

HR Instructions Manual

Evaluation of College Certificated Personnel

Procedure

Purposes of evaluation

1. To improve instruction by implementing Articles 2, 3, and 4, Section 87600-87684 of the California Education Code, and by focusing the attention and concern of the faculty and administration on the need for the continued development of the professional skills and services of the certificated employees of the district.
2. To set forth reasonable and uniform standards of performance and specific procedures for the evaluation of each class of contract and regular certificated employees. ([Ref 1](#))
3. To provide information that will be valid in determining retention (including change of status from "contract" to "regular"), dismissal, or remedial actions to be recommended or applied in specific cases. ([Ref 2](#))

Evaluation standards

Contract and regular certificated employees are evaluated on an individual basis by a set of reasonable and specific standards which have been adopted for each class of employee. The district expects each employee to meet the standards established for his/her class or position as defined by the appropriate evaluation instrument.

Classes of employees to be evaluated

1. College instructors and non-teaching faculty
2. College Child Development instructors
3. College counselors
4. College leadership positions (teacher-coordinators, teachers on special assignment and Project Leaders)
5. College librarians
6. College nurses

Frequency of evaluation

1. Contract certificated employees shall be evaluated during each of their first two years of employment.
2. Regular certificated employees shall be evaluated every other year. If originally hired for employment commencing in an even-numbered year, the employee's biennial evaluations shall take place in odd numbered years, and vice versa.
3. All other employees shall be evaluated as needed.

Participants in evaluation

1. A self-evaluation shall be made by each employee being evaluated.
2. One or more peers of the employee being evaluated shall participate in his/her evaluation.
3. Administrator who supervises the employee shall be responsible for his/her evaluation.

4. Students shall participate in the evaluation of their instructors and counselors who are being evaluated.

Responsibilities

For the evaluation of college instructors and non-teaching faculty

1. Assistant Chancellor - Human Resources at the beginning of each fall semester will send a data processing printout seniority list to each college.
2. Dean
 - a. Compiles list of college instructors scheduled for evaluation by departments, and sends departmental lists to department chairpersons/instructional supervisor.
 - b. Coordinates appointment of the evaluation committee composed of department chairperson/instructional supervisor, instructor to be evaluated, and one other department member selected by the department. In departments of fewer than five members, an instructor chosen from the faculty at large may be appointed to the committee if recommended by the department chairperson and approved by the dean. The dean may be a member of the committee at his/her own discretion or if invited by the instructor to be evaluated.
 - c. Provides each instructor being evaluated with a supply of pre-printed instructor evaluation forms for use by all students in the instructor's classes. Determines with department chairpersons/Instructional Supervisor acceptable alternative student evaluation forms.
 - d. By October 1, surveys faculty to determine how many instructors being evaluated want to utilize services of Data Processing to tabulate student questionnaire responses. Those intending to take advantage of this service must use preprinted data processing answer sheets. Dean determines number of answer sheets required and orders correct quantity from District Warehouse. Dean notifies Data Processing of the maximum number of items used on questionnaire so data processing can set program to tabulate that number of items.
 - e. Is responsible for the evaluation of each instructor assigned to his/her division. He/she may discharge this responsibility by:
 1. approving the recommendation of the evaluation committee; or
 2. participation on the evaluation committee as a member and by assisting in the development of the committee's report; or
 3. disapproving the findings and recommendations of the evaluation committee and reconvening the committee with himself/herself as a member to reconsider the findings and recommendations.
 - f. Is responsible for the storage, maintenance, and security of all evaluation records forwarded to him/her under confidential status.
 - g. Sends evaluation reports to college president by February 25.
3. Department Chairperson/Instructional Supervisor
 - . Has responsibility for evaluation of all certificated employees in his/her department.
 - a. Has responsibility for scheduling class or work observations of employees in his/her department between October 1 and November 15.
 - b. Before November 30 confers privately with each department member who has been observed. Recommends a program of improvement (written memo), if needed, either in the classroom or in another area related to the employee's assignment.
 - c. Is responsible for follow-up classroom visit and evaluation before the end of the semester, if he/she has indicated that employee is deficient.
 - d. Schedules evaluation committee meetings to study observation reports, self-evaluation reports (if requested), and completes performance evaluation report for each employee evaluated.

- e. On or before February 15, submits a report to the dean which includes all instruments used to determine the employee's performance. In the case of a recommendation other than retention, follow the procedures outlined in the collective bargaining agreement.
- 4. Members of the Evaluation Committee
Make class or work station visit(s) and recommend a program of improvement (written memo) if needed. Any such reports shall become an official part of the evaluation.
- 5. Employee being evaluated
 - . Is responsible for his/her own self-evaluation.
 - a. Shall administer student evaluation instruments and use results in his/her self-evaluation. He/she may tabulate his/her own student questionnaires or send them to Data Processing via his/her dean for tabulation.
 - b. Shall submit a self-evaluation report if requested to do so by any member of the evaluation committee.
 - c. May, at his/her discretion, submit his/her own written reactions to the performance evaluation report which will be made a part of the evaluation file.
 - d. May initiate grievance if, in the employee's opinion, the evaluation was not carried out in accordance with the provisions of the respective collective bargaining agreement.
- 6. Evaluation Committee
 - . Meets before February 15 to review and assess:
 - 1. Employee's self-evaluation report (written preferred).
 - 2. Observation reports, completed as specified by committee.
 - 3. Employee's performance of his/her non-teaching duties.
 - a. Completes Performance Evaluation Report, including written comments where appropriate, makes recommendations, and signs document.
 - b. Forwards two copies of report to dean for transmittal to college president.
- 7. College President
 - . Reviews evaluation report. May request to review supporting documents.
 - a. Signs both copies of the Performance Evaluation Report and sends:
 - 1. One copy to employee being evaluated by March 15.
 - 2. Retains one copy until March 15, then forwards to dean.
 - 3. If termination is recommended and supported by the dean, the president must consult the appropriate contract and follow disciplinary termination procedures as outlined.

Evaluation of College Counselors

- 1. Assistant Chancellor - Human Resources at the beginning of the fall semester will send a data processing printout seniority list to each college.
- 2. Dean
 - a. Compiles list of counselors to be evaluated.
 - b. Coordinates appointment of the evaluation committee composed of Dean of Students, department chairperson/Instructional Supervisor or other department member(s) selected by the department
 - c. Coordinates scheduling of evaluation with Dean of Students to ensure that counselor is observed and/or evaluated before November 15.
 - d. Coordinates activities of evaluation committee to ensure that committee has evaluated counselor by reviewing his/her self-evaluation report and by any observation reports that have been written and any written final report before February 15.
 - e. Forwards to college president by February 28 the evaluation report for the counselor being evaluated.
- 3. Dean of Students
 - . Chairs evaluation committee when it meets.
 - a. Sets up appointment between counselor and his/her evaluation committee to discuss evaluation report and have counselor sign it before February 2.
- 4. Counselor being Evaluated

- . Completes self-evaluation report by January 15 which includes questionnaire that has been given to counselees and sends to Dean of Students.
 - a. Meets with evaluation committee before February 15.
- 5. College President
 - . Receives, reviews, supports or disapproves evaluation, requesting supporting data if he/she desires. Signs report and forwards:
 - 1. One copy to counselor evaluated by March 15.
 - 2. Retains one copy until March 15, then forwards to dean.
 - 3. If termination is recommended and supported by the dean, the president must consult the appropriate contract and follow disciplinary termination procedures as outlined.

Evaluation of College Leadership Positions (Teacher-Coordinators, Teachers on Special Assignment and Project Leaders)

- 1. Assistant Chancellor - Human Resources, at the beginning of the fall semester, will send a data processing- printout seniority list to each college.
- 2. College President
 - a. Compiles list of employees to be evaluated.
 - b. Is responsible for the evaluation of all leadership position incumbents working at his/her campus.
 - c. Is responsible for the appointment of a peer to help in the evaluation of each person holding a leadership position.
 - d. Is responsible for any observations, written evaluations, etc., required for the evaluation. Deadline for completion is January 15.
 - e. Arranges conference with employee being evaluated before January 25.
 - f. Submits evaluation report to Human Resources by January 25.
- 3. Evaluation Committee shall be composed of:
 - . College president
 - a. Supervisor of employee
 - b. A peer appointed by the college president
 - 4. College President
 - . Receives, reviews, supports or disapproves evaluation report requesting support data as he/she so desires. Signs report and forwards:
 - 1. One copy to the employee being evaluated by March 15.
 - 2. Retains one copy until March 15, then forwards to dean.
 - 3. If termination is recommended and supported by the dean, the president must consult the appropriate contract and follow disciplinary termination procedures as outlined.

Evaluation of Child Development Center Teachers

- 1. Assistant Chancellor - Human Resources at the beginning of the fall semester will send a data processing printout seniority list to each college.
- 2. Dean
 - a. Coordinates appointment of evaluation committee composed of the Dean, Vocational Coordinator in charge of Child Development Centers, and department member selected by the department.
 - b. Coordinates scheduling of evaluation with Dean to ensure that the child development center teacher is observed and/or evaluated before November 15.
 - c. Coordinates activities of evaluation committee to ensure that committee has evaluated teacher by reviewing his/her self-evaluation report and by any observation reports that have been written and any written final report before February 15.
 - d. Forwards to college president by February 28 the evaluation report for the teacher being evaluated.

- e. Chairs evaluation committee when it meets.
 - f. Sets up appointment between teacher and his/her evaluation committee to discuss evaluation report and have teacher sign it before February 25.
3. Child Development Center Teacher
- . Completes self-evaluation report by January 15 and sends to dean.
 - a. Meets with evaluation committee before February 15.
4. College President
- . Receives, reviews, supports or disapproves evaluation. May request to review supporting documents.
 - a. Signs both copies of evaluation report and sends:
 - 1. One copy to child development center teacher being evaluated by March 15.
 - 2. Retains one copy until March 15, when it is returned to the dean.
 - 3. If termination is recommended and supported by the dean, the president must consult the appropriate contract and follow disciplinary termination procedures as outlined.

NOTE: All classes of employees shall be evaluated except that the Assistant Chancellor - Human Resources may exempt temporary part-time employees (Temporary, part-time instructors, special categorically funded employees, leave replacement employees, etc.)

For the specific definition of "contract" and "regular" certificated employees, refer to California Education Code, Section 87601, items a-e.

Refer to Teachers Agreement, Article XIV, Due Process; Article XV, Evaluation of Faculty.

EVALUATION FORMS FOR COLLEGE CERTIFICATED PERSONNEL

<u>Form Number</u>	<u>Form Name</u>
4300-1a	Performance Evaluation, Community College Instructor
4300-1b	Self-Evaluation, Community College Instructor
4300-1c	Student Evaluation, Community College Instructor (Order minimum amount - can be reused for each class) Class Identification Forms (one for each class) Student Answer Sheet for Instructor Evaluation (one for each student)
4300-3a	Performance Evaluation, Community College Counselor
4300-3b	Self-Evaluation, Community College Counselor
4300-3c	Student Evaluation, Community College Counselor
4300-5a	Performance Evaluation, Community College Librarian
4300-5b	Self-Evaluation, Community College Librarian
4300-6a	Performance Evaluation, Community College Nurse
4300-6b	Self-Evaluation, Community College Nurse
4300-7a	Performance Evaluation, Child Development Center Instructor
4300-7b	Self-Evaluation, Child Development Center Instructor
4300-8a	Performance Evaluation, Teacher Coordinator--Teacher on Special

	Assignment--Project Leader
4300-8b	Evaluator's Report, Teacher Coordinator--Teacher on Special Assignment--Project Leader
4300-8c	Self-Evaluation, Teacher Coordinator--Teacher on Special Assignment--Project Leader

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