure Review Committee (TRC) will follow the candidate(s) through the
2472 entire probationary period. Members of this committee have an obligation to
2473 commit to the time frame, uphold the confidentiality of the tenure review process,
2474 uphold the principles of equal employment opportunities, promote and respect
2475 diversity and equity, review appropriate documents, and conduct fair and
2476 unbiased evaluation for the purpose of reaching a tenure decision.
2477

2478 Committees for different probationary faculty members may have the same
2479 membership but will function separately. However, general team orientation
2480 meetings about the tenure review process may be conducted with multiple TRCs
2481 at the division, college, or District level.
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2483 Appointment to a TRC will count toward fulfillment of a faculty member's
2484 college service obligation, and may be eligible for staff development credit as
2485 appropriate.
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2487 The TRC will be comprised of the following four persons:
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2489 (1) The dean, who is a participating member, is responsible for overseeing the
2490 evaluation process, collecting all evaluation materials, and submitting the
2491 annual Faculty Performance Evaluation report as prepared by the TRC,
2492 including a recommendation regarding the continued employment of the
2493 probationary faculty member.
2494

2495 (2) Two (2) tenured faculty members from the department and/or
2496 division/school, or related department and/or division/school, who will
2497 serve as participating members. The appointment of these faculty
2498 members will follow consultation and consensus between the dean and the
2499 department chair(s).

2500
2501 (3) In addition, the probationary faculty member will be responsible for
2502 selecting a full-time faculty member to serve as a mentor, who will be an
2503 advisory member of the TRC. The purpose of the mentor is to serve as an
2504 advisor to support and assist the probationary faculty member. The mentor
2505 will attend all TRC meetings where the probationary faculty member is
2506 present, but will not contribute to the writing or creation of the evaluation
2507 report. The mentor is not required to do an observation, but may at the
2508 request of the probationary faculty member. The mentor should be a
2509 faculty member who is familiar with the tenure review process and
2510 evaluation procedures as contained in the Academic Employee Master
2511 Agreement and with department and division/school policies and
2512 procedures. Probationary faculty members may replace their faculty
2513 mentor at their discretion.

2514
2515 (4) The appointed members of the TRC shall remain the same throughout the
2516 entire tenure review process except in extenuating circumstances. If a
2517 participating faculty member of the TRC becomes unavailable or unable to
2518 continue, or if a conflict of interest is identified as agreed to by the
2519 Association and the District, the dean shall appoint a replacement faculty
2520 member in consultation and consensus with the department chair(s) or the
2521 Academic Senate if the conflict is with the department chair or there is no
2522 department chair.

2523
2524 c. Probationary Faculty Evaluation Components

2525
2526 (1) Self-Evaluation

2527
2528 (a) It is essential that each probationary faculty member take full
2529 responsibility for the appropriate portions of their tenure review
2530 process.

2531
2532 (b) The probationary faculty member will submit to the TRC a
2533 portfolio including a report of college, District or committee
2534 service; accomplishments (such as publications, exhibitions or
2535 performances); awards and achievements; appropriate class
2536 materials such as sample syllabi and assignments; goals and
2537 objectives for the next evaluation cycle; mentoring opportunities;
2538 and other pertinent documents.

2539
2540 (2) Instructional Activity Observations

- 2541 The TRC will conduct scheduled classroom/worksite/electronic
2542 visitation(s) as needed and submit written comments to the dean.
2543
- (a) The probationary faculty member and the TRC will mutually agree
2544 on the course(s) or equivalent in which the scheduled
2545 observation(s) will take place, so that the faculty member may be
2546 observed under optimum conditions for displaying their abilities.
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2548
- (b) Each evaluation shall include at least one (1) observation, lasting at
2549 least fifty (50) minutes. For on-line classes, the probationary
2550 faculty member will present the course to the member(s) of the
2551 TRC during an observation lasting at least fifty (50) minutes.
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2553
- (3) Student Evaluations
- (a) Student evaluations will be conducted in each class during the fall
2554 and spring semesters, throughout the probationary period. The
2555 objective will be to determine the student response to areas such as
2556 the fulfillment of the stated and distributed course objectives,
2557 effective communication, and respect for students' rights and
2558 needs.
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2560
- (b) For those faculty members who engage in instruction outside of the
2561 classroom, including librarians, counselors, and learning disability
2562 specialists, student evaluations will be collected within five (5)
2563 days of student contact sessions (i.e., student appointments or
2564 reference desk visits) during a selected month each fall and spring
2565 semester throughout the probationary period.
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2567
- (c) Student evaluation materials shall be available to the TRC and may
2568 be used in the faculty performance evaluation. Results of the
2569 student evaluations will be discussed with the probationary faculty
2570 member; however, copies of the student evaluations will not be
2571 provided to the faculty member until after the due date for grades.
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- (4) Report Preparation
- (a) The TRC will complete a Faculty Performance Evaluation Report
2576 (Appendix B), including a recommendation of continued
2577 employment, based upon:
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- i. the materials from the probationary faculty portfolio;
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- ii. results of observations and student evaluations;
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- iii. items relevant to the instructional duties assigned to the probationary faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy and the appropriate job posting;
 - v. information regarding participation in curriculum development and review, and in development and assessment of student learning outcomes. Any information included in the probationary faculty member's evaluation regarding participation in curriculum or student learning outcome processes must be verified and documented.
- (b) Faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
- (c) Evaluations are to be based on the materials described in this article. Hearsay statements, rumors or information from anonymous sources, other than student evaluations, shall be excluded from written evaluations. The TRC may include in the written evaluation information which has been documented through a completed investigation subsequent to a complaint, the findings of which investigation have been delivered to the faculty member under evaluation prior to the inclusion of this information in the evaluation report.
- (5) Follow-up Procedures
- (a) If the faculty member's performance receives an overall rating below "Meets Standards," the TRC will develop a performance improvement plan, including follow-up activities, dates of completion, and measurable outcomes to address those performance issues requiring correction. A performance improvement plan may be developed by the TRC for a rating below "Meets Standards" in any individual category. A performance improvement plan shall not be required for probationary faculty members who have been notified that they will not be recommended for further employment with the District.
 - (b) The TRC, including the mentor, will meet with the probationary faculty member to discuss the summary report.

2630 (c) On behalf of the TRC, the dean will forward recommendation(s),
2631 with appropriate supporting documentation, to the appropriate vice
2632 president and president.

2633
2634 (d) An additional evaluation may be scheduled during the spring
2635 semester if desired by the TRC.

2636
2637 (6) Administration Review

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2639 (a) The appropriate vice president will:

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2641 i. review recommendation(s),
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2643 ii. forward recommendation(s), including their
2644 recommendations based upon their direct observation, to
2645 the president.

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2647 (b) The president will:

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2649 i. review recommendation(s),
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2651 ii. forward recommendation(s), including their
2652 recommendations based upon their direct observation, to
2653 the Chancellor.

2654
2655 (c) The Chancellor will:

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2657 i. review recommendation(s),
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2659 ii. forward recommendation(s), including their
2660 recommendations, to the Board of Trustees.

2661
2662 d. Evaluation Timelines

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2664 The dean will initiate the course of action to establish the tenure review process
2665 for each newly hired faculty member. Except for submission of the
2666 recommendation from the TRC by December 15 as described in Section 17.1.d.1i
2667 below, the evaluation timelines in this article are recommended guidelines only.

2668
2669 (1) First Contract Year

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2671 (a) For those faculty members whose first contract is issued in the
2672 spring semester, the faculty member's initial spring semester and
2673 the following academic year will be considered their first contract
2674 year.

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- (b) The TRC meets with the new faculty member (and throughout the four-year process as appropriate).
 - (c) TRC membership is reported by the dean to the appropriate vice president for each new faculty member by September 15.
 - (d) The TRC meets with the faculty to discuss the process, format, objectives, timelines, and expectations.
 - (e) The probationary faculty portfolio shall be submitted to the TRC by October 15.
 - (f) Student evaluations are to be initiated prior to November 1 for the fall semester and prior to April 1 for the spring semester. The results of the student evaluations shall be discussed with the TRC and the probationary faculty member. Copies of the student evaluations will be provided to the probationary faculty member after the due date for grades.
 - (g) Observations are completed and returned to the dean by November 15.
 - (h) Post-visit discussions to be held with the faculty member prior to December 1.
 - (i) The TRC reaches its recommendation and completes a written report by December 15.
 - (j) The recommendation of renewal or non-renewal is submitted by the dean to the appropriate vice president and the president no later than December 20.
 - (k) Letter of non-renewal or one (1) year renewal will be sent no later than March 15. If a probationary faculty member is not notified of the Board's decision not to issue a contract for the following academic year on or before March 15 of their first contract year, they will be issued a second one-year contract.
 - (l) A new faculty member whose initial hire date begins with the spring semester will be evaluated during the spring semester and again during the fall semester of the subsequent academic year.
- (2) Second Contract Year
- (a) Follow the same timeline and process as the first contract year.

2722 (b) Second semester: A letter of non-renewal or two (2) years renewal
2723 will be sent no later than March 15. If a probationary faculty
2724 member is not notified of the Board's decision not to issue a
2725 contract for the following academic year on or before March 15 of
2726 their second contract year, they will be issued a third, two-year
2727 contract.

2728
2729 (3) Third Contract Year
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2731 Follow the same timeline and process as the first contract year.
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2733 (4) Fourth Contract Year
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2735 (a) Follow the same timeline and process as the first contract year.
2736
2737 (b) Second semester: a letter of tenure or non-renewal will be sent no
2738 later than March 15. If no notice is received on or before March 15
2739 of the fourth year, the faculty member will return in the fall of the
2740 subsequent academic year as a regular tenured employee.
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2742 e. Violations of the Evaluation Process
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2744 Allegations that the District has not complied with the evaluation procedures shall
2745 be processed through the grievance procedure in this Agreement. While violations
2746 of these evaluation procedures may be subject to the grievance procedure, a non-
2747 substantive error in the evaluation shall not be grievable. The parties recognize
2748 that there are many deadlines and procedural requirements in the process and that
2749 peers are involved. While the parties expect the process to be followed as written,
2750 they recognize that a non-substantive procedural error could occur but may not
2751 require a change in the result. A "substantive error" is one which, if not made,
2752 would have changed the result.
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2754 17.2. Tenured Faculty Evaluation
2755
2756 The tenured faculty evaluation process is designed to improve the teaching and learning
2757 process and delivery of student services, to provide a basis for professional growth and
2758 development, and to comply with California State Community College laws and
2759 regulations.
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2761 a. Tenured Faculty Evaluation Process
2762
2763 (1) Self-Evaluation
2764
2765 The faculty member will submit to the dean a portfolio including a report
2766 of college, District or committee service; accomplishments (such as
2767 publications, shows or performances); awards and achievements;

2768 appropriate class materials such as sample syllabi and assignments; and
2769 other pertinent documents.

2770
2771 (2) Instructional Activity Observation

2772
2773 The appropriate dean, or designee will make scheduled
2774 classroom/worksite/electronic visits as described below:

2775
2776 (a) The faculty member and dean or designee will mutually agree on
2777 the course(s) or equivalent in which the scheduled observation(s)
2778 will take place, so that the faculty member may be observed under
2779 optimum conditions displaying their abilities.

2780
2781 (b) Each evaluation shall include at least one (1) observation, lasting at
2782 least fifty (50) minutes. For on-line classes, the faculty member
2783 will present the course to the evaluator during an observation
2784 lasting at least fifty (50) minutes.

2785
2786 (3) Student Evaluations

2787
2788 (a) Student evaluations will be conducted in all classes during the
2789 semester in which a formal evaluation is performed.

2790
2791 Student evaluations are to be initiated prior to November 1 for the
2792 fall semester and prior to April 1 for the spring semester for full
2793 term and 1st 8-week classes and by December 1 and May 1 for late
2794 start and 2nd 8-week classes.

2795
2796 (b) For those faculty members who engage in instruction outside of the
2797 classroom, including librarians, counselors, and learning disability
2798 specialists, student evaluations will be collected within five (5)
2799 days of student contact sessions (i.e., student appointments or
2800 reference desk visits) during a selected month during the semester
2801 in which a formal evaluation is performed.

2802
2803 (c) These student evaluations will be made available for the faculty
2804 member and one tenured faculty member serving as a peer
2805 reviewer from the department or division/school, or from a related
2806 department or division/school selected by the evaluatee, following
2807 the due dates for grades. The selected faculty member shall review
2808 the student evaluations and sign a verification indicating that they
2809 have reviewed and discussed the student evaluations with the
2810 member being evaluated. The signed verification shall be
2811 submitted by the evaluatee to their dean.
2812

- 2813 (d) Student evaluations are the property of the faculty member and
2814 will be returned to them at the end of the semester. The
2815 information contained in student evaluations will not be retained
2816 by the college or the District, used by the administration in the
2817 completion of the formal evaluation, or included in the faculty
2818 member's personnel file.
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- 2820 (4) Report Preparation
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- 2822 (a) The dean will complete a Faculty Performance Evaluation Report
2823 (Appendix B), including a recommendation of continued
2824 employment, based upon:
- 2825
- 2826 i. the materials from the faculty portfolio;
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- 2828 ii. results of observations;
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- 2830 iii. items relevant to the instructional duties assigned to the
2831 faculty member, including adherence to Board Policy and
2832 college processes and deadlines;
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- 2834 iv. a review of activities which are outside of the instructional
2835 duties, including those defined within Board Policy;
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- 2837 v. information regarding participation in curriculum
2838 development and review, and in development and
2839 assessment of student learning outcomes. Any information
2840 included in the faculty member's evaluation regarding
2841 participation in curriculum or student learning outcome
2842 processes must be verified and documented.
2843
- 2844 (b) Faculty members shall not be held accountable for any aspect of
2845 the educational program over which they have no authority.
2846
- 2847 (c) Evaluations are to be based on the materials described in this
2848 article.
2849
- 2850 Hearsay statements, rumors or information from anonymous
2851 sources shall be excluded from written evaluations. The dean may
2852 include in the written evaluation information which has been
2853 documented through a completed investigation subsequent to a
2854 complaint, the findings of which have been delivered to the faculty
2855 member under evaluation prior to the inclusion of this information
2856 in the evaluation report.
2857

2858 (5) A faculty member may also elect to have a second evaluation by a tenured
2859 faculty member of their choice. This second evaluation is intended for
2860 improvement of faculty members and it may become a part of the
2861 personnel file only at the request of the faculty member being evaluated.
2862

2863 b. Follow-up Procedures
2864

2865 (1) If a tenured faculty member receives an overall rating below “Meets
2866 Standards,” the dean will develop a Performance Improvement Plan
2867 including follow-up activities with dates of completion, and measurable
2868 outcomes to address those performance issues which need improvement.
2869 A performance improvement plan may be developed by the dean for a
2870 rating below “Meets Standards” in any individual category.
2871

2872 (2) The faculty member receiving an overall rating below “Meets Standards”
2873 will be evaluated again within twelve (12) months.
2874

2875 (3) In the subsequent evaluation, if the faculty member does not receive an
2876 overall rating of “Meets Standards” or better, the faculty member will not
2877 be eligible for any overload assignments until such time as future
2878 evaluation results in an overall “Meets Standards” or better.
2879

2880 c. Evaluation Timelines
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2882 (1) The dean will initiate the tenured faculty evaluation process every three
2883 (3) years.
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2885 (2) The evaluation process must be completed within one year of its initiation,
2886 or the process must begin anew.
2887

2888 d. Violations of the Evaluation Process
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2890 Allegations that the District has not complied with the evaluation procedures shall
2891 be processed through the grievance procedure in this Agreement. While violations
2892 of these evaluation procedures may be subject to the grievance procedure, a non-
2893 substantive error in the evaluation shall not be grievable. The parties recognize
2894 that there are many deadlines and procedural requirements in the process and that
2895 peers are involved. While the parties expect the process to be followed as written,
2896 they recognize that a non-substantive procedural error could occur but may not
2897 require a change in the result. A “substantive error” is one which, if not made,
2898 would have changed the result.
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2900 17.3. Part-Time Faculty Evaluations
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2902 The part-time faculty evaluation process is designed to improve the teaching and learning
2903 process and delivery of student services, and to provide the part-time faculty member a
2904 basis for professional growth and development.

2905
2906 a. Part-time Faculty Evaluation Process

2907
2908 (1) Self-Evaluation

2909
2910 The faculty member will submit to the dean a portfolio including a report
2911 of college, District or committee service; accomplishments (such as
2912 publications, shows or performances); awards and achievements;
2913 appropriate class materials such as sample syllabi and assignments; and
2914 other pertinent documents.

2915
2916 (2) Instructional Activity Observation

2917
2918 The appropriate dean or designee will make scheduled
2919 classroom/worksite/electronic visits as described below:

2920
2921 (a) The part-time faculty member and dean or designee will mutually
2922 agree on the course(s) or equivalent in which the scheduled
2923 observation(s) will take place, so that the faculty member may be
2924 observed under optimum conditions displaying their abilities.

2925
2926 (b) Each evaluation shall include at least one (1) observation, lasting at
2927 least fifty (50) minutes. For on-line classes, the faculty member
2928 will present the course to the evaluator during an observation
2929 lasting at least fifty (50) minutes.

2930
2931 (3) Student Evaluations

2932
2933 (a) Each part-time faculty member shall have student evaluations
2934 conducted in all classes taught during the semester in which a
2935 formal evaluation is performed. Student evaluations are to be
2936 initiated prior to November 1 for the fall semester and prior to
2937 April 1 for the spring semester for full term and 1st 8-week classes
2938 and by December 1 and May 1 for late start and 2nd 8-week classes.

2939
2940 (b) For those faculty members who engage in instruction outside of the
2941 classroom, including librarians, counselors, and learning disability
2942 specialists, student evaluations will be collected within five (5)
2943 days of student contact sessions (i.e., student appointments or
2944 reference desk visits) during a selected month during the semester
2945 in which a formal evaluation is performed.

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- (c) These student evaluations will be made available for the part-time faculty member and one tenured faculty member serving as a peer reviewer from the department or division/school, or from a related department or division/school selected by the evaluatee following the due date for grades. The selected faculty member shall review the student evaluations and sign a verification indicating that they have reviewed and discussed the student evaluations with the member being evaluated. The signed verification shall be submitted by the evaluatee to their dean.
 - (d) Student evaluations are the property of the part-time faculty member, and will be returned to the faculty member at the end of the semester. The information contained in student evaluations will not be retained by the college or the District, and will be used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.
- (4) Report Preparation
- (a) The dean will complete a Faculty Performance Evaluation Report (Appendix B), including a recommendation of continued employment, based upon:
 - i. the materials from the faculty portfolio;
 - ii. results of observations;
 - iii. items relevant to the instructional duties assigned to the part-time faculty member, including adherence to Board Policy and college processes and deadlines;
 - iv. a review of activities which are outside of the instructional duties, including those defined within Board Policy;
 - v. information regarding participation in assessment of student learning outcomes. Any information included in the part-time faculty member's evaluation regarding participation in student learning outcome processes must be verified and documented.
 - (b) Part-time faculty members shall not be held accountable for any aspect of the educational program over which they have no authority.
 - (c) Evaluations are to be based on the materials described in this article.

2993 Hearsay statements, rumors or information from anonymous
2994 sources shall be excluded from written evaluations. The evaluator
2995 may include in the written evaluation information which has been
2996 documented through a completed investigation subsequent to a
2997 complaint, the findings of which investigation have been delivered
2998 to the faculty member under evaluation prior to the inclusion of
2999 this information in the evaluation report.

3000
3001 (d) Observation of a part-time faculty member may be completed by a
3002 full-time faculty member as the designee of the vice president or
3003 the dean, under the following circumstances:

3004
3005 i. The full-time faculty member is tenured,

3006
3007 ii. The full-time faculty member is in good standing with an
3008 evaluation of “Meets Standards” or better on their most
3009 recent evaluation,

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3011 iii. The full-time faculty member is approved by the
3012 appropriate dean,

3013
3014 iv. Department chairs will have the first right of refusal for all
3015 observations of part-time faculty members in their areas,

3016
3017 v. In the event that the faculty observer determines that an
3018 observation is likely to result in the observed part-time
3019 faculty member receiving an overall rating below “Meets
3020 Standards,” the evaluation process will revert to the dean,
3021 who will conduct a new observation in order to complete
3022 the evaluation. In order to initiate the transfer of the
3023 evaluation to the dean, the faculty observer shall complete
3024 the Transfer of Evaluation Form (Appendix C).

3025
3026 b. For those part-time faculty members with priority rehire eligibility as described in
3027 Article 15, evaluation procedures in relation to continued priority rehire eligibility
3028 status will be as described in Article 15.

3029
3030 c. Evaluation Timelines

3031
3032 (1) Each part-time faculty member shall be evaluated during the first semester
3033 of their first assignment at that college.

3034
3035 (2) Subsequent reviews will be every sixth semester during which an
3036 instructional assignment is held, and no fewer than one in every four
3037 years. Out-of-sequence evaluations may also occur as needed if approved

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by the vice chancellor of Human Resources in consultation with the Association.