Regular Faculty Evaluations

April/May: Determine regular faculty due for evaluation in the next fall term.



April/May: Send out Peer Review Forms to regular faculty due for evaluation (evaluatees) requesting suggestions for faculty for the peer review panel and for the two classes to be surveyed (according to contract guidelines).



August: Send email to confirmed peer review panel, evaluatees and appropriate dean detailing the evaluation and student survey processes and due date. Include apppropriate forms.



If recommended for continued evaluation, follow the contract guidelines for development of the improvement plan and the process for continued evaluation (8.6.h). If appropriate, follow contract guidelines for augmented evaluation (8.6.i).

Mid-November: Completed evaluation packets due to the Vice President of Instruction with a recommendation of satisfactory performance or continued evaluation.

Tenure Track Faculty Evaluations

February: Determine tenure-track faculty who should be scheduled for evaluation for the next fall term (evaluatees). Confirm evaluation committee members.



Within the first two weeks of the fall term: initiate the first meeting of the Tenure Track Faculty Academy*. This meeting includes Tenure Track Committee Training. August/September: Send email to evaluation committee members, evaluatees and appropriate dean detailing the evaluation steps and student survey process (following contractual guidelines) and due dates.



Follow contractual guidelines for continuance of employment with or without recommendations for improvement or discontinuance (CFE/AFT 7/1/18-6/30/20, Section 8.5.e.1.f-h).



The President will make a ecommendation to the Chancellor and he Board of Trustees, relying primarily on the advice of the evaluation team nd following contractual guidelines if a hange in recommendation is proposed (CFE/AFT 7/1/18-6/30/20, Section 8.5.e.1.g).

The Vice President, after reviewing the file and the determination of the committee, will recommend to the President of the college continuance of employment, with or without specific recommendations for improvement, or discontinuance of employment.

* The Tenure Track Faculty Academy is designed to provide two years of orientation to tenure-track faculty. The academy provides new faculty with the resources and skills for a standard of excellence in the performance of faculty responsibilities and their interaction with students and colleagues. The two-year academy is designed to strengthen the link between faculty and student success. Participants will engage in a series of lectures, workshops and activities to orient tenuretrack faculty in Orange Coast College's mission and familiarize faculty with its students, programs and resources.

From:	Barno, Maria
Sent:	Thursday, October 18, 2018 9:59 AM
То:	Barno, Maria
Subject:	XXXXXXXXX (Visual and Performing Arts) Tenure Review
Attachments:	Tenure Training Packet for Academy 9-7-18.pdf

Thank you for your participation on the Tenure Review Committee for:

XXXXXXXXXXXX, Tenure year 3

The following information will help you with the process:

- At the end of the process, the <u>Dean</u> should return the completed evaluation packet to me on or before <u>Tuesday</u>, <u>February 12, 2019</u>.
- 2. The committee members are listed below.

Dean	Hiring Committee	(Within Discipline)	Senate (Outside Discipline)
XXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXX	XXXXXXXXXXX

3. Please follow the timeline below. Details are available in the Tenure Track Training Packet (attached), in the contract guidelines under 8.5.e.

1

Evaluation forms are currently being updated. I will email them to you and post them at the OCC Portal – Office of Instruction site: <u>FT Faculty/Counselor Evaluation Forms</u> when they are finalized.

Completion dates:	Checklist for required steps and forms (in red):	What is required?
8/27-9/21	Initial Team Meeting to establish timeline	Required
		Elect/confirm chair
		Establish visiting schedule
9/24-11/16	Faculty Observation reports - Classroom Visit/Evaluation or Online Evaluation	Four reports required - one from each faculty evaluator and dean
		 A response is included for each section
		Rating is checked
		• Date of post-observation conference is included (must be within ten working days of visit)
		 Signatures of evaluatee and all committee members, including dean
10/22-12/16	Student Surveys - using hard copy or scannable survey forms	Three sets required
		• If using hard copy surveys, include a cover sheet with tally- totals of responses (use blank survey form).

		 If using scannable surveys, include Survey Results from Institutional Effectiveness Office (see guidelines in orange box below). Return surveys and completed tally form to the Dean
11/19-12/14	End of term review with evaluatee	Required
		Meet with evaluatee to discuss strengths and areas of improvement and to help him/her prepare the self-evaluation
Due 1/28	Faculty Self-Evaluation Form from tenure candidate	Required
		 A response is included for each section
		 Signatures of evaluatee and all committee members, including dean
1/28-2/13	Administrative Feedback and Evaluation of Faculty from Dean	Required from Dean
		 Signatures of evaluatee and all committee members, including dean
1/28-2/13	Tenure Track Summary Evaluation Report	Required
		A response is included for each section
		Recommendation is checked
		 Signatures of evaluatee and all committee members, including dean
2/13	Completed evaluation packet due from Dean to VP	Required
		Completed packet

4. Special notes:

- a. Student surveys should be distributed to at least three classes, two of which are selected by the evaluatee.
- b. Surveys for online classes are administered through Institutional Research (IR). If you need an online survey administered, please contact me <u>by 9/28</u> at X25630 or by email to coordinate the process (see blue box below for specific details).
- c. Scannable versions of the student surveys are available from your Division Office. Steps for submitting scannable forms are listed in the orange box below. If you use scannable student surveys, hard copy student surveys are *not* needed.

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d. Student survey responses should be tabulated and discussed with the evaluatee. Include this summary in the final packet. *The hard copies of the individual student surveys should not be shown to or released to the evaluatee.* These will be released to the evaluatee after grades are posted.

Please contact me if you have questions. Thank you!

Maria

SCANNABLE SURVEY FORMS

1. **Evaluator** notifies the division office to "opt into" the scannable survey option. Faculty should provide at least 48 hours' notice to allow the Division Office time to print the scannable Class Climate survey at reprographics from the master file. The survey copies need to be high quality with accurate placement of the printing marks to ensure the survey will be scannable.

2. **Division Office** prints surveys and places them into an envelope, then tapes the Evaluation Data Sheet to the front of the envelope.

3. **Evaluator** has students fill out scannable forms. After the forms are done, evaluator places the surveys back into the envelope with the evaluation data sheet taped to the front of the envelope.

4. **Evaluator** can directly deliver surveys to IE office (C & L 114) or to the IE mailbox (Administration Building) for an approximate 3 to 5 working days turn-around. If left in the mailbox, the faculty member will send an email (to: <u>occresearch@occ.cccd.edu</u>) as a notification.

5. Institutional Effectiveness scans the surveys and returns the report in an envelope to the evaluator.

6. Evaluator returns surveys, along with completed evaluation, to the Division Dean.

7. Division Dean will forward all materials to the Office of Instruction after review.

ONLINE STUDENT SURVEY PROCESS

1. Office of Instruction will email Instructional Innovation Center
(Joe Milunas & Susan Harlan) and Institutional Effectiveness (occresearch@occ.cccd.edu) a
tentative list of online classes due for evaluation for current semester.
This list will include:
Name of Instructor (LAST, FIRST)
Name of Evaluator (LAST, FIRST)
Evaluators Email Address
Name of Course
CRN Number
8 or 16 week status
Start and End date
Window for Student Evaluations
16 week scheduleWeeks 9-12
8 week schedule (1st 8 weeks)Week 5
8 week schedule (2nd 8 weeks)Week 5
Joe Milunas will remove access rights for evaluator after conclusion of evaluation period.
2. Joe Milunas posts note at the beginning of the semester in Online Classroom to remind
students to participate in survey.
3. Evaluator will be given Canvas access for class observation during weeks 9-12 for 16 week
classes or during week 5 for 8 week classes.
4. Institutional Effectiveness schedules student surveys to be sent out during weeks 9-12 for 16
week classes or during week 5 for 8 week classes. IE will send the start and end dates for the
survey to Joe Milunas.
5. Institutional Effectiveness sends out the surveys. Surveys will remain open for 2 weeks. If
response rate is below 33%, the survey will be extended one additional week. Evaluator will
receive an email from IE when the survey is sent out and if it is extended. Joe Milunas will be
copied on the survey extensions.
6. Institutional Effectiveness provides one report in a sealed envelope and returns it to the
evaluator.
7. Evaluator returns surveys, along with completed evaluation, to the Division Dean.

8. Division Dean will forward all materials to the Office of Instruction after review.

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Maria Barno Instructional Load and Pay Analyst Office of Instruction Orange Coast College 2701 Fairview Road – Costa Mesa, CA 92626 Office: 714.432.5630 Email: mbarno@occ.cccd.edu www.orangecoastcollege.edu

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Thank you for your participation on the Regular Evaluation Panel for:

The following information will help you with the process:

- Return the completed evaluation packet to your <u>Division Dean</u> by <u>Friday, November 16, 2018</u> for processing. The Dean will submit the packet to me by <u>Friday, November 30, 2018</u>.
- 2. The panel members are:

Chair: XXXXXXXXXXX Peer Faculty: XXXXXXXXXXX

 Please follow the guidelines below. Details are available in the contract guidelines (attached). Forms are attached and available at the OCC Portal – Office of Instruction site: <u>FT Faculty/Counselor Evaluation Forms</u>.

Checklist for required steps and forms (in red):	What is required?	Deadline:
Faculty Observation Reports - Classroom Visit/Evaluation or Faculty Self-Evaluation Form (see below)	Two reports required - one from each panel member	Due to Dean as part of completed packet by Friday, 11/16/18
	A response is included for each section	
	Rating is checked	
	• Date of post-observation conference is included	
	(must be within ten working days of visit)	
	Signatures of evaluatee and both panel members	
Student Surveys - using hard copy or scannable survey forms	Minimum two sets required	Due to Dean as part of completed packet by Friday, 11/16/18
	• At least two classes will be surveyed (see below), one	
	which will be selected by the evaluatee.	
	• If using hard copy surveys, include a cover sheet with	
	tally-totals of responses (use blank survey form).	
	 If using scannable surveys, include Survey Results 	
	from Institutional Effectiveness Office (see guidelines	
	in orange box below).	
	• Return surveys and completed tally form to the Dean	
Faculty Self-Evaluation Form from evaluatee	Optional in place of Faculty Observation	
	 A response is included for each section 	
	 Signatures of evaluatee and both panel members 	
	• The panel retains the right to go into the classroom	
	for an observation if the self-evaluation is chosen (CFE	
	contract 8.6.e (2)).	
Administrative Feedback and Evaluation of Faculty from Dean	Required from Dean	Due as part of completed packet by Friday, 11/16/18
	• Signatures of evaluatee and all panel members, including dean	
Evaluation Conference	Required	
	• Meeting with both members of the panel and evaluatee before the panel submits its final evaluation report.	
		Due as part of
		completed packet

Evaluation Summary Report	Required	by Friday, 11/16/18
	 A response is included for each section 	
	Recommendation is checked	
	Signatures of evaluatee and both panel members	
Completed evaluation packet submitted to Dean	Required	Due to Dean by Friday, 11/16/18
	• Completed packet, including all forms in red that are noted as required and student surveys/tally sheets	
Completed evaluation packet due from Dean to VP	Required	Due to VP by Friday, 11/30/2018
	Completed packet	

4. Classes to be evaluated:

CRN 24941 – MATH A180 CRN 26322 – MATH A185

- 5. Please remember that:
 - a. You should set up a visiting schedule soon, to allow time to meet the 11/16 deadline.
 - b. For <u>classroom visits</u>, the evaluator will consult with the evaluatee before choosing an appropriate date or range of dates for the observation.
 - c. Scannable versions of the student surveys are available from your Division Office. Steps for submitting scannable forms are listed in the orange box below. If you use scannable student surveys, hard copy student surveys are *not* needed.
 d. Student survey responses should be tabulated and discussed with the evaluatee. Include this summary in the final packet.
 - d. Student survey responses should be tabulated and discussed with the evaluatee. Include this summary in the final packet. *The hard copies of the individual student surveys should not be shown to or released to the evaluatee.* These will be released to the evaluatee after grades are posted.

6. Some quick notes about the new forms:

- a. The forms included on the attached are the:
 - Summary Report
 - Observation Reports for Classroom visit
 - Student Survey forms Instructions and surveys for classroom visit
 - Faculty Self Evaluation Form (optional)
 - Administrative Feedback and Evaluation of Faculty
- b. Except for the student survey forms, these are fillable word forms that allow you to type in the response fields. If you are unable to type in the response fields, try clicking "Enable Editing" in the banner across the top or go into "View" on the tool bar and choose "Edit document".
- c. The fields on the form that ask for feedback ("Remarks", "Additional comments", "Response") can be completed by hand.
- d. Signatures <u>must be</u> entered by hand. After all required fields are entered, print the form and collect handwritten signatures.
- e. If you encounter any problems using the forms, please let me know ASAP, so I can work on a solution right away. 🕲

Please contact me if you have questions. Thank you!

Maria

SCANNABLE SURVEY FORMS
1. Evaluator notifies the division office to "opt into" the scannable survey option. Faculty should provide at least 48 hours' notice to allow the Division Office time to print the scannable Class Climate survey at reprographics from the master file. The survey copies need to be high quality with accurate placement of the printing marks to ensure the survey will be scannable.
2. Division Office prints surveys and places them into an envelope, then tapes the Evaluation Data Sheet to the front of the envelope.
3. Evaluator has students fill out scannable forms. After the forms are done, evaluator places the surveys back into the envelope with the evaluation data sheet taped to the front of the envelope.
4. Evaluator can directly deliver surveys to IE office (C & L 114) or to the IE mailbox (Administration Building) for an approximate 3 to 5 working days turn-around. If left in the mailbox, the faculty member will send an email (to: <u>occresearch@occ.cccd.edu</u>) as a notification.
 Institutional Effectiveness scans the surveys and returns the report in an envelope to the evaluator.
6. Evaluator returns surveys, along with completed evaluation, to the Division Dean.



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Evaluations

Regular Evaluations CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.6

Contract guidelines:

- Regular faculty are faculty who have passed tenure and are now on a three-year evaluation cycle (by academic year).
- The evaluation panel is made up of one faculty member selected by the evaluatee and one selected by the Dean from a list of three options provided by the evaluatee.
- At least two classes will be surveyed.
- Re: 8.6.e.2: Regular Faculty can choose a classroom observation or a self-evaluation. If a selfevaluation method is chosen, the evaluatee will submit to the panel the self-evaluation form in Appendix B plus any other materials deemed appropriate by the evaluatee. The panel retains the right to go into the classroom for an observation if a self-evaluation method is chosen.

Evaluation Process and Schedule for Fall Evaluations

- 1) April: Create the Regular Evaluation Excel Spreadsheet for the academic year using the Argos Evaluation Report.
- 2) April: Send out forms to request evaluation panel members for the peer reviews and request CRNs for classroom visits.
- 3) May: Receive back the forms listing peer review panel members and fill out the excel sheet with names.
- 4) August: Send out materials and guidelines for evaluations.
- 5) November: Receive back the evaluations and record.

Evaluation Process and Schedule for Spring Evaluations (for faculty out during the fall semester for banked leave, sabbatical, medical leave, etc.)

- 1) February: Send out forms to request evaluation panel members for the peer reviews and request CRNs for classroom visits.
- 2) February: Receive back the forms listing peer review panel members and fill out the excel sheet with names.
- 3) February: Send out materials and guidelines for evaluations.
- 4) May: Receive back the evaluations and record.

Evaluation of Faculty on Special Assignment (CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.6.k)

(1) A tenured Faculty Member on special assignment to non-instructional duties for fifty percent or more of a regular contract teaching load shall be evaluated only in the performance of those duties on the regular schedule.

(2) The evaluation of the Faculty Member's performance of the special assignment shall be the same as Regular faculty, but limited to a self-evaluation (form found in Appendix B).

(3) In the event that a categorical faculty member has 50% or more special assignment, a self-evaluation may be utilized by the faculty member using the self-evaluation form found in Appendix B. The panel retains the right to go into the classroom for an observation if a self-evaluation method is chosen.

Regular Evaluation Spreadsheet

- Evaluation Report: Run Argos HR Appraisals Due.
 - This report sorts from PEAREVW.
 - Sort the report into due date and employee class and name (in this order).
 - Check that everyone is coded correctly and the dates of the upcoming evaluation are correct.
 - Highlight any errors (see sample below)
 - Faculty are coded as AA and T2, but should be coded as AT. Send these to Diane Depretto to change.
 - Dates of the upcoming review are not 11/1. Go into PEAREVW and adjust the date of the review to 11/1
 - Note: This report runs nightly and does not update in real time

Employee Review PEAREVW 8.8 (PROD ID: C00497919 Thomas P Mucciaro			
Review Type	Due Date	Completed Completed Date	The completed date is incorrect. This number fills
TE Tenured Review-3 YR CYCLE	20-NOV-2017		
TE Tenured Review-3 YR CYCLE	01-NOV-2017	20-NOV-2014	automatically when the
TE Tenured Review-3 YR CYCLE	01-NOV-2014	Ø2-DEC-2014	•
TE Tenured Review-3 YR CYCLE	14-NOV-2011	28-NOV-2011	completed box is checked.
TE Tenured Review-3 YR CYCLE	14-NOV-2008	✓ 13-NOV-2008	should be 11/1/2016.
TT DO NOT USE	23-MAY-2003	25-MAR-2003	3110010 DE 11/1/2010.

To Depretto, Diane; Mesenbrink, Catherine

Cc Humerian, Katie; Ballinger, Kevin; Fitzgerald, Erin; OConnor, Shannon

Hello,

I am running the "regular" faculty evaluations in preparation for fall 2017. Found the following coded incorrectly as REGULAR Faculty although they are "tenure track" (AT and QT). Those identified below need to match the review type as tenure track.

Please let me know when you have made the changes so that I can re-run the report and begin campus processes for fall 2017.

Thanks, Shervl

EMPID	Name	EMPLOYEE_CLASS	IOB_TITLE	LOCATION	NAME	REVIEW_T
E79400	Key, Christina M	QQ	Counselor - DSPS	OCC	Key, Christina M	T1
E72467	Beichner, Brian M	AA	Instr/Coord	occ	Beichner, Brian M	T2
E52753	Carter, John T	AA	Instructor	occ	Carter, John T	T2
E76465	Connor, Sean P	AA	Instructor	OCC	Connor, Sean P	T2
E79006	OHara, Kevin J	AA	Instructor	occ	OHara, Kevin J	T2
E78865	Volkoff, Cora M	AA	Instructor	OCC	Volkoff, Cora M	T2
E72662	Wells, Julie L	AA	Instructor	OCC	Wells, Julie L	T2

- From this information, create the Regular Evaluation Excel Spreadsheet. Fill out the excel sheet with the people who are due THIS year.
- If someone is retiring, take out the future evaluation date in PEAREVW.

Send out Peer Reviews

- Email the Regular Faculty Peer Review forms to faculty due for review (see sample).
- Attach the appropriate contract language.
- According to the contract, the evaluatee proposes one regular faculty member for the evaluation team and provides a list of three additional regular faculty members for the Dean to select the second member of the team/chair for the panel.
- Re: Kevin (5/23/18)
 - The "one regular faculty member selected by the evaluatee" can be from any instructional unit as long as he/she is tenured.
 - The "list of three" that the Dean chooses from must be from the evaluatee's instructional unit or a related discipline.
- The Dean MUST tell the panel members they are serving on this panel and receive their confirmation before approving the panel members. People don't always know they were selected to a panel, which results in major adjustments and delays in the evaluation process.
- The regular faculty members serving on the panel MUST already be tenured.
- Once the form is received, update the Regular Evaluation Spreadsheet. If a faculty member selected to serve on a panel is also on sabbatical or on banked leave during the semesters of review, email this evaluator and cc the Dean asking if he/she is still able to serve on the panel. If not, work with the evaluatee and the Dean to select another faculty reviewer.

Sending Out the Materials

- Send the email with the evaluation process, forms and timelines to the two panel members. CC the Dean, evaluatee, and the Division Coordinator.
- The due date for all materials is mid-November.
- Materials if online: Include the appropriate forms for reviewing and surveying an online class.
- Materials if counseling: Include the appropriate forms for reviewing and surveying counseling appointments.

Receiving the completed regular evaluation packet

- Check for completeness.
 - $\circ~$ A response is included for each section.
 - Rating is checked.
 - Date of post-observation conference is included (must be within ten working days of visit).
 - Includes signatures of evaluatee, panel members, and Dean.
 - The Deans will initial outside the box because they are not on the panel.
- If everything is filled out correctly, mark in the Regular Evaluation Excel Spreadsheet the date you received the completed evaluation. You will then give the whole packet to VPI. He will review and sign off on it. Order of Packet:

- o Summary Reports
- \circ Observations
- $\circ \quad \text{Admin Review} \quad$
- \circ Tabulations
- $\circ \quad \text{Self-Evaluation} \\$
- Student Surveys
- When he returns the packet, you will post that you received it in Banner (PEAREVW). Use the date that you received it.
- Then, separate the student surveys and put them in a clasp folder with the evaluatee's name on it. You will put this in the evaluatee's mailbox AFTER grades are posted for that semester (for fall, put in mailbox in January).
- The rest of the packet you will give to District HR (Diane Depretto/Kyla Bentley).

Tenure Track Evaluations

CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.5

- Tenure Track: New hired faculty who go through the four-year review process to become tenured (i.e. Regular Faculty).
 - Year 1: T1
 - $\circ \quad \text{Year 2: T2} \\$
 - Year 3: T3
 - Year 4: T4
 - Year 5: now regular tenured faculty member
- Evaluations for Tenure Track faculty are always due in February because they have to go to the Board by March 15th (per Education Code). If the contract is not renewed, a pink slip will be issued.
- Tenure Track faculty attend the Tenure Track Faculty Academy during the first two years of their faculty hire. The Tenure Track Faculty Academy is designed to provide two years of orientation to tenure-track faculty. The academy provides new faculty with the resources and skills for a standard of excellence in the performance of faculty responsibilities and their interaction with students and colleagues. The two-year academy is designed to strengthen the link between faculty and student success. Participants will engage in a series of lectures, workshops and activities to orient tenure-track faculty in Orange Coast College's mission and familiarize faculty with its students, programs and resources.
- Those serving on a tenure committee attend a training presented jointly by union and management (Tenure Track Committee Training).

Evaluation Process and Schedule for Fall Evaluations

Recommended Calendar: CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.5.e.

End of February before the start of the year of evaluation:

- Create Tenure-Track Evaluation Excel Spreadsheet for the upcoming year using the previous year's excel sheet.
 - Remove successful year 4 candidates from previous year, as these faculty are now tenured.
 - Move successful year 1, 2, and 3 candidates up one year for the upcoming evaluation.
 - Review committees to see if there are any changes to the current people serving.
 - Check the sabbatical/leave list. If a committee member is on leave, check if he/she can still serve.
- Work with Ricky, Erin and the Deans to identify a hiring committee rep for all new hire positions. Due date by early April.

March:

• Work with Ricky for Senate approval for replacements.

April:

• Add hiring committee members for new faculty to the excel sheet.

May:

• Have VPI check in with the VPs at other campuses to see what OCC staff they are using for evaluations.

August:

• Revise the Tenure Track Evaluation Recommended Calendar Dates (8.5.e).

End of August/ early September:

- Send the email with the evaluation process, forms and timelines to the three committee members and the Dean. CC the evaluatee and the Division Coordinator (see sample).
- Make sure the due date for all materials is the 3rd week of February.
- Materials if online: Include the appropriate forms for reviewing and surveying an online class.
- Materials if counseling: Include the appropriate forms for reviewing and surveying counseling appointments.

February:

- Evaluations are due during weeks 1-3 of the Spring Semester (*CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.5.e.1.f*).
- When packet is received, check for completeness.
 - A response is included for each section.
 - Rating is checked.
 - Date of post-observation conference is included (must be within ten working days of visit).
 - Signatures of evaluatee and all committee members, including dean.
- The self-evaluation form is mandatory.
- Each tenure track evaluation packet should include a cover memo to the Vice President of Instruction that summarizes the committee evaluation process and final recommendation.
- If everything is filled out correctly, mark in the Tenure Track Evaluation Excel Spreadsheet the date you received the completed evaluation. You will then give the whole packet to VPI. He will review and sign off on it. Order of Packet:
 - Summary Reports
 - Observations
 - Admin Review
 - o Tabulations
 - Self-Evaluation
 - Student Surveys
- VPI looks at each Tenure Track evaluation and signs off on it.
- Follow contract guidelines (*CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.5.e.1.f*) to confirm the final recommendation.
- Determine and follow next steps for evaluatees who receive:
 - o Satisfactory with documented areas for improvement or improvement plan,
 - Unsatisfactory with written improvement plan,

- \circ Unsatisfactory with discontinuance at the end of the current academic year.
- Prepare the memo to the President on behalf of VPI with recommendations for advancement or discontinuance.
- The evaluations are due to District HR on or before February 28th (in order to meet the next Board Date). They are submitted alphabetically in one bundle.

March/April:

- Prepare and process Tenure Track Stipends. These will be paid at the end of the Spring semester
 - CFE/AFT CONTRACT 7/1/18-6/30/20, Section 8.5.c.3.b- If a faculty member volunteers on two or more tenure track committees, the request will be reviewed by management. Anyone serving on 2 or more tenure track committees will receive a stipend at the end of the academic year of \$500.

Temporary Faculty Evaluations

• For process see CFE/AFT CONTRACT Contract 7/1/18-6/30/20, Section 8.2.

Categorical Faculty Evaluations

• For process see CFE/AFT CONTRACT Contract 7/1/18-6/30/20, Section 8.3.