EVALUATION OF CERTIFICATED PERSONNEL

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 all faculty certificated personnel shall be directed toward the achievement of these the following objectives:

--- To ensure quality instruction and support services on the SBCC campus.
--- To share ideas for quality instruction and service to students with other faculty.
--- To identify areas of strength and/or areas needing improvement, and to develop a plan for improvement, if needed.

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:

a. Staff Frequency of Evaluation

1. Probationary contract faculty staff shall be evaluated in each of the first three semesters and following the implementation of AB1725, Phase II in the fifth and seventh semesters of service.

2. Regular contract faculty certificated staff (including administrators) except those employed on one- to four-year contracts as described in Education Code Section 87603 shall be evaluated once every two years through the sixth year of service. After the sixth year, the frequency of evaluation shall be increased to every three years. Time spent on sabbatical leave shall be excluded from computation of service for purposes of evaluation.

3. Temporary contract faculty shall be evaluated during the first three consecutive semesters and once each year thereafter using the procedure outlined for probationary faculty.

4. Hourly instructors shall be evaluated once each semester for the first two consecutive semesters and at least once every two semesters thereafter in accordance with the procedures established by each department.

b. Responsibility for Evaluation

1. Peer review will be used in the evaluation process.

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

3. Area deans are responsible for ensuring that evaluations are completed on schedule and according to procedure.

4. Committee composition for each category of certificated employee (i.e. probationary, temporary, regular and hourly) is described in the procedures in Appendix E. To the extent possible, the Evaluation Committee shall reflect the diverse population of California.
- Evaluation of certificated personnel shall be uniform for all contract (probationary) personnel and uniform for all regular (tenured) personnel.

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

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

- Those being evaluated shall be protected from misuses of evaluation and shall be entitled to protection of their civil, professional, and human rights.

- The Academic Freedom and Tenure Professional Standards Committee shall periodically review the evaluation policy and procedures and recommend modification as needed.

2120 Performance Criteria

In accordance with the provisions of the Education Code Section 87664, 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.

- 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/her basic assignment.
- Demonstrates ability to communicate effectively and to facilitate open communication.

- Expertise in academic discipline or area of assignment.
- Teaching effectiveness and/or performance of job.
- Availability to students and colleagues.
- Fulfillment of responsibilities to the college community and SBCC's goals and policies.
- Professional growth.

Board of Trustees, July 12, 1972
Amended: October 30, 1975; November 18, 1976
First revision: March 10, 1977
Second revision:

2130 Procedures for Evaluation

Procedures for Evaluation are contained in Appendix E.
APPENDIX E

I. PROCEDURE FOR EVALUATION OF PROBATIONARY CONTRACT AND TEMPORARY FACULTY

A. Selection of Committee:

The department chairperson shall form an evaluation committee. Committee composition should consist of:

1. The evaluatee, as a nonvoting member.
2. The department chairperson or equivalent.
3. One regular certificated peer from the evaluatee's field or a closely related discipline.
4. One regular certificated peer from outside the department.

The three voting members of the evaluation committee shall choose one member (not the evaluatee) to serve as chairperson.

B. Committee Responsibilities:

1. **Plan for Evaluation:** The entire committee will meet prior to the sixth week of the semester in which the evaluation is taking place to plan for the process. At this meeting a chairperson will be selected and a timeline established.

2. **Review Course Materials:** e.g., syllabi, exams, student records, counseling notes, etc.

3. **Observe the Evaluatee:** Each member of the committee will observe the evaluatee in the performance of his/her duties. For instructors, a committee member will visit each section of the evaluatee's classes for at least one class meeting or a minimum of 50 minutes. For large lecture classes that have multiple labs and/or discussion groups, a minimum of two lab and two discussion sections will be observed. The specific sections to be observed will be selected by the committee.

4. **Obtain Client Data:** Without the evaluatee present, a written client survey will be distributed and collected. For instructors, the survey will be taken covering each section taught by the evaluatee. Surveys shall be conducted in such a way that results from each section can be tabulated. The results will be tabulated and summarized by committee members. Following completion of the semester, the surveys will be given to the evaluatee for examination.

5. **Obtain Written Comments:** Obtain written comments from the evaluatee (self-evaluation), evaluatee's department chair and dean regarding the individual's performance of job requirements, fulfillment of departmental and campus responsibilities, and the five performance criteria listed in Section 2120: a) expertise in discipline; b) effectiveness in performing job; c) availability to students and colleagues; d) fulfillment of college responsibilities; and e) professional growth.
6. **Review Previous Evaluations:** Obtain and review copies of the two most recent evaluation reports. In the case of a first or second time evaluation of probationary personnel, the committee shall review the most recent evaluation(s) available (prior evaluation as hourly or temporary contract personnel, for example).

7. **Prepare Report:** Members of the committee other than the evaluatee will prepare a written report which:
   
a. Summarizes the evaluation process.
b. Addresses each of the evaluation criteria.
c. Includes a completed evaluation form (1 or 2).
d. Includes a summary of client survey data.
e. Includes the department chair's and administrative dean's written reports.
f. Includes evaluatee's self-evaluation.
g. Includes a written statement indicating satisfactory or substandard performance.
h. Includes the cover sheet with appropriate signatures.

Any committee member, including the evaluatee, who dissents from the majority opinion, may file a minority statement and may appeal the evaluation to the appropriate administrator.

8. If the evaluatee's performance is satisfactory, this will be stated in the written report. Suggestions to enhance satisfactory performance will be included to assist the evaluatee to achieve even higher levels of performance.

9. If the evaluatee's performance is judged substandard, the committee will develop a plan for improvement, stating specific actions to be taken. A copy of the plan for improvement will be filed with the committee's evaluation report in the current semester of evaluation and will include:
   
a. Definition of areas needing improvement.
b. Specific goals to be achieved.
c. Suggested means for improvement (which may include a mentor).
d. Timeline for plan.
e. Criteria to be used in determining satisfactory performance at the time of the next evaluation (e.g., course materials, client surveys, etc.).

This plan for improvement shall form the basis for the next evaluation which will occur during the next semester. The employee shall be given a notice not to rehire. If the following semester's evaluation is satisfactory, the employee may be retained.
10. **Re-evaluation of Probationary Faculty Member (following a substandard evaluation):**

When an evaluatee's performance has been judged substandard, on a prior evaluation, the Department Chair, in consultation with the Division Dean, shall form the re-evaluation committee. The Committee shall consist of:

a. The evaluatee.
b. The Department Chair.
c. The Division Dean (or designee).
d. One regular certificated peer from the evaluatee's field or a closely related discipline.
e. One regular certificated peer from outside the department.

All members shall have full voting rights except the evaluatee and Division Dean.

The re-evaluation committee will base the evaluation on the plan for improvement formulated by the previous committee and will prepare a written report that addresses the original evaluation committee's plan for improvement in addition to the items outlined in 7a-g of the Procedure for Evaluation of Contract Probationary Faculty.

11. **Submission of Evaluation Report:** The completed evaluation report shall be submitted to the division dean by the end of the 12th week of the semester during the first two semesters and by the end of the tenth week in the third semester.


mej/W.P. Center
SANTA BARBARA CITY COLLEGE
Faculty Evaluation Form 1

Name of Instructor Evaluated ____________________________

Department ____________________________ Date ____________

Course(s) Taught ____________________________

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Consistently 5</th>
<th>Most of the time 4</th>
<th>Usually 3</th>
<th>Some of the time 2</th>
<th>Never 1</th>
<th>N/A</th>
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<tbody>
<tr>
<td>1. Defines course objectives and requirements.</td>
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<td>2. Distributes current course outlines or syllabi.</td>
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<td>3. Defines grading policy at start of course and abides by it.</td>
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<td>4. Plans course content on a weekly basis.</td>
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<td>5. Adheres to teaching plan.</td>
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<td>6. Is punctual in starting class.</td>
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<td>7. Conducts class for full class period.</td>
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<td>8. Demonstrates knowledge of subject.</td>
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<td>9. Presents material at students' level of understanding.</td>
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<td>10. Demonstrates interest in student mastery of course content.</td>
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<td>11. Speaks clearly, communicates effectively.</td>
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<td>12. Encourages student participation and questions.</td>
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<td>13. Demonstrates respect for students.</td>
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<td>15. Is available to students during posted office hours.</td>
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<td>16. Administers tests that are consistent with course objectives.</td>
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<td>17. Returns graded materials promptly.</td>
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<td>18. Maintains accurate records of students' grades and attendance.</td>
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<td>19. Meets college deadlines (e.g., Admissions Office, Bookstore).</td>
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<td>20. Participates in department activities.</td>
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</table>

Remarks: Positive comments and/or suggestions for improvement (continue on reverse side if necessary).

Evaluator's Signature: ____________________________
SANTA BARBARA CITY COLLEGE
Faculty Evaluation Form 2

Name of Instructor Evaluated

Department __________________________ Date ____________

Course(s) Taught ________________________

Please comment on achievement of the following objectives:

1) Demonstrates expertise in academic discipline and/or area of assignment:
   (Demonstrates knowledge of subject, presents material at students' level of understanding.)

2) Demonstrates effectiveness in teaching and/or performance of job:
   (Defines course objectives and requirements. Punctual in starting and ending class. Administers tests consistent with objectives. Returns graded materials promptly.)

3) Ensures availability to students and colleagues:
   (Communicates effectively. Demonstrates respect for students and colleagues. Available for posted office hours.)

4) Fulfills responsibilities to the college community and SBCC's goals and policies:
   (Participates in department activities. Attends and participates in In-Service and other college-wide activities. Meets college deadlines.)

5) Participates in activities that promote professional growth:

Remarks: Positive comments and/or suggestions for improvement. (Please use reverse side.)

Evaluator Signature: __________________________
II. PROCEDURE FOR EVALUATION OF TENURED CONTRACT FACULTY

A. Selection of Committee:

1. The committee will be selected by the evaluatee and approved by his/her department chair (or equivalent). In the case of a department chair, the division dean will approve the committee. Committee composition should consist of at least three regular certificated persons, including:
   a. The evaluatee.
   b. At least one peer from the evaluatee's field or a closely related discipline.
   c. At least one peer from outside the department.
   d. No person (other than the evaluatee) who has served on the two most recent evaluation committees for the individual being evaluated.

2. In the case of disagreement regarding the composition of the committee, the arbitrators will be the President of the Academic Senate, the Division Dean, and the Vice President of Academic Affairs or the Vice President of Student Affairs.

B. Committee Responsibilities:

1. Plan for Evaluation: The entire committee will meet prior to the sixth week of the semester in which the evaluation is taking place to plan for the process. At this meeting a chairperson will be selected and a timeline established. The committee will consider the applicability of paragraphs 2-4 when a faculty member who is not a classroom instructor (i.e., counselor, librarian, campus nurse) is to be evaluated, and unanimously determine which paragraph(s), if any, are not relevant to the specific situation.

2. Review Course Materials, e.g., syllabi, exams, student records, counseling notes, etc.

3. Observe the Evaluatee: Each member of the committee will observe the evaluatee in the performance of his/her duties. For instructors, each committee member will visit the evaluatee's classes for at least one class meeting or a minimum of 50 minutes. At least one section of each course taught shall be observed. For large lecture classes that have multiple labs and/or discussion groups, at least one lab and one discussion section will be observed in addition to the lecture.

4. Obtain Client Data: Without the evaluatee present, a written client survey will be distributed and collected. For instructors, the survey will be taken in each section taught by the evaluatee. Surveys will be conducted in such a way that results from each section can be tabulated. The results will be tabulated and summarized by committee members. Following completion of the semester, the surveys will be given to the evaluatee for examination.

5. Obtain Written Comments: Obtain written comments from the evaluatee (self evaluation), and the evaluatee's department chair (or dean, if evaluatee is a department chair) regarding the individual's performance of job requirements and fulfillment of departmental and campus responsibilities, and the five performance criteria listed in Section 2120: a) expertise in discipline; b) effectiveness in performing job; c) availability to students and colleagues; d) fulfillment of college responsibilities; and e) professional growth. The committee will invite comments from the appropriate administrative dean.
6. Review Previous Evaluations: Obtain and review copies of the two most recent evaluation reports.

7. Prepare Report: A member of the committee other than the evaluatee will prepare a written report which:
   a. Summarizes the evaluation process
   b. Addresses each of the evaluation criteria
   c. Includes a summary of client survey data
   d. Includes the evaluatee's self-evaluation
   e. Includes written comments from department chair and/or administrative dean
   f. Includes the cover sheet with appropriate signatures.

   The report will include observations that reflect review of the two prior evaluation reports. Any member of the committee, including the evaluatee, may append an individual statement to the committee report.

8. If the evaluatee's performance is satisfactory, this will be stated in the written report. Suggestions to enhance satisfactory performance will be included to assist the evaluatee to achieve even higher levels of performance.

9. If the committee finds a need for substantial improvement, the re-evaluation process outlined in the next section will be followed. If the committee is unable to reach consensus, it will forward to the AFPS Committee for resolution its report as described in 7 above, along with an explanation of the points of disagreement within the committee.

10. Submission of Report: By the end of the 14th week of the semester in which the evaluation occurs, the signed report will be forwarded to the evaluatee's department chair and dean for signature in acknowledgment that procedure has been followed. Any request for alteration or addition to the committee's report must be submitted to the committee and is subject to their approval. No alterations or additions will be made to the committee's final report after the evaluatee has signed it.

*Board of Trustees, October 28, 1982
First revision:
The Evaluation Committee for ___________________________
has conducted its evaluation and submits the attached report of its findings.

COMMITTEE

Signed: ____________________________________________
Evaluatee

Signed: ____________________________________________
Name, Title, and Department

Signed: ____________________________________________
Name, Title, and Department

Signed: ____________________________________________
Name, Title, and Department

Received and forwarded: ________________________________
Department Chair (or Equivalent)

Received and acknowledged that procedure has been followed: ____________________________
Dean

Received and Reviewed: ________________________________
Vice President

Received in Personnel Office: ___________________________
Personnel Officer

Next Evaluation Due: _________________________________

(Pink copy to be returned to evaluatee after receipt of report in Personnel Office.)
III. PROCEDURE FOR RE-EVALUATION OF TENURED CERTIFICATED PERSONNEL REQUIRING SUBSTANTIAL IMPROVEMENT

A. Overview:

If the report of the evaluation committee states a need for substantial improvement, a re-evaluation will be completed within one year. The re-evaluation process will use peer review. Division deans are responsible for ensuring that the re-evaluation process is completed on schedule.

B. Development of Plan for Improvement:

The original evaluation committee, including the evaluatee, in consultation with the department chair (or the equivalent) and dean, will develop a plan for improvement, stating specific actions to be taken. All parties will sign this plan for improvement. The evaluatee may submit his/her reflections on the plan. The committee will file a copy of the plan with the committee's evaluation report by the end of the semester in which the initial evaluation was conducted. The plan for improvement shall include:

1. Definition of areas needing improvement
2. Specific goals to be achieved
3. Suggested means for improvement
4. Timeline for plan
5. Criteria to be used in determining satisfactory performance at the time of re-evaluation (e.g., course materials, client surveys, etc.)

C. Implementation of the Plan:

One semester shall be allowed for implementation of the plan by the evaluatee. No formal evaluation will take place during this semester. A mentor, mutually agreed upon by the evaluatee and the department chair, will be selected to serve as a resource to the evaluatee. The mentor will provide feedback to the evaluatee but will not participate in formal evaluation procedures.

D. Selection of Committee for Re-Evaluation:

1. At the beginning of the second semester following the identification of need for substantial improvement, the department chair (or equivalent) in consultation with the dean will form a new evaluation committee. The committee will consist of the following:
   a. The evaluatee (as a non-voting member)
   b. The department chair
   c. Two regular tenured certificated faculty members, mutually agreed upon by the evaluatee and the department chair (in the case of a department chair, the dean).
   d. The chair of the Academic Freedom and Professional Standards Committee (or designee), as a non-voting observer.
   e. The appropriate dean (as a non-voting member)

2. In the case of disagreement regarding the composition of the committee, the arbitrators will be the President of the Academic Senate, the Division Dean, and the Vice President of Academic Affairs.
3. The department chair shall serve as committee chair. Any member of the committee may request the services of the dean to facilitate the committee's work. In any event, the committee will keep the dean informed about the committee's meetings.

E. Committee Responsibilities:

1. Initial Meeting--The re-evaluation committee chair will convene the committee not later than the fourth week of the semester. At its first meeting, the committee will review the summary report from the previous evaluation and the plan for improvement. It will also establish a timeline for the re-evaluation process. The evaluatee will present a written report to the committee describing progress toward goals outlined in the plan.

2. Review of Materials--The re-evaluation will be conducted using the process described in the Policy and Procedure for Evaluation of Regular Certificated Personnel. (Appendix E-II) In addition, the committee should determine ways to evaluate progress in the areas outlined in the plan for improvement.

3. Preparation of Report--Members of the committee other than the evaluatee will prepare a written report that addresses each of the general evaluation criteria, with particular emphasis on the specific goals outlined in the evaluatee's individual plan for improvement. Within the report will be a statement that indicates whether the evaluatee has demonstrated successful performance in all areas identified in the criteria for evaluation (e.g., expertise in academic discipline, teaching effectiveness/performance of duties, college responsibilities, professional growth, and availability to clients). Any member of the committee may append an individual statement to the committee report.

4. Submission of Report--By the end of the 12th week of the semester, the committee will submit the completed report to the appropriate dean. If the evaluation is satisfactory, no additional follow-up will be required until the next regularly scheduled evaluation (two years from the re-evaluation). If the evaluation committee determines that substantial improvement has not occurred, a report of substandard performance will be forwarded to the appropriate vice president for review and action. If the committee cannot agree on a conclusion, its report including indications of all points of disagreement will be forwarded to the appropriate vice president for review and action.

Board of Trustees: July 12, 1972
Amended: October 30, 1975
Amended: November 18, 1976
First revision: March 10, 1977

Second revision: July 13, 1978
Third revision: January 10, 1980
Fourth revision: May 8, 1980
Fifth revision:
POLICIES AND PROCEDURES FOR THE EVALUATION OF CREDIT PROGRAM HOURLY INSTRUCTORS

A. In accordance with provisions of the Education Code Section 1341.05, 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 certificated hourly 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 and performs assigned tasks.

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

3. Establishes appropriate goals and evaluates student and/or employee achievement effectively.

4. Communicates effectively with students, peers and supervisors and facilitates open communication.

B. 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 facilitated. The evaluation of certificated personnel shall be directed primarily toward the achievement of these objectives.

An additional purpose of evaluation shall be to provide information for determining subsequent employment of certificated hourly instructors.

PROCEDURES

1. All certificated hourly instructors shall administer a student survey each semester for evaluating the class and the instruction, and this survey shall be submitted to and reviewed by the Department Chairperson.

2. All new certificated hourly instructors shall be observed by the Department Chairperson or his/her designee (a full-time certificated instructor) once each semester for two consecutive semesters. Furthermore, Department Chairpersons shall give written response to the instructor following each visit, and a copy shall be submitted to the office of the Vice President of Academic Affairs.

3. All continuing certificated hourly instructors shall be observed by a Department Chairperson or his/her designee (a full-time certificated instructor) at least once every two semesters, and a written response shall be given to the hourly instructor after each observation. A copy of this response shall also be submitted to the office of the Vice President of Academic Affairs.

The evaluation procedures delineated in items 1-3 are intended as minimum requirements. Departments may at any time require additional evaluation measures.