EVALUATION OF CERTIFICATED PERSONNEL - PROCEDURES

This section contains procedures for implementing District policy in the evaluation of certificated personnel.

I. ELEMENTS OF ASSESSMENT:

A. Survey of the Clientele

1. There shall be a survey of the clients of the evaluatee and the information obtained from this survey shall be used by the individual evaluation committees in their work. This survey shall be conducted in the semester of evaluation or at the end of the preceding semester.

2. Each of the segments of the certificated staff (Instructors, Administrators, Librarians, Counselors) shall develop survey instruments (questionnaire, etc.) to be used to determine client opinions and to gather information useful to the evaluation process.

3. Instructors teaching courses based on specific performance objectives may choose to include information on the measured outcomes of instruction in the evaluation process.

B. Self-Evaluation

1. There shall be a self-evaluation process.

2. The self-evaluation shall be in written form to be determined by the evaluatee.

3. If the self-evaluation is in writing, it shall be submitted to the evaluatee's evaluation committee for its review, and be retained by the evaluatee.

C. Evaluation Committee

1. Committee Functions

   The functions of the individual evaluation committee shall be:

   a. To observe the evaluatee in the performance of his or her duties, to record these observations, and to meet and confer with the evaluatee to discuss its joint observations.

   b. To review the self-evaluation report with the evaluatee.

   c. To review the client survey component of the evaluation process with the evaluatee.
d. To make specific recommendations for the improvement of performance of the evaluatee. However, to protect the right of the evaluation committee to suggest areas of improvement for the evaluatee, such suggestions for improvement shall not be construed as a basis for reevaluation unless the committee specifically states a finding of sub-standard performance.

e. To prepare a summary of the evaluation process which shall include its own findings and a synopsis of the client survey findings. This summary shall be sent to the department or cluster chairperson involved and the appropriate administrators.

f. To state if the performance is satisfactory or sub-standard. In the event that the performance is sub-standard, it shall be the responsibility of the committee to recommend a program for improvement.

g. To sign the report to indicate agreement with the findings listed there. A member dissenting from the majority opinion may file his or her written views in the evaluation report. The evaluatee may submit his or her reflections on the findings.

h. To recommend retention of non-tenured evaluatee if it so desires.

2. Committee Membership

The composition of the evaluation committee must of necessity be dependent on the nature of the activities being performed by the evaluatee.

a. The evaluation committee is to be composed of the evaluatee, one peer, one other certificated person, and a fourth person from the college community. Departments shall have the responsibility of defining the terms (relationships) of "client," "peer" and "college community." The evaluatee shall select the peer member of the committee and in consultation either with his or her Department Chairperson, Head Librarian, or Head Counselor, select the other members. The Dean of Instruction shall adjudicate irreconcilable differences.

b. The evaluatee shall have the right to one preemptory challenge when the committee is formed.

c. The evaluatee may act as chairperson of his or her evaluation committee or appoint another committee member to serve as chairperson.
D. Records and Procedures

In order to promote improved performance and personal and professional growth, and in order to provide information required by Education Code Section 13346.15, the following procedures shall be followed and records shall be maintained as indicated:

1. Contract (non-tenured) personnel shall be evaluated once each semester. Regular (tenured) personnel shall be evaluated once every two years.

2. A sub-standard evaluation shall be called to the attention of the evaluatee and his or her immediate supervisor without delay. In the case of instructional personnel, counselors, or librarians, the Dean of Instruction shall also be informed. In the case of all other personnel, including administrators, the Superintendent/President shall also be informed. Procedures shall be initiated within ten working days as described in Section II.

3. Summaries of all evaluations shall be filed with the appropriate administrative office by the end of the 12th week of the semester during which the evaluation takes place. Names of the committee members shall be submitted to the appropriate administrative office by the 6th week of the semester during which the evaluation takes place.

4. Summaries of the four most recent evaluation reports shall be kept on file in the appropriate administrative offices.

5. Evaluatees shall retain the original records of the two most recent client surveys.

6. The Dean of Instruction shall be responsible for seeing that this process is implemented for all instructors and librarians. The Dean of Student Services and Activities shall be responsible for seeing that this process is implemented for all counselors. The Superintendent/President of the college shall be responsible for seeing that this process is implemented for all administrators.

7. The Academic Freedom and Tenure Committee shall periodically evaluate the evaluation process and procedures and recommend modification as needed.

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Santa Barbara City College
II. PROCEDURES FOR REEVALUATION OF SUB-STANDARD PERFORMANCE OF TENURED CERTIFICATED PERSONNEL.

A. If the report of the evaluation committee states sub-standard performance, a plan for improvement shall be initiated within ten working days. (After the report of the evaluation committee has been filed, at least sixty working days during the regular contract year shall be allowed for improvement and no further evaluation shall take place during this time.)

1. The evaluatee and the evaluation committee together shall write a plan for improvement based upon the recommendations of the evaluation committee, stating the specific actions that are to be taken. All parties shall sign this program for improvement. A member dissenting from the majority opinion may file his or her written views in the plan for improvement. The evaluatee may submit his or her reflections on the plan.

2. The plan for improvement shall be filed with the evaluation report.

3. The program shall include:
   a. Definition of area needing improvement.
   b. Suggested means for improvement.
   c. Time projection for fulfillment of the program.
   d. Definition of nature of the follow-up, e.g. (1) Transcripts to be forwarded.
      (2) Course outline to be submitted.
      (3) Other.

B. A reevaluation committee shall be formed. The committee must be selected and ready to convene no later than two weeks after the sixty day period allowed for improvement.

1. The committee shall be comprised of the following members:
   a. The evaluatee.
   b. The Dean of Instruction or his appointee.
   c. One administrator to be appointed by the Superintendent/President.
   d. One peer to be selected by the evaluatee.
   e. Two other members of the college community to be selected in mutual agreement by the evaluatee and the department chairperson. (In the event the
department is clustered, the person designated as cluster chairperson in charge of evaluation will serve as selector with the evaluatee.) If the evaluatee is the department chairperson, then the evaluatee and the Dean of Instruction or his appointee shall select the two members by mutual agreement.

f. The chairperson or other designated member of the Academic Freedom and Tenure Committee as a non-participating, non-voting observer.

2. No member of the original evaluation committee or witness for or against the evaluatee at the original evaluation shall serve on the reevaluation committee. These persons shall not be excluded as witnesses in the reevaluation procedure.

3. The evaluatee and the Dean of Instruction or his appointee shall each be provided one preemptory challenge and one additional challenge for cause. In case of disagreement over the validity of a challenge for cause concerning the membership of the committee, the arbitrators shall be the President of the Academic Senate and the Dean of Instruction. Challenges must be resolved within three working days.

4. The committee shall elect a chairperson at its first meeting; the evaluatee shall not serve as chairperson.

5. All members shall have full voting rights except the evaluatee who shall be afforded a vote on all matters except the final recommendation, and the observer from the Academic Freedom and Tenure Committee.

C. Decisions shall be made by majority vote.

1. The reevaluation committee shall make a specific statement as to whether the evaluatee's performance has achieved standard or remains at sub-standard levels.

2. There must be an initial evaluation and a reevaluation prior to any notification of charges which could lead to disciplinary action as a result of teaching performance for tenured certificated personnel.

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