

Proposed Changes to evaluation procedures for probationary faculty... and proposed changes to student evaluations.

1. EVALUATIONS (Appendix X):

X1.2.7 **GUIDELINES FOR EVALUATORS**

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X1.2.7.10 Evaluators shall create a portfolio as follows:

X1.2.7.10.1 This portfolio will serve as the basis for all evaluation, improvement of instruction and/or tenure decisions.

X1.2.7.10.2 The portfolio shall be confidential and shall be available only to the faculty member, the Due Process Panel or Appeals Committee, members of the evaluation committee, the appropriate dean, the college president, and the chancellor. The portfolio will be included in the official personnel file.

X1.2.7.10.3 The portfolio will contain, at the minimum:

- a. student evaluation transcriptions, including percentages and typed comments;
- b. completed ~~workplace~~ **classroom** observation forms;
- c. completed self evaluation report;
- d. improvement plan, if needed;
- e. summary report form;
- f. other documentation mutually agreed upon by the evaluation committee and the faculty;
- g. job announcement for probationary faculty members;
- h. criteria-related material from the personnel file; and
- i. criteria-related input from the department chair and/or dean (if submitted).

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X1.2.8 **SUMMARY REPORT**

X1.2.8.1 The member selected by the TRC shall complete the TRC's portion of the summary report on the results of the evaluation. Categories of evaluation ratings are as follows:

- A) ~~Consistently High Ratings: consistently high ratings in almost all areas.~~
- B) ~~Satisfactory: average to high ratings in most areas;~~
- C) ~~Needs Improvement: low to average ratings in most areas; or~~

D) Unsatisfactory Performance: ~~low ratings in most areas.~~

Summary scores ("Consistently High Ratings"; "Satisfactory Performance"; "Needs Improvement"; "Unsatisfactory Performance") are determined by the evaluator or evaluation committee and are based on the evaluator or committee's overall assessment of classroom and student evaluation scores and comments. There is no specific score average that must be used in determining summary scores.

Where an evaluation committee has reached consensus (or in the case of a single evaluator, where the evaluator, has decided) on a summary score, that score is considered evaluation content and is therefore not subject to review or appeal (unless there is an allegation of bias or procedural violations). See Section X1.2.13.2.1.2

X.1.2.8.2 The TRC must submit to the president one of the recommendations listed below for each probationary faculty member at the end of each evaluation cycle. While each TRC member signs the summary report, the signature might not mean concurrence with the final recommendation of the TRC. **(The signature section of the summary report for TRC members should signify "participation" but not necessarily agreement.)**

X.1.2.8.2.1 Grant Tenure

A probationary faculty member with "Consistently High Ratings" may be recommended **by the TRC** for tenure at any time during the four-year probationary period (Ed. Code Sec. 87608); a probationary faculty member with "Satisfactory Ratings" shall be recommended **by the TRC** for tenure during the fourth year.

X.1.2.8.2.2 Continuation in Probationary Status

A probationary faculty member who meets standards of performance at the end of the first and second years shall be recommended **by the TRC** to continue in probationary status. **A probationary faculty member who receives "Needs Improvement" may be recommended by the TRC to continue in Probationary Status.**

X.1.2.8.2.4 Termination of Service

A probationary faculty member who is given an "Unsatisfactory Performance" shall be recommended **by the TRC** for termination.

X1.2.9 TIMETABLE AND ACTIVITIES

X1.2.9.1 Probationary faculty members shall be evaluated during the first, second, third, fifth and seventh semesters. **All full-time faculty hired to begin service mid-year (that is, in a spring semester) shall be evaluated during the second, third, fourth, sixth, and eighth semesters of service. All other conditions of the faculty evaluation policy shall remain unchanged. All faculty hired mid-year may be evaluated during their first semester at the discretion of the department, using the part-time evaluation procedures.**

X1.2.9.2 While it is important to adhere to the timetable, there is some flexibility in the timetable as long as the evaluation is completed, including a post-evaluation meeting and the submission of the Summary Report, by the end of the semester in which it has begun. Failure to follow the exact timetable during the semester of

evaluation shall not be grievable, **but may be referenced in an appeal per section X1.2.13.2.1.2 if the timetable variation materially impacted the evaluation.**

X1.2.9.3 The following schedule shall serve as a guide in completing the evaluation process:

X1.2.9.3.1 August-September/January-February
Evaluators are selected. Orientation to evaluation for **the Tenure Review Committee (TRC)** and probationary faculty members is conducted.

X1.2.9.3.2 September/February
Tenure Review Committee (TRC) will conduct a pre-evaluation conference to obtain materials and information from the probationary faculty member, to discuss evaluation criteria, and to develop a schedule for observations, student evaluations, and meetings. Timetables for classroom observation and administration of a student evaluation shall be adjusted to accommodate classes that are less than a semester in length. Such adjustments shall be made with mutual agreement of the evaluatee and the chair of the evaluation committee.

In the second and succeeding **evaluations years**, the TRC will review the previous ~~year's~~ evaluation to ensure continuity of the process. Improvement plans shall also be reviewed in the pre-evaluation conference.

X1.2.9.3.3 September-November/February-April
Classroom and/or workplace observations occur. Prior to each class observation, the evaluatee shall complete the Classroom Observation Plan. ~~Within two weeks after the observations,~~ TRC members will complete the appropriate classroom observation forms and conduct follow-up conference(s) with evaluatee to review observations.

X1.2.9.3.4 September-November/February-April
Student evaluations are conducted.

If necessary, a progress evaluation conference between the TRC and the probationary faculty to discuss classroom evaluations and observations will occur. If any of the evaluators perceives a serious problem with the evaluatee's performance, the evaluator shall contact the chair of the TRC. If the TRC decides that a serious problem exists, it will meet with the probationary faculty member and develop specific recommendations to address the serious problem(s). If the TRC so determines, these recommendations may provide for additional observations by one or more members of the committee. These recommendations will be added to the portfolio.

X1.2.9.3.5 November/April
Probationary faculty member completes the Self Evaluation Report and submits it to the TRC chair. The manager on the TRC and the United Faculty vice-president ~~shall~~ **may** review the personnel file of the probationary faculty member and forward all criteria-related documents in the file to the TRC for review. The TRC may receive input that is relevant to the criteria from the Department Chair (if applicable).

X1.2.9.3.6 December/May

X1.2.9.3.6.1 Post-evaluation conferences: The TRC holds a post-evaluation conference to discuss all aspects of the evaluation and to assemble materials for the evaluation portfolio.
The person writing the summary report in conjunction with the TRC members completes the summary report, and, if necessary,

discusses the development of an improvement plan. The summary report represents and reflects the views of each and every TRC member.

X1.2.9.3.6.2 The TRC holds a post-evaluation conference with the probationary faculty member to discuss all aspects of the evaluation, including the summary report and the development of an improvement plan, if necessary. The summary report shall be signed and placed in the evaluation portfolio, which shall be finalized.

X1.2.9.6.3 The Evaluation Portfolio shall be forwarded to the college president.

X1.2.9.6.4 The President reviews the evaluation portfolio and decides whether to recommend tenure, continue in probationary status, continue service with an improvement plan, or terminate service. The President may disagree with the TRC's recommendation.

Once the President has made a tentative decision, s/he shall inform the TRC of her/his recommendation **if it differs from the TRC's recommendation, prior to submitting the summary report to the chancellor.** If the TRC wishes to discuss the President's recommendation, the committee and the president shall meet. After the meeting, if the TRC disagrees with the President's recommendation, the committee may attach a written statement of its recommendation to the summary report, which shall be forwarded to the chancellor.

X1.2.9.6.5 The President submits the summary report to the Chancellor. In cases where the Chancellor receives conflicting recommendations from the president and the TRC, the chancellor shall request to review the evaluation portfolio and shall meet with the TRC and the college president to reconcile the differences. If a reconciliation cannot be reached, the summary report shall be forwarded to the governing board with the chancellor's recommendation for tenure, continuation in probationary status, or dismissal of the probationary faculty member.

X1.2.9.6.6 The Chancellor submits recommendations to the governing board. The Governing Board shall make the final decision for the probationary faculty member to be granted tenure, to continue in probationary status, or to be dismissed.

X1.2.9.6.7 The Chancellor returns the summary report to the president who places the report into the evaluation portfolio and ensures that the portfolio is placed in the personnel file of the probationary faculty member.

X1.2.10 **IMPROVEMENT PLAN**

X1.2.10.1 ~~If the TRC reports to the college president that a probationary faculty member's performance is "below standards of performance," a specific plan for performance improvement shall be developed by the TRC in consultation with the probationary faculty member and implemented by the college president or designee.~~ **If level of performance on the summary evaluation form is less than satisfactory, a specific plan for performance-improvement shall be developed by the TRC in consultation with the probationary faculty member. The division dean or designee, in consultation with the department chair, shall monitor activities listed on the improvement plan to ensure timely completion. UF shall be notified by the chair of the TRC of the intent to give an improvement plan. At the post-evaluation conference, the evaluatee shall be informed of his or her right to union representation, and the evaluatee shall have 10 faculty-service days to sign the improvement plan. Signature indicates receipt but not necessarily agreement.**

X1.2.10.2 The improvement plan shall include specific criteria-related recommendations and timetables for action. **Every criteria that needs strengthening shall be connected to a specific activity or activities for improvement. Activities shall be measurable, realistic, and attainable within the time frame.**
‡ **The improvement plan** may identify available resources such as **(but not limited to Nexus, staff development, workshops such as instructional skills, conferences or other classroom/job environment observations.** ~~The TRC shall assist in monitoring the probationary faculty member's progress.~~ The improvement plan shall be included in the probationary faculty member's portfolio.

X1.2.10.3 Sample Improvement Plan Form

Amend form as follows:

- 1) **Add language “Signature indicates receipt but not necessarily agreement.**
- 2) **Add watermark “SAMPLE” across the form.**
- 3) **Strike “Actual Completion Date.”**
- 4) **Add column: “progress report.”**
- 5) **Add column: “measurable outcome and date.”**
- 6) **Add to “Performance Criteria Needing Strengthening” column to cite the contract article/number for each criteria.**

X1.2.13

DUE PROCESS PROCEDURE FOR PROBATIONARY AND REGULAR FACULTY

X1.2.13.1 Available Procedures

X1.2.13.1.1 Appeals Process

The appeals process is designed to handle expeditiously a complaint of a faculty member being evaluated and/or a member of the TRC/PRC. This process can be used at any time during an evaluation period; however, complaints filed after a PRC summary report has been completed must be filed within ten days of receipt of the report by the faculty member being evaluated. The appeals process is not intended to replace the grievance procedure outlined in UF/CCCCD Agreement or Board Policy 2002, both of which the faculty member being evaluated is entitled to use.

X1.2.13.1.2 UF/CCCCD Grievance Procedure

A regular faculty member has the right to file a grievance using the UF/CCCCD procedure for violation of this article as it relates to regular faculty members.

X1.2.13.1.3 Board Policy 2002

The faculty member may use Board Policy 2002 to file allegations of unlawful bias on the basis of religion, disability, sexual orientation, gender, race, and ethnicity.

X1.2.13.2 Specifics of Appeals Process

X1.2.13.2.1 Limitations of the Appeals Process

X1.2.13.2.1.1 Allegations of bias

This procedure can be used only when alleging bias based on the following: age, religion, disability, sexual orientation, gender, race, ethnicity, philosophical beliefs, pedagogical differences, or discipline-related schools of thought. When alleging bias, the complainant must be able to provide evidence that the evaluator's bias prevents him/her from making an objective evaluation. Any allegation of bias that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.

X1.2.13.2.1.2 Allegations of Procedural Violations

This procedure can be used to allege violations of the procedure outlined in this article. ~~The allegations may include failure to follow the established timetable and failure to use the criteria delineated in this article. Any allegation of a procedural violation that will result in an appeal of the content of the evaluation will not be allowed; however, the examination of the content of the evaluation may be used to substantiate alleged bias.~~

X1.2.13.2.1.3 Allegations of an Inappropriate Improvement Plan

This procedure can be used to allege inappropriateness of remedial activities.

X1.2.13.2.2 Steps in the Appeals Process

X1.2.13.2.2.1 The complainant must formally file a complaint by completing an appeal form available in the president's office. S/he must provide evidence that supports the claim. The faculty member must submit the form to the chair of the Due Process Panel.

X1.2.13.2.2.2 Once the complaint is received, the chair must notify the members of the PRC (if the complaint is from the evaluatee), the evaluatee (if the complaint is from a member of the PRC), and the college president that a complaint has been filed.

X1.2.13.2.2.3 The chair may attempt to resolve the complaint informally. If the complaint is not resolved informally within five working days or the chairperson determines that an informal resolution is not possible, the panel shall proceed formally to investigate the complaint.

X1.2.13.2.2.4 The panel shall review all supportive documentation provided by the complainant and interview members of the PRC as well as others who may attest to the validity of the complaint. PRC members shall be given an opportunity to respond to any allegations of bias against them. The evaluatee shall be given the opportunity to comment on this response and/or findings.

X1.2.13.2.2.5 The panel shall make a tentative decision and confer with the president before a final decision is made. The panel shall render the findings in writing within fifteen (15) working days of receipt of a written complaint. The written report must summarize the evidence considered and the reasoning involved in the decision, noting minority opinion, if any.

X1.2.13.2.2.6 The panel can render the complaint either to be groundless or to have merit. If the complaint is groundless, no remedial action shall be recommended. If it has merit, the panel

can inform the president that one of the PRC member must be replaced, that the procedures and timetable require modification or, in extreme cases, that a new process be started no later than the beginning of the following semester. The president shall ensure that the panel's decision is implemented.

X1.2.13.2.2.7 If a peer or manager chosen by the faculty member has to be replaced, the faculty member shall select the replacement; if chosen by the department/subarea, the department/subarea selects the replacement. If a peer or manager chosen by the faculty has to be replaced, the college president shall select the replacement.

X1.2.13.2.3 Composition of the Due Process Panel

The panel shall be appointed annually in September and shall consist of a UF representative, the academic senate president or designee, and a manager chosen by the president. A panel member cannot serve on an evaluation committee.

X1.2.13.2.4 Effective Date of the Allegation

The day that a decision is rendered will be the effective date of the allegation for purposes of Article 19.I4.1a.

17.6 EVALUATION OF FACULTY HIRED MID-YEAR: All full-time faculty hired to begin service mid-year (that is, in a spring semester) shall be evaluated during the second, third, fourth, sixth, and eighth semesters of service. All other conditions of the faculty evaluation policy shall remain unchanged. **All faculty hired mid-year may be evaluated during their first semester at the discretion of the department, using the part-time evaluation procedures.**

For student evaluations:

Beginning spring, 2020, paper scantron forms will be replaced with electronic surveys using Evaluation Kit.

Using current student evaluation procedures, the evaluator will still take class time to allow students to fill out form online at that time, and student evaluations will still only be administered in sections selected through existing procedures.

- **Automatic reopener – 2 years after implementation if there are substantive issues that cannot be resolved, we will revert to paper system.**
- **Faculty members may elect to use Evaluation Kit to conduct student evaluations in any section not part of the regular evaluation. Such voluntary student evaluations shall be confidential and not used in evaluation or disciplinary action.**
- **Reference appeal process (faculty will retain appeal rights).**
- **Evaluation will remain open online for 7 calendar days from the date of observation**
- **Student evaluation maybe administered a different week than the observation per current procedure**
- **Include minor changes to form necessitated from going to online form**
- **Reminders may be sent electronically, but access to course/canvas will never be blocked nor will students be required to complete evaluation surveys. (Jeff added)**