

**SIDELETTER BETWEEN THE
SAN DIEGO COMMUNITY COLLEGE DISTRICT
AND
AFT GUILD FACULTY UNIT
June 15, 2010**

The parties agreed to establish a joint review committee to complete a review of Article XV – Evaluation of Faculty and to recommend changes that are intended to streamline the process, making it as understandable and practicable as possible. As a result of that review, the parties agree to the following changes to Article XV – Evaluation of Faculty:

ARTICLE XV - EVALUATION OF COLLEGE FACULTY

All tenured, tenure-track, adjunct, and restricted college faculty are to be evaluated according to the procedures outlined in this Article.

15.1 Purposes

The purposes of administrative, peer, and student evaluation of faculty shall be to assess teaching effectiveness, to encourage professional growth, and to make informed decisions regarding retention, tenure, promotion, and salary advancement whenever appropriate. The procedures set forth in this Article XV of this Agreement regarding evaluation and the granting or denial of tenure and/or promotion are intended by the Guild and the District to be applied in such a manner that they will avoid arbitrary and capricious recommendations and decisions.

Evaluation committee members should refer to Article VIII, sections A4.8 and A 4.9, for general standards regarding tenure and promotion.

The parties agree that the addition of language to this collective bargaining agreement regarding online evaluation procedures and instruments does not imply agreement between the parties that online education and classroom-based instruction are the same with respect to factors affecting performance and evaluation of performance. The parties also agree that nothing in this language will be interpreted to mean that one form of instruction (online or classroom-based) is equivalent or non-equivalent, superior, or inferior to the other.

~~During the 2006 calendar year, the District and the AFT Guild agree to establish a joint review committee comprised of three (3) to five (5) representatives selected by the District and three (3) to five (5) representatives selected by the AFT Guild. The joint committee will review Article 15 and make recommendations intended to streamline the process, making it as understandable and practical as possible. The recommendations will be designed to reduce the amount of time spent in meetings, conferences, and related activities; while continuing to serve the purposes outlined herein. The recommendations will be presented in writing to the District and the AFT Guild by no later than October 1, 2006.~~

15.5 Student Evaluation: Instruments, Frequency, Review, and Restrictions on Use

15.5.1 Mandatory student evaluations, using the official student evaluation instruments (attached to this Agreement in Appendix III) and procedures delineated herein, will be completed by two (2) classes each year (one [1] per semester if possible) for tenured faculty, and by two (2) classes each semester for probationary faculty. The student evaluation instrument will be available in both Scantron (for ~~in-class~~ face-to-face interactions courses) and Online (for online

courses interactions) forms. The page format of the instrument may vary between the Scantron and Online versions, but the questions will be the same in both versions. Completed student evaluation instruments from previous semesters will be included in the evaluatee's performance review file (PRF) except for faculty on a triennial evaluation cycle who will only have student evaluation instruments from the previous fall semester provided they have been administered. Only the summary forms will be included for evaluations conducted by classes for which grades have not yet been submitted.

15.5.3 Faculty members shall fill out class identification forms for each class to be surveyed, and shall give those and the evaluation packets to a selected student in each affected face-to-face class who will administer the evaluations no later than the date established by the campus Evaluation Coordinator. If an online class/counseling session is chosen by the faculty member for evaluation, the faculty member will notify the evaluation coordinator and then request online evaluation services from SDCCD Computing Services by completing an online form to provide the same information as is required on the class identification forms used for in-class evaluations. Computing Services will provide the faculty member with an URL Internet address for students to use and the faculty member will publish the URL at the appropriate place in the online course/counseling session, no later than the date established by the campus Evaluation Coordinator.

15.5.14 The District will ensure that Computing Services provides online forms, data processing, and summary reports that maintain student anonymity and provide reliable data, while being as similar as possible to classroom/non-classroom evaluations given the inherent differences in data collection procedures and methods of instruction.

15.6 Evaluation Coordination (~~Amendment effective Fall Semester 2006~~)

The evaluation process shall be a collaborative one, and shall be supervised and coordinated at each college by an Evaluation Coordinator to be mutually agreed upon by the College President and the Guild. The duties of the Evaluation Coordinator shall include meeting with all new faculty and administrators to review the evaluation system, which includes the Continuing Education Counselors and Administrators, updating and maintaining the faculty evaluation data base, providing appropriate managers with lists of all faculty to be evaluated in each academic year prior to the beginning of the third (3rd) week of each semester, overseeing the scheduling of peer and student evaluation of all faculty, securing and distributing student evaluation forms as specified in Section 15.15 of this Article, serving as a liaison with administration, providing any formal training necessary and any information requested by raters, and attending to general administrative details. The Evaluation Coordinator will work under the supervision of the College President or his/her designee and may reasonably utilize the support services of the College. The Faculty Evaluation Coordinator at each campus, if a faculty member, shall receive a minimum of 20% (twenty percent) reassigned time.

Continuing Education Counselors assigned to ECC, Centre City ~~Center~~ Campus, Caesar Chavez ~~Center~~ Campus and Mid City ~~Center~~ Campus will be included under the responsibility of the City College Evaluation Coordinator. Continuing Education Counselors assigned to North City ~~Center~~ Campus, West City ~~Center~~ Campus and all DSPS Counselors assigned to any Continuing Education site or the District Office will be included under the responsibility of the Mesa College Evaluation Coordinator. For Continuing Education Counselors, the "appropriate" Vice President and President shall be the Continuing Education Vice President and President; for faculty assigned to the District Office the responsible Vice Chancellor will serve as the "appropriate" President.

- 15.7.1 Faculty Evaluation Committees shall be composed of the appropriate immediate manager or his/her designee, the Department Chair or his/her designee, and a peer evaluator. Retired tenured faculty who are serving in a pro rata contract capacity may be considered for the peer role. ~~This provision will expire with the current bargaining agreement on December 31, 2008.~~ Each evaluation committee member may serve in only one of these roles.

The peer selected in the first year of a probationary faculty member's evaluation cycle shall remain on the evaluation committee for each year of the probationary faculty member's subsequent evaluation cycles.

In every other three year cycle, the evaluation committee for Professor triennial evaluations may consist of a peer only, provided there is mutual agreement of the evaluatee and the appropriate manager.

The appropriate manager's or department chair's designee must be acceptable to the faculty member being evaluated. If the designee is not acceptable, the appropriate manager or department chair shall serve on the committee. In cases where the evaluatee believes that the appropriate manager or department chair may not be able to perform an objective evaluation due to perceived bias, the evaluatee may ask the appropriate Vice President to appoint a replacement. The evaluatee's claim of perceived bias must be verifiable with concrete evidence. The burden of proof of alleged bias remains with the evaluatee.

- 15.7.6 If there is a disagreement between the appropriate manager and the faculty member regarding peer selection, the disagreement will be resolved in a timely manner by the College President, or Continuing Education President regarding a Continuing Education Counselor, or his/her designee and the College Evaluation Coordinator. The resolution shall be in writing and shall be sent to both the appropriate manager and the affected faculty member.
- 15.8.3 The PRF also must contain: (a) the student evaluation statistical profiles, and, (b) for those faculty on the promotional track, the actual survey sheets (or electronic copy ~~the microfilmed/microfiche copies~~ of the written comments sections of the actual survey sheets, as per Section 15.15 of this Article) taken from all student evaluations done within the past four (4) years.

First Committee Meeting: Instrument Modification

- 15.9.1 After the Evaluation Committee has been formed, but before any class visits are made in each evaluation cycle, the entire committee shall meet with the evaluatee to discuss the evaluation booklet, instrument, and process. The committee shall also agree on the date of the second committee meeting during this meeting. All materials submitted by the evaluatee must be placed in the evaluatee's PRF no later than the date of the second committee meeting. For tenured triennial evaluations the first meeting may occur electronically upon mutual agreement between the evaluatee and the evaluation committee.

Class Visits

- 15.9.2 (a) The appropriate manager and Department Chair each will make at least one (1) class or work station visit; peer(s) each will make at least two (2) class or work station visits.

Class visits shall be of a duration adequate to result in a meaningful assessment.

- (b) For online classes/counseling sessions the faculty member who is being evaluated will establish access within the course Management System (i.e. WebCT or other system as appropriate) for all members of the evaluation committee. Access to the online ~~course~~class/counseling sessions will be established at the student level. At the request of the faculty member being evaluated, access may be established at a higher level. Access to the online ~~course~~class/counseling sessions will persist for the duration of the ~~course~~term. In some circumstances, at the request of the faculty member being evaluated, and in addition to the minimum access to the online ~~course~~class/counseling sessions discussed above, the faculty member may request to demonstrate certain features of the online ~~course~~class/counseling sessions to the evaluation committee. This type of demonstration, if desired by the faculty member being evaluated, will be arranged during the first evaluation committee meeting.

Third Committee Meeting: Review and Summary

- 15.9.5 The appropriate manager then will convene a third meeting of the evaluation committee and the evaluatee to review the committee's findings. Subsequent to the second committee meeting, the evaluatee will have the opportunity to inspect her/his PRF. If the evaluatee then wishes to respond to anything that is in the file, he/she shall be granted ~~a reasonable amount of time (up to ten [10] working days)~~ to do so. The response(s) will be included in the file. The third committee meeting will not be held until this ten (10) working day period expires. Based on the evaluatee's response(s), committee members may change their initial appraisal ratings and/or re-write their letters of appraisal.

Tenure and/or Promotion Recommendations and Academic Senate Review

- 15.9.8 The Academic Senates at each of the colleges shall appoint a Tenure and Promotional Review Committee (TPRC) composed of one (1) full Professor from each School and one (1) faculty Affirmative Action representative from that College, who has been certified by the District Affirmative Action office. Such committee shall review all ~~tenure~~ tenure/tenure-track and/or promotional recommendations to see if they are procedurally correct and meet general College and District standards. (Please see Article VIII, Section A4.8.7) In cases of non-promotional evaluation appeals as granted by Section 15.13, the TPRC will only review the evaluation committee's work to ensure it was procedurally sound.

The committee shall elect its chair from among these committee members.

- 15.10.1 If a tenure and/or promotional decision of a College or Continuing Education President is negative, the faculty member in question may appeal the decision to the CAP within five (5) working days of notice from the College or Continuing Education President.

15.14 ADJUNCT FACULTY

- 15.14.1 Adjunct faculty must be evaluated within the first year of employment and at least once every six (6) regular semesters thereafter.
- 15.14.2 There will be at least one (1) class visit ~~within the first year or within the first two (2)~~

~~semesters of assignment~~ during each evaluation cycle. Class visits will be made by a tenured or tenure-track member of the Department's faculty who is an expert in the appropriate discipline area, as defined in Articles 15.7.4 and 15.7.5.

- 15.14.6 The records of class visits by the peer and the completed student evaluation forms, with tabulated statistical results, will be reviewed by the faculty member's Department Chair, peer, and his/her appropriate manager. ~~Each~~ The Chair will make a recommendation to the Dean regarding the desirability of future assignment for the adjunct faculty member.

MODIFICATION OF EVALUATION FORMS:

- 1) Add criteria on all evaluation forms following item 15 in same general domain area:
 - a) for the Chair to evaluate "Timely Response to Administrative Requirements.;"
 - b) for all committee members to evaluate: "Demonstrated respect for colleagues, for the traditional concepts of academic freedom, and for the commonly-agreed-upon ethics of the teaching profession;"
 - c) for all committee members to evaluate: "Demonstrated sensitivity to the issues of diversity."
- 2) Add a column to all *adjunct* faculty evaluation forms: "unable to observe."
- 3) Change "Testing & Measurement" to "Assessment" on all relevant forms.

MISCELLANEOUS:

All Evaluation Coordinators need to have access to the TAO Scheduler and ISIS to enable earlier notification of those scheduled for an evaluation.

Will Surbrook, Director
Employee Relations

Jim Mahler, President
AFT Guild, Local 1931

Date: _____

Date: _____