

**ARTICLE XI - EVALUATION**

A. Evaluations are for constructive employee development and are not considered discipline. However, deficiencies identified in the evaluation can also be addressed by disciplinary action when appropriate. An unsatisfactory evaluation may be cause for development of a performance improvement plan or nonrenewal of probationary faculty. The Chief Academic Officer and/or Instructional Director may conduct a management evaluation. In doing so, he or she may use data from any sources the Chief Academic Officer and/or Instructional Director determines appropriate, including work area or classroom visitation, input from students, other faculty, and the faculty being evaluated.

Full-time and Part-time, shall be evaluated at any time there is a clear indication of professional performance problems, and they may be evaluated at other times upon the request of the faculty member or as determined by Management.

1. The faculty and Instructional Director and/or Chief Academic Officer or designee will confer about the evaluation process in advance. For non-probationary faculty this meeting will occur at least sixty days before the evaluation. For probationary Full-time faculty, this meeting will occur whenever possible by the fourth week after initial employment.
2. The Instructional Director and/or Chief Academic Officer will meet with the faculty member to discuss evaluation results and will prepare a written report of the evaluation conference. The report will be forwarded to the Chief Academic Officer if the report is prepared by an Instructional Director. Faculty will be given a copy of any evaluation conference report and may append to it and/or discuss it with their supervisor. A copy of the evaluation report will be placed in the faculty's personnel file along with appendices attached by the faculty member.

B. Part-time faculty evaluations will consist of the following steps:

1. First term: The first term evaluation will be a faculty peer observation and will not be placed in the faculty member's file.
2. Second term: A formal evaluation by supervisor or designee using the CGCC Classroom Observation Form is conducted. The observation is discussed with the faculty member and a written copy given to the faculty member and another placed in their file.
3. Third term: A self-evaluation by the faculty is conducted including responses to the previous evaluation(s) and a portfolio (course syllabus, assessment tool(s), Quality Matters reviews, professional certifications and anything else the instructor wants to include) begun. Both items will be placed in the faculty member's file by the fourth week of the term. By the eighth week of the term either the Instructional Director or the appropriate department chair will provide a written response or, at the request of the faculty member, meet with the faculty member to discuss their self-evaluation.

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4. The next three terms are observation free. The next observation will take place at a minimum of one formal evaluation (by supervisor or designee) every seven to nine terms of the faculty's active teaching terms. Between the fourth and sixth terms in which the faculty member is actively teaching, they will be asked to select a class taught by a fellow faculty member and observe it. The observing faculty member will produce a written self-evaluation based on their experience as an observer which will be placed in their file. Upon request by the faculty member, the self-evaluation will be discussed with either their department Chair or their Instructional Director.
5. Between the seventh and ninth terms in which the faculty member is actively teaching, another observation will be conducted. It will be a formal evaluation (by supervisor or designee) and the observation will be discussed with the faculty member and a written copy of the observation given to the faculty member and another placed in their file. By the fourth week of the next term after the observation takes place, the faculty member will provide a self-evaluation which includes a response to the observation which will be placed in their file. By the eighth week of the same term either the Instructional Director or the appropriate department chair will provide a written response or, at the request of the faculty member, meet with the faculty member to discuss their self-evaluation.
6. After their ninth term of teaching for the college, part-time faculty will be evaluated on an ongoing basis at least every fifteen terms, Such evaluations will be formal with written copies provided to the faculty member and placed in their file. Self-evaluations from the faculty member will be required by the fourth week of the term subsequent to that in which they were evaluated and should include a response to their most recent evaluation. The self-evaluations will be placed in the faculty members file. Part-time faculty members will be asked to update their portfolio at this time should they so desire. By the eighth week of the same term either the Instructional Director or the appropriate department chair will provide a written response or, at the request of the faculty member, meet with the faculty member to discuss their self-evaluation.
7. The Instructional Directors and the Chief Academic Officer have the right to determine class schedules to meet student and program needs, based on available resources. Part-time faculty who have successfully completed the evaluation process of their nine terms will be given first consideration for class assignments for the class(es) he or she has taught within the last three (3) terms at the college as long as he or she is in compliance with academic and personnel policies of the college or if it is necessary to assign the class to a full-time faculty to maintain a full-time workload. The Instructional Directors and Chief Academic Officer retain the right to not give first consideration if the instructor is not in compliance with the above policies or is in a work improvement process.

First consideration, determined on an annual academic year, include the following steps:

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- a. Once the annual class schedule has been determined by the Department Chair, Instructional Directors, Student Advisers and Chief Academic Officer, the faculty member meeting the above requirements will be contacted each term in an academic year by phone or mail to ask the instructor to teach the determined classes based upon the annual class schedule.
- b. If the instructor chooses not to teach that term, they will retain the right of first consideration for classes previously taught for the remainder of the academic year.

The Labor Management Committee will review the policies and procedures developed by the college regarding implementing the notice requirements of subparagraph (a.) of this section.

C. Probationary full-time faculty are evaluated annually for the first three years as a probationary faculty on the following four categories: a.) instruction, b.) instruction-related activities, c.) institutional service, and d.) professionalism. At least one professional goal relative to these categories will be included each year as part of the faculty member's development and evaluation plan. In addition to the process outlined in paragraphs 1 through 3 in this section, Probationary full-time faculty may choose to include the process outlined for regular status full-time faculty in their evaluation. The evaluation steps include the following:

1. A classroom observations conducted by the Chief Academic Officer (CAO) or Instructional Director. The CAO or Director will hold a pre-observation visit to determine the date for the observation and set the post-observation visit date at which time the written observation will be reported.
2. The faculty member will prepare a portfolio by March 1<sup>st</sup> of each year that will include a representative course syllabi; analysis of student course evaluations; evidence of special classroom projects, assignments, or innovative teaching methods; description of teaching style and reflection on strengths and areas of improvement; evidence and analysis of institutional service; evidence and analysis of professionalism; progress on professional goals from the professional development plan; and other faculty selected samples of their or their students' work if they so choose.
3. By March 31<sup>st</sup> of each year of the probationary period, the Chief Academic Officer or Instructional Director will arrange an evaluation review conference to discuss the portfolio and goals for the following year. At the end of a successful probationary period, a written memo is sent to the Business and Human Resources Offices by the CAO or Director indicating the faculty member has moved to regular status. If the evaluation process indicates, the probationary period may be extended one more year.

D. Full-time temporary faculty may choose to follow the evaluation steps of a probationary full-time faculty. If the temporary full-time faculty attains probation status, any completed evaluation steps shall be counted towards fulfillment of their probation status.

E. Full-Time Evaluation: Regular Status

Regular full-time faculty will be evaluated every five years.

The evaluation steps include the following:

1. A class observation conducted by the instructional director, department chair, or designee. The director/department chair or designee will hold a pre-observation visit to determine the date for the observation and set the post-observation visit date at which time the written observation will be reported.
2. The College will notify affected faculty of their responsibility to produce a portfolio by December 31<sup>st</sup> of the academic year in which an evaluation is to take place. The faculty member will prepare a portfolio by March 1 that will include a representative course syllabi; analysis of student course evaluations; evidence of special classroom projects, assignments, or innovative teaching methods; description of teaching style and reflection on strengths and areas of improvement; evidence and analysis of institutional service; evidence and analysis of professionalism; progress on professional goals from the professional development plan; and other faculty selected samples of their or their students' work of they so choose.
3. By March 31 of an evaluation year, the instructional director, department chair, or designee will arrange an evaluation review conference to discuss the portfolio.

Any time there is a clear indication of professional performance problems, and upon request of faculty member or as determined by Management, the evaluation steps for regular status full-time faculty are as follows:

1. A class observation conducted by the institutional director, department chair, or designee. The director, department chair or designee will hold a pre-observation visit to determine the date for the observation and set the post-observation visit date at which time the written observation will be reported.
2. Peer evaluation by two faculty. One peer is selected by the faculty being evaluated and the other selected by the Instructional Director or Chief Academic Officer. Each party can exercise a veto of the other's choice of a peer evaluator.

or

3. Self evaluation.

Instead of peer evaluation, a full-time faculty may choose alternative evaluation techniques provided they are consistent with the purpose of evaluation and approved by the college.

4. The faculty instructional director, department chair, or designee will confer about the evaluation process in advance. The meeting will occur at least sixty days before the evaluation.
5. The instructional director, department chair, or designee will meet with the faculty member to discuss evaluation results and will prepare a written report of the

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evaluation conference. The report will be forwarded to the Chief Academic Officer. Faculty will be given a copy of any evaluation conference report and may append to it and/or discuss it with their supervisor. A copy of the evaluation report will be placed in the faculty's personnel file along with appendices attached by the faculty member.

Each year, Regular full-time faculty will maintain an annual professional development plan and provide a written report to the Instructional Director and/or CAO by March 1. The plan includes an assessment of the achievement of the previous year's professional goals and a statement of goals and activities to be taken for the next year. The Director and/or CAO will meet with the faculty no later than March 31 to review, revise, or approve the plan.