



Why there's a process

To recognize and acknowledge good performance.

To help employees who are new to the organization to continue their own professional development.

To identify performance issues and provide feedback to employees.

To document performance for legal purposes.

Help, Support, Grow

PURPOSE



To the evaluatee, this identifies areas of strength and weakness related to job performance.



To the institution, this facilitates the achievement of the highest possible standards of performance.

USEFULNESS



Who can serve on a JRC

Committee Structure = 2 Tenured Faculty Members + 1 Manager

- The 2 tenured faculty members are chosen by the tenured faculty within the department.
- When not enough tenured faculty are in the department, the Dean and Dept. Chair select evaluators from related discipline at either college.



First Order of Committee Business.... Elect a Committee Chair!

- Chair **MUST** be a faculty member.

Chair Duties:

1. Calls all meetings
2. Coordinates activities of the Committee
3. Represents Committee to the Tenure Review Coordinator
4. Informs all committee members of relevant deadlines
5. Other officially designated duties





Evaluation Process

PROCEDURES

STEP 1

TRC meets with Evaluee

- Determine the plan for completing the evaluation process in a timely manner
- Review the process with the evaluee.
- Provide evaluee with copies of the blank evaluation instruments
 1. Peer/manager form
 2. Student survey questions

Additional Info

Preparing for the first meeting



GET COPIES OF
EVALUATION FORMS



GET A COPY OF THE
STUDENT SURVEY
QUESTIONS



GIVE YOUR EVALUEE
THEIR FIRST
ASSIGNMENT!

Additional Info

Evaluee's Assignment,

Part 1

Due by the end of week 6

(Sept. 30)

Evaluee provides the committee with...

1. A syllabus, specify dates for scheduled exams and chapters or topics to be covered,
2. lesson plans,
3. sample tests,
4. quizzes, grading system, etc.



Additional Info

Evaluees Assignment, Part 2

Due by the end of week 8 (Oct. 14)

Not weighted in summary

Evaluee writes a Self-Evaluation/Personal Statement

- State your goals
- Explain the extent to which the goals were met (year 2)
- Establish goals for the next evaluation cycle.
- You may wish to explain institutional limitations on your activity (such as no funding for conference travel, no reassigned time for project completion, etc.)
- Committee discuss with Evaluee what you are interested in seeing

PROCEDURES

STEP 2

Conduct a Review

Observations + Assessment of Compliance

Observations must be done between Sept. 18 and Dec. 1

Each Committee member observes a teaching situation for 50 minutes.

- Lab
- Lecture
- Online

Non-classroom faculty are observed during student contact time.

- Library Reference Desk
- Counseling sessions (45 minutes)

Reviews also consist of and an **assessment of compliance** with the evaluatee's responsibilities

Additional Info

Regarding observation

The observation is based on the job description.

Evaluative comments must be supported by the **direct observations** of currently assigned job duties, as well as other documented information since any prior evaluation.

Additional Info

Regarding observation

Only Manager's evaluations can include...

1. Written, documented evidence from the Department Chair or Program Coordinator of satisfactory or unsatisfactory performance of the evaluatee.
2. Input from any other manager with oversight over the evaluatee.



PROCEDURES

STEP 3

Provide Written Summary and Rating.

Complete written summary within 1 week of observation

- Send a copy of the summary to
 - the evaluatee
 - and Cheryl Kerns, Faculty Evaluations Technician

Provide a rating to the statement, "the instructor meets the standards for employment at this institution"

- Strongly Agree (5) to Strongly Disagree (1)

Additional Info

Regarding written summary

Commendations and/or Complaints

- May be used in the evaluation process, but it must be signed and substantiated.
- The appropriate administrator of any commendation/complaint made that may affect the evaluation process, must notify the evaluatee within 10 working days
- No administrative disciplinary action shall be taken prior to consultation.
- The evaluatee will have the opportunity to comment upon, agree with, or dispute such commendations/complaints in writing and have them attached to the evaluation.
- Once substantiated by the appropriate administrator, any commendation/complaint deemed relevant to the tenure process shall be forwarded to the TRC Chair.

Refer to 5.1.7

Additional Info

Regarding written summary

Recommendation for Improvement

- Evaluee has 10 working days from receipt to respond in writing
- Together the TRC and evaluee may develop a written plan specifying the requirements for improvement of performance and follow-up, if deemed appropriate.
- A meeting about plan has to be scheduled by the last day of instruction of the semester during which the evaluation occurred.

(Saturday, December 16)

refer to 5.6.2.7 and 5.2.5

Additional Info

Regarding written summary

Unresolved Issues

If the **evaluee has an issue** that isn't resolved with the TRC, a unit member may authorize, in writing, an AFT representative to review his/her completed evaluation/tenure documents. The authorized representative shall have all of the same privileges of inspection that are a right of the **evaluee**. (5.1.9)

PROCEDURES

STEP 4

Student Input

- Administered online via Instructional Operations
- Questions have been predetermined by faculty
- Students access questions via
 - Canvas for classroom faculty
 - Supplied URL for non-classroom faculty

Additional Info

Regarding Student Component

Anonymous Student Comments (from student evaluation instrument)

- Are not to be used in determining the final evaluation score.
- They are only intended for the evaluatee's edification
- The evaluatee shouldn't share them with other faculty or management

Refer to 5.1.8

PROCEDURES

STEP 5

Creation of Summary Report

Summary Report Includes

1. Cover sheet containing:
 - Ratings from students, peers, and management
 - An overall summary rating (produced by Ins. Ops.)
2. Statistical summary of the student evaluations and a calculated summary rating (produced by Ins. Ops.)
3. Three Evaluation Forms
 - Each includes:
 - ❖ comments
 - ❖ Individual evaluation summary rating
 - ❖ Recommendations (if applicable)
4. Self-evaluation

Refer to 5.4

Sample Summary Report

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
CONTRACT FACULTY EVALUATION SUMMARY

Instructor: Instructor Cool Date: November 30, 2017

Evaluation Period: Fall, 2017

Student Evaluation: The student component is an average of multiple (3) reviews: 4.67 * 0.400 = 1.87
1st Peer Evaluation: The 1st peer score is a single score given by the 3rd chair: 5.00 * 0.200 = 1.00
2nd Peer Evaluation: The 2nd peer score is a single score assigned by the 1st peer: 5.00 * 0.200 = 1.00
Manager Evaluation: The manager assigns a single score: 4.50 * 0.200 = .90

SUMMARY RATING POINTS (Total scores above) 4.77

According to the evaluations of students, managers and peers, the instructor meets the standards for employment at this institution.

5 | 1
|.0.....|.....|.....|.....|
Strongly 4.77 Strongly
Agree Disagree

TENURE REVIEW COMMITTEE CHAIR RECOMMENDATION SUMMARY

The Tenure Review Committee recommends that this instructor:

Be granted status as a regular faculty member starting with the next academic year.

Be continued as a contract faculty member for the next academic year.

(An evaluation summary rating of 1.0 - 3.49 shall constitute grounds for exercising either of the following recommendations).

Be continued as a contract faculty member for the next academic year subject to the conditions specified in the attached comments and plan for improvement.

Not be rehired. (Attach narrative comments).

I have participated in the assessment of student learning outcomes and discussions with colleagues about using the information to improve teaching and learning.

This evaluation has been discussed with me. Yes ___ No ___
Yes ___ No ___

I wish to comment on the attached sheet. Yes ___ No ___

Instructor/Evaluated Date Dean/Administrator Date

Peer Evaluator Date Vice President Date

Peer Evaluator Date President Date

11/30/2017 10:42 GROSSMONT COLLEGE
CLASSROOM INSTRUCTOR EVALUATION

Instructor: Instructor Cool Section: 3705

	1	2	3	4	5	6	7	8	9
5	86.67	73.33	73.33	66.67	86.67	86.67	73.33	66.67	93.33
4	13.33	26.67	26.67	33.33	6.67	13.33	26.67	33.33	6.67
3	.00	.00	.00	.00	6.67	.00	.00	.00	.00
2	.00	.00	.00	.00	.00	.00	.00	.00	.00
1	.00	.00	.00	.00	.00	.00	.00	.00	.00
#resp.	15	15	15	15	15	15	15	15	15
Avg.	4.87	4.73	4.73	4.67	4.80	4.87	4.73	4.67	4.93

	10	11	12	13	14	15	16	17	18
5	73.33	53.33	73.33	66.67	60.00	66.67	66.67	80.00	80.00
4	26.67	46.67	20.00	33.33	26.67	26.67	26.67	20.00	20.00
3	.00	.00	.00	.00	13.33	6.67	6.67	.00	.00
2	.00	.00	6.67	.00	.00	.00	.00	.00	.00
1	.00	.00	.00	.00	.00	.00	.00	.00	.00
#resp.	15	15	15	15	15	15	15	15	15
Avg.	4.73	4.53	4.60	4.67	4.47	4.60	4.60	4.80	4.80

	19	20	21	22	23	24	25	26	27
5	80.00	66.67	80.00	80.00	93.33	60.00	28.57	40.00	40.00
4	20.00	26.67	20.00	20.00	6.67	40.00	21.43	40.00	40.00
3	.00	6.67	.00	.00	.00	.00	28.57	20.00	20.00
2	.00	.00	.00	.00	.00	.00	14.29	.00	.00
1	.00	.00	.00	.00	.00	.00	7.14	.00	.00
#resp.	15	15	15	15	15	15	14	5	5
Avg.	4.80	4.60	4.80	4.80	4.93	4.60	3.50	4.20	4.20

	28	29	30	31	32	33	34	35	36
5	40.00	60.00	40.00	40.00	57.14	86.67	66.67	73.33	93.33
4	40.00	20.00	40.00	40.00	28.57	6.67	26.67	13.33	.00
3	20.00	20.00	20.00	20.00	7.14	6.67	6.67	6.67	6.67
2	.00	.00	.00	.00	7.14	.00	.00	6.67	.00
1	.00	.00	.00	.00	.00	.00	.00	.00	.00
#resp.	5	5	5	5	14	15	15	15	15
Avg.	4.20	4.40	4.20	4.20	4.36	4.80	4.60	4.53	4.87

	37	38	39	40	41	42	43	44
5	66.67	80.00	66.67	71.43	66.67	71.43	75.00	.00
4	20.00	13.33	20.00	21.43	20.00	21.43	25.00	.00
3	13.33	6.67	13.33	7.14	13.33	7.14	.00	.00
2	.00	.00	.00	.00	.00	.00	.00	.00
1	.00	.00	.00	.00	.00	.00	.00	.00
#resp.	15	15	15	15	14	15	4	0
Avg.	4.53	4.73	4.53	4.64	4.53	4.64	4.75	.00

Total Forms: 15
Average Response: 4.64

Additional Info

Recommendations &

Rating

If there are recommendations for improvement:

1. Evaluee responds in writing to those recommendations within ten (10) working days of the evaluee's receipt of the preliminary Summary Report from the Tenure Review Committee.
2. The evaluators and evaluee may develop a written plan specifying the requirements for improvement of performance and follow-up, if deemed appropriate. The response shall be filed with the committee

Additional Info

Reccomendations & Rating

Overall Summary Rating of **less than 3.50** are grounds to exercise the following options*:

"Be continued as a contract faculty member for the next academic year subject to the conditions specified in the Summary Report, which may include reevaluation during the following spring semester."

"Not be rehired, based on justifications specified in the Summary Report."

However, in exceptional circumstances, an overall summary rating of less than 3.50 need not be the sole basis upon which to exercise these options.

*Not applicable for third year tenure-track candidates.

PROCEDURES

STEP 6

TRC meets with Evaluatee

1. TRC submits its final summary report to evaluatee.
2. TRC makes recommendation to the President.
3. TRC submits all paperwork to the President via the appropriate Vice President.
4. **Timeframe:** After the last evaluator has conducted their observation, the Committee has 2 weeks (if possible) to meet and in all cases no later than ten (10) working days after the end of the semester

PROCEDURES

STEP 7

President's Decision

College President sends a written notice via US mail, courier service, or personal delivery to the evaluatee informing the evaluatee of the President's decision no later than one week prior to the convocation date of the Spring semester. (Does not apply to third year candidates)

The End...almost

- This process is repeated every fall semester, each year for 4 years



That's all Folks

FAQs

Question

Can I use a recording device when conducting my observation?

Answer (5.1.5)

The evaluation may be based upon information obtained through the use of recording devices only with the prior written permission of the evaluatee.



FAQs

Question

The observation is based on the job description. The person I'm evaluating has been assigned additional duties. Do I evaluate these as well?

Answer (5.5.1)

Yes, in the event that a faculty member is assigned duties other than those in the official job description, the faculty member will be evaluated according to criteria appropriate to those assignments as determined by the evaluatee and her/his evaluators.



FAQs

Question

May I use a commendation/complaint made for/against the evaluatee in the evaluation process?

Answer (5.1.7)

Yes, but it must be signed and substantiated materials of complaint or commendation. You must also notify the evaluatee within ten (10) working days by the appropriate administrator of any commendation/complaint made for/against the evaluatee that may affect the evaluation process.

No administrative disciplinary action shall be taken prior to consultation with the evaluatee.

The evaluatee shall have the opportunity to comment upon, agree with, or dispute such commendations/complaints in writing and have them attached thereto.

Once substantiated by the appropriate administrator, any commendation/complaint deemed relevant to the tenure process shall be forwarded to the TRC Chair.

FAQs

Question

Can I use the anonymous student comments from the formal student evaluation to influence my final score?

Answer (5.1.8)

No.

Anonymous written comments included in the formal student evaluation instrument shall not be used in determining the final evaluation score.

Anonymous student comments are solely intended for the edification of the evaluatee and should not be shared in any way with other faculty or management



FAQs

Question

I want to observe the evaluatee a second time, am I allowed to do that?

Answer (5.6.2.5)

Upon consensus of the committee, a second visitation by any committee member may be scheduled.



FAQs

Question

I made a recommendation for improvement, how is this handled?

Answer (5.6.2.7 and 5.2.5)

The evaluatee shall respond in writing to those recommendations.

The response shall be filed with the committee within ten (10) working days of the evaluatee's receipt of the preliminary Summary Report from the TRC.

The evaluators and evaluatee may develop a written plan specifying the requirements for improvement of performance and follow-up, if deemed appropriate.

The meeting shall take place no later than the last day of instruction of the semester during which the evaluation occurred

FAQs

Question

What steps can the evaluatee take if there's an issue with the evaluation summary?

Answer (5.1.9)

A unit member may authorize, in writing, an AFT representative to review his/her completed evaluation/tenure documents. The authorized representative shall have all of the same privileges of inspection that are a right of the evaluatee.



FAQs

Question

How is the summary report weighted?

Answer (5.4)

Weighting of the Summary Ratings for Tenure-Track faculty shall be:

Student: 40%

Peer 1: 20%

Peer 2: 20%

Manager: 20%



FAQs

Question

Our Evaluee had an overall summary rating less than 3.5.
What happens next?

Answer (5.6.2.9)

In this case you would exercise either of the following options from the summary rating score:

Be continued as a contract faculty member for the next academic year subject to the conditions specified in the Summary Report, which may include reevaluation during the following spring semester.

Not be rehired, based on justifications specified in the Summary Report.

However, in exceptional circumstances, an overall summary rating of less than 3.50 need not be the sole basis upon which to exercise these options.

This is not applicable for third year tenure-track candidates.

FAQs

Question

What does the summary report include?

Answer (5.4)

A Summary Report shall contain:

1. a cover sheet containing Student, Peer, and Management Summary Ratings, and an overall Summary Rating based on their weighting;
2. a statistical summary of the student evaluations and a calculated Summary Rating
3. one Evaluation Form, including comments and the individual evaluation summary rating (and recommendations if applicable) from each peer & management evaluator;
4. the evaluatee's self-evaluation

FAQs

Question

I didn't pass my evaluation and was terminated. Is there a procedure outlined for grievance?

Answer (5.6.2.11)

Pursuant to Education Code §87610.1 (b) through §87610.1 (e), a first, second, or fourth year tenure-track faculty member whose employment is terminated may grieve the decision following the grievance procedures delineated in Article XVIII based on the grounds listed in Education Code §87610.1 (b)



FAQs

Question

How long is the Tenure process?

Answer (5.2.1)

This process is repeated every fall semester, each year for 4 years

