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 RECOUSE 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.