

ARTICLE 24 A

Performance Appraisal – Regular Tenured Faculty

24A.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 excellent

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

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.

B. Faculty member under this article is any bargaining unit member

- 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.
- e. A member consistently fails to meet usual record keeping obligations and timelines (grade, census roster, early progress reports, SLO assessment reports, program reviews, etc.).

These additional appraisals will have appropriate timelines developed as they occur.

24A.3.2 Regular members in Needs to Improve status will be appraised every semester according to the process outlined in Article 24A.8.

24A.3.3 Regular members in Unsatisfactory status will be appraised every semester according to the process outlined in Article 24A.11.

24A.3.4 In a non appraisal semester, if a regular member is assigned classes not in the regular member's primary discipline, the member shall be appraised by the department involved utilizing the process outlined in Article 108.

In an appraisal year, regular members shall not be assigned non overload classes outside their primary discipline, unless necessary to provide the member with a full load. When members are assigned classes outside their primary discipline as part of their regular load, one of the faculty team members will be from that discipline.

24A.3.5 **Reassigned Time**

Regular faculty who are reassigned with at least 20% Reassigned Time during any semester except if funded and supervised semese,

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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

- 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

- 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

24A.5 Team Membership and Responsibilities

24A.5.1 Team Membership

Except in the case of

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 contact 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 with the Department Chair. The faculty Appraisal Team members may not have been appraised by the appraisee during the last or current appraisal cycle.
- b. The Pre Appraisal Conference and submission of the Pre Appraisal form.
- c. Only one classroom observation needs to be performed by each team member.

July 1, 2014 -- June 30, 2017

preceding paragraph between the 6th and 13th of the semester. The Student Surveys are to be for the purpose of providing valuable feedback for faculty members. The Student Surveys will be reviewed by the Dean 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.

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.

24A.6.4.2 Non classroom Activities.

Each faculty member will complete, and submit to the Department Chair and Division Dean, an Institutional Responsibilities Form each academic year, which will be considered by the member's Appraisal Team as part of the Performance Appraisal Process. These forms will be reviewed and retained by the appropriate Vice President and forwarded to the Appraisal Team Leader during the next appraisal process. 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.

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.

24A.6.5 Post Appraisal Conference

At the conclusion of the appraisal, there will be a Post Appraisal Conference with the appraisee and the Appraisal Team to discuss the outcomes of the appraisal and other information such as commendations, Professional & Collegial Responsibility form, Institutional Responsibility forms for the appraisal cycle, attendance, course syllabi and drop/retention rates. Performance on Professional, Collegial, and Institutional Responsibilities will also be discussed and comments written on the final Performance Appraisal Summary Form. The Post Appraisal Conference shall be completed and the Performance Appraisal Summary Form will be signed by all team members.

The Department Chair and Division Dean will be informed by the Appraisal

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 Appraisal Team will be reviewed with the appraisee.

24.A.8.2 Appraisal Methods for Professional Criteria Category Either Instruction/Classroom Related or Non Instruction/Non Classroom Related Criteria (both under Article 24A.4.1) and/or for Collegial Related Criteria (Article 24A.4.2) and/or for Institutional Responsibilities Related Criteria (Article 24A.4.3)

24.A.8.2.1 Instruction or Classroom Related Criteria (Article 24A.4.1)

Based on the Plan for Corrective Action, if the area for improvement is classroom related, appraisal methods may include, but need not be limited to, the following:

Course Planning: The appraisee will prepare and submit to the Appraisal Team a plan for each course that addresses course content, skills to be developed, teaching methods and rationale, and student evaluation procedures.

Observations: Each member of the Appraisal 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 (11th) week of class in each semester. The survey shall include all students enrolled in such sections and may include students who were

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

24A.8.2.4 Institutional Responsibilities Related Criteria (Article 24A.4.3)

If the area of improvement is for performance in the Institutional Responsibilities Related Criteria category (24A.4.3), the Plan for Corrective Action shall identify specific criteria that are not being met. The Plan shall also state the expectation of the Appraisal Team, the actions that are expected to correct the area, and a timeline for completion. The Appraisal Team will determine the appropriate methods to evaluate the response to the Plan for Corrective Action.

24A.8.2.5 Progress Conference for Needs to Improve Status (1st Semester) for Professional Related Criteria (Article 24A.4.1), for Collegial Criteria (Article 24A.4.2), and/or for Institutional Responsibilities Criteria (Article 24A.4.3)

Prior to the thirteenth week of the first semester in Needs to Improve Status, the Appraisal Team will review the Plan for Corrective Action, the appraisal observations, and other relevant information to ensure compliance with the Plan for Corrective Action. A Progress Conference will be held with the Appraisal Team and the appraisee prior to the Final Exam Week of the first semester in Needs to Improve status. The appraisee may request the presence of a WVMFT representative at the Progress Conference.

At the end of the Progress Conference, the appropriate administrator will prepare a written summary that will specify the progress made to date by the appraisee. If the member is returned to Satisfactory status in the Professional Related, Collegial Related Criteria, and Institutional Responsibilities Related Criteria, the appraisal is complete. If the team recommends that continued performance improvement is necessary to correct noted deficiencies, the member will be continued in Needs to Improve status for the appropriate category for one more semester.

24A.8.2.6 Progress Conference for Needs to Improve

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

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 principal responsibility for the effectiveness of the process.

24A.11 Negotiability

Any changes in the District Tenure Review or Performance Appraisal Process shall be subject to 1 will

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. For faculty hired off cycle, the timing of the appraisal process described in this article shall be adjusted accordingly.

Consistent with the primary goal of appraisal, the Self Appraisal, is an integral part of the process as it provides the individual faculty member an opportunity for in introspection, reflection and planning. It points out areas of significant competence, effort and contribution made by the appraisee. It also addresses specific recommendations, if any, made on the appraisee's last appraisal cycle.

Excellence in performance is crucial to maintain and extend the learning presently shown by students at Mission College (1501 E. Chicago St.) IT 15 1q 1z 39 B 4 10 6

- 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:

- o **Form E1 Student Survey**
- o **Form E2 Student Survey for Distance Education**
- o **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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24B.2 **Definitions**

- A. The Academic Year begins July 1 and ends June 30.
- B. Faculty member under this article is any bargaining unit member in a tenure track ^{set} position.
- C. Performance Appraisal is a written review of the member's performance. _{become}
- D. A Performance Plan for tenure track contract members is a written one year action plan and timeline developed by the Appraisal Team, in consultation with the member in the first semester of employment, to provide direction and set priorities during the member's first years of service. The plan shall focus on enabling the member to become oriented to the college and District, ensuring successful completion of their primary service assignment.

- 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

At least one of the members named must come from the appraisee's department or related discipline, or the division if necessary. In special cases, the Appraisal Team has 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.

- 24B.5.3 The college Academic Senate President or designee, in consultation with the appropriate Vice President and the Department Chair/designee, shall approve the selection of members expertise

July

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

- 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

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If the Appraisal Outcome is Unsatisfactory:

- 1 Non-Renewal Notice issued to Appraisee.
- 2

Only compliance with the Performance Appraisal process is grievable.
Outcomes or

