

5.4 MILEAGE REIMBURSEMENT

1. It is incumbent upon the faculty member to bear all costs of travel to and from the primary work site. Any secondary assignment to a site more than ten (10) miles from the primary work site will result in the District paying mileage according to the most recent values provided by the Internal Revenue Service. Mileage will also be paid by the district when a faculty member's primary work site is *temporarily* moved to an off-campus site (e.g. a faculty member is temporarily assigned to spend a year teaching a full load in Patterson).
2. The faculty member will receive either the mileage from the primary work site to the off-campus site or from his or her place of residence to the off-campus site, whichever is less. In this way, the faculty member is reimbursed for *additional* mileage that results from the secondary teaching assignment. Mileage will be determined according to the most direct route provided by an online map service.
3. Assignments will not be made in an arbitrary, capricious, or discriminatory manner.

ARTICLE 6: EVALUATION

TENURED (REGULAR), CONTRACT (PROBATIONARY) AND TEMPORARY FACULTY

6.1 DISTRICT AND FACULTY RESPONSIBILITY

- 6.1.1 The District, which may be represented by the appropriate administrator, retains responsibility for the evaluation and assessment of performance of each faculty member. Such responsibility shall be exercised in a manner consistent with the following guidelines for tenured (regular), contract (probationary) and temporary faculty.
- 6.1.2 Faculty members who are being evaluated are responsible for reading Article 6 and Appendix C of this contract to understand elements of the evaluation.

6.2 PURPOSES OF EVALUATION

The purposes of evaluation are to:

1. Document and acknowledge the quality of performance;
2. Enhance performance;
3. Identify areas in need of improvement;
4. Assist in achieving needed improvement.

6.3 SOURCES OF EVALUATION

The sources of evaluation shall include administrative, student and peer review, and a self evaluation.

- 6.3.1 The Evaluation Committee shall consist, at a minimum, of two peers and the immediate administrator.
- 6.3.2 Peer review means involvement in the process of at least two full-time faculty, one of whom is selected by the administration and one of whom is selected by the faculty member being evaluated.

- 6.3.3 The immediate administrator and at least one of the peer evaluators shall make performance observations. (Use forms in Appendix C-5) The second peer evaluator may also make a performance observation and/or review course materials, clinical responsibilities, or other activities of the evaluatee. The Evaluation Committee will meet to summarize findings, and meet with the evaluatee to discuss these findings.
- 6.3.4 Components of the evaluation will include, at a minimum, student evaluations, peer and administrative classroom observations, and a self evaluation. (See Appendix C3a and C3b for Evaluation Timeline)
- 6.3.4.1 Student evaluation forms will be administered between the eighth and twelfth weeks of the semester of the evaluation. (Use forms in Appendix C-5)
- 6.3.4.2 Peer and administrative classroom observations will be conducted during weeks six through twelve. For faculty teaching both Distance Education and non-Distance Education classes, observations shall occur in both modalities. Peers may also review syllabi, graded papers, tests and quizzes, texts, and handouts used by the faculty member being evaluated.
- 6.3.4.3 A self-evaluation shall be written by the faculty member being evaluated. This evaluation should include goals and objectives for the next evaluation period; an analysis of previous objectives met or unmet; professional improvement activities; new curriculum created, especially in distance education; and could also include items such as scholarly publications or presentations; college and community participation. Faculty may include results of Student Learning Objectives measured in their courses if they so choose.

6.4 **CRITERIA FOR EVALUATION**

The primary criteria for evaluation of faculty shall be the quality of performance of professional responsibilities.

- 6.4.1 A set of criteria for evaluation of faculty tenured (regular), contract (probationary), and temporary was developed jointly by the Yosemite Faculty Association and the Yosemite Community College District. These criteria are to be specifically addressed by the administrator's written report that is submitted as part of the findings. (See Appendix C-1 and C-2)
- 6.4.2 Flexibility will be accommodated by allowing the addition of criteria for a particular area if those criteria are developed jointly by faculty and administrators affected and then are approved by YFA and YCCD. Non-instructional faculty should meet with the immediate administrator and committee members to develop alternate criteria for the evaluation that will measure the faculty member's

professional performance. Agreement on additional criteria for teaching faculty must be reached by the date indicated in the timeline (see Appendix C-3), or 6.4.1 shall prevail.

6.4.3 The immediate administrator shall instruct faculty to read Article 6 and Appendix C of this contract, referencing the online version of the contract at www.yfa.sites.yosemite.edu.

6.4.4 The immediate administrator shall provide to the evaluatee a paper or electronic description of the employee's current assignment and job description. (See Appendix C-3)

6.5 **TRAINING FOR EVALUATION**

Evaluators should have knowledge of the rights and responsibilities of the district and of the faculty member being evaluated.

6.5.1 Administrators and faculty involved in the evaluation process shall be trained in the use of faculty evaluation procedures.

6.5.2 The Yosemite Faculty Association and the Yosemite Community College District will jointly plan and provide this training.

6.6 **PROCEDURES FOR EVALUATION**

Evaluation procedures are governed by Education Code, District policy, and this contract.

6.6.1 The evaluation article and appendices are available for faculty on the YCCD website.

6.7 **FREQUENCY OF EVALUATION**

A written evaluation of performance shall take place, at a minimum, with the following frequency:

6.7.1 Tenured (Regular) faculty - once every three academic years. Evaluation of tenured faculty shall take place during the spring semester. Evaluation may take place during fall semester with mutual agreement.

6.7.2 Contract (Probationary) faculty - once each academic year. Evaluation of probationary faculty shall take place during the fall semester.

6.7.3 Temporary (employed by contract) faculty - once each academic year. Evaluation of temporary faculty shall take place during the fall semester.

6.8 EVALUATION REPORT

Preparation of the evaluation report, reflecting the results of the evaluation process, is the responsibility of the immediate administrator.

- 6.8.1 Timelines for the submission of evaluation reports for faculty shall be established in administrative procedures and be consistent with the Education Code. (See Appendix C-3a and b).
- 6.8.2 The forms used to report the final outcome of the evaluation process were developed jointly by YFA and YCCD. (See Appendices C-4a-d) The immediate administrator may attach appropriate summaries or other information related to the criteria for that position. All supporting documentation, including peer reports, results of student evaluations, and self evaluation, are to be attached to this report.
 - 6.8.2.1 Student evaluation responses should be summarized. All copies of student evaluations need not be submitted.
 - 6.8.2.2 Peers who make classroom observations or otherwise evaluate performance will document their findings in a written report.
 - 6.8.2.3 The immediate supervisor will write a narrative summarizing and explaining the findings. The narrative must reference the evaluation sources (peer evaluation, student evaluations, and self evaluation, as well as administrative input). The narrative must also address the criteria for evaluation in Appendix C-1.
- 6.8.3 In the attachment to the evaluation report, the immediate administrator should make formal recognition of areas of the faculty member's exemplary performance.
- 6.8.4 Should the immediate administrator note specific deficiencies, the evaluatee shall develop a professional development plan to address those. The administrator shall provide reasonable assistance in the implementation of the plan.
 - 6.8.4.1 Disagreements regarding a specific professional development plan may be reviewed by the Employer-Employee Relations Committee if necessary. If consensus is not reached by the EER Committee, the evaluation process will continue as described in this article.
 - 6.8.4.2 In the case of an "unsatisfactory" performance finding, a second evaluation shall occur which includes a report on any progress made in remedying noted deficiencies. (See Appendices C-3 and C-4)

6.9 TRANSMISSION OF FINDINGS

Upon completion of a written report, and prior to the time that report is placed in the faculty member's personnel file, the faculty member shall be provided the opportunity to

meet with the immediate administrator to discuss the evaluation. Normally, that discussion would take place in the meeting held with the evaluation committee. However, the faculty member may request a private meeting with the immediate administrator. The faculty member is entitled to YFA representation at this meeting.

- 6.9.1 The faculty member shall be provided a copy of the written report at least three working days prior to the meeting.
- 6.9.2 The immediate administrator and the faculty member shall both sign the written report as an indication that the meeting took place. Peers serving on the evaluation committee shall also sign the written report indicating that they have read the final report.
- 6.9.3 The faculty member shall have up to ten (10) working days to prepare a written response to the report. Such response shall be attached to the personnel file copy of the report.

6.10 GRIEVANCE EXCLUSION AND COMPLAINT PROCEDURE

The subjective decisions of the peer evaluator shall not be subject to Article 25: Grievance and Arbitration Procedure of this Agreement. However, such decisions shall be subject to the Complaint Procedure of each college as such may exist.

6.11 TENURE (APPLIES ONLY TO CONTRACT (PROBATIONARY) FACULTY)

Tenure shall be acquired consistent with the provisions of the Education Code.

- 6.11.1 For contract (probationary) faculty, the designated Evaluation Committee also shall serve as that faculty member's Tenure Review Committee.
- 6.11.2 The Evaluation/Tenure Review Committee shall follow the provisions of Articles 6.1 - 6.12.
- 6.11.3 As part of the evaluation process of contract (probationary) faculty, the Evaluation/Tenure Review Committee each year shall make one of the applicable recommendations. (See Appendix C-4)
 - 6.11.3.1 Evaluation during First Year of probationary employment (Appendix C4b.1)
 - a. Not enter into a contract for the following academic year.
 - b. Enter into a contract for the following academic year.
 - 6.11.3.2 Evaluation during Second Year of probationary employment (Appendix C4b.2)
 - a. Not enter into a contract employ for the

following academic year.
b. Enter into a contract for the following two academic years.

6.11.3.3 Evaluation during Third Year of probationary employment (Appendix C4b.3)
(A full evaluation takes place, but no recommendation is made.)

6.11.3.4 Evaluation during Fourth Year of probationary employment (Appendix C4b.4)
a. Employ the employee as a regular employee for all subsequent academic years.
b. Not enter into a contract for the following academic year.

6.11.4 Whenever a contract faculty member's evaluation results in an "unsatisfactory" finding, the committee shall be expanded to include one additional faculty member who is mutually acceptable to the faculty member and the district.

6.11.4.1 If there is no agreement regarding the additional faculty member on the Evaluation/Tenure Review Committee, the Employer Employee Relations Committee shall appoint the faculty member.

6.12 **RECOURSE UNDER EDUCATION CODE**

While evaluation procedures may be related for evidentiary purposes to disciplinary/discharge proceedings, discipline and discharge procedures may in appropriate cases be undertaken independently of the evaluation procedures contained in this Article.

6.12.1 Nothing in this Article shall in any way preclude a faculty member's right to legal appeal of disciplinary action through appropriate Education Code provisions.

6.13 **EVALUATION OF ADMINISTRATORS**

The District maintains a commitment to ensuring that faculty have an opportunity to participate in the evaluation process of their immediate supervisor and/or their educational administrator.

ARTICLE 7: ADJUNCT FACULTY ASSIGNMENT AND EVALUATION

The following procedures apply only to an assignment that exceeds nine (9) weeks in duration.

7.1 HIRING PROCEDURES

- a. The instructional units/subject areas will determine what additional positions are needed for the adjunct faculty in the next academic term. Search procedures shall include wide-spread local announcements.
- b. The selection committees shall consist of at least two full-time faculty members selected by the division/subject areas, and an appropriate administrator. The selection committee shall review all applications and shall select those applicants for an interview who best meet the desired qualifications, including educational preparation, study, and work experience. The selection committee will recommend a pool of candidates to the appropriate administrator. Hiring of adjunct faculty will be done from the pool.
- c. A roster of qualified adjunct faculty who have previously indicated an interest in continuing part-time employment with the District shall be developed. This roster will contain information on each adjunct faculty member, including date of hire (first date of hire when available), college work site, and academic discipline. This list will be updated annually by the Human Resources office in regard to availability of an individual instructor and the information mentioned herein.

7.2 CANCELLATION OF ADJUNCT FACULTY ASSIGNMENTS

- a. An assignment to an adjunct faculty member may be canceled or changed due to insufficient enrollment, needs of regular contract faculty, or changes in the instructional program.
- b. If the assignment is canceled less than one week prior to the beginning of the class, the adjunct faculty member shall be paid for one class meeting up to a maximum of three hours at his/her hourly rate.

7.3 NOTIFICATION OF FULL-TIME VACANCIES

All adjunct faculty who have previously expressed an interest in a full-time assignment shall be notified of appropriate vacancies. A list of these individuals will be updated and distributed.

Notification will be made by public posting, general publication notices, and notification to the Association. Notification by mail will be provided to adjunct faculty members on the official adjunct faculty list.

7.4 CLASS SCHEDULE

The instruction office shall post a calendar of dates for the development of the class schedule for each semester. This calendar shall be posted in division offices and other appropriate places. Each adjunct faculty member shall have the opportunity to state his/her availability and assignment preference in writing to the appropriate administrator. The information shall be considered in preparing the class schedule, after full-time

faculty assignments have been determined. This shall be done one month before the date on which the first draft of the class schedule for a particular semester is compiled.

7.5 DISTRICT RESPONSIBILITY

The District, which may be represented by the appropriate administrator, retains responsibility for the evaluation and assessment of performance of each faculty member. Such responsibility shall be exercised in a manner consistent with the following guidelines for contract and regular faculty (see Appendix C).

7.6 PURPOSES OF EVALUATION

The purposes of evaluation are to:

- a. Document and acknowledge the quality of performance;
- b. Enhance performance;
- c. Identify areas in need of improvement;
- d. Assist in achieving needed improvement.

7.7 SOURCES OF EVALUATION

The sources of evaluation shall include both administrative and peer review.

- a. The Evaluation Committee shall consist, at a minimum, of one peer and the immediate administrator.
- b. Peer review means involvement in the process of at least one full-time faculty, who is mutually agreed upon by the evaluatee and the administrator.
- c. The peer evaluator(s) or the immediate administrator shall, at a minimum, make one performance observation and meet with the Evaluation Committee to summarize findings. For faculty teaching both Distance Education and non-Distance Education classes, observations shall occur in both modalities. (Use forms in Appendix C-5)
The immediate administrator will meet with the evaluatee to discuss these findings; the peer evaluator may meet with the evaluatee individually.
- d. Where practical, self-evaluations should be used. (See content suggestions in Article 6.3.4.3).
- e. Student evaluations are a required component of this process. (Use forms in Appendix C-5)

7.8 CRITERIA FOR EVALUATION

The primary criteria for evaluation of adjunct faculty shall be the quality of performance of professional responsibilities.

- a. A set of criteria for evaluation of faculty (regular, temporary, and contract/adjunct) shall be developed jointly by the Yosemite Faculty Association and the Yosemite Community College District. (See Appendix C-1a and C-2)
- b. Flexibility will be accommodated by allowing the addition of criteria for a particular area if that criteria are developed jointly by faculty and administrators affected and

- then are approved by YFA and YCCD. If agreement is not reached by the date indicated in timeline (Appendix C-3c), Article 7.8.a shall prevail.
- c. These written criteria shall be given to faculty by their immediate administrator. (See Appendix C-1a and C-2)
 - d. A faculty member who is scheduled for evaluation shall also be given a current description of their assignment by their immediate administrator upon initiation of the evaluation process.

7.9 TRAINING FOR EVALUATION

Evaluators should have knowledge of the rights and responsibilities of the district and of the faculty member being evaluated.

- a. Administrators and faculty involved in the evaluation process shall be trained in the use of faculty evaluation procedures.
- b. The Yosemite Faculty Association and the Yosemite Community College District will jointly plan and provide this training.

7.10 PROCEDURES FOR EVALUATION

Evaluation procedures are governed by Education Code, District policy, and this contract.

- a. The evaluation article and appendices shall be made available to faculty through mechanisms controlled by the Yosemite Faculty Association.

7.11 FREQUENCY OF EVALUATION

A written evaluation of performance shall take place, at a minimum, with the following frequency:

- a. 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. Adjunct faculty evaluation may occur during the summer session under the conditions provided in 7.11b.
- b. Completion dates, as shown in Appendix C-3c, do not prohibit an evaluation committee from moving more quickly if all participants are in mutual agreement. This could include adjunct faculty evaluation during a summer session.

7.12 EVALUATION REPORT

Preparation of the evaluation report, reflecting the results of the evaluation process, are the responsibility of the immediate administrator.

- a. Timelines for the submission of evaluation reports for faculty shall be established in administrative procedures and be consistent with the Education Code. (See Appendix C-3c)
- b. The form in Appendix C-4d shall be used to report the final outcome of the evaluation process. The immediate administrator may attach appropriate summaries or other information related to the criteria for that position.
- c. In the attachment to the evaluation report, the immediate administrator should make formal recognition of areas of the faculty member's exemplary performance and specific deficiencies, if any.

7.13 TRANSMISSION OF FINDINGS

Upon completion of a written report, and prior to the time that report is placed in the faculty member's personnel file, the faculty member shall be provided the opportunity to meet with the immediate administrator to discuss the evaluation.

7.14 GRIEVANCE EXCLUSION AND COMPLAINT PROCEDURE

The subjective decisions of the evaluator shall not be subject to Article 25: Grievance and Arbitration Procedure of this Agreement. However, such decisions shall be subject to the Complaint Procedure of each college as such may exist.

7.15 RECOURSE UNDER EDUCATION CODE

While evaluation procedures may be related for evidentiary purposes to disciplinary/discharge proceedings, discipline and discharge procedures may in appropriate cases be undertaken independently of the evaluation procedures contained in this Article.

ARTICLE 8: PERSONNEL FILES

8.1 PERSONNEL FILES

A faculty member shall be permitted to review, upon reasonable notice, his/her personnel file, in accordance with Education Code Section 87031, and to be accompanied by a YFA representative if desired.

8.1.1 Information of a derogatory nature shall not be entered or filed in the faculty member's personnel file until such faculty member is given written notice of such material. Following such notice, the faculty member shall have ten (10) working days to review and have attached thereon the faculty member's comments relative to such derogatory material.

8.1.2 Evidence of professional achievement or special service to the college, District, community or profession may be entered in a personnel file by the faculty member or the District.