

FACULTY COLLECTIVE BARGAINING AGREEMENT

2. Part-time Faculty

- a. Tuition shall be waived for part-time faculty member who attends classes at the College up to six (6) credit hours per quarter in which the employee is working.
- b. A part-time faculty member's spouse, domestic partner, and dependent children may use the credit hours which are not used by the employee in a term.

3. Non-credit Faculty

- a. Each non-credit faculty member shall be entitled to a maximum total of four (4) credit hours each term in which they actually teach.

- B. Dependent children are those who are under 24 and as defined by the Internal Revenue Service. Eligibility will be determined by reference to faculty member's last federal tax return.
- C. Tuition Waivers must be completed and approved prior to the beginning of the class.
- D. Classes may be taken with or without credit.
- E. Registration shall be in accordance with the College's registration schedule and procedure.
- F. Employees may take credit or non-credit courses. One credit hour will be considered equivalent to 11 non-credit hours.
- G. Attendance in a class by a faculty member shall not interfere with their regular duties and responsibilities. If a faculty member is required to take a class, they will be allowed time during the workday for the class without loss of pay.
- H. It is understood that no course will be conducted which would not have met without the enrollment of such tuition waiver students and no tuition waiver student shall displace a tuition paying student. If an employee is bumped out of a class because of full enrollment of tuition paying students, they will be allowed, in accordance with the College's current policies and procedures, to re-enroll in the class if a position opens within the first week of the term or equivalent drop period.
- I. No tuition waiver student shall displace a tuition-paying student.
- J. Tuition waivers for Small Business Development Center classes may not always apply and will be determined on a class-by-class basis by the SBDC Director.

ARTICLE 12 - EVALUATION

The purposes of evaluation are to provide the employee with feedback concerning job performance; to provide the College administration with guidance in staffing, planning and budgeting; and to assure excellence in the delivery of service. For faculty, the primary purpose of evaluation is to enhance the

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quality of instruction through an ongoing process of example, advice and self-reflection. The faculty and Management have a common goal of excellence in instruction leading to student success.

A. Probationary Period

All faculty will serve a three-year period of probation after their initial hire. During the probationary period, the evaluation process will be as follows.

1. First term: Peer feedback is important to the development of any instructor's approach to teaching. In their first term, the instructor will request a peer observation of their course section of their choice, by a full-time peer of their choice. This observation will be summarized by the observer and shared with the first term instructor. This observation will not be placed in the new instructor's personnel file, but the name of the observer, course section and date observed must be shared with the Instructional Dean.
2. Second term: A formal evaluation by supervisor or designee using the College Classroom Observation Form is conducted. The observation is discussed with the faculty member, 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 consideration of previous evaluations, and relevant supporting materials (i.e., optional portfolio) which is designed to highlight a faculty member's strengths and development as a teacher, including those strengths which may not be readily apparent through individual classroom observations.

Materials to be included are at the discretion of the faculty member creating the portfolio and may include any number of items including but not limited to: course syllabi which show evidence of innovative techniques, evaluation tool(s), professional certifications and anything else the instructor feels shows their strength as an instructor. Portfolio materials should also demonstrate growth and improvement in areas identified within the materials (i.e., student course evaluations, outcomes assessment data). Both the self-evaluation and the portfolio will be placed in the faculty member's file by the end of the sixth week of the term. By the end of the term either the Instructional Dean or the appropriate Department Chair will provide a written response or meet with the faculty member to discuss their self-evaluation.

4. 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 of teaching technique 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 Dean.
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

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designee. The observation will be discussed with the faculty member, a written copy of the observation given to the faculty member, and another placed in their file along with a written response by the faculty member should they choose to provide one.

6. Once the above steps are successfully completed, probationary faculty members will graduate to regular status and will be evaluated using the process outlined in section B of this Article. If Step 5 is not successfully completed, a probationary faculty may be given an extension of one or two years (see Article 5, Section A.1) in which to resolve any identified deficiencies, at the discretion of the College.

B. Evaluation of Regular (post-probationary) Faculty

Evaluation of all faculty after their probationary period will be done on a five-year cycle. Such evaluation will consist of two parts.

1. The first step in the regular evaluation will occur during the third year after completion of either their probationary period or their previous five-year cycle. Faculty members going through evaluation 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 of teaching technique 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 Dean.
2. The second and final step in the regular evaluation cycle will take place in the fifth year after completion of either their probationary period or their previous five-year cycle. It will be a formal observation conducted by a supervisor or designee. The observation will be discussed with the faculty member, a written copy of the observation given to the faculty member, and another placed in their file along with a written response by the faculty member should they choose to provide one.
3. At any point a faculty member who has not started a portfolio, is encouraged to begin and keep one as described in subsection A.3 of this Article or add such materials as they deem valuable to an existing portfolio. Department Chairs will encourage faculty to keep a portfolio as part of their continuous improvement process.

C. Disciplinary Evaluation

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 an improvement plan or non-renewal of probationary faculty. The Chief Academic Officer and/or Instructional Dean may conduct a management evaluation. In doing so, they may use data from any sources the Chief Academic Officer and/or Instructional Dean determines appropriate, including work area or classroom visitation, input from students, other faculty and the faculty member being evaluated. Full-time and part-time faculty members shall be assessed any time

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there is a clear indication of professional performance problems as determined by the College. Disciplinary evaluation consists of the following steps.

1. A classroom observation will be conducted. The faculty member and Chief Academic Officer, Department Chair and/or Instructional Dean will confer with the faculty member about the evaluation process at least thirty (30) days in advance. The observer will hold a pre-observation meeting to discuss the issue and determine a date for the observation and post-observation meeting.
2. The Chief Academic Officer, Instructional Director and/or department chair will meet with the faculty member to discuss the evaluation results and will prepare a written report of the post-observation meeting. An improvement plan may be developed. The report and/or plan will be forwarded to the Chief Academic Officer if the report is prepared by an Instructional Dean. The faculty member will be given a copy of any post-observation report and/or plan and may append to it and/or discuss it with their supervisor. A copy of the report and/or plan will be placed in the faculty member's personnel file along with appendices attached by the faculty member.
3. If sufficient progress has not been made on the improvement plan, a peer evaluation by two faculty members will be performed. One peer is selected by the faculty being assessed and the other selected by the Instructional Dean or Chief Academic Officer. The faculty member and peer evaluators will confer about the evaluation process at least thirty (30) days in advance. The peer evaluators will submit a written recommendation for action to the Chief Academic Officer and/or the Instructional Dean.
4. The Chief Academic Officer and/or the Instructional Dean will meet with the faculty member within thirty (30) days to discuss the results of the peer evaluation and will prepare a written report of the post-observation meeting. A recommendation for action will be developed. The report and/or plan will be forwarded to the Chief Academic Officer if the report is prepared by an Instructional Dean. The faculty member will be given a copy of any post-observation report and or recommendation and may append to it and/or discuss it with their supervisor. A copy of the report and/or plan will be placed in the faculty member's personnel file along with appendices attached by the faculty member.
5. In the event the peer evaluation and the administrative evaluation agree with respect to whether the evaluation is positive or not, a recommendation for action will be made to the Chief Academic Officer. If there is a difference in the recommendations between the peer evaluation and the administrative evaluation, a meeting will be held to discuss the differences and a recommendation made. In the event that agreement cannot be made, all recommendations will be forwarded to the College President for action.