

**APPENDIX C-3a: TIMELINE FOR EVALUATION – FIRST- AND SECOND-YEAR PROBATIONARY and FIRST-YEAR TEMPORARY FACULTY**

- **The intent of the separate timeline for evaluation of first- and second-year probationary (contract, tenure-track) faculty members and first-year temporary faculty is to allow sufficient time to conduct a thorough evaluation of the new employee, including review of a full semester’s work plus a second evaluation at the beginning of the second semester.**
- **The evaluation must be completed by February 15 in order for the Board of Trustees to take formal action on employment for the subsequent year by the March 15 deadline in Education Code Section 87610.**
- **Completion dates as shown in the last column do not prohibit an evaluation committee from moving more quickly if all participants are in agreement, but the second evaluation should take place during the second semester of employment.**

<u>Action</u>	<u>Responsible</u>	<u>Due By</u>
1. Notify faculty member of evaluation	Immediate Administrator (I.A.)	End of Week 2
2. Evaluation committee, criteria, and assignment are discussed.	I.A./Evaluation Committee	End of Week 4
<ul style="list-style-type: none"> <li>· I.A. selects one peer evaluator</li> <li>· Evaluatee selects one peer evaluator</li> <li>· I.A. trains new employee to reference Article 5 and Appendix D regarding evaluation criteria, timelines, and processes.</li> <li>· I.A. provides reference to job description</li> </ul>		
3. Train Evaluators	YFA/YCCD	End of Week 6
4. Conduct first evaluation	Evaluation Committee	End of Week 10
<ul style="list-style-type: none"> <li>· I.A. and peer evaluators all make performance observations</li> <li>· Conduct student evaluations</li> <li>· Review of course materials, clinical work, other duties</li> <li>· Peer evaluators meet individually with evaluatee</li> </ul>		
5. Prepare preliminary evaluation report	I.A.	End of Week 12
<ul style="list-style-type: none"> <li>· Meet with peer evaluators</li> <li>· Review student evaluations</li> <li>· Write preliminary narrative for presentation to the new employee. List areas of commendation and recommendations for improvement</li> </ul>		

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| 6.  | Meet with evaluatee to discuss preliminary report, areas of commendation, and recommendations for improvement. For one semester, temporary FTF, go to Step 9.  | I.A./Evaluation Committee         | End of Week 12 |
| 7.  | Employee concludes first semester and begins second semester, working on suggested improvements. Employee prepares a packet of all course materials from the first semester, from course syllabi through final exams. (Non-instructional faculty should prepare a comparable packet of appropriate materials for review.)                    | Evaluatee                         |                |
| 8.  | Conduct second evaluation<br><br>· I.A. and peer evaluators all make performance observations<br>· Conduct student evaluations<br>· Review of course materials (both current semester and full packet of prior semester)<br>· Review of clinical work and other duties as appropriate<br>· Peer evaluators. meet individually with evaluatee | Evaluation Committee              | End of Week 20 |
| 9.  | Prepare evaluation report, including recommendation regarding continued employment, and meet with evaluatee<br><br>· Meet with peer evaluators<br>· Review student evaluations<br>· Write narrative and complete form<br>· Meet with evaluatee to transmit findings and recommendations  | I.A.                              | End of Week 21 |
| 10. | Forward the evaluation report for “fast-track” approval through the following individuals:<br>· The appropriate Vice-President<br>· The college President<br>· The Chancellor  | I.A., V.P., President, Chancellor | End of Week 22 |
| 11. | Board of Trustees takes final action regarding continued employment  | Board of Trustees                 | March 15       |

**Important note:** A finding of “unsatisfactory” for a first or second year probationary employee must be accompanied by a recommendation to “not enter into a contract for the following academic year.”

**APPENDIX C-3b: TIMELINE FOR EVALUATION - THIRD- AND FOURTH-YEAR PROBATIONARY, and TENURED FACULTY**

- Evaluation for third- and fourth-year probationary (contract, tenure-track) faculty will occur in the *fall* semester as below
- Evaluation for tenured (regular) faculty will occur in the *spring* semester as below.
- Evaluation for temporary (full-time, one-year, employed by contract) faculty will occur in the *fall* semester as below.
- Completion dates as shown in the last column do not prohibit an evaluation committee from moving more quickly if all participants are in agreement.

<u>Action</u>	<u>Responsible</u>	<u>Due By</u>
1. Designate faculty to be evaluated during academic year (tenured (regular)/contract (probationary) faculty) or semester (adjunct/hourly faculty)	Immediate Administrator (I.A.)	End of Week 2
2. Identify additional criteria for evaluation	Faculty and Administration in relevant area	End of Week 3
3. Inform evaluatee of: <ul style="list-style-type: none"> <li>· Evaluation Article and Criteria</li> <li>· Description of current assignment</li> </ul>	I.A.	End of Week 4
4. Organize Evaluation Committee <ul style="list-style-type: none"> <li>· I.A. selects one peer evaluator</li> <li>· Evaluatee selects one peer evaluator</li> </ul>	I.A.	End of Week 4
5. Train Evaluators	YFA/YCCD	End of Week 6
6. Conduct evaluation <ul style="list-style-type: none"> <li>· Minimum of one performance observation by I.A. and one by peer evaluator</li> <li>· Review of course materials, clinical work, other duties</li> <li>· Peer evaluators meet individually with evaluatee</li> </ul>	Evaluation Committee	End of Week 10
7. Conduct student evaluations	I.A.	End of Week 12
8. Prepare evaluation report <ul style="list-style-type: none"> <li>· Meet with peer evaluators</li> <li>· Review student evaluations</li> <li>· Write narrative and complete form</li> </ul>	I.A.	End of Week 12

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| 9.  | Meet with evaluatee to transmit evaluation report/findings<br>· If deficiencies noted by I.A.:   | I.A.             | End of<br>Week 14 |
|     | - Evaluatee develops professional development<br>- I.A. assists with implementation of plan<br>- EER Committee may consider disagreements over professional development plan |                  |                   |
| 10. | Submit evaluation report to appropriate Vice President   | I.A.             | End of<br>Week 14 |
| 11. | Forward evaluation report to President   | V.P.             | End of<br>Week 15 |
| 12. | Present evaluation report to Chancellor  | President        | End of<br>Week 16 |
| 13. | Entry to Personnel file  | Personnel Office | End of<br>Week 16 |

**NOTE: Under normal circumstances this concludes the evaluation process. Under circumstances involving an "unsatisfactory" performance evaluation, proceed as follows. For tenured faculty, this timeline will extend into the Fall semester.**

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| 14. | An additional faculty member, mutually agreeable to the evaluatee and the I.A. shall be added to the committee. | I.A.                         | End of<br>Week 16 |
| 15. | Conduct second evaluation   | Evaluation Committee         | End of<br>Week 18 |
| 16. | Prepare evaluation report including recommendation regarding continued employment                               | I.A./Evaluation<br>Committee | End of<br>Week 19 |
| 17. | Transmit evaluation report/findings to evaluatee  | I.A.                         | End of<br>Week 20 |
| 18. | Submit evaluation report/recommendations to appropriate Vice President.   | I.A.                         | End of<br>Week 20 |
| 19. | Forward evaluation report to President with recommendation regarding continued employment                       | V.P.                         | End of<br>Week 21 |
| 20. | Present second evaluation report to Chancellor with recommendation regarding continued employment               | President                    | End of<br>Week 22 |
| 21. | Board of Trustees takes final action regarding continued employment   | Board of Trustees            | March 15          |

**Important note:** A finding of “unsatisfactory” for a fourth-year probationary employee must be accompanied by a recommendation to “not enter into a contract for the following academic year.”

**APPENDIX C-3c: TIMELINE FOR EVALUATION – ADJUNCT FACULTY**

- **Evaluation for adjunct faculty will take place in the first semester of employment, whether fall or spring, and at least once every six semesters of employment thereafter, either fall or spring as necessary.**
- **Completion dates as shown in the last column do not prohibit an evaluation committee from moving more quickly if all participants are in agreement.**

<u>Action</u>	<u>Responsible</u>	<u>Due By</u>
1. Designate and notify adjunct faculty being evaluated during the semester.	Immediate Administrator (I.A.)	End of Week 2
2. Identify additional criteria for evaluation	Faculty and Administration in relevant area	End of Week 3
3. Inform evaluatee of: <ul style="list-style-type: none"> <li>· Adjunct Faculty Article and Criteria for Evaluation (Article X and Appendix D)</li> <li>· Description of current assignment</li> </ul>	I.A.	End of Week 4
4. Mutually agree upon a peer evaluator	I.A./Evaluatee	End of Week 4
5. Train Evaluators	YFA/YCCD	End of Week 6
6. Conduct evaluation <ul style="list-style-type: none"> <li>· Minimum of one performance observation</li> <li>· Conduct student evaluations</li> <li>· Comprehensive review of course materials, including syllabi, lab activities, handouts, and exams (Materials from a previous semester may also be required when relevant) Non-instructional faculty should submit a comparable packet of appropriate materials for review</li> <li>· Review of clinical work and other duties as appropriate</li> <li>· Peer evaluator meets individually with evaluatee</li> </ul>	Evaluation Committee	End of Week 12

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| 7.  | Prepare evaluation report and meet with evaluatee to transmit findings<br>· Meet with peer evaluator<br>· Review student evaluations<br>· Write narrative and complete form<br>· Meet with evaluatee to transmit findings<br>· If deficiencies noted by I.A.:<br>- Evaluatee develops professional development plan<br>- I.A. assists with implementation of plan | I.A.             | End of<br>Week 14 |
| 8.  | Submit evaluation report to appropriate Vice President  | I.A.             | End of<br>Week 14 |
| 9.  | Forward evaluation report to President  | V.P.             | End of<br>Week 15 |
| 10. | Present evaluation report to Chancellor   | President        | End of<br>Week 16 |
| 11. | Entry to Personnel file   | Personnel Office | End of<br>Week 16 |

**APPENDIX C-3d:                   TIMELINE FOR EVALUATION OF TEMPORARY  
CONSORTIUM FACULTY**

In the first four consecutive years of employment, Temporary Consortium Faculty will be evaluated using the agreed-upon evaluation process outlined in Article 6 and Appendix C of our contract. These evaluations take place in the fall semester.

Following the fourth year of employment, Temporary Consortium Faculty will be evaluated on a three year cycle, using an abbreviated process during the fifth and sixth year and a full process in the seventh year. This cycle will continue as such as long as the faculty member remains consecutively employed with YCCD as Temporary Consortium Faculty.

In the fifth and sixth consecutive year of employment, faculty will undergo an evaluation process consisting of a self-evaluation completed by the faculty member, student evaluations administered in the classroom, and a meeting between the faculty member and his/her immediate administrator. The faculty member may be accompanied by a peer from his/her department or a YFA representative.

These evaluations will take place in the fall semester. An evaluation that results in a “Satisfactory” or “Satisfactory with Suggestions for Improvement” will complete the process. An evaluation that results in “Unsatisfactory” will trigger the full evaluation process in the spring semester, including classroom observations by faculty members and the immediate administrator, a self-evaluation, and student evaluations.

