B. Regular (Tenured) Personnel

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

1. COMMITTEE COMPOSITION

The committee shall consist of at least three certificated persons including the evaluatee. The evaluatee may chair the committee.

2. The committee shall consider information obtained from supervisee, client survey, peti, and any other sources. It shall be useful for the evaluation. Administration evaluation shall include the faculty in the client survey. The supervisee and the committee will be invited by the committee at the beginning of the evaluation process. The client survey will be conducted in the semester of evaluation of the previous semester. Any member of the committee may at his/her discretion request to review the evaluatee's previous evaluation report.

2. COMMITTEE SELECTION

The committee shall be selected by the evaluatee and approved by his/her division head, or in the case of an administrator, his/her immediate supervisor. If a disagreement arises the matter will be adjudicated by the appropriate dean.

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 PTA indicating the evaluation is satisfactory or shall sign PTA indicating the evaluation is unsatisfactory. If any member dissent, including the evaluatee, dissent from the majority opinion, his/her written dissenting opinions shall be included as part of the evaluation report. The committee may make specific recommendations and attach these to PTA. If any part of an evaluation is unsatisfactory, a statement is to be appended to PTA which describes the outlines that part of the evaluation which has not met the standards in accordance with District policy (General/Statement/Item 6) to protect the evaluatee from abuse of evaluations. No alterations of additions shall be made to the committee's final report.

3. The evaluation committee shall perform the following:

a. Observe the evaluatee in the performance of his/her duties.

b. Review a client survey approved by the evaluation committee

1. The survey shall include at least one item regarding availability to clients.

2. Administrators' evaluations shall include the faculty in the client survey.
c. Invite written comments by the Dean of Instruction, or appropriate administrator, at the beginning of the evaluation process regarding:

1. Availability to clients
2. Performance of his/her duties

d. Require written comment from the supervisor regarding satisfaction or dissatisfaction with the evaluatee's availability to clients, when relevant, and fulfillment of departmental and faculty responsibilities, e.g., committee and department meetings.

e. Prepare an evaluation report containing a written statement indicating a satisfactory or a substandard performance and other information the committee wishes to include. The final report shall include the cover sheet, Form A or Form B, plus a written summary in each of the following areas:

1. Teaching effectiveness and/or performance of job duties
2. Service to the academic community
3. Professional growth
4. Client survey

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.

4. If a minority of the evaluation committee determines that the evaluatee's performance is substandard, that written opinion shall be included in the written evaluation process and attached to Form A. Then the committee shall refer the evaluation, with all documentation from 3e. above, as well as the written dissenting report, to the Academic Freedom and Tenure Committee for review.

a. The Academic Freedom and Tenure Committee shall determine whether there are reasons for re-evaluation or whether the evaluation shall be accepted as satisfactory.

b. The Academic Freedom and Tenure Committee shall have the discretion of deleting from the final report negative information contained in the dissenting statement.

c. In the event of a dissenting opinion, the Academic Freedom and Tenure Committee may, in consultation with the Instruction Office, extend the due date for an evaluation report into the next semester.

d. If the evaluatee disagrees with the Academic Freedom and Tenure Committee's decision, the evaluatee has recourse to due process in accordance with district policy.
5. If a majority of the evaluation committee determines the evaluation to be substandard, the evaluation committee shall submit Form B.

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 IIIA.

§ 6. The evaluation committee shall obtain the signature of the evaluatee's immediate supervisor on the final report in acknowledgment that the evaluation has taken place been completed in accordance with existing policies.

§ 7. 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! In the case of an evaluation of a dean, the final report is submitted to the Superintendent/President. In accordance with District policy to protect the evaluatee, no alterations or additions shall be made to the committee's final report except as specified by item 4b above. Only the two most recent evaluation reports shall be kept on file in the Personnel Office.