ARTICLE XVII
EVALUATIONS

c. Second semester (see Item I, section B, subsection 1i above) a letter of tenure or non-renewal sent no later than March 15th.

II. Tenured Faculty Evaluation

The tenured faculty evaluation process is designed to improve the teaching/ learning process and delivery of student services, to provide a basis for professional growth and development, and to comply with California State Community College laws and regulations.

A. Two-Step Process

1. Student Evaluation

   a. Student evaluations will be arranged through the appropriate Vice President's office, and be obtained in each class, or for those faculty who engage in instruction outside of the traditional classroom, in the equivalent of a class, per year during the time covered by this evaluation period.

   b. These student evaluations will be made available for the faculty member to review.

   c. The student evaluations are the property of the faculty member, and will be returned to the faculty member at the end of the semester, and the information contained therein will not be retained by the college or the district, used by the administration in the completion of the formal evaluation, or included in the faculty member's personnel file.

2. Administration Review

   a. The appropriate Vice President, Dean, or designee will make scheduled classroom/worksite/electronic visits as described below, complete a formal evaluation, and confer with the tenured faculty member.

      i. The faculty member and Vice President, Dean or designee will mutually agree on the course(s) or equivalent in which the scheduled evaluation(s) will take place, so that the faculty member may be observed under optimum conditions commensurate with his/her abilities.

      ii. Each evaluation shall be based upon at least one (1) observation, lasting at least fifty (50) minutes.