



SUMMARY OF EVALUATION PROCESS

Based on Article V of the Jan 1, 2019 to June 30, 2021 CBA

FREQUENCY OF EVALUATIONS:

Adjunct & ERI Faculty	First semester of hire, then once every 6 semesters thereafter.
Tenure-Track Faculty	Every Fall semester each year for 4 years.
Tenured Faculty	Once every 3 years.
Temporary Restricted Contract Faculty	Once per year for 4 years. Thereafter, at least every 3 years.
Off-Schedule Evaluations	The appropriate administrator after discussion with the faculty and Department Chair/Coordinator, may initiate additional evaluations if there is a documented purpose for them.

DEFINITIONS:

Timelines assume that assignments are a full semester in length. Where this is not the case, the appropriate administrator, in consultation with the Department Chair, will make reasonable modifications to the timelines and will be responsible for seeing that the revised schedules are administered as consistently as possible throughout the college.

References to the “start of the semester” shall refer to the first day of instruction (not including PD week). References to the “end of the semester” shall refer to the last day of instruction (includes finals week if one exists).

BEFORE EVALUATION PROCESS BEGINS:

All Tenure Review Committee members will complete the In-Service Training Session for Tenure Review Committee members prior to beginning evaluation duties.

EVALUATION TIMELINE:

- **5th Week of the Semester:** Student evaluations and peer/manager observations may begin. take place.(non-instructional faculty, or for short-term courses, evaluations and observations shall commence as deemed appropriate by the evaluation committee).
- **6th Week of the Semester:** Deadline for tenure-track faculty and temporary restricted contract faculty (in first 4 years) to provide the Tenure Review Committee with relevant written materials as delineated in Article 5.6.2.2.
- **8th Week of the Semester:** Deadline for the Self-Evaluation/Personal Statement to be submitted. This is required for all tenure-track faculty and temporary restricted contract faculty (in first 4 years), voluntary for all other faculty.
- **2 Weeks Before Last Day of Semester:** Student evaluations and peer/manager observations must be completed.

POST OBSERVATIONS/EVALUATION TIMELINE:

- **Within 1 Week of Evaluation Observations:** copy of the manager and peer evaluation shall be sent to the evaluatee.
- **Within 2 Weeks of Completion of All Observations** (if possible): All evaluation procedures and forms shall be completed with the Summary Report submitted to the President via the appropriate Vice President, with a copy the evaluatee. If not possible, due no later than 10 working days after end of the semester during which the evaluation was administered.

- **Last Day of the Semester for Temporary Restricted Contract Faculty:** Deadline for Tenure Review Committee to provide recommendations to the President.
- **One Week Prior to Spring Convocation:** Deadline for President to provide written notice of the President's decision regarding the Tenure Review Committee's recommendations for tenure-track faculty and temporary restricted contract faculty (in first 4 years).

MISCELLANEOUS EVALUATION DEADLINES:

The appropriate administrator shall notify the evaluatee **within 10 working days** of any signed and substantiated materials of complaint or commendation used in the evaluation process or referred to in any evaluation records.

IF THERE IS A RECOMMENDATIONS FOR IMPROVEMENT FOR:

- **Tenure-Track Faculty & Temporary Restricted Contract Faculty (in first 4 years):** evaluatee shall respond in writing to those recommendations by filing a response with the committee *within 10 working days of the evaluatee's receipt* of the preliminary Summary Report from the Tenure Review Committee.
- **Tenured Faculty, Adjunct Faculty, Temporary Restricted Contract Faculty (5+ Years), or ERI Faculty:** evaluatee shall respond in writing to those recommendations by filing a response with the appropriate administrator *within 10 working days of the evaluatee's receipt* of the Summary Report.

IF THERE IS AN UNSATISFACTORY EVALUATION:

Last Day of Semester: Unsatisfactory evaluations that trigger a meeting to develop a written plan specifying the requirements for improvement shall take place no later than the last day of the semester during which the evaluation occurred.

If There is an Unsatisfactory Evaluation Summary Rating (3.49 Or Lower) For:

- **Tenured Faculty & Temporary Restricted Contract Faculty (5+ years):** A rating of 1.50-3.49 may, and 1.00 to 1.49 shall, initiate another evaluation to be conducted within 2 semesters after the semester in which the unsatisfactory rating was incurred.
- **Adjuncts Without POA:** Constitutes grounds for either non-rehire in a subsequent semester or a written plan for improvement with a follow-up evaluation conducted by the same evaluator(s) in the subsequent semester.
- **Adjuncts With POA or ERI Faculty:** A written plan for improvement by the peer evaluator in consultation with the department chair and evaluatee, in addition the requirement of a follow-up evaluation in the subsequent semester by the same evaluator(s). See Article 5.8.4.3 for more information about subsequent semester evaluation results and follow-up actions.

FAILURE TO MEET TIMELINE REQUIREMENTS:

- **Manager or Peer Evaluator:** if either manager or peer evaluator fail to complete or sign the evaluations by the timeframe outlined in Article V, the Summary Report will excluded the offending evaluation.
- **Evaluatee:** if the evaluatee doesn't meet the time outlined in Article V, the evaluation may be finalized without the evaluatee's input and placed in the evaluatee's personnel file.