

Side Letter of Agreement 2016-17.4

Cabrillo Community College District (District) and the Cabrillo College Federation of Teachers (CCFT)

Article 17 Evaluation and Tenure

17.1 Definitions

17.1.1 For the purpose of this Article, "contract instructor" means a bargaining unit member who is employed on the basis of a contract in accordance with the provisions of Education Code Section 87605, 87608(b), or 87608.5(b). A "contract instructor" is commonly referred to as "probationary faculty" at Cabrillo College.

17.1.2 "Regular instructor" means a tenured bargaining unit member who is employed in accordance with the provisions of Education Code Section 87608(c), 87608.5(c), or 87609(a).

17.1.3 "Temporary instructor" means a bargaining unit member who is employed for no more than sixty seven (67) percent of the hours per week considered a fulltime assignment for regular employees having comparable duties [Education Code Section 87482.5(a)]. A "temporary instructor" is commonly referred to as "adjunct faculty" at Cabrillo College.

17.1.4 "Temporary contract instructor" means a bargaining unit member employed in accordance with Education Code section(s) 87470, 87478, 87480, 87481, and/or 87482, as applicable.

17.1.5 "Appropriate administrator" means the immediate administrative supervisor of the unit member, or administrative designee as appointed by the immediate supervisor.

17.1.6 "Evaluatee" means the person being evaluated.

17.1.7 In the event that part or all of a faculty member's work takes place in a distance education format, "worksite" may be defined as a mediated or online learning environment.

17.1.8 A day is defined as any day when the college is open for business, excluding Saturdays.

17.2 Purpose

The primary purpose of the evaluation of academic personnel is the continued improvement of instruction at Cabrillo College. Other purposes include the maintenance of quality in programs and instruction, and the professional competence of the faculty. The evaluation process shall promote professionalism, enhance performance, and be closely linked with professional growth efforts (Statement on Professional Ethics, Appendix Z).

17.3 Evaluation Criteria

17.3.1 Professional Growth and Development

The faculty member shall demonstrate continued professional growth including:

- a) evidence of working toward previously set job-related goals, as specified in the previous evaluation, if applicable;**

- d. careful attention to effective organizational skills in the classroom or work site;
- e. provision to students of appropriate class materials including a course syllabus with the course outline, course objectives, method of assessment, grading criteria and other classroom policies, or other relevant learning materials;
- f. appropriate measurement of student progress;
- g. evidence of course objectives being met; and
- h. in the case of contract, temporary contract, and regular faculty, consistent responsibility in fulfilling official college requirements, including, as a baseline, those outside the classroom assignments such as attending division and department meetings, participating on search and selection committees, participation on evaluations teams, contributing to curriculum development, participating in program planning, and participating in college governance as needed.

Distance Education Courses

In addition to the above, **for all distance education courses, whether hybrid, or fully online, synchronous, or asynchronous, include demonstration of regular effective contact. The instructor shall demonstrate:**

- o) i. regularly initiates initiation of regular -interaction with students to determine that they are accessing and comprehending course materials;**
- p) j. is available availability for at least the same number of instructor contact hours per week that would be available for face-to-face students; and**
- q) k. provision to the students of clear guidelines for instructor-initiated contact and instructor feedback; and**
- r) use of appropriate and varied resources to initiate and maintain contact with students, such as: discussion boards, email, announcements in the learning management system, timely feedback for student work, instructor-prepared online lectures, and instructor-prepared introductions to publisher-created materials.**

establishes and publishes, in the course syllabus or other course documents, an expectation for frequency and timeliness of instructor initiated contact and instructor feedback. The instructor uses one or more of the following resources to initiate and maintain contact with students: threaded discussions, email, announcements in the learning management system, timely feedback for student work, instructor prepared online lectures or introductions in the form of online lectures to any publisher created materials, that combined with other course materials, created the “virtual equivalent” of the face to face class.

2. Students

Faculty members shall demonstrate:

- a. patience, fairness, and promptness in the evaluation and discussion of student work;
- b. respect for and responsiveness to needs of a diverse student population and their special circumstances where appropriate;
- c. maintenance of contractual obligations to hold regular and timely office hours;
- d. respect for the right of students to voice opinions and concerns;
- e. willingness and availability to assist students; and

~~Faculty members shall demonstrate continued professional growth by:~~

- ~~a. continued participation in self-initiated professional activities such as course work, attendance at workshops, seminars, professional meetings, publications, conference presentations, artistic exhibits/performances, classroom research, development of new curriculum, and community involvement specific to academic area, and other appropriate activities; and~~
- ~~b. active participation in collegial governance and campus life including serving on committees.~~

17.3.56. Program Department Chairs/Academic Specialist Directors

~~The f~~Faculty member shall:

- a) perform assigned duties and responsibilities as described in the job description (Appendix AA) and as agreed upon with the appropriate administrator;
- b) perform appropriate recordkeeping, correspondence, coordination, and reporting;
- c) demonstrate fairness, collaboration and responsiveness to program faculty and program needs; and
- d) comply with college policies and procedures.

17.3.6 Special Assignments or Reassigned Duties

The faculty member shall:

- a) perform assigned duties and responsibilities; and
- b) perform appropriate record keeping, correspondence, coordination, and reporting.

17.4 Evaluation Procedures

The evaluation process, including self-evaluation, classroom/worksite observation, student evaluations, and administrative evaluation shall culminate with a final written evaluation signed by the appropriate administrator. The appropriate administrator may change the deadlines for completing evaluation tasks for faculty with short term assignments. Evaluations shall be conducted in confidence and according to the Tenure Committee Code of Conduct (Appendix Y).

| | | | |
|--|--|--|--|
| <p>Academic Specialist Director (ASD) (using appendix GG)</p> | <p><i>If hired as ASD: on contract and regular faculty schedule</i> <i>If selected from faculty: 2nd semester, then combined with the person's regular evaluations</i> Additional evaluation as ASD in 4th, 6th, and/or 8th semester if requested by either the Administrator or ASD</p> | | |
|--|--|--|--|

17.4.3 Evaluations shall be scheduled according to the frequencies listed in 17.4.1 Evaluations Procedures Chart. All evaluations will include:

- a) A self-evaluation (Appendix L.1)**
- b) Student evaluations (Appendix M, except Appendix BB for librarians, Appendix CC for online instructors, Appendix EE and Appendix FF for Children's Center teachers, and Appendix O for academic specialists/counselors)**
- c) One or more classroom/worksite observations (Appendix N, except Appendix DD for Children's Center Teachers).**
- d) A final evaluation and recommendations from the appropriate administrator (Appendix L)**

17.4.4 Faculty who are to be evaluated in a semester will be given a Notification of Evaluation form (Appendix J) by the end of the third (3rd) week of that semester. The evaluatee shall complete the form by the end of the fourth (4th) week of the semester, including, if needed, her/his choice(s) for the evaluation team.

17.4.5 Evaluation Team

The evaluation team shall be constituted and the evaluatee shall be notified of the team composition by the end of the fifth (5th) week of the semester. Should the choices of the evaluatee for the team, and/or all of her/his candidates be unable to serve, the appropriate administrator shall notify the evaluatee and s/he shall submit within six (6) days the names of other candidates. If none of these candidates is able to serve, the appropriate administrator shall appoint the team. The appropriate administrator shall form a new team as outlined above in a timely way, and notify the evaluatee.

17.4.5.1 Teams shall be constituted as listed in 17.4.1 Evaluations Procedures Chart.

17.4.5.2 Whenever possible, the team shall include at least one (1) team member within the discipline or field of the evaluatee.

17.4.5.3 If the evaluatee teaches a distance education class, whenever possible, the team shall include at least one (1) team member with experience teaching distance education courses.

17.4.5.4 If this is the faculty member's first evaluation, the evaluation team chair shall discuss any of the evaluatee's concerns and questions with the evaluatee and go over the purpose, criteria, procedures, timelines, and forms for the evaluation. A faculty member who has been evaluated previously may request a meeting with the team chair and/or the team to clarify the evaluation process and discuss his/her concerns and questions within six (6) days of being notified of the team composition.

17.4.5.5 If there were improvements suggested in the previous evaluation, or if the evaluatee or the administrator request it, the appropriate administrator shall provide copies (on paper or electronically) of the previous evaluation to the team members.

17.4.6 The evaluatee shall submit a completed self-evaluation form (Appendix L) to the appropriate administrator by the 7th week of the semester. The evaluatee may choose to share one or more parts of the self-evaluation with team members doing classroom/worksite observations if s/he wishes to receive feedback on specific criteria.

17.4.7 Classroom/Worksite Observation

evaluatee's performance. Documented/investigated complaints, concerns, or recommendations that have been previously shared with the employee in a timely manner, and are deemed by the administrator to have merit, may be included in the draft evaluation. Additional information from the evaluatee may be requested.

17.4.9.2 If in the judgment of the team, the work of the evaluatee is less than satisfactory, the team may recommend to the appropriate administrator:

- (1) reevaluation the following semester, with or without a remediation plan,
- (2) an administrative evaluation, or
- (3) other action the team considers appropriate.

17.4.9.3 Upon receiving direction from the evaluation team, the administrator shall modify the draft as necessary to create a final written evaluation. The team members shall review and sign off on the final evaluation. If a team member does not agree with the final written evaluation, within six (6) days, the team member may submit a written response to the evaluation, which shall be attached to it. This team member's written response shall not be reviewed by other faculty team members but shall be reviewed by the evaluatee and the appropriate administrator.

17.4.9.4 The appropriate administrator shall then meet with the evaluatee to discuss all matters pertinent to her/his evaluation. For all faculty except adjunct faculty, the meeting will occur at least six (6) days before the end of the semester. For adjunct faculty, the meeting will occur before the end of the semester. The evaluatee may bring any relevant materials s/he chooses. At the option of the evaluatee or any member of the team, the entire team may be convened to discuss the final evaluation.

17.4.9.5 For all faculty except adjunct faculty, the evaluatee may submit a written response to the evaluation within six (6) days of receipt of the final evaluation. For adjunct faculty, the evaluatee may submit a written response to the evaluation within twenty (20) days of receipt of the final evaluation. The response shall be attached to the evaluation.

17.4.9.6 In the event the evaluatee questions the content of the summary of the student evaluations contained in the final evaluation, an impartial committee consisting of an administrator selected by the appropriate administrator and a faculty member selected by the evaluatee may review the student evaluations and provide a separate summary of them which will become part of the evaluation records. The confidentiality of the process shall be maintained at all times.

17.4.10 Recommendations Based on the Final Evaluation

If in the judgment of the appropriate administrator, the work of the faculty member is less than satisfactory, the administrator shall recommend to the appropriate Vice President, or designee either

- (1) reevaluation the following semester at the division level, with or without a remediation plan,
- (2) an administrative evaluation, or
- (3) other necessary action, including non-reemployment. Non-reemployment must follow California Education Code Sections 87732 and 87734 where applicable.

17.4.12.3 The appropriate Vice President, or her/his designee, shall meet with the evaluatee and present the administrative evaluation. The evaluatee shall acknowledge by signature that s/he has reviewed the document. Within six (6) days, the evaluatee may submit a written response to the evaluation, which shall be attached to it. If the evaluatee receives a satisfactory evaluation, all materials except the written administrative evaluation shall be returned to the evaluatee.

17.4.12.4 If remediation is required, the appropriate administrator shall provide a written remediation plan with specific actions and timelines to be performed before the next evaluation. The appropriate administrator shall constructively work with the evaluatee to encourage improvement. The techniques involved shall include consultation, and may include class observations, literature review, arrangement for updating of discipline content expertise, and any other activities deemed appropriate.

17.4 Frequency of Evaluations

~~17.4.1 Contract probationary faculty shall be evaluated in their first (1st), second (2nd), and third (3rd) semesters, once in their third (3rd) year, and in the fall semester of their fourth (4th) year except as provided by 17.6.9 and 17.6.10 herein.~~

~~17.4.2 Regular tenured faculty shall be evaluated once every three (3) years, except as provided by 17.7.9 and 17.7.10 herein.~~

~~17.4.3 Adjunct faculty shall be evaluated during the first (1st) and third (3rd) semester worked, then every three (3) years, except as provided in 17.6.9 or 17.8.3.~~

~~17.4.4 Temporary contract faculty shall be evaluated each academic year.~~

~~17.4.4.1 When a temporary contract faculty is hired for a specified period, i.e., one (1) semester or one year period, and then becomes either an adjunct or contract probationary faculty, the evaluation completed while employed as a temporary contract faculty will be counted in the evaluation process as defined in Article 17.4.1.~~

~~17.4.4.2 A temporary contract faculty hired in accordance with Education Code 87470 in a categorically funded position will be evaluated in accordance with the evaluation process as defined in Article 17.4.1.~~

~~17.4.4.3 When an adjunct faculty accepts a temporary contract assignment for a specified period, i.e., one (1) semester or one (1) year period, the evaluation process will continue as in 17.4.3 for adjunct faculty.~~

~~17.4.5 If a faculty member is recommended for re-evaluation the following semester, the re-evaluation in the evaluation cycle will be additional to the processes as defined in 17.4.1, 17.4.2 and 17.4.3.~~

~~17.4.6 Categorically funded contract faculty shall be evaluated in their first (1st), second (2nd), and third (3rd) semesters, once in their third (3rd) year, once in their fourth (4th) year, and once every three (3) years thereafter, except as provided in 17.6.9 and 17.6.10.~~

~~17.4.7 Program Chairs shall be evaluated on the performance of their duties and responsibilities during the second (2nd) semester as Program Chair. Subsequent evaluations~~

~~17.6.1.1.4 It is a priority consideration that the team include at least one (1) team member within the discipline or field of the evaluatee whenever possible.~~

~~17.6.1.1.5 If the evaluatee teaches a distance education class, whenever possible, one of the team members shall have experience teaching distance education courses.~~

~~17.6.1.2 Each contract probationary faculty member shall be evaluated in his/her third (3rd) year and in the fall semester of his/her fourth (4th) year, except as provided by 17.6.9 and 17.6.10 herein, by the following team:~~

~~17.6.1.2.1 One (1) faculty member selected by the evaluatee.~~

~~17.6.1.2.2 A second faculty team member may be selected by the appropriate administrator from a list of three (3) or more division members submitted by the evaluatee.~~

~~17.6.1.2.3 The appropriate administrator shall chair the team. The appropriate administrator may select another administrator to serve as his/her designee.~~

~~17.6.1.2.4 It is a priority consideration that the team include at least one (1) team member within the discipline or field of the evaluatee whenever possible.~~

~~17.6.1.2.5 If the evaluatee teaches a distance education class, whenever possible, one of the team members shall have experience teaching distance education courses.~~

~~17.6.2 By the end of the third (3rd) week of each semester those contract probationary faculty who are to be evaluated that semester will be given a Notification of Evaluation form (Appendix J). The evaluatee shall complete the form by the end of the fourth (4th) week of the semester and in so doing designate her/his choice for the evaluation team.~~

~~17.6.3 The evaluation team shall be constituted and the evaluatee shall be notified of the team composition by the end of the fifth (5th) week. Should the choices of the evaluatee for the team, and/or all of her/his candidates be unable to serve, the appropriate administrator shall notify the evaluatee and s/he shall submit within six (6) working days the names of other candidates. If none of these candidates is able to serve, the appropriate administrator shall appoint the team. The appropriate administrator shall form a new team as outlined above in a timely way, and notify the evaluatee.~~

~~17.6.4 Team Procedures~~

~~17.6.4.1 In the first semester of employment, the evaluation team chair for the contract probationary faculty member shall meet with the evaluatee to discuss the purpose, criteria, procedures, timelines, and forms for the evaluation.~~

~~17.6.4.2 In the case where suggested improvements were made in the previous evaluation or at the request of the evaluatee or the administrator, the appropriate administrator shall provide copies of the previous evaluation to the team members.~~

~~17.6.4.3 At least one (1) day prior to the classroom observation, the evaluatee shall submit the following:~~

- ~~1. Materials related to the observation shall be submitted to the team member(s) observing the class. Materials shall include a course schedule, syllabus, assessment materials, assignments, an example of student handouts, and any other~~

listed in 17.6.4.3 and the administrator's assessment of the evaluatee's performance. Documented/investigated complaints, concerns, or recommendations that have been previously shared with the employee in a timely manner, and are deemed by the administrator to have merit, may be included in the draft evaluation. Additional information from the contract probationary instructor may be requested. If in the judgment of the team, the work of the evaluatee is less than satisfactory, the team may recommend to the appropriate administrator (1) reevaluation the following semester, (2) an administrative evaluation, or (3) non-reemployment. Upon receiving direction from the evaluation team, the administrator shall modify the draft as necessary to create a final written evaluation according to the criteria listed in 17.3. The team members shall review and sign off on the final evaluation. If a team member does not agree with the final written evaluation, within six (6) working days, the team member may submit a written response to the evaluation, which shall be attached to it. This team member's written response shall not be reviewed by other faculty team members but shall be reviewed by the evaluatee and the appropriate administrator.

17.6.7.1.1 Probationary Faculty: At least six (6) working days before the end of the semester, the appropriate administrator shall then meet with the evaluatee to discuss all matters pertinent to her/his evaluation. The evaluatee may bring any relevant materials s/he chooses. At the option of the evaluatee, or any member of the team, the entire team may be convened to discuss the final evaluation. Within six (6) days of receipt of the final evaluation, the evaluatee may submit a written response to the evaluation, which shall be attached to it.

17.6.7.1.2 Adjunct Faculty: By the end of the semester, the appropriate administrator shall then meet with the evaluatee to discuss all matters pertinent to her/his evaluation. The evaluatee may bring any relevant materials s/he chooses. At the option of the evaluatee, or any member of the team, the entire team may be convened to discuss the evaluation. Within twenty (20) days of receipt of the final evaluation, the evaluatee may submit a written response to the evaluation which shall be attached to it. Day is defined as any day when the college is open for business, excluding Saturdays.

17.6.7.2 In the event that the evaluatee questions the content of the summary of the student evaluations contained in the final evaluation, an impartial committee consisting of an administrator selected by the appropriate administrator and a faculty member selected by the evaluatee may review the student evaluations and provide a separate summary of them which will become part of the evaluation records. The confidentiality of the process shall be maintained at all times.

17.6.8 Recommendations Based on Final Evaluation of Probationary Faculty

If in the judgment of the appropriate administrator, the work of the contract probationary faculty member is less than satisfactory, the administrator shall recommend to the appropriate Vice President, or designee either a (1) reevaluation the following semester at the division level, (2) an administrative evaluation, or (3) non-reemployment. The appropriate Vice President shall review information gathered in the evaluation process and recommend to the Superintendent/President employment or non-reemployment of the evaluatee. The final

evaluatee receives a satisfactory evaluation, all materials except the written administrative evaluation shall be returned to the evaluatee.

17.6.10.4 If remediation is required, the appropriate administrator shall provide a written remediation plan with specific actions and timelines to be performed before the next evaluation. The appropriate administrator shall constructively work with the evaluatee to encourage improvement. The techniques involved shall include consultation, and may include class observations, literature review, arrangement for updating of discipline content expertise, and any other activities deemed appropriate.

17.6.11 Tenure Recommendation

17.6.11.1 If the fourth (4th) year final written evaluation of a contract probationary faculty member indicates satisfactory performance, the granting of tenure shall be recommended by the administrator to the appropriate Vice President.

17.6.11.2 Under extraordinary circumstances, tenure may be granted after the first (1st), second (2nd), or third (3rd) probationary year upon agreement of the Superintendent/President and the Faculty Senate if the Governing Board approves of the decision to grant tenure.

Criteria for granting early tenure:

1. Teaching excellence as demonstrated by:

- a. Meeting all criteria outlined in Article 17.3 of the contract,
- b. Curriculum and/or program development, and
- c. Significant work on active college governance committees.

OR 2. Excellence as demonstrated by "1.a" above plus eminence in the field as demonstrated by national or international impact on the subject area as demonstrated by performances, shows, invitations to present or perform at or participate in round table discussions at national or international conferences, or noteworthy publications. If the evaluation team makes a recommendation for early tenure, the appropriate Vice President will use these criteria to forward the recommendation to the Superintendent/President and the Faculty Senate.

17.7 Procedure – Regular Tenured Faculty

The procedure described below, including peer, student, self, and administrative evaluation shall culminate with a final written evaluation signed by the appropriate administrator.

17.7.1 Each regular tenured faculty member shall be evaluated by a team consisting of no less than two (2) academic staff including the appropriate administrator or her/his designee, who shall chair the team. If a designee is used, the designee must be an administrator. The evaluatee shall select the other team faculty member. At the option of the evaluatee or the appropriate administrator, a third (3rd) team member may be jointly selected by the appropriate administrator and the evaluatee. The team shall contain at least one (1) person within the discipline or field of the evaluatee, whenever possible. If the evaluatee teaches a distance education class, whenever possible, one of the team members shall have experience teaching distance education courses. The evaluation team shall have no more than three (3) members and shall conduct its evaluation in confidence and according to the Tenure Committee Code of Conduct (Appendix Y).

17.7.6 Student Evaluations

17.7.6.1 At a time agreed to by the evaluatee and the administrator, student evaluation forms shall be distributed and collected by the evaluator(s) or designee in at least two (2) of the classes of the evaluatee. In order to maintain student confidentiality, the student evaluation documents will not be returned to the instructor until the submission of grades.

17.7.6.2 Academic staff not assigned to classroom teaching shall distribute the appropriate forms to their students over the two (2) week period of evaluation. The appropriate administrator shall be responsible for the collection of the forms. The administrator shall submit the collected forms to the evaluation team.

17.7.6.3 Each evaluator or designee may review student evaluations of the class observed before forwarding them to the appropriate administrator or, if there is a question, at the time of signing the final evaluation. Student confidentiality must be maintained by each evaluator, but the substance of student evaluations may be included in the content of the Classroom or Worksite Observation/Evaluation form (Appendix N).

17.7.6.4 In the event that the evaluatee questions the content of the summary of the student evaluations contained in the final evaluation, an impartial committee consisting of an administrator selected by the appropriate administrator and a faculty member selected by the evaluatee, may review the student evaluations and provide a separate summary of them, which will become part of the evaluation records. The confidentiality of the process shall be maintained at all times.

17.7.7 Final Written Evaluation for Regular Faculty

17.7.7.1 Regular Faculty

The administrator is responsible for preparing a draft evaluation according to criteria in 17.3. The draft evaluation is to reflect the information gathered throughout the process including classroom/worksite observations, student evaluations, and materials listed in 17.7.4.3 and the administrator's assessment of the evaluatee's performance. Documented/investigated complaints, concerns, or recommendations that have been previously shared with the employee in a timely manner, and are deemed by the administrator to have merit, may be included in the draft evaluation. Additional information from the evaluatee may be requested. If in the judgment of the team, the work of the evaluatee is less than satisfactory, the team may recommend to the appropriate administrator either (1) reevaluation the following semester, (2) an administrative evaluation, or (3) other necessary action. Upon receiving direction from the evaluation team, the administrator shall modify the draft as necessary to create a final written evaluation according to the criteria listed in 17.3. The team members shall review and sign off on the final evaluation. If a team member does not agree with the final written evaluation, within six (6) working days, the team member may submit a written response to the evaluation, which shall be attached to it. This team member's written response shall not be reviewed by other faculty team members but shall be reviewed by the evaluatee and the appropriate administrator. At least six (6) working days before the end of the semester, the appropriate administrator shall then meet with the evaluatee to discuss all matters pertinent to her/his evaluation. The evaluatee may bring any relevant materials s/he chooses. At the option of the evaluatee, or any member of the team, the

for improvement and immediately work constructively with the evaluatee to encourage improvement. The techniques involved shall include consultation, and may include class observations, literature review, arrangement for updating of discipline content expertise, and any other activities deemed appropriate.

17.7.10 Additional Evaluation

If, during the period between regularly scheduled evaluations of a regular faculty member, in the judgment of the appropriate administrator there is a new or escalating issue identified that is significant or compelling, the appropriate administrator may elect to follow the following process to initiate an additional evaluation:

- (a) inform the faculty member by written notice of her/his concerns and the reasons therefore;
- (b) within ten (10) working days of receipt of the written notice, the appropriate administrator shall schedule a meeting with the faculty member to discuss these concerns and opportunities for improvement;
- (c) provide the appropriate vice president a copy of the written notice containing his/her concern. The appropriate vice president will confer with the CCFT president regarding the concerns. A committee of three CCFT officers will review the case and report back within ten (10) days. The committee may seek input from the appropriate administrator if necessary. Information reviewed by the committee will remain confidential. If the appropriate vice president and CCFT agree, then an additional evaluation, following the process in Article 17.7, will commence with amended timelines.
- (d) depending on the outcome of the additional evaluation, another evaluation may occur the following semester according to Articles 17.7.8 and 17.7.9.

17.7.11 Sixth (6th) Year Option

Subsequent to the first post-tenure evaluation, provided that the previous post-tenure evaluations were satisfactory, the evaluatee may request a peer/self evaluation. This evaluation process follows the above process for regular faculty but does not include the classroom/worksite observation by the administrator. The administrator may deny the request. The administrator will write the final evaluation based on materials provided by the peer, self-evaluation, and other relevant information. This option may be selected no more than once every six (6) years.

17.8 Procedure – Adjunct Unit Members

17.8.1 Adjunct unit members shall be evaluated by the appropriate administrator. A contract or regular faculty member with relevant discipline expertise (whenever possible) may be selected by the appropriate administrator to act as the evaluation team in 17.6 to conduct the classroom/worksite observation, collect the student evaluations, and complete the observation form. If the evaluatee teaches a distance education class, whenever possible, the person selected by the appropriate administrator to act as the evaluation team shall have experience teaching distance education courses. In addition, the materials detailed in section 17.6.4.3 shall be provided by the evaluatee to the evaluator. If a designee is selected, the appropriate administrator may elect to conduct an additional observation. The appropriate administrator shall write the final evaluation using the process of 17.6.

17.6 Off -Cycle Evaluations

17.6.1 Adjunct Unit Members: If, during the period between regularly scheduled evaluations of an adjunct member, the work of that member shall be determined, in the judgment of the appropriate administrator, to be less than satisfactory, that administrator may elect to follow the following process to initiate an evaluation:

- (a) inform the adjunct member by written notice of her/his concerns and the reasons therefore;
- (b) within ten (10) days of receipt of the written notice, the appropriate administrator shall schedule a meeting with the adjunct member to discuss these concerns and opportunities for improvement;
- (c) schedule an evaluation of the adjunct member before her/his next regularly-scheduled evaluation if, in the judgment of the administrator, sufficient improvement is not made.

17.6.2 Regular Faculty: If, during the period between regularly scheduled evaluations of a regular faculty member, in the judgment of the appropriate administrator there is a new or escalating issue identified that is significant or compelling, the appropriate administrator may elect to follow the following process to initiate an additional evaluation:

- (a) inform the faculty member by written notice of her/his concerns and the reasons therefore;
- (b) within ten (10) days of receipt of the written notice, the appropriate administrator shall schedule a meeting with the faculty member to discuss these concerns and opportunities for improvement;
- (c) provide the appropriate vice president a copy of the written notice containing his/her concern. The appropriate vice president will confer with the CCFT president regarding the concerns. A committee of three CCFT officers will review the case and report back within ten (10) days. The committee may seek input from the appropriate administrator if necessary. Information reviewed by the committee will remain confidential. If the appropriate vice president and CCFT agree, then an additional evaluation, following the process in Article 17.4, will commence with amended timelines.
- (d) depending on the outcome of the additional evaluation, another evaluation may occur the following semester according to Articles 17.4.11 and 17.4.12.

17.740 Grievances of Evaluation

Evaluation procedures may be subject to the grievance procedure in accordance with Article 12. The content of evaluations is not subject to the grievance procedure set forth in Article 12 except in the case of a decision not to grant tenure and in accordance with Education Code 87610.1 and 87611.

17.811 Access to Materials

Nothing in this article is intended by the parties to waive, abrogate, or otherwise adversely affect the legal rights to access by faculty members to their personnel files, or the legal rights of access