SANTA BARBARA CITY COLLEGE
ACADEMIC SENATE

ACADEMIC FREEDOM AND TENURE COMMITTEE

Meeting of December 9, 1976

EVALUATION OF CERTIFICATED PERSONNEL
(Proposed Policy)

GENERAL STATEMENT:

The Santa Barbara Community College District is committed to the creation of a climate of learning in which excellence of performance by students and staff and continuing personal and professional growth are both encouraged and made possible. The evaluation of certificated personnel shall be directed toward the achievement of these objectives.

An additional purpose of evaluation is to provide information for determining subsequent employment.

In its procedures for evaluation of certificated personnel, the District shall be guided by the following policies:

1. Staff Evaluation

   a. All contract (probationary) staff shall be evaluated in each of the first three semesters of service.

   b. All regular certificated staff (including administrators) except those employed on one- to four-year contracts as described in Education Code Section 13345.15 shall be evaluated once every two years of service. Time spent on sabbatical leave shall be excluded from computation of service for purposes of evaluation.

   c. All hourly instructors shall be evaluated in accordance with the procedures established by each department.

2. Evaluation procedures shall include obtaining information from the evaluatee's supervisors, clients, and peers. It shall be the responsibility of each full-time member of the certificated staff to participate in his or her own evaluation and to participate on an equitable basis in the evaluation of other members of the staff.

3. Evaluation of certificated personnel shall be uniform for all contract (probationary) personnel and uniform for all regular (tenured) personnel.

4. There shall be a written statement of the results of the evaluation.

5. The District recognizes its responsibility to provide support for evaluation procedures and to provide assistance with and opportunities for growth and improvement of performance.

6. Those being evaluated shall be protected from misuses of evaluation and shall be entitled to protection of their civil, professional, and human rights.
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7. The Academic Freedom and Tenure Committee shall periodically review the evaluation policy and procedures and recommend modification as needed.

Passed by the Representative Council January 17, 1977

PERFORMANCE CRITERIA:

In accordance with the provisions of the Education Code Section 13481.05, which requires the Board, in consultation with the faculty, to set forth "reasonable but specific standards which it expects its certificated employees to meet in the performance of their duties," the following general professional criteria shall serve as a basis for evaluating all certificated personnel. Procedures and specific criteria will vary depending upon the tasks assigned, but the general criteria will be the same for all members of the certificated staff.

1. Demonstrates knowledge of assigned tasks.

2. Demonstrates ability to use knowledge for the benefit of clients.

3. Demonstrates ability to establish appropriate goals and to judge client or employee achievement.

4. Demonstrates willingness to accept responsibility for improvement of the total college through service outside his or her basic assignment.

5. Demonstrates ability to communicate effectively and to facilitate open communication.

PROCEDURES

I. PROCEDURES FOR EVALUATION

A. Contract (probationary) Personnel

1. The evaluatee shall form an evaluation committee composed of himself or herself, one peer, one other certificated person, and a fourth person from the college community. The evaluatee shall select the peer. He or she shall select the other members in consultation with his or her department chairperson, head counselor, head librarian, or appropriate administrator. The appropriate dean shall adjudicate irreconcilable differences.

2. The evaluation committee shall choose one member to serve as chairperson. The evaluatee may chair the committee.

3. The evaluation committee shall perform the following:
   a. Observe the evaluatee in the performance of his or her duties.
   b. Administer and review a client survey approved by the department as appropriate.
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c. Make specific recommendations for the improvement of performance of the evaluatee if judged necessary.

d. Prepare an evaluation report containing a written statement indicating a satisfactory or a sub-standard performance and any other information the committee wishes to include.

4. The written evaluation report, including any recommendation the committee wishes to make, shall be forwarded to the department chairperson or appropriate administrator for review. Any committee member, including the evaluatee, who dissents from the majority opinion may file a statement of his or her opinion.

5. The committee shall obtain the signature of the evaluatee's immediate supervisor in acknowledgment that the evaluation has taken place. In the event that the appropriate supervisor does not concur with the findings of the evaluation report, he or she shall submit the reasons in writing to the committee for further deliberation.

6. The completed evaluation report shall be submitted to the appropriate dean for signature by the end of the twelfth week of the semester during which the evaluation takes place. The three most recent evaluation reports shall be kept on file in the personnel office.

7. In the case of recommendation for re-evaluation, the committee shall write a plan for the improvement of performance which will be filed with the evaluation report, in accordance with provisions II.A. below.

B. Regular (tenured) Personnel

1. A committee of at least three members from the college community, including the evaluatee and a peer, shall be formed by the evaluatee to assist in the evaluation. The evaluatee shall retain the option of chairing the committee.

2. The committee shall consider information obtained from supervisors, client surveys, peers, and any other sources it deems useful for the evaluation. The supervisor's written comments will be invited by the committee at the beginning of the evaluation process. The client survey shall be conducted in the semester of evaluation or at the end of the preceding semester. Any member of the committee may, at his or her discretion, request to review the evaluatee's previous evaluation report.

3. A majority vote of the committee shall determine whether the evaluatee's performance is satisfactory or unsatisfactory. The members of the committee shall sign Form A indicating that the evaluation is satisfactory or shall sign Form B indicating the evaluation is unsatisfactory. If any committee member, including the evaluatee, dissents from the majority opinion, his or her written dissenting opinion shall be included as part of the evaluation report. The committee may make specific recommendations and attach these to Form A. In accordance with district policy (General Statement, Item 6) to
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protect the evaluatee from misuse of evaluation, no alterations or additions shall be made to the committee’s final report.

4. The committee shall obtain the signature of the evaluatee’s immediate supervisor on the final report in acknowledgment that the evaluation has taken place.

5. The completed evaluation report shall be submitted to the appropriate dean for signature by the end of the fifteenth week of the semester during which the evaluation takes place. The two most recent evaluation reports shall be kept on file in the personnel office.

6. In the case of recommendation for re-evaluation, the committee shall write a plan for the improvement of performance which will be filed with the evaluation report, in accordance with provisions II.A. below.

II. Procedures for Re-Evaluation 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 areas 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 re-evaluation committee shall be formed. The committee must be selected and ready to convene no later than two weeks after the sixty-day period
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allowed for improvement.

1. The committee shall be comprised of the following members:
   
a. The evaluatee.
   
b. The Dean of Instruction or his or her 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 or her 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 re-evaluation committee. These persons shall not be excluded as witnesses in the re-evaluation procedure.

3. The evaluatee and the Dean of Instruction or his or her 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 re-evaluation 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 re-evaluation prior to any notification of charges which could lead to disciplinary action as a result of teaching performance for tenured personnel.
Evaluatee, title, and department

Status, e.g., regular, probationary, temporary

Date of Evaluation

Committee

Name, title, and department

Name, title, and department

Name, title, and department

Name and occupation

Department or Unit Chairperson
Signature Date

Dean
Signature Date

FOR OFFICIAL USE ONLY

Next Evaluation Date Filed
(Certificated Personnel Office)
SUMMARY OF EVALUATION COMMITTEE FINDINGS

The evaluation committee for (name) met on (date) to review the evaluatee's performance based on client evaluations, peer evaluations and other pertinent data.

The committee is satisfied that the evaluatee demonstrates knowledge of assigned tasks, demonstrates ability to use knowledge for the benefit of clients, demonstrates ability to establish appropriate goals and to judge client or employee achievement, demonstrates willingness to accept responsibility for improvement of the total college through service outside his or her basic assignment, and demonstrates ability to communicate effectively and to facilitate open communication.

The committee finds the evaluatee satisfactory in the performance of his or her professional duties.

Signed: ______________________ (date)
Evaluatee
__________________________ (date)
__________________________ (date)
SUMMARY OF EVALUATION COMMITTEE FINDINGS

The evaluation committee for (name) met on (dates) to review the evaluatee's performance based on client evaluations, peer evaluation, and other pertinent data.

The committee is not satisfied with the evaluatee's performance and judges it to be sub-standard. The committee, therefore, recommends re-evaluation of the evaluatee under the college procedures for sub-standard performance. In accordance with these procedures as outlined in the Evaluation Policy Sec. II.A., the committee attaches a plan for improvement stating the specific actions that are to be taken including a definition of area needing improvement, suggested means for improvement, time projection for fulfillment of the program, and a definition of the follow-up.

Signed (date)
Evaluatee (date)

Reviewed by Department or Cluster Chairperson:

Reviewed by Dean:

(date)