Evaluation Procedures
Full-Time Faculty
(COSTA Master Agreement, Article 18)
Evaluation

18.1 The principle purposes of the evaluation process are to (1) recognize, memorialize, and acknowledge good performance of the faculty of the College of the Sequoias (2) to support faculty with expertise, resources, and a supervision experience that will enhance the existing performance of all professional staff, and aid faculty members who are performing satisfactorily to achieve their own professional growth goals, (3) to identify a faculty member’s unsatisfactory performance, (4) to assist those faculty members in obtaining the necessary skills and knowledge in order to make improvements in their area of deficiency, and (5) to document performance of faculty as per the provisions of California Education Codes §87660–87664.

Both parties recognize that professional growth is an integral part of performing assigned duties effectively.

18.2 The evaluation procedure should demonstrate a joint and cooperative exercise of responsibility by the faculty, administration, and governing board of the District in the assessment of faculty performance. The procedure should reflect faculty and administrative expertise in the evaluation of professional work so as to encourage and foster the performing of professional responsibilities in an exemplary manner.

The faculty evaluation process will involve the assessment of performance of faculty (depending on duty assignment) in the following areas.

18.2.1 Teaching methods, materials, and effectiveness

Teaching methods are those non–discipline specific skills employed by a faculty member in order to assist students in attaining the learning goals of the course.

18.2.2 Non–classroom methods, materials, and effectiveness

Non–classroom methods are those techniques employed by a faculty member in order to assist students in attaining their educational goals.

18.2.3 Professional responsibility

Professional responsibility refers to the fulfillment of those obligations, which, although may not relate directly to a faculty member’s duty assignment, contribute to the general academic environment of the campus community. All professional responsibilities shall be consistent with the Master Agreement, and may include the following.

(a) Maintaining and posting office hours

(b) Meeting scheduled classes, placing textbook orders, and submitting grade reports within deadline dates

(c) Non–classroom faculty will submit duty days; be knowledgeable of current articulation agreements, transfer requirements, and certificate programs; and will keep appropriate records.
18.3 The evaluation of instruction should focus upon whether the instructor is delivering to students what is stipulated in the course outline of record as well as the current course syllabus for each course taught; or for counselors, a student educational plan (SEP). Individual instructors should set course goals and objectives which comply with the course outline of which the District has approved through the curriculum approval process. The success of the instructor should be judged in part in terms of how well the instructor has met specific goals and objectives. Data derived from Student Learning Outcome (SLO) assessments will not be used to evaluate faculty performance. All faculty will include SLOs in their course syllabi and participate in the SLO assessment cycle.

18.4 All personnel who participate in the evaluation process should be familiar with the appropriate goals and objectives of the assigned duties. To the extent possible, administrator participating in that evaluation process shall ensure such training shall take place as appropriate.

18.5 Summary of the Procedure

18.5.1 A faculty member who is to be evaluated shall be notified of this, in writing by the appropriate Vice President, no later than September 15 of the academic year in which s/he is to be evaluated. A suggested design may be provided by the appropriate Vice President in order to facilitate the evaluation plan outlined in this Article.

18.5.2 Upon notification of evaluation, the faculty member will form an evaluation committee comprised of two or more faculty members and the appropriate Vice President or the designee to assist in preparing the evaluation. No member of the evaluation committee may be related to the faculty member being evaluated. Committee members are required to make written comments on the permanent record page of the evaluation.

18.5.3 The appropriate Vice President will either inform the faculty member that the committee has been approved or ask the faculty member to modify the committee membership. If a request to modify is made, reasons and justification for this modification shall be in writing, and will be given to the affected faculty member in a timely manner.

18.5.4 The faculty member designs the evaluation plan in compliance with Article 18.1, and will include a list of assigned duties or classes during the evaluation period, course syllabus(i), and the student evaluation. Faculty are also encouraged to list those additional activities which they feel have served to enhanced the college community.

18.5.5 The design of the evaluation plan will include peer visitation(s) by the administrator on the evaluation committee, and one or more of the faculty members. The time and duration of each visitation shall be at the discretion of the faculty member being evaluated.

18.5.6 The distribution, administration of, collection of, and tabulation of results of the student questionnaire shall be done by the administrator on the evaluation committee. The scheduling of the distribution this student questionnaire shall
be with the concurrence of the faculty member being evaluated so as not to disrupt scheduled duties. The data collected will be returned to the evaluation committee members for final comments and signatures.

18.5.7 The data collected will be returned to evaluation committee members for comments and signatures. Committee members and division chairperson will make comments on the permanent record page.

18.5.8 Each member of the evaluation committee will make a peer visitation of a contract (non–tenured) faculty member. Written reports of observations of each visitation shall be made and added to the self-evaluation report of the faculty member. Visitations by the administrator on the evaluation committee shall last the entire class period, or student session.

18.5.9 The appropriate Vice President or designee shall comment in writing, within a reasonable period of time after receiving the self-evaluation report, to the faculty member concerning the evaluation.

18.5.10 The evaluation signature page will be placed in the faculty member’s personnel file.