APPENDIX E

PROCEDURE FOR EVALUATION
OF CERTIFIED PERSONNEL

Enc. 3
2.1-b (5)
7/13/78
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.

3. The evaluation committee shall perform the following:
   a. Observe the evaluatee in the performance of his or his duties.
   b. Administer and review a client survey approved by the department as appropriate.
   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 acknowledgement 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. Administrators' evaluation shall include the faculty in the client survey. 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 opinions 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 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 acknowledgement 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 com-
mittee 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 recommenda-
tion 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 evalu-
ation 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 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 Superin-
tendent/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.

Board of Trustees, July 12, 1972
Amended: October 30, 1975; November 18, 1976
First revision: March 10, 1977
C. Re-evaluation Procedure

1. The committee shall review the original evaluation committee's report.

2. The committee shall consider information obtained from supervisors, client surveys, peers, and any other sources it deems useful for the re-evaluation. The supervisor's written comments shall be invited by the committee at the beginning of the re-evaluation process. A client survey shall be conducted in the semester of re-evaluation (or at the end of the preceding semester.)

3. For the purpose of re-evaluation, any information may be considered subsequent to the last satisfactory evaluation.

D. Re-evaluation Decision

1. Based on the information presented, the re-evaluation committee shall make a specific statement either that the evaluatee's performance has achieved standard or remains at sub-standard levels. Decisions shall be made by majority vote.

2. If the re-evaluation committee finds the evaluatee's performance standard, it nonetheless may make recommendations for improvement if these are deemed appropriate.

3. There must be an initial evaluation and a re-evaluation prior to any notification of changes which could lead to disciplinary action as a result of teaching performance for tenured personnel.