

10.5 Evaluation Procedure

10.5.1 Notification

No later than the third week of the semester in which a unit member is scheduled to be evaluated, based upon the timelines described above in section 10.3, the Vice President for Academic Services or the Vice President for Student Services, as appropriate, shall send a written notification to the unit member of that semester's evaluation. In this notification, the Vice President shall indicate if s/he will be the administrative evaluator or, if a designee has been assigned, who the academic administrative evaluator shall be.

10.5.2 Evaluation Team

The unit member shall select a peer evaluator from inside or outside the unit member's division, provided that when the last preceding peer evaluation was conducted it was by a peer from within the unit member's division, and provided that there is a peer evaluator available from within the unit member's division. This peer evaluator and the administrative evaluator shall comprise the evaluation team.

10.5.3 Pre-Observation Conference

The unit member to be evaluated shall have the option as to whether or not to meet with the evaluation team in a pre-observation conference. If the conference is held, its purpose shall be to discuss the criteria and procedures of the evaluation, the time and conditions of the observation visitations, and the time of the post-observation conference.

Regardless of whether at the election of the unit member being evaluated the pre-observation conference is or is not held, the time of the observation visitations and the time of the post-observation conference shall be set by mutual agreement of the unit member and the evaluators at their convenience.

10.5.4 Evaluation of Professional Duties

Immediately after the notification of evaluation, the administrative evaluator shall request of the unit member's academic area leader, or shall complete her/himself if s/he is the academic area leader, an evaluation of the unit member's professional duties. The Professional Duties will include an evaluation of the unit member's participation in division and institutional activities including participation in at least one college standing committee, student club or college advisory committee or the equivalent and **the development and assessment of student learning outcomes.** This evaluation must be completed in time for the post-observation conference.

10.5.5 Faculty Member's Self-Assessment

The faculty member being evaluated will, at his/her discretion, complete a self-assessment. This self-assessment may contain a description of any professionally related activities undertaken by the faculty member since the last evaluation as well as a self-assessment of the faculty member's performance. The self-assessment will address the faculty member's participation in the development and assessment of student learning outcomes. This self-assessment must be completed in time for the post-observation conference.

10.5.6 Student Assessment of Faculty Member

At least once during each academic year and whenever practicable for other unit members who are not instructors, anonymous evaluations by students of the unit member shall be conducted.

The unit member will be responsible for distributing the evaluation forms to the students, providing a setting in which confidentiality and anonymity are ensured, and collecting the forms after students have had sufficient time to complete them before sealing the completed forms in an envelope.

Student evaluations should be completed using the standard student evaluation forms that are part of this agreement (forms M, N, O, and P), or utilizing a form developed by the unit member which elicits similar, relevant information.

No student evaluations or references thereto shall be placed in the unit member's personnel file unless requested by the unit member who has been evaluated.

10.5.7 Observation Visitation

The observation visitations shall take place within twenty (20) workdays of the pre-observation conference. Observation visitations normally will be for periods of sixty (60) minutes; however, the period of time of an observation visitation may be shortened or lengthened by the mutual agreement of the unit member and the evaluators.

Extemporaneous notes may be taken during the observation visitation. Evaluators should complete the evaluation forms during or immediately following the observation visitation.

In that the purpose of evaluation is the improvement of instruction, positive instructional features observed during the observation visitation should receive as much, if not more, emphasis than negative features.

In that the purpose of evaluation is the improvement of instruction, positive instructional features observed during the observation visitation should receive as much, if not more, emphasis than negative features. The evaluator should complete the evaluation forms during or immediately following the observation visitation.

10.6.2.3 Evaluation of Professional Duties

The unit member's academic area leader shall complete an evaluation of the unit member's professional duties. The Professional Duties will include an evaluation of the unit member's participation in division and institutional activities including participation in at least one college standing committee, student club or college advisory committee or the equivalent and **the development and assessment of student learning outcomes**. This evaluation must be completed in time for the post-observation conference.

10.6.2.4 Faculty Member's Self-Assessment

The faculty member being evaluated may, at his/her discretion, complete a self-assessment. This self-assessment may contain a description of any professionally related activities undertaken by the faculty member while employed by the District as well as a self-assessment of the faculty member's performance. This self-assessment must be completed in time for the post-observation conference.

10.6.2.5 Student Assessment of Faculty Member

At the end of each academic semester and in each class taught for teaching faculty, and whenever practicable for other unit members who are not instructors, anonymous evaluations by students of the unit member shall be conducted.

The unit member will be responsible for distributing the evaluation forms to the students, providing a setting in which confidentiality and anonymity are ensured, and collecting the forms after students have had sufficient time to complete them before sealing the completed forms in an envelope.

Student evaluations should be completed using the standard student evaluation forms that are part of this agreement (forms M, N, O, and P), or utilizing a form developed by the unit member which elicits similar, relevant information.

ARTICLE 15 WORKLOAD

15.1 Primary Workload Function

The workload for members of the bargaining unit shall include the primary functions of teaching, counseling, or serving as a librarian. In addition, the workload may include, but not be limited to, a reasonable amount of the following professional responsibilities: preparation for classroom activities; evaluating student performance including test and/or paper correcting and grading; **developing, assessing, and evaluating student learning outcomes and service area outcomes**, holding office hours; serving on college standing, planning, and/or advisory committees; developing new courses or programs; maintenance and revision of existing course outlines and materials, participating in college, departmental, or division meetings; participating in program review, accreditation and any assessment and planning activities required for the successful continuing operation of the college; sponsoring student clubs and activities; helping to plan and approve students' programs; and the timely and accurate submission of all required college registration documentation and final grades.

15.2 Normal Work Load – Non-Teaching Faculty

The normal workload for all non-teaching faculty, including but not limited to counselors and librarians, shall be one hundred and ninety-four (194) workdays per fiscal year, where each workday consists of seven (7) hours, exclusive of overload teaching assignments or extra duty contracts.

Since it is to the benefit of students to have access to the services provided by non-teaching faculty throughout the year, non-teaching faculty members will stagger their work and non-work days throughout the year with the approval of the appropriate Vice President, using the following procedure.

At the start of each fiscal year, the Vice President for Student Services or the Vice President for Academic Services, or designee, as appropriate, shall create a master schedule of all the possible workdays in the upcoming fiscal year. Each non-teaching unit member will then indicate which days in each month they intend to work, and which days they will designate as off-duty days, with the total number of workdays scheduled equal to one hundred ninety-four (194). It is understood that the unit member must schedule at least one workday in each calendar month of the year. The appropriate Vice President will then approve the duty schedule for each unit member, or work collegially with the unit member to adjust the schedule should there be a problem. If during the course of the year the unit member finds that due to changing work requirements s/he needs to change her/his designated workdays, s/he shall make such a request in writing to the appropriate Vice President as early as possible, but no less than one week prior to the change.

In the event that a unit member covered by this section is terminated, that individual will be provided rehire rights as specified in the California Education Code Sections 87744, 87745, 87746, whichever is applicable.