



SIDE LETTER

This SIDE LETTER is entered into by and between the Mt. San Antonio Community College District (District) and the Faculty Association. This SIDE LETTER shall not be deemed precedent setting and shall not be construed as an admission of any wrong-doing or liability by either party to this SIDE LETTER.

***Intent:** This agreement is to address Faculty Evaluations for the 2020-21 academic year. The basic aim of evaluation is to improve professional effectiveness. These evaluations are to help faculty improve their ability to provide remote instruction. We recognize that these evaluations are different than “face-to-face” evaluations, and they are not to be used as a tool to dismiss faculty who struggle to teach remotely. Within the body of the document, we have included headings in italics to provide further intent for various subsections.*

The District and the Faculty Association shall agree to the following:

Evaluation procedures that concern all faculty:

1. Faculty shall be evaluated with the Classroom Visitation Evaluation of Distance Learning Faculty (form H.4.c.) and Student Evaluation Distance Learning Faculty (form H.2.e.). Exceptions are noted Paragraph 2.
2. Counseling, Library, English as a Second Language (ESL), and Language Learning Center Faculty shall be evaluated with the applicable H.4. forms as follows:
 - a. Counseling faculty providing counseling sessions: Student Evaluation Counseling Session (form H.2.d.) and Counseling Visitation Evaluation (form H.4.b.)
 - b. Counseling faculty teaching classes: the forms used in item 1 above
 - c. Library faculty: Student Evaluation Reference Interview Librarian (form H.2.c.) and Classroom Visitation Evaluation (form H.4.c.)
 - d. Library faculty teaching classes: the forms used in item 2 above
 - e. English as a Second Language (ESL) faculty: Student Evaluation ESL Classes (form H.2.b.) and Classroom Visitation Evaluation (form H.4.c.)
 - f. Language Learning Center faculty: Student Evaluation Language Learning Center (form H.2.f.)

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3. Faculty must stay in compliance with the Board of Trustees Policies and Procedures. A link to the BP's shall be sent to all faculty. This side letter does not affect the disciplinary process for faculty who violate the BPs.
4. Faculty who receive an unsatisfactory evaluation shall be given an opportunity to improve their performance as outlined in Paragraph 5.
5. In cases where a faculty member receives a rating of "improvement recommended" (#3) or "performance does not meet the standard" (#4) in any criteria, the evaluator will include an explanatory remark with specific recommendations for improvement. Recommendations shall include specific activities to be completed by the faculty member in order to acquire the skills and behaviors needed to achieve a competent and adequate performance rating of "performance exceeds the standard" (#1) or "performance meets the standard" (#2). The faculty member shall be provided available resources to acquire the skills and behaviors needed, including but not limited to, referral to the Faculty Center for Learning Technology (FCLT) or Faculty Facilitators. A follow up visit shall be conducted to determine if the faculty member has met expectations as evidenced by a rating of "performance exceeds the standard" (#1) or "performance meets the standard" (#2) on the evaluation form. The evaluator for the second visit will use the same evaluation forms and procedures as the initial visit. The follow-up evaluation will only address the criteria rated (#3) or (#4) in the previous evaluation.

Evaluation procedures that concern full-time faculty


6. Full-time faculty who were in year one of the three-year evaluation cycle in 2019-20 shall remain in year one for 2020-21; faculty in year two of the three-year evaluation cycle in 2019-20 shall remain in year two for 2020-21; faculty in year three of the three-year evaluation cycle in 2019-20 shall remain in year three for 2020-21. Any activities, student evaluations, or classroom visitations conducted in 2019-20 may be used in 2020-21 at the discretion of the faculty member.

Evaluation procedures that concern adjunct faculty:

7. Adjunct faculty hired in spring 2020 who have not been evaluated must be evaluated in fall 2020.
8. Adjunct faculty with rehire rights shall be placed as follows:
 - a. Adjunct Faculty with Existing Rehire Rights in Year 1 in 19-20 will be placed in Year 3 (evaluation year) in 20-21
 - b. Adjunct Faculty with Existing Rehire Rights in Year 2 in 19-20 will be placed in Year 1 in 20-21

- c. Adjunct Faculty with Existing Rehire Rights in Year 3 in 19-20 will be placed in Year 1 in 20-21
 - d. Adjunct Faculty with Existing Rehire Rights in Year 4 in 19-20 will be placed in Year 2 in 20-21
 - e. Adjunct Faculty who have been granted rehire rights for the first time or reinstated with rehire rights in 20-21 will be placed in Year 3 (evaluation year).
9. Adjunct faculty who receive a rating of 3 or 4 in any criteria shall be given an opportunity to improve as outlined in Paragraph 5 above. Adjunct faculty who demonstrate improvement in their second evaluation as evidenced by a rating of 1 or 2 in all areas shall not lose rehire rights. Adjunct faculty who receive a rating of 1 or 2 in all areas in their first or second evaluation shall progress forward in the evaluation process pursuant to Article 18.
10. Adjunct faculty whose rating in the second visit is “improvement recommended” (#3) or “performance does not meet the standard” (#4) in any criteria shall be subject to additional action which may include another round of recommendations and follow up evaluations-
11. Adjunct faculty who received a “3” or a “4” in any criteria on any subsequent evaluation and have continued to show improvement shall continue to receive support from the District to improve their online teaching performance and shall be subject to additional evaluations.
12. The follow-up evaluations shall take place after mutual agreement between the evaluator and the evaluatee.


ACCEPTED AND AGREED TO:


Joan Sholars (Sep 3, 2020 18:49 PDT)

Joan Sholars
President and Lead Negotiator, Faculty Association

Sep 3, 2020

Date


Karelyn Hoover (Sep 4, 2020 08:37 PDT)

Karelyn Hoover
District Lead Negotiator, Mt San Antonio College

Sep 4, 2020

Date