

CONTRACT FACULTY AND LONG-TERM TEMPORARY FACULTY
(ONE-YEAR, ONE-SEMESTER AND CATEGORICALLY FUNDED)
Improvement of Instruction
Fall Semester

Process to be completed by TBA

Contractual Process Detail:

1. Committee Membership [Article XI, Section C, 1a]

Forms **NFA1st-1E, NFA234-1E, NFA-2E, NFA-3E**

The committee shall form and meet during the first six weeks of employment.

This committee shall serve as a *standing committee* until tenure is granted or the contract is not renewed.

The evaluation committee shall consist of Five (5) individuals:

1. **Two (3) tenured faculty members** in the contract faculty member's discipline or a closely related field
2. **Department Chair or designee**
3. **Academic administrator** → Committee Chair

The department and/or discipline shall appoint the tenured faculty members to the committee. Please keep in mind, though, tenured faculty members “may serve, but are not required to serve, on more than two (2) committees” (XI, C, 1a).

2. Scope and Process [Article XI, Section C, 1b]

Form **NFA-4O, NFA-5R**

The contract faculty member must be present at all committee meetings.

The committee's primary duty: “make a recommendation regarding the contract faculty member's continued service to the District” (XI, C, 1b) and in the event that a majority of the committee determines that there is a “need for improvement,” the committee will write a plan for improvement with specific and measurable goals for the Contract Faculty member within 10 working days. This “need for improvement plan” shall begin in the Spring semester following the semester in which the “need for improvement” rating is received. During the normal evaluation cycle the following Fall semester, the committee will review the need for improvement plan with the Contract Faculty member and determine if improvement was achieved. This plan shall become part of the tenure review and evaluation record .

At the Scope and Process meeting, the committee will schedule the final meeting.

The scope and process **must** include:

- o All committee members will submit written reviews from classroom visitations (preferably typed)
- o Student surveys from *all* classes (alternative instruments may be used for non-teaching faculty)
- o Review of syllabi as a mandatory component during the faculty evaluation process
- o Establishment of tentative professional growth goals, evidence of subject matter proficiency
- o Job description (**for new hires only**) to be **reviewed** by all committee members and included in the evaluation.
- o Faculty shall submit to the committee a written report of professional activities relevant to their performance at the college during the past year. **(For faculty in their 2nd, 3rd, and 4th years)**

The scope and process shall include, but is not limited to:

- o Adherence to course outlines of record
- o Timeliness and accuracy of census reports, positive attendance, grade rosters, and others reports for which he/she is responsible.
- o Participation in assessment of student learning outcomes and/or programs (SLO /PLO
assessment results for individual instructors will not be included)
- o Fulfillment of flex-time obligations.
- o Fulfillment of institutional service as outlined in Article X Section H. The expectation is that full-time faculty perform five (5) hours of institutional service per week. Institutional service includes, but is not limited to, non-instructional professional responsibilities, such as updating and revising curriculum, participating in improvement of instruction committees, participating in program review and assessment projects and completing these documents, attending department meetings, and participating in discipline activities.
- o A self-reflective narrative statement that includes non-instructional duties. This narrative statement should address institutional service and how the faculty member fulfills this obligation. Other non-instructional duties for which a faculty member receives reassigned time should be explained in the narrative.

The scope and process may also include the following:

- o Exploration of alternative delivery methods including computer, video, Internet and web resources or other electronic media;
- o Communication skills both oral and written.

Optional materials for discussion and informational purposes only:

- *Upon completion* of the formal review, the committee may review the contract faculty member's grade distribution and retention statistics

- *Elective and representative duties can only be discussed for non-evaluative purposes. Discussion of duties associated with other reassigned time cannot form the basis for a needs improvement determination. Any other discussion of the report is limited by the scope of the evaluation.*

3. Written Report [Article XI, Section C, 1b-d]

Form NFA-6R (tenure track), OFA-6R (one semester/one year temps) or Oc-6R (Categorically funded)

The contract faculty member must sign the report and receive a *copy* of the report.

The written report shall consist of:

1. Cover Sheet:
 - For Tenure-Track faculty members: A cover sheet where each committee member shall recommend “Satisfactory” or “Need for Improvement” and “Renewal” or “Non-Renewal” of contract faculty member’s District contract. [NFA-6R] In the event that a majority of the committee determines that there is a “need for improvement,” the committee will write a plan for improvement with specific and measurable goals for the Contract Faculty member within 10 working days. This “need for improvement plan” shall begin in the Spring semester following the semester in which the “need for improvement” rating is received. During the normal evaluation cycle the following Fall semester, the committee will review the need for improvement plan with the Contract Faculty member and determine if improvement was achieved. This plan shall become part of the tenure review and evaluation record .
 - For One Year Temporary and One Semester Temporary faculty members: A cover sheet where each committee member shall state whether the contract faculty member’s performance is “Satisfactory” or if there is a “Need for Improvement.” [OFA-6R]
 - For Categorically Funded faculty: A cover sheet where each committee member shall state whether the contract faculty member’s performance is “Satisfactory” or if there is a “Need for Improvement.” [Oc-6R]
2. All committee members must submit a written narrative (preferably typed) that supports his/her overall judgment of the contract faculty member’s fulfillment of the job responsibilities
3. Contract faculty members in their 2nd, 3rd, and 4th years of service must submit a written report of their profession relevant to their job performance
4. Student surveys from *all* classes (alternative instruments may be used for non-teaching faculty) – include the Department’s Survey Instrument

(Include this form in evaluation)

Date:

To: <<All committee members & Contract Faculty Member>>

From: <<Academic Administrator's Name & Title>>

cc: <<IDS>>

Subject: Faculty Evaluation Committee

☐ **Tenure Track**

☐ **One Year Temp**

☐ **One Semester Temp**

☐ **Categorically Funded Temp**

SCOPE & PROCESS SUMMARY

Faculty Member: <<Name>>

Semester/Year: <<List>>

A. Committee Membership:

Chair Administrator	
Department Chair	
Member*	
Member	
Member	

B. Scope & Process:

1. A committee meeting to determine scope and process was held on:

Date: <<List>>

2. The committee agreed to the following:

- Written administrative and peer reviews from classroom visitations (all committee members)
- Committee to review results of student surveys of *all* classes
- Mandatory review of syllabi
- Faculty Member to present tentative professional growth goals or professional growth goals at final committee meeting
- Committee will determine subject-matter proficiency at final committee meeting.

* Indicates service on the hiring committee

- Committee will evaluate participation in assessment of student learning outcomes and/or programs (SLO assessment results for individual instructors will not be included)
- Committee will evaluate the self-reflective written report of professional activities relevant to their performance at the college during the past year (for faculty in their 2nd, 3rd, 4th year).
- Committee will determine adherence to course outlines of record.
- Committee will evaluate timeliness and accuracy of census reports, positive attendance, grade rosters and other reports for which he/she is responsible
- Committee will evaluate fulfillment of flextime obligations.
- Committee will evaluate fulfillment of five (5) hours of institutional service per week. Institutional service includes, but is not limited to, non-instructional professional responsibilities, such as updating and revising curriculum, participating in improvement of instruction committees, participating in program review and assessment projects and completing these document, attending department meetings, and participating in discipline activities.

May include:

- Exploration of alternative delivery methods including computer, video, Internet and web resources or other electronic media
- Communication skills both oral and written.

Optional materials for discussion and informational purposes only:

- Upon completion of the formal review, the committee may review the contract faculty member's grade distribution and retention statistics

3. Elective and representative duties can only be discussed for non-evaluative purposes. Discussion of duties associated with other reassigned time cannot form the basis for a needs improvement determination. Any other discussion of the report is limited by the scope of the evaluation.

Written evaluations due: <<Date>>

4. Student evaluations will hopefully be available for review one week before the final meeting.

5. Joint committee to review evaluation materials and recommend final report:

Date: <<List>>>

Place: <<Location>>