

24A.2 Definitions

- A. The academic year begins July 1 and ends June 30.
- B. Faculty or Faculty Member includes, but is not limited to, instructors, librarians, counselors, community college health services professionals, lab

- 24A.3.3 Regular members in Unsatisfactory status will be evaluated every semester according to the process outlined in 24A.12.

- 24A.3.4 Associate members, long-term substitute and temporary members, and overload assignments not in a regular member's primary discipline shall be evaluated by the department involved in accordance with the process outlined in Article 100 and 108.

- 24A.3.5 **Reassigned Time**

appraisal year, the appraisal process may be waived, except when the member wants to earn reemployment preference as an associate member (see Article 15.1.5). The member's written letter of intent to resign or retire on file with the District will serve as notification to the appropriate Vice President who may approve the waiver.

24A.4 **Criteria for Appraisal of Regular Members**

All criteria appropriate to the member's assignment included in this section will be used in the Performance Appraisal Process.

24A.4.1 **Professional Criteria Category**

Each member shall:

a. Demonstrate currency and depth of knowledge of the field in the performance of assignment.

b. Demonstrate (t)19 nsnsns 69.96 4fes70 Tcer9--5.4(r)1.8(a)7.8(tss70 Tc)2 0 i18(j(t)13(Dc.8(6J

- j. Demonstrate a commitment to student learning by beginning and ending classes according to schedule, holding regular office hours, and meeting student needs as professionally required.
- k. Evidence currency in the field through participation in professional conferences, workshops, seminars, etc.
- l. Meet Record-Keeping obligations on time, e.g., grades, requisitions, schedules, textbook orders, rosters.
- m. Carry out budget responsibilities effectively if it is an agreed part of member's assignment.
- n. Supervise classified personnel appropriately if it is an agreed part of member's assignment.
- o. Participate in the process of SLO assessment and evaluation and using the results of these assessments in the process of continuously improving student learning.

24A.4.2

Evidence a commitment to his/her department/division, college and district by fulfilling his/her institutional responsibilities as outlined in Article 21.

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administrator shall complete an independent appraisal of that member. (See 24A.6.3.1)

In order to allow time for other institutional responsibilities, members, other than the Department Chair, should not serve on more than five (5) appraisal teams within one (1) academic year.

24A.5.1.1 **Reduced Appraisal Process**

When a Regular Faculty member receives three consecutive Satisfactory appraisal outcomes the next regular evaluation process will be as follows:

- a. The evaluation team will consist of only one member in Satisfactory status. The appraisal team member may not have been evaluated by the appraisee during the last or current appraisal cycle.
- b. Only one classroom observation needs to be performed.
- c. Appraisal surveys will be done for all sections during the evaluation year; however, appraisal surveys will not be required during non-appraisal years.

Successive evaluations of a member in Reduced Appraisal status are not to be conducted by the same individual.

24A.5.2 The appraisal team leader is responsible for ensuring that the appraisal process is completed in accordance with the appropriate provisions and timelines of the contract. The responsibilities of the team leader will include at least the following items:

- a. Obtaining a list of any recommendations resulting from the appraisee's prior appraisal and surveys done during intervening years kept in the appropriate Vice President's office.
- b. Scheduling and conducting the pre-appraisal conference.
- c. Coordinating appraisal observations and surveying appropriate administrative and other personnel regarding the performance of responsibilities that cannot be assessed by a classroom observation, and summarizing such input for inclusion in the post appraisal performance conference.

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access to, and will review instruction and faculty-student interaction through the course content management system. In addition, the appraisal team member and the appraisee may arrange for one on-campus observation, skype or video conference of that section. If a work experience instructor is being observed, the appraisal team member and the appraisee shall arrange for one on or off-campus observation as appropriate.

- 24A.6.3.1 An administrator authorized to perform an independent appraisal of a regular faculty member, as in 24A.5.1, shall observe the member in the activities appropriate to the member's service area(s) or otherwise in those duties outlined in the member's position description. The administrator will complete her or his written appraisal report and must deliver the report to the appraisal team leader at least one week prior to the post-appraisal conference. All substantive points made in the administrator's appraisal will be included in the team's summary report.

24A.6.4 Appraisal Surveys

24A.6.4.1 Classroom Activities

Evaluation year. Student appraisal surveys will be conducted using official WVMFT, AFT 6554 forms in each class section during one semester of the appraisal year. Surveys will be completed between weeks 6 and 13. When administering student surveys, a member of the appraisal team or its designee, which could be the appraisee, shall read the written instructions to the class and distribute the evaluation forms. That person will inform the students that ratings and written comments will be used in the appraisals and that the instructor will not have access to the written comments until after grades are recorded. A person other than the appraisee will be designated to collect the completed appraisal forms and return them immediately to the Division Office or appropriate collection point. The appraisee will leave the room while students fill out the appraisal surveys. For Distance Education Courses, the student appraisal surveys will be administered by the Office of Instruction electronically.

Non-evaluation year. Each regular faculty member not on reduced appraisal process (see 24A.5.1.1) will have student appraisal surveys conducted for at least one course selected by the appropriate supervisor every year. The appraisal will follow the procedure described in the preceding paragraph between the 6th and 13th week of instruction. The student surveys are to be for the purpose of providing valuable feedback for faculty members. The student

surveys will be reviewed appropriate supervisor and the faculty member. The summarized results will be reviewed and retained by the appropriate Vice President and forwarded to the appraisal team leader during the next appraisal process.

24A.6.4.2 Non-classroom Activities.

Appropriate appraisal surveys will be conducted using official WVMFT, AFT 6554 forms during one semester of every year. These surveys will be processed regularly and the results reviewed by the appropriate supervisor and the faculty member. The summarized results will be reviewed and retained by the appropriate Vice President and forwarded to the appraisal team leader during the next appraisal process.

24A.6.5 Post-Appraisal Conference

At the conclusion of the appraisal, there will be a conference with the appraisee and the appraisal team to discuss the outcomes of the appraisal and other information such as commendations, Record-Keeping documents, attendance, course syllabi and drop/retention rates. Performance on professional, collegial, and institutional responsibilities will also be discussed and comments written on the final Appraisal Summary Conference/Recommendation form.

The Department Chair and immediate supervisor, if not a member of the team, will be informed by the team leader of the outcome of each appraisal and may be included in the post-appraisal conference by request of the team leader.

If the evaluation is conducted in the Fall and if a preliminary indication from the appraisal team is that the result of the appraisal will be Needs-to-Improve in any of the criteria, then the faculty member and the appropriate Vice President will be informed of that fact. The evaluation will be continued through the following semester before the evaluation results are finished. The appraisal team will determine which of the criteria, if not all, will continue to be evaluated during the extended period of the evaluation. At the conclusion of the second semester the results of the appraisal must be finished and the summary evaluation must be submitted.

The Post-Appraisal Conference shall be completed and the summary forwarded to the appropriate Vice President prior to finals week.

24A.7 Appraisal Outcomes

At the discretion of the appropriate Vice President, consultation with the appraisal team regarding the outcome may occur.

The possible outcomes are:

- a. **Satisfactory:** If the recommendation is Satisfactory in all areas, the appraisal is completed.
- b. **Needs-to-Improve**

Observations: Each member of the team must observe each section each semester. The team will determine the maximum number of observations to be conducted.

Student Surveys: Student surveys will be conducted by the eleventh week of class in each semester. The survey shall include all students enrolled in such sections and may include students who were enrolled but dropped or withdrew from the sections.

24A.8.2.2 **Non-Instruction/Non-Classroom Related (24A.4.1)**

The Plan for Corrective Action, if the area of improvement falls under the Professional Criteria category (24A.4.1) but is not instruction nor classroom

Needs-to-Improve status may be used more than one year for 24A.4.3 Institutional Criteria only (see 24A.7.b).

24A.11 Outcome for Needs-to-Improve Status for Institutional Related Criteria (24A.4.3)

If progress has been made, but further improvement is necessary, the member will continue to work in the Needs-to-Improve status. If the member states, or the team identifies, that the member does not wish to fulfill expectations for category 24A.4.3, the team may recommend that the appraisal process for correction of this area cease. The appropriate Vice President, WVMFT, AFT 6554 Grievance Officer, and Human Resources shall be notified.

If/ when the member wishes to return to Satisfactory status for Institutional Related Criteria, he/she must notify the appropriate Vice President and WVMFT, AFT 6554 Grievance Officer so that the appraisal team can be reconvened.

See 24A.7.b for limitations when a member remains in Needs-to-Improve status.

24A.12 Appraisal Process For Regular Members In Unsatisfactory Status

A new appraisal team shall be recommended to the appropriate Vice President by the Academic Senate President and formed consisting of:

- a. a regular faculty member in Satisfactory status;
- b. a Division Dean;
- c. the Vice President of Instruction or Vice President of Student Services of the college, as appropriate.

When possible, either the Department Chair or a faculty member serving on the appraisal team will have content expertise.

The Vice President of Instruction or Vice President of Student Services will serve as Chair of the Team. The team will review the written summary and any additional relevant information. The team will develop a new Plan for Corrective Action focused on the specific area(s) identified as Unsatisfactory.

appropriate methods to evaluate the response to the Plan for Corrective Action.

24A.12.2.3 Collegial Related (24A.4.2)

The Plan for Corrective Action shall identify specific criteria that are not being met and the expectations of the appraisal team. The team shall identify what the member needs to correct and determine a timeline for completion. The appraisal team will establish the appropriate methods that will be used to evaluate the response to the Plan for Corrective Action.

24A.13 Outcome for Unsatisfactory Status for Professional Related Criteria (24A.4.1) and/or for Collegial Related Criteria (24A.4.2)

By the 13th week of the 2nd semester in which the faculty member is in Unsatisfactory status the team shall make one of two possible recommendations to the President. The team may recommend that:

- a. the faculty member be returned to Satisfactory status; or
- b. the member shall not be continued as a faculty member.

The President shall determine whether or not to initiate termination proceedings in accordance with Article 24. If the decision is made to terminate, the member's assignment will be determined by the President during termination proceedings.

24A.14 Authorization

Education Code Sections §87660 et seq. set forth the requirements for the performance appraisal of members. The legislative intent, as stated in AB 1725, provides that a member's students, administrators and peers should all contribute to the appraisal, but the member should play a central role in the appraisal process, and, together with appropriate administrators, assume principal responsibility for the effectiveness of the process.

24A.15 Negotiability

Any changes in the District Tenure Review or Performance Appraisal Process shall be subject to the negotiation process. WVMFT, AFT 6554 shall consult with the Academic Senate prior to engaging in collective bargaining

procedures regarding this article (Education Code Sections §87610.1 and §87663).

24A.16 **Grievability**

ARTICLE 24 B

Performance Appraisal – Tenure Track Contract Faculty

24B.1 Introduction

The primary goal of performance appraisal is the improvement of the quality of the educational program. The process should promote professionalism, enhance performance, recognize excellent performance, and be effective in yielding a genuinely useful and substantive assessment of performance. To achieve this goal, it is necessary to identify, recognize and nurture competence; to identify standard performance and indicate areas where improvement is desirable; to identify performance that requires improvement; and to identify performance so unsatisfactory that termination may be recommended.

Excellence in performance is crucial to maintain and extend the learning presently shown by students at Mission and West Valley Colleges.

The purpose of the four-year appraisal process is to determine whether the tenure track contract member should be granted tenure. The process will provide direction, assistance and support to improve the performance of the tenure track contract member and thus improve the quality of the educational program.

The appraisal system focuses on:

- E. Plan for Corrective Action: A written component of the Performance Plan, when needed, developed by an appraisal team for members in Needs-To-Improve or Unsatisfactory status. The plan will reflect specific actions, recommendations, and timeline for improvement.

for a specific department, the member shall meet with the appropriate administrator and the Department Chair to establish written goals for the reassigned time and set a date (or dates) for meeting to assess progress toward those goals.

Outcomes of the evaluation of the reassigned time assignment may be:

- a. Satisfactory. If the outcome is satisfactory, the assignment will continue.
- b. Needs-to-Improve. If the outcome is Needs-to-Improve, the appropriate administrator/faculty member will work with the member to develop a Plan for Corrective Action.
- c. Discontinuance. If the outcome is not satisfactory, the reassigned time may be discontinued at the option of the appropriate administrator.

24B.4 **Criteria for Performance Appraisal Review**

All criteria appropriate to the member's assignment included in this section will be used in the Performance Appraisal Process. Additional criteria, defined as areas specific to the member's capabilities, experience and assignment, may be developed by the tenure appraisal team and will be included in the Performance Plan. All criteria should be adapted to each member's specific job description.

A first year member is expected to concentrate 100% of his/her efforts on performance for the service to which the member has been assigned and is not

- a. Demonstrate currency and depth of knowledge of the field in the performance of assignment.
- b. Demonstrate the ability to communicate subject matter clearly, correctly and effectively.
- c. Demonstrate an ability to achieve objectives in area of assignment.
- d. Demonstrate an ability to adapt methodologies for students/clientele with special needs and different learning styles.
- e. Demonstrate regular effective student contact for courses offered either fully or partially through distance education.
- f. Utilize methods and materials appropriate to the subject matter.
- g. Demonstrate evidence of careful preparation and organizational skills in area of assignment.
- h. Provide clear assignments or directives to students and regularly inform students of academic standing in class.
- i. Provide for each student a current course syllabus, as required by Title 5 that includes SLOs, classroom procedures, requirements and grading policies and provide a copy to the Division Office.
- j. Demonstrate a commitment to student learning by beginning and ending classes according to schedule, holding regular office hours and meeting student needs, as professionally required.
- k. Demonstrate currency in the field through participation in professional conferences, workshops, seminars, etc.
- l. Meet Record-Keeping obligations on time, e.g., grades, requisitions, schedules, textbook orders, rosters.
- m. Carry out budget responsibilities effectively if it is a part of member's assignment.
- n. Supervise classified personnel appropriately if it is a part of member's assignment.

B. Non-classroom Activities

Appropriate appraisal surveys will be conducted using official forms during each appraisal semester. Surveys will be completed between weeks 6 and 11. The team leader will collect the appraisal surveys and deliver them immediately to the Division Office or appropriate collection point.

24B.6.4 Preparation for Post-Appraisal Conference

Prior to the post-appraisal conference, the appraisal team leader will compile and prepare all of the appropriate documents for the conference using the criteria from Article 24B.4 and following the process specified in Article 24B.1.

The Department Chair or immediate supervisor, if not a member of the team, will be informed by the team leader of the outcome of each appraisal and may be included in the post-appraisal preparation by request of the team leader.

24B.6.5 Post-Appraisal Conference

- A. **Satisfactory:** If the recommendation is satisfactory in all areas, the member will be recommended for an additional contract as follows:

At the end of the first year, this contract will be a one-year contract.

At the end of the second year this contract will be a two-year contract.
At the end of the fourth year this contract will grant tenure.

- B. **Needs-to-Improve:** During the first year, if the appraisal recommends that the member needs to improve in any of the three criteria categories listed in Article 24B.4, the member will be recommended for an additional contract and a plan for corrective action will be provided by the team in the Performance Plan.

Due to the employment contract implications the outcome of the appraisal during the Fall semester of the 2nd year must be either Satisfactory or Unsatisfactory.

At the end of the Fall semester of the 4th year there must be a team recommendation to move to Satisfactory to grant tenure OR to move to Unsatisfactory to deny tenure.

- C. **Unsatisfactory:** If the appraisal is unsatisfactory in any of the three criteria categories listed in Article 24B.4, the member will not be recommended for continued employment with the District.

Summary of possible Appraisal Outcomes:

	1 st Year		2 nd Year		3 rd Year		4 th Year	
Satisfactory	Fa	Sp	Fa	Sp	Fa	Sp	Fa	Sp
	S	S	S	S	S	(S)	S	(S)*
Needs-to-Improve	NI	NI		NI	NI	(NI)		

3. Team provides President with a final recommendation.
4. If significant improvement is noted by the Team, the President will confer with the Team. The President may request that the Board rescind the non-renewal notice.
5. If no significant improvement is noted by the Team, the Appraiser is not issued a
