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## ARTICLE 24 A

### Performance Appraisal – Regular Tenured Faculty

#### 24A.1 Introduction

The primary goal of performance appraisal is the improvement of the quality

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Related form is: **Form B - Pre-Appraisal Conference**

3. **Observations** (Article 24A.6.3)

Related form is: **Form C - Observations/Visitation Report**

4. **Appraisal**, (Articles 24A.4.1 & 2 and Article 24A.3.5)

Related forms are:

**Form D - Faculty Self-Appraisal**

**Student Surveys:**

- **Form E1 - Student Survey**
- **Form E2 - Student Survey for Distance Education**
- **Student Survey Summary**

**Form H1 - Professional, Collegial & Institutional Responsibility Criteria** *(completed by Appraisal Team Leader in consultation with the Division Dean and Department Chair)*

**Form I - Institutional Responsibility** forms for the appraisal cycle

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5. **Post Appraisal Conference** (Article 24A.6.5)

Related forms are:

**Form J - Appraisal Summary Conference/Recommendations**

**Form K - Sign-Off Sheet**

**Plan for Corrective Action** *(Required only if faculty member received a Performance Appraisal Recommendation of "Needs-to-Improve" or "Unsatisfactory" in Professional, Collegial, and/or Institutional Responsibility Criteria).*

By mutual consent, videotapes or other recording devices may be used. Anonymous letters or materials, excluding student survey data, will not be used in the process.

24A.2 **Definitions**

A. The Academic Year begins July 1 and ends June 30.

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- d. A member consistently fails to meet a significant number of the criteria for Performance Appraisal of regular members as outlined in Articles 24A.4.1 — 24A.4.3.

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The Reassigned Time Appraisal shall include a Peer Survey. When the Reassigned Time is in the position of Department Chair, the survey shall be ad

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- 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 substantive 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. Implement the Course Outline of Record
  - i. Provide clear assignments or directives to students and regularly inform students of academic standing in class.
  - j. 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.
  - k. Demonstrate a commitment to student learning by beginning and ending classes according to schedule, holding regular office hours, and
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- n. Work with classified personnel in an effective manner in those areas related to instruction and institutional goals.
  - o. Participate in the process of SLO assessment and evaluate and use the results of these assessments in the process of continuously improving student learning.
  - p. Participate in the process of SLO assessment and evaluate and use the results of these assessments in the process of continuously improving student learning.
  - q. Participate in the process of Program Review (Article 21).
  - r. Participate in the process of creating and updating curriculum. (Article 21).

**24A.4.2 Collegial Criteria Category**

Each member shall:

- a. Work cooperatively within the college community.
  - b. Foster an environment that protects academic freedom within the college community.
  - c. Foster a positive working environment that is free from harassment, prejudice, and/or bias.
  - d. Demonstrate positive communication skills within the college community.
  - e. Demonstrate a respect for the dignity of each individual.
  - f. Foster an environment that promotes equity, inclusion, and equal opportunity for students and employt(l)-4.4(s)-1-9.2( b)7.6(i)-4.5(a)-2(s)-1.t10.8002 Tc 0i(tu)5.2
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## 24A.5 **Team Membership and Responsibilities**

### 24A.5.1 **Team Membership**

Except in the case of a Reduced Appraisal Process (see Article 24A.5.1.1) the Appraisal Team shall be composed of two regular faculty in Satisfactory status, within the member's department, Division, or related discipline, and the appropriate Division Dean. In extenuating circumstances, as determined by the appropriate Vice President, the Vice President may appoint an alternate administrator. When the member is assigned a .4 load outside the member's primary discipline, one of the two regular faculty assigned to the Appraisal Team shall be from that discipline. The Appraisal Team members may not have been appraised by the appraisee during the last or current appraisal cycle. On alternate appraisal years, one of the faculty members shall be a regular faculty from outside the appraisee's department. The Appraisal Team has the exclusive right to include a non-voting external participant for content expertise if that content expertise is not available within the bargaining unit. The selection of the person having content expertise is subject to approval by the appraisee.

Except in the case of departments with only one or two full-time faculty members, faculty team members will be recommended by the Department Chair and Dean and be forwarded to the appropriate Vice President for approval. The administrative team member will be recommended by the Division Dean and forwarded to the appropriate Vice President for approval. When the Department Chair is being appraised, the Division Dean, in consultation with the faculty in the department, will recommend the faculty and administrative Appraisal Team to the appropriate Vice President.

In the case of departments with one or two full-time faculty members, the Division Dean will recommend Appraisal Teams for those areas and forward to the Vice President of Instruction for approval.

The leader of the Appraisal Team shall be elected by its members.

On an as-needed basis, the Appraisal Team Leader may invite an additional administrator to serve as a non-voting member of the Appraisal Team. If a

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The Professional & Collegial Responsibility Form will be completed by the Appraisal Team Leader in consultation with the Division Dean, and the Department Chair, if the Chair is not the Appraisal Team Leader or the appraisee.

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.

If the appraisee has sufficient concern that a member of their Appraisal Team will not be able to serve on the team in an equitable and collegial manner, or if a team member has evidenced their inability to do so, the appraisee may contract their WVMFT, AFT 6554 representative. The WVMFT, AFT 6554 will arrange and attend a conference with the appraisee and the Director of Compliance or their designee, after which the Director of Compliance shall issue a formal recommendation on team membership.

For the purposes of this section “equitable” means able to appraise the appraisee without regard to factors that do not pertain to the contractually-established appraisal criteria and in a manner consistent with standards and expectations applied to other faculty. Collegial has the same meaning as in Article 24A.4.2.

#### **24A.5.1.1 Reduced Appraisal Process**

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

- a. The Appraisal Team will consist of two members, either two faculty members in Satisfactory status or one faculty member in satisfactory status and one administrator appointed by the Division Dean, in consultation

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of the appraisee's performance, or expertise regarding the area of the appraisee. When such a list is provided, the listed individuals shall be called upon by the Appraisal Team Leader to provide input.

- d. Ensuring that the Student Surveys are completed in a timely manner.
- e. Obtain the Institutional Responsibility forms from the appraisal cycle.
- f. Reviewing the results of the Pre-Appraisal conference, the Self-Appraisal, Faculty Peer Observations, Administrative Observation, Distance Learning Observation forms, Reassigned Time Appraisals, Professional & Collegial Responsibility form, Student Survey Summary and comments, and other information such as commendations, attendance, course syllabi and drop/retention rates with the team.
- g. Preparing for and conducting the Post-Appraisal Conference. Prior to the post-appraisal conference, working with the other team members, the Appraisal Team Leader will compile and prepare all of the appropriate documents for the conference using the criteria from Article 24A.4 and following the process specified in Article 24.A.6.
- h. Completing the Performance Appraisal Summary form and ensuring that the appropriate documentation is submitted to the appropriate Vice President or designee.

#### 24A.6 **Appraisal Process**

24A.6.1 The appraisee will obtain a copy of the previous team's recommendations (if any) from the current team leader. The appraisee will complete a Self-Appraisal on the Self-Appraisal form.

#### 24A.6.2 **Pre-Appraisal Conference**

By the end of the 5th week of the semester, the Appraisal Team will meet with the member to discuss the Faculty Self-Appraisal, the elements of the appraisal, and other information such as commendations, Record-Keeping documents, attendance, course syllabi and drop/retention rates, and establish

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There will be a minimum of one observation by each member of the Appraisal Team. Observations may be conducted without advanced notice, except that at least one observation per appraisal cycle shall be scheduled with the approval and coordination of the appraisee. Observations should be completed no later than Week 13 of the semester. Observations will include activities appropriate to the member's service area(s). If the class section observed is a Distance Education section, the Appraisal Team member will have access to, and will review instruction and faculty-student interaction through the course content management system, which shall include at least one three-week time period identified by the appraisee. Appraisal Team access to the course shell shall be terminated upon completion of the appraisal. 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.6.4 **Appraisal Surveys**

##### 24A.6.4.1 **Classroom Activities**

**Appraisal Year.** Student Surveys will be conducted using the official District/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, shall read the written instructions to the class and distribute the appraisal 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 Surveys will be administered by the Office of Instruction electronically. Student Surveys will be sent to the students to complete for at least a two-week window between Weeks 6 and 13.

**Non-Appraisal Year.** Each regular faculty member not on Reduced Appraisal Process (see Article 24A.5.1.1) will have Student Surveys using official District/WVMFT, AFT 6554 form conducted for at least one course selected by the Dean every year. The appraisal will follow the procedure described in the

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**24.A.8.1 Pre-Appraisal Conference for Needs-to-Improve Status, any category**  
(24A.4.1, 24A.4.2, or 24A.4.3)

The procedure for Needs-to-Improve status will be reviewed with the appraisee by the Appraisal Team. The Plan for Corrective Action developed by the Appr

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

**24A.8.2.3 Collegial Related Criteria (Article 24A.4.2)**

Based on the Plan for Corrective Action, if the area for improvement is related to Collegial Criteria, the team shall identify the criteria that are not being met, the expectation(s) of the Appraisal Team, the actions that are expected to correct the area, and a timeline for completion. The Appraisal Team will

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**24A.8.2.6 Progress Conference for Needs-to-Improve Status (2nd Semester) for Professional Related Criteria (Article 24A.4.1), for Collegial Criteria (Article 24A.4.2), and/or for Institutional Responsibilities Related Criteria (Article 24A.4.3)**

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Prior to the thirteenth week of the second semester in Needs-to-Improve status, th

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- c. the Vice President of Instruction or Vice President of Student Services of the college, as appropriate.

Whenever possible, the 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.

Upon request of the appraisee or the District, a WVMFT representative may serve as an observer of the process.

**24A.9.1 Pre-Appraisal Conference for Unsatisfactory Status for Professional Related Criteria (Article 24A.4.1), for Collegial Criteria (Article 24A.4.2), and/or for Institutional Responsibilities Related Criteria (Article 24A.4.3)**

The procedure for Unsatisfactory status will be reviewed with the appraisee by the Appraisal Team. The Plan for Corrective Action developed by the Appraisal Team will be reviewed with the appraisee.

**24A.9.2 Appraisal Methods for Unsatisfactory Status for Professional Related Criteria (Article 24A.4.1), for Collegial Criteria (Article 24A.4.2), and/or for Institutional Responsibilities Related Criteria (Article 24A.4.3)**

**24A.9.2.1 Instructional or Classroom Related Criteria (Article 24A.4.1)**

**Classroom Activities** - Based on the Plan for Corrective Action, if the area f

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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 24A. If the decision is made to terminate, the member's assignment will be determined by the college President during termination proceedings.

24A.10 **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

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**ARTICLE 24 B**

**Performance Appraisal – Tenure Track Contract Faculty**

**24B.1 Introduction**

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1. **Team Formation** (Article 24B.5.1)  
Related forms is: **Form A - Appraisal Team Membership**
  
  2. **Pre-Appraisal Conference** (Article 24B.6.1)  
Related form is: **Form B - Pre-Appraisal Conference**
  
  3. **Observations** (Article 24B.6.2)  
Related form is: **Form C - Observations/Visitation Report**
  
  4. **Appraisal** (Articles 24B.6.3 A & B and Article 24B.3.2)  
Related forms are:
    - Form D - Faculty Self-Appraisal**
    - Student Surveys:**
      - **Form E1 - Student Survey**
      - **Form E2 -**
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**24B.4.2 Collegial Criteria Category**

Each member shall:

- a. Work cooperatively within the college community.
- b. Foster an environment that protects academic freedom within the college community.
- c. Foster a positive working environment which is free from harassment, prejudice and/or bias.
- d. Demonstrate positive communication skills within the college community.
- e. Demonstrate a respect for the dignity of each individual.
- f. Foster an environment that promotes equity, inclusion, and equal opportunity for students and employees of the District.

**24B.4.3 Institutional Responsibilities Criteria Category (for Years 2, 3, and 4)**

Each member shall:

Demonstrate a commitment to his/her department/division, college and

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timelines of the contract. The responsibilities of the Appraisal 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.

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member and the appraisee shall arrange for on or off-campus observation as appropriate.

Additional observations and surveys may be called for in the Performance Plan or as identified in Article 24B.3.1.

### 24B.6.3 **Appraisal Surveys**

#### A. **Classroom Activities**

Student Surveys will be conducted in each class section using official forms during each appraisal semester. Surveys will be completed between Weeks 6 and 11. 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 pass out the Student Surveys. 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 student 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 Student Surveys.

#### B. **Non-classroom Activities Student Surveys**

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. For Distance Education Courses, the Student Surveys will be administered by the Office of Instruction electronically. Student Surveys will be sent to the students to complete for at least a two week window between Weeks 6 and 13.

For all Student Surveys, the Office of Instruction will ensure that the students' written comments are separated and forwarded only to the Appraisal Team Leader, who shall give them to the appraisee only after grades are submitted.

### 24B.6.4 **Preparation for Post-Appraisal Conference**

Prior to the post-appraisal conference, the Appraisal Team Leader will work with the Appraisal Team to compile and prepare all of the appropriate

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If the Appraisal Outcome is Unsatisfactory:

- 1 Non-Renewal Notice issued to Appraisee.
- 2 Team continues to appraise performance.
- 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 Appraisee is not issued a contract.

*() Outcomes in parenthesis are done only if directed by the Appraisal Team.*

*\*Outcomes with asterisk carry over to next appraisal under Article 24A.*

*Where there is a blank space, that outcome is not possible for that semester.*

*Arrows indicate the next possible action.*

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## ARTICLE 24 C

### **Performance Appraisal – Other Tenure Track Contract Faculty**

Those persons not specifically covered by Article 24A or 24B (e.g. child care faculty or long term grants, etc.) or Article 108 shall follow the process for Article 24B for the first four years of their employment with the exception that tenure will not be granted. Subsequently, the process for Article 24A will be followed.