



## **AGREEMENT**

**MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**AND**

**FACULTY ASSOCIATION**

**FOR**

**July 1, 2019 – June 30, 2022**

**Year 1 of 3-Year Contract**

## ■ ARTICLE 18: FACULTY EVALUATION PROCEDURES AND PERSONNEL FILES ■

### 18.A. Definitions of Terms used in Faculty Evaluation Procedures:

#### 18.A.1. Authorized Evaluators:

- the appropriate Vice President
- division deans
- immediate administrator for non-teaching faculty
- other administrator(s) appointed by appropriate Vice President
- department chairpersons
- peers selected according to the provisions of Section 18.J.1.c.

18.A.2. Visitation Evaluation: A visitation evaluation is a specific observation of a faculty member's assigned activities by an authorized evaluator. Classroom visitations shall be announced and documented at least two (2) days prior to the visit except for visitations under Article 18.Q.2.

18.A.3. Consultation: A consultation is a conference with a faculty member following an evaluation visitation. A consultation should (a) indicate areas of competence and (b) make specific suggestions for the improvement of teaching.

18.A.4. Evaluation: An evaluation is a periodic and specified formal judgment of a faculty member's performance. An evaluation (other than student) will be recorded on a standard College form and will be completed by the time designated on the evaluation schedule. Each authorized evaluator will contribute to a summary report regarding the evaluation activities of an individual faculty member.

18.A.5. Evaluation Terms: The rating scale for use on standard College evaluation forms reflecting appropriate performance expectancies shall be the following:

1. Performance exceeds the standard: (Used to commend the recipient for performance above the expected)
2. Performance meets the standard: (Used to acknowledge satisfactory performance of duties and responsibilities)
3. Improvement recommended: (Used to warn the recipient that performance is below what is expected)
4. Performance does not meet the standard: (Used for unacceptable performance)
5. Not applicable/Insufficient data

18.A.6. Contract (Probationary) Faculty: Unit members in accordance with the Education Code Sections 87601-87612.

18.A.7. Regular (Tenured Faculty): Are those unit members in accordance with the Education Code Sections 87601-87612.

18.A.8. Adjunct Faculty: Adjunct (hourly) faculty are those unit members paid on an hourly basis in accordance with the Education Code sections 87480-87482.

18.A.9. Peer Faculty: Those unit members with whom one works on a continuing basis.

18.A.10. Conference: An evaluation conference is a meeting in which evaluators discuss with the faculty member the results of the evaluation and announce their recommendations.

18.B. Teaching Faculty Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to Article 18.L.2):

18.B.1. To be thorough in preparation for all class assignments.

18.B.2. To be regularly involved in staff and professional development activities in order to increase personal expertise in both subject matter and teaching techniques.

18.B.3. To develop and utilize effective pedagogical techniques in order to enhance the communication of ideas and promote optimal student learning, critical thinking, and performance skills.

18.B.4. To cooperate with the department chair and colleagues in planning and implementing curricular and other educational projects.

18.B.5. To teach information that is accurate and in compliance with the current course outline of record.

18.B.6. To adhere to ethical principles governing interactions with students and colleagues.

18.B.7. To be prompt and regular in attendance at all class meetings and adhere to scheduled dismissal times.

18.B.8. To be prompt and regular in attendance at all department, committee, and College-wide meetings.

18.B.9. To prepare all records and reports accurately and completely.

18.B.10. To submit records and reports to the proper offices within established deadlines.

18.B.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.B.12. To keep scheduled office hours and to fulfill obligations as to presence on campus.

18.B.13. To cultivate a supportive inclusive environment that promotes success of a diverse student body.

18.B.14. To be reasonably accessible to students.

18.B.15. To adhere to all faculty evaluation procedures and timelines.

18.B.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.C. Special Assignments/Coaching Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2):

18.C.1. To be thorough in preparation for all assignments.

18.C.2. To be involved in increasing expertise in both subject matter and performance techniques.

18.C.3. To develop and utilize effective teaching and coaching techniques in order to enhance the communication of ideas to students and athletes.

18.C.4. To cooperate with the department and colleagues in planning and implementing curricular and other projects.

18.C.5. To teach and coach in their areas of competence and in compliance with the College policy and rules and regulations that govern specific areas of assignment.

18.C.6. To adhere to ethical principles governing interactions with students and colleagues.

18.C.7. To be prompt and regular in attendance at all practices, contests, conferences, committees, and College-wide meetings.

18.C.8. To keep scheduled office hours and to fulfill adjunct obligations as to presence on campus.

18.C.9. To prepare all records and reports accurately and completely.

18.C.10. To submit records and reports to the proper offices according to established deadlines.

18.C.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.C.12. To cultivate a supportive, inclusive environment for students and the community that promotes the success of a diverse student body.

18.C.13. To be reasonably accessible to students.

18.C.14. To develop and maintain a system of recruitment and retention of students and athletes in their area of assignment.

18.C.15. To adhere to all faculty evaluations procedures and timelines.

18.C.16. To maintain current knowledge of department goals, planning agenda, assessment activities and curriculum development.

18.C.17 To be aware of the physical well-being of students and athletes in their area.

18.D. Counseling Faculty Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2):

18.D.1. To be thorough in preparation for all duties including liaison, testing, and guidance class assignments.

18.D.2. To be involved in increasing expertise in counseling techniques and in knowledge of academic policies and current career information.

18.D.3. To develop and utilize effective techniques in educational, career, and personal counseling.

18.D.4. To cooperate with department and colleagues in planning and implementing curricular and other projects.

18.D.5. To provide competent counseling in compliance with College policies and to disseminate accurate information to students.

18.D.6. To adhere to ethical principles governing interactions with students and colleagues.

18.D.7. To be prompt and regular in attendance at all class meetings, and to adhere to scheduled dismissal times.

18.D.8. To be prompt and regular in attendance at all department, committee, and College-wide meetings.

18.D.9. To prepare all records and reports accurately and completely.

18.D.10. To submit records and reports to the proper offices according to established deadlines.

18.D.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.D.12. To keep scheduled office hours and contractual adjunct obligations.

18.D.13. To cultivate a supportive inclusive environment for students that promotes the success of a diverse student body.

18.D.14. To be reasonably available to help and guide students beyond regular class and office hours.

18.D.15. To adhere to all faculty evaluation procedures and timelines.

18.D.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.E. Librarian Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2):

18.E.1. To be thorough in carrying out assigned duties as a librarian.

18.E.2. To be involved in increasing expertise in librarianship.

18.E.3. To develop and utilize effective communication techniques in order to enhance effectiveness in working with students, staff, and other faculty.

18.E.4. To cooperate with colleagues in planning and implementing curricular and other projects.

18.E.5. To provide accurate information to students.

18.E.6. To adhere to ethical principles governing interactions with students and colleagues.

18.E.7. To be prompt and regular in attendance at all class meetings, and to adhere to scheduled dismissal times.

18.E.8. To be prompt and regular in attendance at all department, committee, and College-wide meetings.

18.E.9. To submit all records and reports accurately and completely.

18.E.10. To submit records and reports to the proper offices on schedule.

18.E.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.E.12. To fulfill hourly obligations as to presence on campus.

18.E.13. To cultivate a supportive, inclusive environment for students that promotes the success of a diverse student body.

18.E.14. To be reasonably available to help and guide students.

18.E.15. To adhere to all faculty evaluation procedures and timelines.

18.E.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.F. Instructional Specialist Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2).

18.F.1. To be thorough in preparation for all duties, including teaching, assessment, consultation and liaison in area(s) of specialty.

18.F.2. To teach subject matter in their areas of competence and in compliance with the current course outline.

18.F.3. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

18.F.4. To cooperate with the department and colleagues in planning and implementing curricular and other educational projects.

18.F.5. To disseminate accurate information to students.

18.F.6. To adhere to ethical principles governing interactions with students and colleagues.

18.F.7. To be prompt and regular at all class meetings, and to adhere to scheduled dismissal times.

18.F.8. To be prompt and regular at all department, committee, and College-wide meetings.

18.F.9. To prepare all records and reports accurately and completely.

18.F.10. To submit records and reports to the proper offices on schedule.

18.F.11. To be involved reasonably in the total program of the college, (for example College-wide committees, meetings, and student activities).

18.F.12. To fulfill obligations as to presence on campus.

18.F.13. To cultivate a supportive, inclusive environment that promotes the success of a diverse student body.

18.F.14. To be reasonably available to help and guide students.

18.F.15. To adhere to all faculty evaluation procedures and timelines.

18.G. Department Chair Performance Expectancies:

18.G.1. Participates in full-time tenure-track faculty and non-represented staff recruitment, assignment, and orientation, represents the department in the development of position requests, hiring announcements and the selection process for faculty recruitments.

18.G.2. Assists with the assignment of department members to serve on tenure evaluation committees and serves on the tenure evaluation committees for all probationary faculty within the department, unless mutually agreed otherwise.

18.G.3. Organizes the recruitment, hiring, orientation, assignment, and evaluation of adjunct faculty within the department, adhering to all faculty evaluation procedures, guidelines, and timelines, including completing the adjunct summary evaluation.

18.G.4. Facilitates department collaboration in the development, revision, reporting, and monitoring of Student Learning Outcomes, Program Learning Outcomes, and Institutional Level Outcomes annually.

18.G.5. Acts as the initial contact person for student requests and complaints; if necessary refers the student to appropriate office for resolutions of complaint, and communicates with faculty or administration for a potential resolution of the complaint.

18.G.6. Organizes and recommends to the division dean department class schedules and faculty assignments in accordance with established procedures and timelines and in response to college and state priorities. Makes adjustments to the schedules as needed and when possible, in consultation with the department.

18.G.7. With the aid and consent of the department, reviews, revises, and updates outlines of record for all courses within the department, following established College procedures.

18.G.8. Coordinates the departmental approval of new course offerings within the department.

18.G.9. Organizes and conducts face-to-face monthly department meetings, on average two (2) hours per month. Facilitates communication with all department members to inform them of departmental and college-wide issues and directions affecting the work of faculty within the department.

18.G.10. Facilitates the determination of departmental issues, needs, and goals and articulates those elements in planning processes (including the PIE process).

18.G.11. Represents departmental issues, planning priorities, needs, and responses at division, advisory and campus committee meetings.



- 18.G.12. Assists and advises the division dean in matters pertaining to the department, including issues related to the implementation of college policies and procedures.
- 18.G.13. Prepares department budget; monitors department facilities, equipment, material, and supply needs in accordance with department priorities and established College procedures.
- 18.G.14. Performs such other duties and responsibilities that require department involvement as are mutually agreed to by the department chair and the division dean.
- 18.G.15 Regularly and effectively communicates, in a respectful manner, with all department members to facilitate consensus and resolution of intra-and inter-departmental issues.
- 18.G.16. Along with the articulation officer of the college and in compliance with Academic Senate, College, and State procedures and guidelines, reviews and updates curriculum as needed to maintain articulation agreements with other academic institutions, advisory committees, and other professional and occupational committees and organizations.
- 18.G.17. Is accessible to students, staff, and division administration the week prior to the start of the fall and spring terms.
- 18.G.18. Establishes and publishes department chair office hours according to contract requirements and in consultation with the division dean to serve the needs of students and faculty in the department.
- 18.G.19. Acts as the initial contact person for requests or concerns from faculty. Consults with faculty to resolve any student or faculty issues. If necessary, refers faculty to division deans or other appropriate office for resolution, responds appropriately and in accordance with the law with parents, other relatives, friends, or any other person or agency regarding individual student issues.

18.H. General Evaluation Principles and Procedures:

- 18.H.1. The basic aim of evaluation is to improve professional effectiveness. Therefore, information relating to a faculty member's strengths and weaknesses will be discussed openly and frankly with the individual being evaluated.
- 18.H.2. Data supporting the completed evaluation document shall be readily available to the parties in interest.
- 18.H.3. Observation of the faculty member's educational activities will be followed as promptly as possible by consultation or written communication in order to discuss the observation.
- 18.H.4. Constructive criticisms and suggestions for improvement shall be specific, and if major inadequacies are found to exist, they will be followed by additional supportive assistance.
- 18.H.5. In order to evaluate performance expectancies, all evaluators shall have the opportunity for classroom or

other appropriate visitations.

18.H.6. Student achievement results shall not be used in any individual professor's evaluation.

18.H.7. Student evaluations shall attempt to survey the classroom population of students and the district shall make technology available to allow surveys to occur during a single class meeting. All student evaluations shall be conducted online unless requested by the professor or for an evaluation conducted for probationary faculty. The professor is responsible for initiating the deployment and setting the start and end times for the online evaluations. For regular faculty, the results shall go to the professor. For adjunct faculty, the results shall go to the department chair or appropriate manager and the professor.

Student evaluations for probationary faculty shall be conducted in person by a designated evaluator unless the course section in question does not have an in person class meeting during the 8<sup>th</sup> – 11<sup>th</sup> week. In this event, the student evaluation shall by necessity be conducted online. For probationary faculty evaluations conducted online, should fewer than 50% of the students enroll in the class at the time of the evaluation period complete the online evaluation, only the student comments from that online section will be considered aggregated with all other student comments. The results of the online evaluations (if any) shall be sent to the appropriate manager. These results shall be shared with the probationary faculty member during their evaluation conference.

18.H.8. When student evaluations receive less than a 50% response rate, the professor shall have the option to conduct in-class student evaluations to replace the original evaluations.

18.H.9. Any rating other than 'Performance meets the standard' given in any evaluation category on any evaluation form shall be accompanied by an explanatory remark by the evaluator. All evaluation forms shall include the following statement: "Any rating other than 'Performance meets the standard' given in any evaluation category must be accompanied by an explanatory remark by the evaluator."

18.I. Evaluation of Contract (Probationary) Faculty:

18.I.1. Definitions: The following definitions apply exclusively to contract (probationary) faculty and supersede other definitions in this Article if a conflict in meaning exists.

18.I.1.a. Authorized Evaluators:

- Members of the evaluation team
- Chief Instructional Officer
- Chief Student Services Officer
- President or designees.

18.I.1.b. Consultation: A meeting between a probationary faculty member and one or more authorized evaluators for the express purpose of discussing any aspect of the evaluation procedure affecting the probationary employee.

18.I.1.c. Contract Period:

First Contract: The first academic year employed under contract in a tenure track position. The first contract for mid-year hires shall span the first three semesters.

Second Contract: The second academic year employed under contract in a tenure-track position.

Third Contract: The third and fourth academic years employed under contract in a tenure-track position.

18.I.1.d. Evaluation Conference: A meeting in which authorized evaluators discuss with the probationary faculty member the results of the evaluation and announce their recommendations. At the evaluation conference, the faculty member shall receive the following:

- Copies of applicable classroom visitations (H.4.a, H.4.b, H.4.c, H.4.d)
- Summary of applicable student evaluations (H.2.a, H.2.b, H.2.c, H.2.d, H.2.e, H.2.f) with a tally and all written comments
- Summary of peer evaluations (H.1.a) with a tally and all written comments
- Copy of administrative evaluation (H.5)
- Final evaluation summary form (H.7.a), with Summary Prescriptives when appropriate (H.7.b)
- Portfolio evaluation form (H.3) (Years 1 and 2 only)

18.I.1.e. Evaluation Team: A team composed of management and tenured faculty that conducts the various elements of the evaluation process.

18.I.1.f. Portfolio:

Year One (1): A document consisting of a sampling of lesson plans/lecture notes, quizzes, projects, and handouts, as well as a copy of exams and course syllabi for each preparation; evidence of supplemental activities; and other appropriate documents as required by the evaluation team. For faculty with special assignments (librarians, counselors, and coaches), the portfolio shall consist of a sampling of materials used for the special assignment.

Year Two (2): A document consisting of all of the materials required in year one, a copy of final exams for each preparation from the previous year, plus a Year-End Report of Supplemental Hours that details year one, and a Self-Evaluation for year one. For faculty with special assignments, the portfolio shall consist of a sampling of materials used for the special assignment.

18.I.1.g. Prescriptives: Activities determined by the Evaluation Team in order for the professor to acquire the skills and behaviors required to achieve a competent and adequate performance.

Prescriptives should be supported from data collected and derived from evaluation process.

- 18.I.1.h. Probationary Faculty Member or Probationary Employee: A faculty member hired into a tenure-track position who is working under his/her first, second or third contract.
- 18.I.1.i. Self Evaluation: A yearly evaluation prepared by each faculty member and which must be submitted within two weeks following the end of the Spring Semester. Probationary faculty members shall include a copy of this evaluation in their Year Two Portfolio. (H.6.a)
- 18.I.1.j. Tenure-Track Position: A faculty assignment under contract that is not designated as adjunct, specially-funded, nor charged against any probationary or tenured employees on full or partial leave from their regular assignments.
- 18.I.1.k. Visitation: A specific observation of a probationary faculty member's assigned activities by an authorized evaluator.
- 18.I.1.l. Yearly Report of Supplemental Hours: A yearly report of Service to the College to be completed by each faculty describing activities he/she has engaged in to meet the 192-hour requirement per year which would bring benefit to the College. Probationary faculty members should include a copy of this evaluation in their Year Two Portfolio. (H.11)
- 18.I.2. Procedures: The procedure for evaluating probationary faculty is a four-year program. Evaluation is continual throughout the probationary period. Either a first, second or third contract period evaluation may result in one of the following recommendations:
- Employ for the subsequent contract period
  - Grant tenure
  - Not to employ for the subsequent academic year.
- 18.I.2.a. Responsibility for Ensuring Completion of the Process: The division dean or associate dean/director for teaching faculty and the immediate administrator for other faculty members are responsible for ensuring the completion of the evaluation process.
- 18.I.2.b. Evaluation Team Composition: An evaluation team's composition shall be management and tenured faculty to conduct the evaluation process. If by the end of the third (3<sup>rd</sup>) week of the fall semester, fewer than two faculty have been selected by the department to serve on the team, the appropriate administrator shall appoint tenured faculty from within the division so that at least two (2) faculty serve on the team. A reduction or change in a team's composition during a contract period shall not, in and of itself, invalidate that particular evaluation process; however, every effort shall be made to ensure that a majority of the members of the evaluation team continue to serve on the evaluation team throughout the four-year evaluation process to facilitate effective evaluation of responses to recommendations and prescriptives.

- 18.I.2.c. Probationary Faculty Concerns: The administrator of the evaluation team shall make every effort to ensure the fairness and integrity of the evaluation process. If a probationary faculty member has concerns regarding the fairness or integrity of the process, he/she should contact the immediate administrator of the Evaluation Team. The administrator will document the concerns and provide the faculty member with a written response.
- 18.I.2.d. Committee Recommendation: For probationary faculty, a rating of "does not meet the standard" in any category on the summary evaluation report may be sufficient grounds for not recommending retention.
- 18.I.2.e. Mid-year hires: Any probationary faculty member who is hired for an assignment beginning after the end of a fall semester shall be given a first-year employment contract covering the following three academic semesters. California Education Code §76095, states in part "...A faculty member shall be deemed to have completed his or her first contract year if he or she provides service for 75% of the first academic year."

Mid-year hires shall be evaluated in the first semester of assignment with classroom visitations only. An evaluation team shall be appointed using the process defined in 18.I.2.b, and classroom visitations shall occur for each preparation sometime in the first semester of the assignment. For the sole purpose of the probationary evaluation process, mid-year hires shall be considered as entering into the first probationary year in the first fall semester of the assignment. At that time all evaluation processes and timelines shall be followed as defined in sections 18.I.3. for the first probationary year, 18.I.4 for the second probationary year, and 18.I.5 for the third and fourth probationary years.

18.I.3. First Contract Period – First Probationary Year

- 18.I.3.a. Team Responsibility: The Administrator of the evaluation team shall be responsible for completing form H.12. The Administrator shall conduct a meeting with the probationary faculty member and present him/her with form H.12 prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline, and committee expectations. The evaluation team shall be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on information gathered from evaluation visitation(s) for a minimum of three (3) sections, student evaluations for each section taught, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation, and portfolio evaluation.
- 18.I.3.b. Classroom Visitation: Classroom visitation(s) shall occur for each preparation sometime during weeks 1-6. Each team evaluator shall meet with the probationary faculty member no later than the end of week 7 to go over the H.4. form, and the probationary faculty member will have the opportunity to read, comment on, and sign the form.

Any rating of "performance does not meet the standard" in any area of the classroom visitation

or an overall rating from any individual team evaluator of "improvement recommended" shall result in an evaluation team meeting with the probationary faculty member by the end of the 8<sup>th</sup> week, which shall include prescriptive comments and a second round of classroom visitations will occur sometime during weeks 10-14. Evaluation team member(s) will conduct these visitations. A second classroom evaluation form H.4.a, noting "2<sup>nd</sup> visit" will be completed by the team member(s). The probationary faculty member will have the opportunity to read, comment on, and sign the form. Classroom visitations will be summarized by the team in H.7.a and in H.7.b if the team determines that prescriptives are necessary following the second visit.

18.I.3.b.1. Short Term Courses: If the professor is teaching a short-term course scheduled after the deadline for visitations, a completed agreement must be signed by the probationary faculty member and division administrator to amend visitation periods. The agreement is to be completed by week four (4) of the evaluation period.

18.I.3.c. Student Evaluations: Student evaluations shall be completed by the end of the 12<sup>th</sup> week of the Fall semester.

18.I.3.d. Portfolio: The portfolio is due by the end of the 12<sup>th</sup> week.

18.I.3.e. Evaluation Conference: The final evaluation conference shall occur not later than the end of the fall term. The purpose of the final evaluation conference is to discuss with the probationary employee the results of the evaluation and announce the team's recommendation. The evaluation team shall determine what additional evaluation activity shall occur during the spring term. If the team recommends that the District not employ the faculty member for the following year, no evaluation activities in the spring are necessary.

18.I.3.f. Prescriptive Comments: All prescriptive comments for Year 1 must be addressed in writing by the faculty member and submitted to the evaluation team before the team completes the Year 2 evaluation. The Evaluation Team shall determine if prescriptives are met by the time the team completes Year Two Evaluation.

#### 18.I.4. Second Contract Period – Second Probationary Year

18.I.4.a. Team Responsibility: The Administrator of the evaluation team shall be responsible for completing form H.12. The Administrator shall conduct a meeting with the probationary faculty member and present him/her with form H.12 prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline, and committee expectations. The evaluation team will be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on information gathered from classroom visitation(s) and student evaluations for a minimum of three (3) sections taught, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation, and portfolio evaluation.

18.I.4.a.1. Prescriptive Comments: All prescriptive comments for Year 2 must be addressed in

writing by the faculty member before completing the Year 3 evaluation. The Evaluation Team shall determine if prescriptives are met before the Team completes Year Three Evaluation. The Evaluation Team may conduct additional classroom visitations in the Spring in response to prescriptive comments.

18.I.4.b. Classroom Visitation: Classroom visitations shall be completed for each preparation no later than the 12<sup>th</sup> week of the fall semester.

18.I.4.b.1. Short Term Courses: If the professor is teaching a short-term course scheduled after the deadline for visitations, a completed agreement must be signed by the probationary faculty member and division administrator to amend visitation periods. The agreement is to be completed by week four (4) of the evaluation period.

18.I.4.c. Student Evaluations: Student evaluations shall be completed by the end of the 12<sup>th</sup> week of the fall semester.

18.I.4.d. Portfolio: The portfolio is due by the end of the 12<sup>th</sup> week.

18.I.4.e. Evaluation Conference: The final evaluation conference shall occur not later than the end of the fall term. The purpose of the final evaluation conference is to discuss with the probationary employee the results of the evaluation and announce the team's recommendation. The evaluation team shall determine what additional evaluation activity shall occur during the spring term. If the team recommends that the District not employ the faculty member for the following year, no evaluation activities in the spring are necessary.

18.I.5. Third Contract Period:

18.I.5.a. Third Probationary Year: The Administrator of the evaluation team shall be responsible for completing form H.12. The Administrator shall conduct a meeting with the probationary faculty member and present him/her with form H.12 prior to the administration of any evaluation for the purpose of clarifying the evaluation process, timeline, and committee expectations. The evaluation team shall be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on information gathered from each of the following: classroom visitation(s), student evaluations, peer evaluations from a broad spectrum of peers approved by the evaluation team, administrative evaluation and Yearly Report of Service to the College and Self-Evaluation Report. Classroom visitations shall occur by the end of the fall semester. Student evaluations shall be completed by the end of the 12<sup>th</sup> week of the fall semester.

18.I.5.b. Evaluation Conference: The final evaluation conference shall occur not later than the end of week six (6) of the spring semester. The purpose of the evaluation conference is to discuss the results of the visitation and other relevant evaluation information. If the team recommends that the District not employ the faculty member for the following year, no evaluation activities in year four (4) are necessary.

18.I.5.b.1. Prescriptive Comments: All prescriptive comments must be addressed in writing by the faculty member and submitted to the evaluation team before the team completes the Year 4 evaluation. The Evaluation Team shall determine if prescriptives are met by the time the Team completes Year Four Evaluation.

18.I.5.c. Fourth Probationary Year: The evaluation team shall be responsible for completing a summary evaluation report of the probationary employee. The report shall be based on a summary of all annual evaluations completed during the probationary period including the Year-End Report of Supplemental Hours and Self-Evaluation Report. It is not mandatory at this point in the evaluation process to visit the classroom or conduct student evaluations. The evaluation conference shall occur not later than the end of the fall semester. The purpose of the evaluation conference is to discuss with the probationary employee the results of the evaluation and announce the team's recommendation.

18.I.6. Submission of Recommendation: For each contract period the evaluation team shall submit its recommendation to the appropriate Vice President. A simple majority of the team members shall determine the team's recommendation.

18.I.6.a. At any point in the process, the Vice President of Human Resources or designee may be called in to help with mediation.

18.I.6.b. Split Recommendation: If the evaluation team is equally split on what recommendation to submit, the Vice President of Human Resources or designee shall meet with the team in an attempt to mediate an agreement. The Vice President of Human Resources shall forward the results of the mediation and the complete evaluation packet to the appropriate Vice President.

18.I.6.c. Vice President Does Support: If the Vice President agrees with the team's recommendation, the complete evaluation packet shall be forwarded to the President.

18.I.6.d. Vice President Does Not Support: If the Vice President does not support the team's recommendation, the Vice President and the team shall meet in an attempt to resolve the disagreement. If the disagreement is not resolved, the complete evaluation packet shall be forwarded to the President.

18.I.6.e. President Does Support: If the President agrees with the team's recommendation, the complete evaluation packet shall be forwarded to the Board.

18.I.6.f. President Does Not Support: If the President does not support the team's recommendation, the President and the team shall meet in an attempt to resolve the disagreement. If the disagreement is not resolved, the President shall forward their recommendation to the Board along with the team's recommendation and the complete evaluation packet.



18.I.7. Appeal Procedure: During a first, second or third contract period, a probationary faculty member may appeal a recommendation for not rehiring in accordance with the provisions of State law.

18.I.7.a. Evaluation Grievance Procedures: The following grievance procedures apply solely to probationary faculty members who have been denied reappointment or tenure.

18.I.7.a.1. General Provisions: A "grievance" is a formal written allegation that the District, in a decision not to offer a probationary faculty member a second or third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the probationary faculty member.

18.I.7.a.2. Formal Written Allegation: A "grievance" is also a formal written allegation that the District, in a decision denying tenure to a probationary faculty member employed under a third contract, acted unreasonably or violated, misinterpreted, or misapplied, any of its policies and procedures concerning the evaluation of the probationary faculty member.

18.I.7.a.3. Definition of Grievant: A "grievant" is a probationary faculty member denied reappointment or tenure or the exclusive bargaining representative on behalf of such faculty member.

18.I.7.a.4. Working Day: A "working day" is any day Monday through Friday on which the Mt. San Antonio College Administrative Offices are open for business.

18.I.7.b. Levels of Evaluation Procedure Grievance:

18.I.7.b.1. Level One: Within twenty (20) working days of receiving the Board of Trustee's official written notice, the grievant must present his/her grievance in writing to the appropriate Vice President. The grievance shall:

- Be specific
- Contain a synopsis of the facts supporting the allegation
- Identify the specific policy or procedure of the evaluation procedure which has allegedly been violated
- Contain the date of the alleged violation
- State the remedy requested
- Be signed by the grievant.

The Vice President shall communicate his/her decision to the employee in writing within ten (10) working days after receiving the grievance. If the Vice President does not respond within the time limits, the grievant may appeal to the next level. Within the above time limits, either party may request a personal conference.

18.I.7.b.2. Level Two – Arbitration: If the grievant is not satisfied with the disposition of the grievance at Level One, or if no written decision has been rendered within ten (10)

working days after submission of the grievance to the Vice President, the grievant may, within an additional five (5) working days, request in writing to the Association that the grievance be submitted to arbitration.

18.I.7.b.2.a. Exclusive representative: The exclusive representative shall have no duty of fair representation with respect to taking any of these grievances to arbitration, and the employee shall be entitled to pursue a matter to arbitration with or without the representation by the exclusive representative. However, if a case proceeds to arbitration without representation by the exclusive representative, the resulting decision shall not be considered a precedent for purposes of interpreting tenure procedures, policies, or the collective bargaining agreement, but instead shall affect only the result in that particular case. When arbitrations are not initiated by the exclusive representative, the District shall require the employee submitting the grievance to file with the arbitrator or the Vice President of Human Resources adequate security to pay the employee's share of the cost of arbitration.

18.I.7.b.2.b. Advisory Arbitrator: The grievant and the District shall attempt to agree upon an advisory arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a panel of five (5) names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one name remains. The remaining panel member shall be the advisory arbitrator. The order of the striking shall be determined by lot. If the arbitrator will not be available within sixty (60) days, the parties shall secure another list and repeat the selection.

18.I.7.b.2.c. Arbitrator's Powers: The arbitrator shall be without power to grant tenure, except for failure to give notice on or before March 15 pursuant to subdivision (b) of Education Code Section 87610. The arbitrator may issue an appropriate make-whole remedy, which may include, but need not be limited to, back pay and benefits, reemployment in a probationary position, and reconsideration. Procedures for reconsideration of decisions not to grant tenure shall be agreed to by the governing board and the exclusive representative of faculty pursuant to State law.

The arbitrator shall have no power to alter, amend, change, add to, or subtract from any of the terms of this Agreement, but shall determine only whether or not there has been a violation of the Evaluation Procedures of this Agreement in the respect alleged in the grievance.

The decision of the arbitrator shall be based solely upon the evidence and arguments presented to him/her by the respective parties in the presence of each other and upon arguments presented in briefs. The arbitrator shall consider and decide only on the specific issues submitted in writing and shall have no authority to decide any other issue not so submitted.

18.I.7.b.2.d. Arbitrator's Recommendation, Board Review: The arbitrator's recommendation will be in writing and will set forth all findings of fact, reasoning and conclusions on the issues submitted. The arbitrator will be without power or authority to make any recommendation which requires the commission of any act prohibited by law or which violates the terms of this Agreement. The arbitrator in no case shall make any recommendation inconsistent with District duties, responsibilities, or obligations as such are prescribed in State or federal law. However, it is agreed that the arbitrator is empowered to include in the arbitrator's recommendation such financial reimbursement or other remedies as is judged to be proper except that in settlement of any grievance resulting in retroactive adjustment, such adjustment shall be limited to the date of signing of the Agreement. The recommendation of the arbitrator will be submitted to the Board, the President of the College, the grievant, and the Association.

The recommendation of the arbitrator within the limits herein prescribed shall be in the form of a recommendation to the Board of Trustees. If the grievant files a request to the Board to undertake review of the advisory decision within ten (10) working days of its issuance, the Board shall then undertake review of the entire hearing's record and briefs. The Board may also, if it deems it appropriate, permit oral arguments by representatives of the parties, but only in the presence of one another. In such case, the Board shall render a decision on the matter within thirty (30) working days after receiving the arbitrator's recommendation. Such decision shall be final and binding on all parties. If the Board does not render a decision within the time specified, it shall be deemed to have adopted the decision reached at Level One.

In a case where the arbitrator's recommendation sustains the grievant, but the Board subsequently fails to accept such recommendation and instead modifies or reverses the arbitrator's recommendation, and the grievant later files a judicial action against the District for breach of the Agreement, the District shall not assert as a defense that the grievant's utilization of the grievance and

arbitration procedure was the only proper remedy for resolution of the grievance. In all other cases, the grievance and arbitration procedure described above is to be the Association's and unit member's sole and final remedy for any claimed breach of this Agreement which is covered by the grievance procedure.

18.J. Evaluation of Regular Faculty:

18.J.1. Evaluation Process: Faculty evaluation is a three-year process and is the responsibility of the individual faculty member. The process will consist of student evaluations (first year), classroom visitations (second year), and a summary of the evaluation activities (third year). The process requires submittal of a Yearly Report of Supplemental Hours in all three years of the evaluation process and the Self-Evaluation Report in years one and two of the evaluation process. The evaluation process shall include evaluations for all applicable modes of delivery (Distance Learning and face-to-face). The division dean, with the assistance of department chairs, will maintain a three-year rotational list for all faculty in the division. After receiving tenure, faculty members will be placed on the first year of the three-year rotational list for the following academic year.

18.J.1.a. Self-Evaluation: Each member of the regular faculty shall submit the Yearly Report of Service to the College (H.11.) and Self-Evaluation Report (H.6.) that includes goals and objectives within two weeks following the end of the spring semester.

18.J.1.b. Student Evaluation: During the first year of the evaluation process, the faculty member will administer at least one student evaluation for each preparation by the end of the 11<sup>th</sup> week of the semester. The student evaluations, including a tally of the ratings and a file of scanned written comments will be submitted as part of the Self-Evaluation Report to the division dean. For short-term classes, student evaluations must be completed after the census date and prior to the completion of 75% of the course. These evaluations will be conducted online unless otherwise requested by the professor.

18.J.1.c. Classroom Visitation by Peers: During the second year of the evaluation process, the faculty member will select a peer evaluation team. The peer evaluation team will include a minimum of two faculty members selected by the individual faculty member being evaluated. Those faculty will be responsible for classroom visitations which will be completed during the second year of the evaluation process (H.4.). A summary of the classroom visitations will be prepared by the faculty member and submitted as part of the Self-Evaluation Report to the division dean.

18.J.1.d. Summary of Evaluation: During the third year of the evaluation process, the faculty member will summarize evaluation activities and findings of Years One and Two. The Regular Faculty Summary Report (H.9) will include:

- Summary of progress made on goals and objectives
- Summary of the self-evaluations
- Yearly report of supplemental hours (from the previous three (3) years)

- Student evaluations
- Peer evaluations (classroom evaluations).

This report will be submitted to the division dean by the end of the 6th week of the spring semester.

18.J.1.e. Administrative Evaluation: The faculty member will meet with the division dean or designee by the end of week 14 of the spring semester of the third year. During the evaluation meeting, the division dean will comment on the summary report and appropriate performance expectations and will review the administrative evaluation prepared from the submitted evaluation documents. The combined documents (self-evaluation reports from each of the two years, the yearly reports of supplemental hours from the previous three years, the summary evaluation prepared in year three, and the administrative evaluation) constitute a complete evaluation report. One copy shall be placed in the faculty member's personnel file and the faculty member shall retain one copy.

18.J.1.f. Repetition of Evaluation: If the faculty member does not meet the standards in the appropriate performance expectancies listed in this Article, an evaluation consultation shall be held with the division dean and shall be repeated annually until the standard is met.

18.J.1.g. Failure to Comply with Evaluation Timelines: If the faculty member fails to submit all required evaluation forms by the timelines established in this article in any of the three years, the division dean will submit notification of failure to submit to the office of Human Resources for inclusion into the faculty member's personnel file. The faculty member shall be given the opportunity to append a response to this notification.

18.K. Evaluation of Department Chairpersons: Department chairpersons are evaluated separately, both as a teaching faculty member and as a department chairperson. Their evaluation as a teaching faculty member will comply with Section I of this Article.

18.K.1. Timeline: The department chairperson evaluation will be conducted on a yearly basis no later than the end of the tenth week of the spring term.

18.K.2. Responsibilities: The division dean or immediate administrator will prepare and complete the form "Department Chair Evaluation Report" included in this contract. One copy of this report shall be placed into the department chairperson's personnel file, and one copy shall be provided to the department chairperson. Included in this evaluation are:

18.K.2.a. Self-Evaluation: Continuing self-evaluation is a characteristic of a professional person. Each department chairperson shall examine his/her own performance, including the establishment of goals for his/her professional growth and will seek ways to become more effective in his/her work with students and colleagues. The self-evaluation form H.6.b., shall be completed and submitted to the division dean or immediate administrator no later than the eighth week of the spring term.

18.K.2.b. Administrative Evaluation: Each year an evaluation meeting will be held with the department chairperson and his/her division dean or immediate administrator at which time information will be presented regarding the results of the self-evaluation process including the agreed-upon goals and objectives. The evaluation meeting shall be conducted no later than the tenth week of the spring term.

18.K.2.c. Peer Evaluation: The faculty members of the department will be given the opportunity to complete the Chairperson Peer Evaluation form (H.1.b) no later than the eighth week of the spring term. The form will be distributed to all members of each department by the division dean or immediate administrator and return to the division dean or immediate administrator. These forms will be kept confidential.

18.K.2.d. Report: The division dean or immediate administrator will prepare a single report incorporating an evaluation of the self-analysis, the peer evaluation, and those performance expectancies listed under section 18.F germane to the responsibilities of a department chairperson. One copy of this report shall be placed in the department chairperson's personnel file, and the department chairperson shall retain one copy. The report shall be completed no later than the tenth week of the spring term.

18.L. Adjunct and Partial Contract Professors Evaluation:

18.L.1. Responsibility: Evaluation of adjunct and partial contract professors is the responsibility of:

- Division dean or designee
- Director, ESL
- Director, Adult Basic Education
- Director, Continuing Education
- Department chairpersons or designee
- Other administrators assigned by the Chief Instructional Officer or the Chief Student Services Officer

18.L.2. Evaluation Report: Evaluation shall be reported in accordance with the performance expectancies listed in Section 18.B. which are observable by the various evaluators and which are appropriate to the assignment as an adjunct professor, particularly items 18.B.1, 18.B.3, 18.B.5, 18.B.6, 18.B.7, 18.B.9, 18.B.10, 18.B.13, 18.B.14, and 18.B.15.

18.L.3. Evaluation Process:

18.L.3.a. Professors with Rehire Rights: The evaluation of adjunct professors with rehire rights and partial contract professors will be conducted on a within the fall or spring semester of the first year of their rehire right status and every sixth primary term thereafter. The process will consist of student evaluations, classroom visitations, and summary evaluation pursuant to Article 18.L.7.

- 18.L.3.b. Professors without Rehire Rights: Professors without rehire rights will be evaluated on a four-year (4) process that begins the first primary term of their employment.
- 18.L.3.c. Definition: For the purpose of the evaluation process, a professor who is initially hired in either primary term of an academic year will commence year two of the evaluation process in the following academic year.

18.L.4. Classroom Visitation:

- 18.L.4.a. Professors With Rehire Rights: Adjunct professors with rehire rights shall be evaluated every sixth primary term following the first evaluation with rehire rights status. Through mutual agreement, the division dean or designee and the department chair shall determine which mode of delivery (Distance Learning or face-to-face) will be evaluated, if applicable. A single visitation shall occur by the end of the twelfth (12) week of the semester. A meeting shall be held within two (2) weeks of the visitation with the adjunct professor to review the classroom evaluation and teaching materials and to give feedback regarding teaching performance. Additional visitation evaluations may be conducted when: (a) a pattern of student complaints becomes evident to the department chair or dean; or (b) the most recent evaluation had an overall rating of improvement recommended (3) or performance does not meet the standard (4). Adjunct and partial contract professors shall be evaluated on the appropriate visitation evaluation form (Appendix H.4).
- 18.L.4.b. Professors Without Rehire Rights: In the first semester of employment, adjunct faculty shall be evaluated in each preparation while teaching in the classroom, and non-teaching faculty shall be evaluated while conducting their professional assignments by the division dean, department chair, or designee. In year (2) of the evaluation process, classroom visitation/professional evaluation shall be conducted for each preparation in either the fall or spring semester as requested by the department chair or appropriate manager. In years three (3) and four (4) of the evaluation process, a single classroom visitation/professional evaluation shall be conducted. Additional visitations/evaluations may be conducted when an adjunct faculty member is assigned to teach a course for the first time or when a pattern of student complaints becomes evident to the department chair or dean. A distance learning course that is taught must be included in the evaluation process. A meeting will be held within two (2) weeks of the visitation with the adjunct faculty member to review the classroom evaluations and teaching materials and to give feedback regarding teaching performance. Adjunct and partial contract professors shall be evaluated on the appropriate classroom visitation form. Professors who do not earn rehire rights at the end of year four may re-enter year four (4) of the evaluation process if employment with the District continues.

18.L.5. Student Evaluations:

- 18.L.5.a. Professors With Rehire Rights: After an adjunct professor has established rehire rights, they shall conduct student evaluations within the establish evaluation period for each preparation in

either the fall or spring semester as requested by the department chair or appropriate manager. These evaluations will be conducted online unless requested by the processor. If the professor requests paper student evaluations, then the professor shall submit the student evaluations, including a tally of the ratings and a file of scanned written comments, to the department chair or appropriate manager by the end of the 11<sup>th</sup> week of the semester.

18.L.5.b Professors Without Rehire Rights: Student evaluations shall be conducted for each preparation every year in either the fall or spring semester as requested by the department chair or appropriate manager. The adjunct faculty shall either conduct these evaluations online or request that a designated evaluator conduct in-class student evaluations. The department chair or appropriate manager and the professor shall receive the student evaluations, including a tally of the ratings and a file of scanned written comments by the end of the 11<sup>th</sup> week of the semester.

18.L.6. Self-Evaluation: During each year of the evaluation process, the faculty member may submit a Self-Evaluation Form.

18.L.7. Summary of Evaluation: Each year of the evaluation process, the department chair, in consultation with the appropriate manager, or the appropriate manager shall prepare an Adjunct Faculty Summary Evaluation (H.8) to summarize findings of any appropriate evaluation activities for the year.

18.L.7.a. In cases where the rating is "performance exceeds the standard" (#1) or "performance meets the standard" (#2), the department chair shall either hold a summary meeting with the adjunct faculty member or send the H.8 form via email to the adjunct faculty member no later than the 14<sup>th</sup> week of the semester. The adjunct faculty member shall return a printed, signed copy to the evaluator within two (2) weeks.

18.L.7.b. In cases where the rating is "improvement recommended" (#3) or "performance does not meet the standard" (#4), a summary meeting shall be held with the adjunct faculty member to provide feedback and specific suggestions for improvement of teaching or professional performance. In addition, evaluative comments shall identify any deficient Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.L.2, and performance issues documented in student evaluations, classroom visitations, and/or in student complaints. This meeting shall occur no later than the 15<sup>th</sup> week of the semester.

18.L.8. Exceptions: This section shall not apply to contract and regular faculty on overload assignment except that such assignments may be incorporated in evaluations described in 18.H and 18.I.

18.M. Surveillance: In the evaluation process, faculty shall be free from any and all forms of electronic or other listening or recording devices, except with his/her express and non-continuing consent.

18.N. Non-Discrimination: This evaluation process shall be directed solely to the professor's effectiveness in the faculty performance expectancies listed in Section 18.B of this Agreement and other matters according to established College



policies, procedures, and applicable law.

- 18.O. Academic Freedom: It is agreed that it shall be the policy of the College to maintain and encourage freedom for its faculty, within the law, of inquiry, teaching and research, and the pursuit of knowledge. No evaluation shall be made of any professor based on the exercise of these freedoms. In the exercise of this right, the professor may discuss his/her subject or area of competence in the classroom, as well as other relevant matters, including controversial materials, so long as he/she distinguishes between personal opinions and what is contemporarily regarded as factual information by leading academicians in the discipline being discussed.

The professor shall use no materials in any teaching assignment nor make any speech in order to incite students or others to unlawful acts or to create a clear and present danger to the students and/or the College and/or the community. In addition to evaluation of those criteria identified as their responsibility in the evaluation process, administrators have the right to investigate any performance criterion listed in Section 18.B if and when a complaint is received which identifies the complainant and is specific and precise as to the nature of the complaint and the time and place of the alleged incident. Professors may not use the classroom to promote a particular religious belief.

It is further agreed that nothing in this Section shall be regarded as inconsistent with the philosophy and policy of the Mt. San Antonio College Board of Trustees as established in Board Policy 4030 "Academic Freedom" as revised and adopted May 2004, which sections shall not be changed except by mutual consent between the Board and the Association. Furthermore, it is agreed that nothing in this section shall relieve any professor of his/her obligations to fulfill his/her responsibility under Section 18.B.5.

18.P. Personnel Files:

18.P.1. Maintenance: The official personnel file of a unit member shall be maintained at the District's Office of Human Resources.

18.P.2. Inspection: Personnel files shall be available for inspection during regular office hours each day the Office of Human Resources is open for business. Unit members may review and obtain a copy of personnel file materials within three working days of their written request. An Association representative may, with non-continuing written authorization from the unit member, review the unit member's personnel file or accompany them in his/her review.

18.P.3. Access: Personnel files are to be accessed only by persons who have a legitimate need and legal authorization to review file contents within the scope of their employment. When a unit member's file is opened for any purpose other than routine office work, a log shall show the name of the person opening the file and the date. These logs shall be considered part of the personnel file and shall remain with the file.

18.P.4. Materials: All material subsequent to employment placed in the personnel file shall indicate the date it was prepared or placed in the file and who was responsible for its preparation. Written statements of a positive nature received by the District pertaining to employment performance of a unit member shall be placed in the member's file upon the unit member's request. The supervising manager may also maintain

written statements of a positive nature for purposes of evaluation.

- 18.P.5. Derogatory Information: Information of a derogatory nature shall not be entered or filed unless and until the unit member is given notice and the opportunity to review and respond in writing thereon. A unit member shall have the right to enter, and have permanently attached to any derogatory statement, his/her own comments thereon. Such review shall take place during business hours, and the unit member shall be released from duty for this purpose without any salary reduction. Derogatory information placed in the personnel file shall identify the source(s) of such information. If subsequent to the entry of derogatory information into the personnel file, a District investigation determines that the information is inaccurate in a material respect or unsubstantiated, it shall be removed from the file and shall not be used in any decision affecting the discipline, employment status or assignment of the unit member. Derogatory information may not be used for any disciplinary action after three years of its placement in the personnel file. Any derogatory material three or more years old shall be sealed and not available for review.
- 18.P.6. Student Complaints: Student complaints shall not be entered into the file until and unless a District investigation has taken place regarding the complaint and a conference with the employee has been completed. The complaint shall be treated as derogatory material and is subject to those provisions stated in this Article.
- 18.P.7. Confidentiality: There shall be only one personnel file for each professor. The College President or his/her designee and the professor shall have full access to the file, except that the professor shall not be shown any document submitted in confidence prior to his/her employment in any position at the College.
- 18.P.8. Access to Files: Representatives of the Association shall have access to said file with the professor's written non-continuing authorization. A log shall be kept in each professor's personnel file indicating the name of each person inspecting the file and the date of said inspection, excepting routine clerical transactions. Evaluation documents per Sections 18.H, 18.J – L.3 and I.4 of this Article shall be placed in the personnel file.

The information in the personnel file shall not be released to anyone other than the authorized persons listed above except as provided by law, nor shall copies of any documents in said file be made without the professor's written non-continuing consent. Any material which might be deemed derogatory which is to be placed in a professor's personnel file must be signed and dated and a copy, identified as going into the file, shall be given to the professor prior to its being placed in said file.

- 18.P.9. Right to Answer: A professor shall have the right to file an answer to any material submitted for inclusion in his/her file and such answer shall be attached to the file copy. A professor shall have the right to place in the file such material as he/she determines may have a bearing on his/her evaluation or position as a professor.

- 18.Q. Special Evaluation Process: A special evaluation may be conducted whenever the administrator has cause to believe that the faculty member is not meeting the job expectancies set forth in Sections 18.B – 18.F of this article. It is the responsibility of the administrator to thoroughly investigate the complaint to validate the allegation prior to the

initiation of the Special Evaluation Process. In such situations, the appropriate administrator (generally the dean) will determine the appropriate method and scope of the evaluation. The evaluation process, as determined by the administrator, may include, but is not limited to, such methods of review as student evaluations, peer evaluations, administrative evaluations and/or classroom/worksite visitations. Special evaluations will be conducted in conformance with the principles set forth in Section 18.H. of this Agreement. Whenever possible, all such evaluations will be conducted by College employees.

18.Q.1. Notification: The administrator will notify the employee in writing of the special evaluation including the evaluation process to be used and expected time frame, of any job expectancies that are not being met and of any classroom or worksite visitations in advance. The faculty member will be provided with clearly identified prescriptive comments and guidelines regarding the expected outcome of the special evaluation process. The faculty member will be informed of his/her right to Faculty Association representation from the inception of a Special Evaluation, as identified in Article 5. The faculty member shall be entitled to Association representation in any and all meetings in which discipline may result.

18.Q.2. Visitations: Visitations that are part of the special evaluation process are exempt from the notification limits in 18.A.2.

# 2019 - 2022 FACULTY CONTRACT

## H.4.a: CLASSROOM

Adjunct	Prob.	Regular	Dept. Chair
<b>X</b>	<b>X</b>	<b>X</b>	

### ■ Classroom Visitation Evaluation ■

### ■ Mt. San Antonio College ■

Professor: \_\_\_\_\_ Date & Time of Visit: \_\_\_\_\_

Department: \_\_\_\_\_ Subject Taught: \_\_\_\_\_

Observer: \_\_\_\_\_

Second Visit (For probationary faculty only)

#### Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

#### A. Classroom Dynamics

**Rating:**    **1**    **2**    **3**    **4**    **5**

- This professor encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session. [ ] [ ] [ ] [ ] [ ]
- This professor listens attentively and gives explanations to students with clarity. [ ] [ ] [ ] [ ] [ ]
- This professor provides an environment for student participation that is conducive to the learning process. [ ] [ ] [ ] [ ] [ ]
- This professor treats a diverse population of students ethically, courteously, and fairly. [ ] [ ] [ ] [ ] [ ]
- This professor demonstrates effective classroom management skills to promote learning and critical thinking. [ ] [ ] [ ] [ ] [ ]

Comments:

#### B. Teaching Strategies and Techniques

**Rating:**    **1**    **2**    **3**    **4**    **5**

- This professor presents information that is accurate and compliant with current course outline and/or syllabus. [ ] [ ] [ ] [ ] [ ]
- This professor presents content or uses a format organized in a logical sequence. [ ] [ ] [ ] [ ] [ ]

- This professor communicates effectively in the classroom to promote learning and critical thinking. 

--	--	--	--	--
- This professor employs various techniques/modalities to enhance lecture content. 

--	--	--	--	--
- This professor distributes handouts or instructional materials (if any) that are appropriate to content being presented. 

--	--	--	--	--
- This professor utilizes effective pedagogical techniques to promote learning and critical thinking. 

--	--	--	--	--
- This professor engages students in the learning process. 

--	--	--	--	--

Comments:

**C. Class Preparation and Subject Matter Expertise**

**Rating:** **1 2 3 4 5**

- This professor shows evidence of thorough preparation through presentation of course material. 

--	--	--	--	--
- This professor's chosen materials demonstrate academic rigor appropriate to level taught. 

--	--	--	--	--
- This professor demonstrates subject matter expertise in course design. 

--	--	--	--	--
- This professor demonstrates subject matter expertise in instructional delivery. 

--	--	--	--	--

Comments:

**D. Overall summary of Classroom Visitation**

**Rating:**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Narrative Summary of Classroom Events During the Presentation:

**E. Comments by Professor:** (optional)

**F. Signatures:**

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Faculty Member

Division Office

Human Resources – Adjunct Faculty Only

8/04; 4/05; 7/05; 7/06; 7/08, 7/14, 7/16

# 2019 - 2022 FACULTY CONTRACT

## H.4.b: COUNSELOR

Adjunct	Prob.	Regular	Dept. Chair
<b>X</b>	<b>X</b>	<b>X</b>	

### ■ Counseling Visitation Evaluation ■

### ■ Mt. San Antonio College ■

Professor: \_\_\_\_\_ Date & Time of Visit: \_\_\_\_\_

Observer: \_\_\_\_\_

**Rating:**

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

**Counselor:**

**Rating:**    **1**    **2**    **3**    **4**    **5**

<b>A.</b> Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</b> Listens attentively and gives explanations to students with clarity and in a non-threatening manner.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C.</b> Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D.</b> Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>E.</b> Presents a positive, professional image.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F.</b> Develops and utilizes effective techniques in educational, career and personal counseling.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>G.</b> Is honest and fair with students.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>H.</b> Presents information that is accurate and relevant.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I.</b> Assists students in clarifying goals and decision making.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>J.</b> Uses technology as an aid in counseling.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>K.</b> Demonstrates knowledge of academic policies and current career information.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>L. Overall Summary of Counseling Visitation.</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**M. Narrative Summary of Counseling Events During the Session**

**N. Comments by Professor (Optional)**

**O. Signatures:**

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Faculty Member - Summary

Division Office

Human Resources - Summary

7/06; 7/08



<b>H.4.c. CLASSROOM - DL</b>			
Adjunct	Prob.	Regular	Dept. Chair
<b>x</b>	<b>x</b>	<b>x</b>	

■ **Classroom Visitation Evaluation of Distance Learning Faculty** ■  
 ■ **Mt. San Antonio College** ■

Professor: \_\_\_\_\_ Date & Time of Visit: \_\_\_\_\_

Department: \_\_\_\_\_ Subject Taught: \_\_\_\_\_

Observer: \_\_\_\_\_

**For the purpose of conducting a fair evaluation, it is recommended that a dialog occur between the evaluator and the faculty member before the actual visitation. This dialog can include how to navigate the course, hybrid versus online component, course outline of record, and DL Course amendment form.**

**Rating:**

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

**A. CLASS DYNAMICS**

**Rating: 1 2 3 4 5**

- Presents a positive, professional image in face-to-face meetings and/or in course website. 

--	--	--	--	--
- Course website sets a tone for a class environment that promotes the learning process. 

--	--	--	--	--
- Encourages student communications and interactions in the course website. 

--	--	--	--	--
- Organizes class activities effectively. 

--	--	--	--	--
- Communicates effectively in course website. 

--	--	--	--	--
- Communicates effectively in face-to-face meetings. 

--	--	--	--	--
- Demonstrates respect, courtesy and fairness with all students. 

--	--	--	--	--
- Conducts interactions with students in a non-threatening manner. 

--	--	--	--	--

**Comments:**

**B. Teaching Strategies and Techniques**

**Rating: 1 2 3 4 5**

- Provides a safe environment for student participation that is conducive to the learning process. 

--	--	--	--	--
- Information presented is accurate and compliant with current course outline and/or syllabus. 

--	--	--	--	--
- Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate. 

--	--	--	--	--
- Presents content or uses a format organized in a logical sequence. 

--	--	--	--	--
- Encourages critical, evaluative thinking, questioning, and reasoning. 

--	--	--	--	--
- Appropriately utilizes online activities to enhance course content. 

--	--	--	--	--
- Online course content is easily accessed in course website. 

--	--	--	--	--
- Demonstrates effective and regular contact with students. 

--	--	--	--	--

**Comments:**

**C. Class Preparation and Subject Matter Expertise**

**Rating: 1 2 3 4 5**

- Shows evidence of thorough preparation through content presented in course website. 

--	--	--	--	--
- Activities chosen demonstrate academic rigor appropriate to level taught. 

--	--	--	--	--
- Subject matter expertise is reflected in course website. 

--	--	--	--	--
- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course. 

--	--	--	--	--

**Comments:**

Rating: **1**   **2**   **3**   **4**   **5**

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**D. Overall Summary of Classroom Visitation**

Comments by Evaluator:

**E. Comments by Professor:** (optional)

**F. Signatures:**

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Faculty Member  
 Division Office  
 Human Resources – Adjunct Faculty Only  
 7/08, 8/13

**H.4.d. LAB**

Adjunct	Prob.	Regular	Dept. Chair
<b>x</b>	<b>x</b>	<b>x</b>	

■ **Lab Classroom Visitation Evaluation** ■  
 ■ **Mt. San Antonio College** ■

Professor: \_\_\_\_\_ Date & Time of Visit: \_\_\_\_\_

Department: \_\_\_\_\_ Subject Taught: \_\_\_\_\_

Observer: \_\_\_\_\_

**Note: This form is optional at the discretion of the observer and may be used in place of form H.4.a. for laboratory environments.**

Second Visit (For probationary faculty only)

**Rating:**

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator. Remarks or specific suggestions for change optional in "comments" space provided.

**A. Lab Classroom Dynamics**

**1    2    3    4    5**

**Rating:**

- Encourages student participation by inviting questions, allowing students to problem-solve, or encourage feedback during lab class session. [ ] [ ] [ ] [ ] [ ]
- Listens attentively and gives explanations to students with clarity and a non-threatening manner. [ ] [ ] [ ] [ ] [ ]
- Verbal expressions and physical demeanor set a tone for lab classroom environment that promotes the learning process. [ ] [ ] [ ] [ ] [ ]
- Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members. [ ] [ ] [ ] [ ] [ ]
- Presents a positive, professional image. [ ] [ ] [ ] [ ] [ ]
- Communicates effectively orally and in writing. [ ] [ ] [ ] [ ] [ ]
- Demonstrates effective lab classroom management skills. [ ] [ ] [ ] [ ] [ ]

**Comments:**

**B. Teaching Strategies and Techniques**

**Rating:**

1	2	3	4	5

- Provides a safe environment for student participation that is conducive to the learning process.
- Information presented is accurate and appropriate to the situation.
- Balances presentation/demonstration with opportunities for hands-on practice.
- Presents content or uses a format organized in a logical sequence.
- Encourages students' exploration and utilization of lab resources.
- Appropriately utilizes board, overheads, or other instructional aids to enhance presentation/demonstration.
- Distributes handouts or instructional materials that are appropriate to content being presented.
- Shows enthusiasm for the subject matter to encourage active student participation in learning.

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**Comments:**

**C. Classroom Preparation and Subject Matter Expertise**

**Rating:**

1	2	3	4	5

- Shows evidence of thorough preparation.
- Chosen materials demonstrate academic rigor appropriate to level taught.
- Demonstrates subject matter expertise.
- Distributes handouts or instructional materials that enhance the content being presented/demonstrated, when appropriate.

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**Comments:**

**D. Overall Summary of Lab Classroom Visitations  
Rating:**

**1 2 3 4 5**

--	--	--	--	--

Narrative Summary of Lab Events During the Presentation:

**E. Comments by the Professor (optional)**

**F. Signatures:**

Observer: \_\_\_\_\_

Date: \_\_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_

**Distribution:**

Faculty Member  
Division Office  
Human Resources – Adjunct Faculty Only  
5/15

**H.8: ADJUNCT SUMMARY**

Adjunct	Prob.	Regular	Dept. Chair
<b>X</b>			

■ **Adjunct Faculty Summary** ■  
 ■ **Mt. San Antonio College** ■

Professor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

**Rating:**

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than "Performance meets the standard" (#2) given in any evaluation category must be accompanied by an explanatory remark by the evaluator.

**Instructions:**

In cases where the rating falls below "Performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.L.2, in addition to relevant teaching performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In addition, specific suggestions for improvement shall be provided.

**A. Teaching Competence:**

- This professor complies with course outline.
- This professor develops and utilizes effective pedagogical techniques.
- This professor prepares thoroughly for all class assignments.
- This professor demonstrates competence in assigned subject matter.

**Rating: 1 2 3 4 5**


**B. Professional Interactions:**

- This professor cultivates a supportive environment for students.
- This professor adheres to ethical principles in interactions with a diverse population of students.
- This professor adheres to ethical principles in interactions with a diverse population of staff and colleagues.

**Rating: 1 2 3 4 5**


**C. Promptness with Deadlines:**

- This professor returns student exams and papers in a timely fashion.
- This professor prepares all records and reports accurately and completely and submits by the established deadlines.
- This professor adheres to faculty evaluation procedures and timelines.

**Rating: 1 2 3 4 5**


**D. Availability and Meeting Obligations:**

- This professor demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times.
- This professor is reasonably accessible to students as described in the syllabus.
- This professor is reasonable accessible and responsive to department and division.

**Rating: 1 2 3 4 5**

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**E. Overall Rating**

**Rating:**  1 2 3 4 5

**F. Comments:**

**G. Signatures:**

Department Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Division Administrator:  
\_\_\_\_\_

Date: \_\_\_\_\_

Professor: \_\_\_\_\_

Date: \_\_\_\_\_

**H. Comments by Professor** (optional):

**Distribution:**

Faculty Member  
Division Office  
Human Resources  
8/04; 4/05; 7/05; 7/06, 8/13;  
7/14, 7/16