

PROPOSED Article 14: Faculty Evaluation and Tenure Review Processes

- Faculty Evaluation Process:
 - To be employed for evaluating all part-time and temporary faculty and tenured full-time faculty
 - Evaluations should be conducted with the following frequency:
 - Part-time and temporary faculty should be evaluated during the 1st, 3rd, and 7th semester of active employment status, after which time they will be evaluated every 6th semester of active employment status
 - Tenured full-time faculty should be evaluated during every 3rd academic year of active employment status, and shall have the ability to request that the evaluation is conducted in the fall or spring semester (per the approval by the appropriate Dean).
 - Faculty shall be evaluated by a committee of two full-time peers who have been selected by the appropriate division chair and approved by the Academic Senate Executive Committee.
 - Faculty members shall have the right to appeal to the Academic Senate Executive Committee for a substitution of one or both committee members, if they disagree with the committee proposed by the Division Chair.
 - The Division Chairperson shall make every effort to ensure that at least one member of each committee has relevant subject area knowledge.
 - Instructional faculty evaluation shall take into consideration the following components:
 - Student evaluations conducted during Week 10 of the semester in all courses taught by the evaluatee
 - A set of goals and self evaluation drafted by the evaluatee
 - Syllabi for all courses, as well as course materials provided at the discretion of the evaluatee
 - Classroom observations, which shall be mandatory in at most 2 courses instructed by the evaluatee during the first semester of employment and conducted at the request of the evaluatee in subsequent evaluations
- ACADEMIC SENATE EXECUTIVE COMMITTEE RECOMMENDATION: Classroom observations of all part and full time faculty in each evaluation. MPCTA team has not yet decided on this matter.
- Complaints adjudicated using the District discrimination and harassment procedures shall not be provided to the evaluation committee, as they may be unduly personal and prejudicial, and the District has more appropriate disciplinary avenues in such cases.
- Non-instruction faculty evaluation shall take into consideration the following components:
 - Student evaluations conducted during Week 10 of the semester in all courses taught by the evaluatee

- A set of goals and self evaluation drafted by the evaluatee
 - Materials related to the evaluatee's duties
 - Observation of the evaluatee's direct service or interaction with students in at most 2 one-hour periods during first semester of employment and conducted at the request of the evaluatee in subsequent evaluations
 - Complaints adjudicated using the District discrimination and harassment procedures shall not be provided to the evaluation committee, as they may be unduly personal and prejudicial, and the District has more appropriate disciplinary avenues in such cases.
 - Timeline for the evaluation process:
 - Week 1- HR should inform all evaluatees that they will be evaluated during the semester.
 - Week 3- The Academic Senate Executive Committee will finalize all evaluation committees.
 - Week 4- Evaluatees will complete their goal-setting.
 - Week 10- Student evaluations will be conducted in all classes taught by evaluatee. Course syllabi and any discretionary classroom materials are provided to members of the evaluation committee by evaluatee. Any classroom observations should be complete, with new consistent written documentation provided to the evaluatee within one week of the observation.
 - Week 12- Evaluatee will submit the self-evaluation.
 - Week 16- Evaluation committees will meet to review the evaluation paperwork, including the new consistent student evaluation summary.
 - All evaluatees have 20 business days to provide a written response to any part of their evaluation and to request review.
 - Basis of evaluation:
 - The Academic Senate shall approve a policy outlining the appropriate basis for evaluation.
 - The District shall provide a training on equitable evaluation that all faculty shall complete prior to serving on an evaluation committee, and shall retake every 5 years.
- Tenure Review Process:
 - To be employed for all tenure-track full-time faculty during their first 4 years of active employment status.
 - Faculty shall be evaluated by a committee of three tenured full-time peers, who have been selected by the appropriate division chair and approved by the Academic Senate Executive Committee, and a member of the administration selected by the Vice President of Academic Affairs
 - Two faculty members of the evaluation committee shall be identified by the committee chairperson as the classroom observers based on subject area and instructional methods expertise.

- At least one faculty member of the committee shall be from a different department than the evaluatee.
 - Faculty members shall have the right to appeal to the Academic Senate Executive Committee for a substitution of any faculty committee members, if they disagree with the committee proposed by the dDivision cChair.
 - The Division Chairperson shall make every effort to ensure that at least one member of each committee has relevant subject area knowledge.
- Each evaluation shall take into consideration the following components:
 - Student evaluations conducted during Week 10 of the semester in all courses taught by the evaluatee
 - A set of goals and self evaluation drafted by the evaluatee
 - Syllabi for all courses, as well as course materials provided at the discretion of the evaluatee
 - Classroom observations in at most 2 courses instructed by the evaluatee during appropriate semesters of employment. Evaluatees should also be invited to observe the classes of the members of the committee that will be observing their work.
 - Complaints adjudicated using the District discrimination and harassment procedures shall not be provided to the evaluation committee, as they may be unduly personal and prejudicial and the District has more appropriate disciplinary avenues in such cases.
- Non-teaching faculty evaluation shall take into consideration:
 - Student evaluations conducted during Week 10 of the semester in all courses taught by the evaluatee
 - A set of goals and self evaluation drafted by the evaluatee
 - Materials related to the evaluatee's duties
 - Observation of the evaluatee's direct service or interaction with students in at most 2 instances during first semester of employment and conducted at the request of the evaluatee in subsequent evaluations
 - Complaints adjudicated using the District discrimination and harassment procedures shall not be provided to the evaluation committee, as they may be unduly personal and prejudicial, and the District has more appropriate disciplinary avenues in such cases.
- Year 1: Goal-setting w/ meeting, self-evaluation, student evaluations during the fall; and student evaluations, classroom observations and wrap- up meeting in the spring
 - Fall Week 1- HR will provide all tenure-track evaluatees with a guide to the tenure process, which has been produced and agreed to by the District and MPCTA
 - Fall Week 3- The Academic Senate Executive Committee will finalize all evaluation committees.

- Fall Week 5- Tenure-track evaluatees will create their goals and will meet with the members of their evaluation committee.
 - Fall Week 10- Student evaluations will be conducted in all classes taught by evaluatee. Course syllabi and any discretionary classroom materials will be provided to members of the evaluation committee by evaluatee. Observing members of the evaluation committee have allowed the evaluatee to observe a class.
 - Fall Week 14- Evaluatees have submitted their Fall self-evaluation.
 - Spring Week 4- Classroom observations will take place in no more than two of the evaluatee's courses.
 - Week 5- Committee members will meet with the evaluatee to review the goals, self-evaluation, course syllabi, Fall student evaluations and Spring classroom observations. Recommendation regarding future year contracts is made based on these materials.
 - All evaluatees have 20 business days to provide a written response to any part of their evaluation and to request review.
 - Week 10- Student evaluations will be conducted in all classes taught by evaluatees.
- Year 2: Goal setting, self-evaluation, student evaluations and wrap up meeting in the fall and student evaluations in the spring
 - Fall Week 1- HR will provide all tenure-track evaluatees with a guide to the tenure process, which has been produced and agreed to by the District and MPCTA
 - Fall Week 3- The Academic Senate Executive Committee will finalize all evaluation committees.
 - Fall Week 5- Tenure-track evaluatees will createhave created their goals and may meet with the members of their evaluation committee if there is concern regarding the goals as set by an evaluatee.
 - Fall Week 10- Student evaluations will be conducted in all classes taught by evaluatees.
 - Fall Week 14- Evaluatees will submit have submitted their Fall self-evaluation.
 - Fall Week 16- Committee members will meet with the evaluatee to review the goals, self-evaluation, and Spring and Fall student evaluations. Recommendation regarding future year contracts is made based on these materials.
 - All evaluatees have 20 business days to provide a written response to any part of their evaluation and to request review.
 - Spring Week 10- Student evaluations will be conducted in all classes taught by the evaluatee.
- Year 3: Student evaluations in fall and spring

- Fall Week 1- HR shall provide all tenure-track evaluatees with a guide to the evaluation process, which has been produced and agreed to by the District and MPCTA.
 - Fall Week 10- Student evaluations will be conducted in all classes taught by the evaluatees.
 - Spring Week 10- Student evaluations will be conducted in all classes taught by the evaluatee.
 - Year 4: Goal setting (meeting), self-evaluation, students evaluations, classroom materials, and classroom observations in the fall with tenure decision during week 16
 - Fall Week 1- HR shall provide all tenure-track evaluatees with a guide to the evaluation process, which has been produced and agreed to by the District and MPCTA
 - Fall Week 3- The Academic Senate Executive Committee will finalize all evaluation committees.
 - Fall Week 5- Tenure-track evaluatees will create their goals and will meet with the members of their evaluation committee.
 - Fall Week 10- Student evaluations will be conducted in all classes taught by evaluatee. Course syllabi and any discretionary classroom materials will be provided to members of the evaluation committee by evaluatee. Observing members of the evaluation committee will allow the evaluatee to observe a class.
 - Fall Week 12- Classroom observations will occur in no more than two of the evaluatee's classes.
 - Fall Week 14- Evaluatees will submit their fall self-evaluation.
 - Fall Week 16- Committee members meet with the evaluatee to review the goals, self-evaluation, course syllabi, Year 3 and 4 student evaluations and Fall classroom observations. Recommendation regarding future year contracts is made based on these materials.
 - All evaluatees have 20 business days to provide a written response to any part of their evaluation and to request review.
- Review Committee: Any disputes related to evaluation and tenure processes or outcome will be presented to a review committee composed of the Academic Senate President, MPCTA President, Vice President of Academic Affairs, and Vice President of Student Services. This committee shall accept written appeals from evaluatees and work to resolve disputes by consensus. If the review committee is unable to come to consensus or does not provide the evaluatee with an agreeable resolution, the evaluatee may proceed with the grievance process, as established in Article 6.
- Student Evaluations: Student evaluations shall be conducted during week 10 of the semester for all semester-length classes. For 8 week classes, student evaluations should be conducted in week 6 of the course. For classes that are fewer than 8 weeks,

student evaluations should be conducted during the second half of the class term, except by agreement of the District and MPCTA. Student evaluations for online courses shall be available to students from wWeeks 8-10.

- In face- to- face classes, student evaluations will be distributed by the evaluatee, who will ask a student volunteer to return the evaluations to the division office manager before leaving the classroom to allow students to complete the student evaluation form.
- The District and MPCTA recognize that it is problematic to draw conclusions in cases where there are fewer than 10 student evaluations. Therefore, the District and MPCTA agree to work together to devise a better system for encouraging the return on online student evaluations.
- Classroom Observations: The District and MPCTA agree that the purpose of classroom observation is to allow evaluation and tenure review committees to encourage professional development. For this reason, no more than two class meetings shall be observed during any semester. Any evaluatee may request classroom observations during a semester in which they are not required.
 - Any observation must occur with at least 72 hours of notice.
 - At least one Oxford hour (50 minutes) of class time must be observed.
 - Shall use a form developed to summarize the observations of instructional, counseling, library or coaching faculty