

Memorandum of Understanding
Redwoods Community College District (District)
College of the Redwoods Faculty Organization (C.R.F.O.)

To assist in the Tenure and Evaluation process in the current Collective Bargaining Agreement (2013-16 Contract), the District and CRFO agree that the revised written language below will replace the language in the current Collective Bargaining Agreement.

**ARTICLE XI
FACULTY TENURE AND EVALUATION**

11.1 **FACULTY TENURE:** Redwoods Community College District is dedicated to appointing faculty who exhibit knowledge, ability, enthusiasm, and commitment to education and to students. The faculty evaluation system was established to preserve and ensure this dedication to quality. A rigorous and demanding tenure review process is another method of assuring the continued excellence of instruction and learning at the Redwoods Community College District.

11.1.1 The Board of Trustees shall make tenure decisions based primarily on the recommendations made by the Academic Senate's tenure review committee and also on the recommendation of the President/Superintendent

11.1.1.1 For a faculty member serving under the first academic year of his or her employment by contract, the Board of Trustees shall elect one of the following alternatives:

1. Not enter into a contract for the following academic year.
2. Enter into a contract for the following academic year.

11.1.1.2 For a faculty member serving under his or her second consecutive contract, the Board of Trustees shall elect one of the following:

1. Not enter into a contract for the following academic year.
2. Enter into a contract for the following two academic years.

11.1.1.3 For a faculty member employed under his or her third consecutive contract, the Board of Trustees shall elect one of the following alternatives:

1. Employ the probationary faculty member as a tenured faculty member for all subsequent academic years.
2. Not employ the probationary faculty member as a tenured faculty member.

11.1.1.4 As stated in Ed Code Section 87776, "...time spent on any unpaid leave of absence shall not be included in computing the service required as a prerequisite to attainment of, or eligibility for, tenure."

11.1.2 Faculty Evaluation Committee: Each new nontenured faculty member will be evaluated throughout his or her four-year probationary period by a Faculty Evaluation Committee (FEC) and Tenure Review Committee (TRC). The FEC assesses all aspects of the faculty member's performance, with the primary focus on teaching effectiveness. Each year this committee will submit its recommendations to the TRC of the Academic Senate as well as to the CIO or designee. This report will include recommendations on the reemployment and tenure of each nontenured faculty member. Possible recommendations will include contract renewal with evaluation at the next regular interval, contract renewal with reevaluation in the next semester (years two and three only), or contract non-renewal. These recommendations will be based on peer evaluations, student evaluations, administrator evaluations, self evaluations, and past evaluations. All tenure review documents shall be filed in the Human Resources Office. All information used in the tenure process described in Section 11.1.3 must be considered by the Faculty Evaluation Committee.

11.1.3 Tenure Review Committee: The Tenure Review Committee's responsibility in the tenure process is to review documents provided by the Faculty Evaluation Committee and issue an annual report to the Academic Senate Co-presidents, the President/Superintendent and the Board of Trustees. This report will include recommendations on the reemployment and tenure of each nontenured faculty member. At its discretion, the TRC may meet with the FEC as part of its deliberations. If the TRC is considering a recommendation that is different from that made by the FEC, the two committees must meet to attempt to resolve their differences. The outcome of this meeting will be part of the annual report to the Academic Senate Co-presidents. Before January 15, the TRC will issue draft recommendations with justification to each faculty member in the tenure process. The candidates may submit a written rebuttal to the TRC Chair and the Academic Senate Co-presidents within

10 days of receiving their draft recommendation. Before February 15, the TRC will make a recommendation to the President/Superintendent regarding reemployment or tenure for each nontenured faculty member. The President/Superintendent will forward the recommendation, along with his/her own recommendation, to the Board of Trustees. The Board of Trustees will make all faculty reemployment decisions primarily based upon the judgment and recommendations of the TRC. If the Board of Trustees' decision is different from the TRC recommendation, the Board of Trustees or its designee shall communicate its reason(s) in writing to the TRC, Academic Senate Co-presidents and the faculty member within 10 days from the date of their decision.

- 11.1.3.1 The Tenure Review Committee is a standing committee of the Academic Senate. The committee is composed of four faculty members, one of whom will serve as the chair, and the CIO. The term of service for each faculty member is four years.
- 11.1.3.2 The Chair of the Tenure Review Committee must ensure that all committee responsibilities are met each academic year. The Chair schedules committee meetings and arranges for recording the decisions of the committee. The Chair is also responsible for compiling and forwarding the annual report that would include justifications, recommendations, and any faculty rebuttal letters, if submitted and forwarding them to the Academic Senate Co-presidents, Board of Trustees and the President/Superintendent by February 15 of each year.
- 11.1.4 Board of Trustees: Before making a decision relating to the continued employment of a nontenured faculty member, the Board will ensure that the following requirements have been satisfied:
 - 11.1.4.1 The faculty member has been evaluated in accordance with this article.
 - 11.1.4.2 The Board of Trustees has received the annual report of the TRC, including recommendations, justifications, any faculty rebuttal letters, and statements of the most recent evaluations of the faculty member.
 - 11.1.4.3 The Board of Trustees has received the recommendation of the President/Superintendent.

11.1.4.4 The Board of Trustees has considered the statement of evaluation and the recommendations in a lawful meeting of the Board.

11.2 **FACULTY EVALUATION:** An effective faculty evaluation process is critical to ensure continued educational excellence at the Redwoods Community College District. Faculty, students, and administrators all share the responsibility for the evaluation process, seeing that it is thorough, fair, relevant, consistent, and rigorous. The process should not only highlight, reaffirm, and commend faculty for positive contributions but also foster continued improvement in the delivery of instruction and related services. Where appropriate, specific recommendations for improvement should be indicated.

11.2.1 Effective teaching supports the fundamental goal of student success. Faculty are responsible primarily for facilitating learning and for optimizing the conditions that will permit learning to take place. Evaluation of faculty should be a precise, systematic assessment of performance based on how effectively the faculty member is meeting the established philosophy and mission statements of the institution and fulfilling the professional responsibilities as established in the "Faculty Professional Responsibilities" (Schedule F-1). Evaluation provides an opportunity for a positive, interactive learning experience and for recognition of the value of faculty accomplishments and contributions to the purpose of the institution. The principles guiding this process are the following:

11.2.1.1 Evaluation will assess the effectiveness and quality of instruction and related services, using agreed-upon criteria.

11.2.1.2 Evaluation will assess the current level of success and, where appropriate, the need for improvement or change.

11.2.1.3 Evaluation will provide feedback on student learning, faculty effectiveness, and professional growth as assessed by peers, students, administrators, and self-evaluation. Each member of the evaluation team provides constructive input to the evaluation process. Students address the effectiveness of communication, instruction, or service delivery; peers assess faculty expertise (quality of teaching) or relevant materials; the administrator reviews contributions to the program, institution, or service, as well as indications of student learning and/or success; and the faculty member determines how effectively personal teaching or service goals and objectives have been met.

- 11.2.1.4 Evaluation provides the opportunity for the faculty member to demonstrate successful strategies, innovations, discipline-related expertise, currency, and commitment to excellence as evidenced by activities such as organizational memberships, research, writing, or other appropriate discipline-related activities.
- 11.2.1.5 Evaluation provides the opportunity for faculty to demonstrate commitment to students, to the campus community, and to the local community by involvement in activities that support but also transcend their primary faculty role.

11.2.2 NONTENURED, FULL-TIME TEACHING FACULTY PROCESS

- 11.2.2.1 **FREQUENCY OF EVALUATIONS:** Nontenured faculty will, at a minimum, be evaluated for the first two semesters of employment and then each fall semester until tenured. Classroom evaluations by students, peers, and the CIO or designee, and the faculty member's self-evaluation, shall normally be completed by the end of the tenth week of the semester.
- 11.2.2.2 **FACULTY EVALUATION COMMITTEE:** The Faculty Evaluation Committee (FEC) consists of the faculty member's immediate administrator and two peer evaluators. For the purpose of evaluation committee membership, "peer" is defined as a District tenured faculty member normally in the same or a related discipline. One peer is selected by the CIO or designee and one by the faculty member being evaluated. The CIO or designee normally functions as chair of the committee. If there is a conflict in the choice of either of the peer evaluators, the faculty member or CIO or designee whose choice is objected to will submit two additional names from which the other party will select one. The FEC engages in a four-step procedure: (1) pre-evaluation orientation, (2) evaluation of the faculty member, (3) evaluation conference, and (4) preparation of the Evaluation Conference Report.
- 11.2.2.3 **SELF-EVALUATION:** Prior to the pre-evaluation orientation, the faculty member will complete the approved Professional Growth and Self-Evaluation Inventory (Schedule F-4) and submit it to the CIO or designee.

- 11.2.2.4 **PRE-EVALUATION ORIENTATION:** Prior to evaluation, the FEC will review the evaluation criteria and process, establish a timetable, and review the last Evaluation Conference Report (Schedule F-5 with attachments) and the faculty member's Professional Growth and Self- Evaluation Inventory (Schedule F-4). Members of the FEC may conduct this review process by meeting in-person, by phone, videoconference or by e-mail.
- 11.2.2.5 **PEER EVALUATIONS:** Each peer will make a scheduled visit and evaluate at least one class session. For instructors teaching distance education the peer will request access to the session per the terms of MOU 2013-16-2. Most or all of the sections taught by the faculty member should be evaluated by the FEC. Peers shall also review and evaluate instructional materials, which may include but are not limited to, course syllabi, example tests, and any major assignments, simulation activities, projects, or reports. Conclusions regarding the evaluations will be reported to the CIO or designee using the Faculty Evaluation Form (Schedule F-2).
- 11.2.2.6 **STUDENT EVALUATIONS:** Student evaluations of each of the faculty member's sections will be conducted using the Student Evaluation For Teaching Faculty form (Schedule F-3). Student evaluations may be distributed by the, peer, or administrator after providing standard written instructions to the students. The evaluations will be placed in a sealed envelope and promptly delivered to the office of the CIO or designee. Student evaluations normally occur at the beginning of the class period on days other than those when a member of the faculty evaluation committee is observing the class. Student evaluations will not be distributed to the committee members or the faculty member being evaluated until three days prior to the final FEC evaluation conference.
- 11.2.2.7 **DISTANCE EDUCATION EVALUATION:** Schedule F-2DE Supplemental Distance Education Teaching Evaluation Form is to be completed and attached to Schedule F-2 and AF-2 if the faculty teaching load includes distance education. The form is to be completed by both peer and administrator evaluators, as appropriate. Schedule F-2DE Supplemental Distance Education Teaching Evaluation Form has been added to the regular evaluation process, effective Fall 2013.

- 11.2.2.8 ADMINISTRATIVE EVALUATION: The CIO or designee will conduct at least one scheduled class evaluation and subsequent scheduled visits if deemed appropriate by either the CIO or designee or the evaluatee. Conclusions regarding the CIO or designee's evaluation(s) will be reported on the Faculty Evaluation Form (Schedule F-2). The CIO or designee is also responsible for collecting, analyzing, and forwarding all evaluation material, including student evaluations and comments, in accordance with this article.
- 11.2.2.9 EVALUATION CONFERENCE: Normally before the end of the twelfth week of the semester, the faculty member and FEC shall meet at least once to review all evaluation materials and to discuss the faculty member's performance. The CIO or designee will forward all evaluation materials (Professional Growth and Self-Evaluation Inventory [Schedule F-4], student response statistics and comments from Schedule F-3, peer evaluations [Schedule F-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education], and administrative evaluations [Schedule F-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education]) to each member of the FEC at least three working days prior to the scheduled evaluation conference. The CIO or designee will forward all evaluation materials (Professional Growth and Self-Evaluation Inventory [Schedule F-4], student response statistics from Schedule F-3, peer evaluations (Schedule F-2), and administrative evaluations [Schedule F-2]) to the faculty member at least three working days prior to the scheduled evaluation conference. Evaluatees can request access to the student comments from the F-3, F-3A, F-3B or F-3C from the office of the CIO after they have submitted their final course grades for the semester. If requested, the faculty member may have one representative from CRFO attend the conference. Members of the committee may participate in the meeting using teleconferencing. If any needs improvement box is marked on the schedule F-2 or Af-2 form based on written student comments collected on the Schedule F-3, F-3A, F-3B or F-3C, the FEC must make available with the other evaluation materials the typed student evaluation comments. If the recommendation is for reevaluation, the FEC and the faculty member will develop a written program for improvement with a time-line. The program for improvement and time-line are included as part of the Evaluation Conference Report (Schedule F-5) and delivered to the faculty member within two weeks of the evaluation

conference. The final FEC recommendation is determined by majority vote of the committee.

11.2.2.10 **EVALUATION CONFERENCE REPORT:** Each committee member signs the report, followed by a signature of acknowledgement from the faculty member. Prior to signing and within ten days of receiving the report, the faculty member may attach an optional written response to the Evaluation Conference Report (Schedule F-5). All evaluation materials including the Evaluation Conference Report (Schedule F-5) signed by all FEC members and faculty member, the optional written response to the Evaluation Conference Report (Schedule F-5), student response statistics and typed comments from Schedule F-3, schedules F-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education and F-4, and the program for improvement and timeline, if the recommendation is for reevaluation, are forwarded to the CIO or designee. The Evaluation Conference Report (Schedule F-5) is signed by the CIO or designee and forwarded with all evaluation materials to the Tenure Review Committee. (See endnote at the end of Article XI).

11.2.3 **TENURED, FULL-TIME TEACHING FACULTY PROCESS**

11.2.3.1 **FREQUENCY OF EVALUATIONS:** Tenured faculty will, unless indicated by previous evaluation, be evaluated every three years during either the fall or spring semester. The CIO or designee (non-faculty) will normally notify designated faculty by the second week of the semester in which they are to be evaluated. Classroom evaluations by students, peers, and the CIO or designee shall normally be completed by the end of the tenth week of the semester.

11.2.3.2 **FACULTY EVALUATION COMMITTEE:** The faculty Evaluation Committee (FEC) consists of the CIO or designee and if requested by either the CIO or designee or the evaluatee one peer evaluator. For the purpose of evaluation "peer" is defined as a District tenured faculty member. The CIO or designee normally functions as chair of the committee. If there is a conflict in the choice of the optional peer evaluator, the faculty member or CIO or designee whose choice is objected to will submit two additional names from which the other party will select one. All parties to this evaluation will meet at the conclusion of this process and generate an Evaluation Conference Report.

- 11.2.3.3 **SELF-EVALUATION:** The faculty member will complete the approved Professional Growth and Self- Evaluation Inventory (Schedule F-4) and submit it to the CIO or designee.
- 11.2.3.4 **ADMINISTRATOR AND PEER EVALUATION:** At least one class session taught by the faculty member should be evaluated. An additional visit may be scheduled if deemed appropriate by either the CIO or designee or the evaluatee. Evaluator(s) shall review instructional materials, which may include but are not limited to, course syllabi, example tests, and any major assignments, simulation activities, projects, or reports. Conclusions regarding evaluations will be reported using the Faculty Evaluation Form (Schedule F-2).
- 11.2.3.5 **STUDENT EVALUATIONS:** Student evaluations of each of the faculty member's sections will be conducted using the Student Evaluation for Teaching Faculty form (Schedule F-3). Student evaluations will be distributed by the peer, or CIO or designee after providing standard written instructions to the students. The evaluations will be placed in a sealed envelope and promptly delivered to the office of the CIO or designee. Student evaluations normally occur at the beginning of the class period on days other than those when a member of the faculty evaluation committee is observing the class. Student evaluations will not be distributed to the committee members or the faculty member being evaluated until three days prior to the final FEC evaluation conference.
- 11.2.3.6 **EVALUATION CONFERENCE:** Before the end of the fifteenth week of the semester, the faculty member and FEC shall meet at least once to review all evaluation materials and to discuss the faculty member's performance. The CIO or designee will forward all evaluation materials (Professional Growth and Self- Evaluation Inventory [Schedule F-4], student response statistics from Schedule F-3, peer evaluations [Schedule F-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education], and administrative evaluations [Schedule F-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education]) to the faculty member at least three working days prior to the scheduled evaluation conference. Evaluatees can request access to the student comments from the F-3 from the office of the CIO after they have submitted their final course grades for the semester. If

requested, the faculty member may have one representative from CRFO attend the conference. Members of the committee may participate in the meeting using teleconferencing if agreed to by the FEC and the faculty member. If the recommendation is for reevaluation, the FEC and the faculty member will develop a written program for improvement with a time-line. The FEC will consult with the CIO or designee before the program for improvement and the time-line are finalized. The program for improvement and time- line are included as part of the Evaluation Conference Report (Schedule F- 5) and delivered to the faculty member within two weeks of the evaluation conference. The final FEC recommendation is determined by majority vote of the committee.

11.2.3.7 EVALUATION CONFERENCE REPORT: Each committee member signs the report, followed by a signature of acknowledgement from the faculty member. Prior to signing and within ten days of receiving the report, the faculty member may attach an optional written response to the Evaluation Conference Report (Schedule F-5). All evaluation materials including the Evaluation Conference Report (F-5) signed by all FEC members and the faculty member, the optional written response to the Evaluation Conference Report (F-5), student response statistics from Schedule F-3, schedules F-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education and F-4, and the program for improvement and timeline, if the recommendation is for reevaluation, are forwarded to the CIO or designee. The Evaluation Conference Report (Schedule F-5) is signed by the CIO or designee and forwarded with all evaluation materials to the personnel file. (See endnote at end of Article XI)

11.2.4 ASSOCIATE FACULTY EVALUATION – Each new associate faculty member will be evaluated in his or her first semester of instruction (excluding summer and winter intersessions) by an Associate Faculty Evaluation Committee (AFEC). Thereafter, the associate faculty member will be evaluated every 6th semester under contract with the District in a teaching assignment or the equivalent in hourly employment in a non-teaching assignment or as requested by the current AFEC. The AFEC assesses the associate faculty member's performance. The AFEC will submit its report and reemployment recommendation to the appropriate administrator. Recommendations are limited to the following:

- Satisfactory, recommend rehire with evaluation at the next regular interval.
- Needs improvement, recommend rehire with reevaluation in the next assigned semester.
- Unsatisfactory, recommend non-rehire.

These recommendations shall be based on peer evaluations (AF-2), student evaluations (F-3), direct supervisory administrator's evaluations (AF-2), self-evaluations (AF-4), and past evaluations (AF-5), supplemental distance education teaching evaluation form (F-2DE) is to be completed and attached to Schedule AF-2 if the faculty teaching load includes distance education. All associate faculty evaluation documents shall be filed with the Human Resources Office and placed in the associate faculty member's personnel file.

11.2.4.1 STRUCTURE OF ASSOCIATE FACULTY EVALUATION COMMITTEE: The Associate Faculty Evaluation Committee (AFEC) for the evaluation of an associate faculty member, will consist of:

- Initial Evaluation – CIO or designee and one peer mutually agreed to by the CIO or designee and the evaluatee.
- Subsequent Evaluations following a “Satisfactory, recommend rehire” – One peer mutually agreed to by the CIO or designee and the evaluatee.
- Evaluation following a recommendation of “Needs improvement recommend rehire with reevaluation in the next assigned semester” – CIO or designee and one peer mutually agreed to by the administrator and the evaluatee.

11.2.4.2 SELF-EVALUATION: Prior to the evaluation conference, the associate faculty member will complete the approved Teaching and Self-Evaluation Inventory for Associate Faculty (Schedule AF-4) and submit it to the CIO or designee and/or peer evaluator.

11.2.4.3 PEER AND/OR ADMINISTRATOR EVALUATION: The peer and/or CIO or designee shall schedule an observation session with the evaluatee and shall base the evaluation on observation(s) of teaching or non-teaching work performance and relevant materials. Conclusions regarding the evaluations shall be reported to using the Associate Faculty Evaluation Form (Schedule AF-2 with Schedule F-2DE attached, if the faculty teaching load includes distance education). In the event of a single evaluator that person will be responsible for conducting the final evaluation conference and forwarding the forms to the CIO or designee. For other evaluation

committees the AFEC chair will be responsible for conducting the final evaluation conference and forwarding the necessary documents.

- 11.2.4.4 **STUDENT EVALUATIONS:** During the evaluation semester, up to two class sections taught by the associate faculty member shall have student evaluations (Schedule F-3) administered by the peer, CIO or designee of the AFEC, and reviewed by the AFEC.

In the case of non-teaching faculty, not fewer than 15 and not more than 25 student evaluations shall be distributed and collected.

- 11.2.4.5 **EVALUATION CONFERENCE:** Before the end of the fifteenth week of the semester, the associate faculty member and evaluator(s) shall meet at least once to review all evaluation materials and to discuss the faculty member's performance. The following evaluation materials shall be given to the associate faculty member and the member(s) of the AFEC at least 5 working days prior to the evaluation conference:

- Teaching and Self-Evaluation (AF-4)
- Student response statistics from the Schedule F-3.
Evaluates can request access to the student comments from the F-3 from the office of the CIO after they have submitted their final course grades for the semester.
- Peer and/or administrator's evaluation (AF-2)
- Supplemental distance education teaching evaluation (F-2DE) attached to schedule AF-2 if the faculty teaching load includes distance education.
- If applicable, most recent recommendations for improvement and timelines (previous AF-5)

The associate faculty member may have one representative from CRFO attend the conference. Members of the committee may participate in the meeting using teleconferencing.

Recommendations are limited to the following:

- Satisfactory, recommend rehire with evaluation at the next regular interval.
- Needs improvement, recommend rehire with reevaluation in the next assigned semester.
- Unsatisfactory, recommend non-rehire.

11.2.4.6 ASSOCIATE FACULTY EVALUATION CONFERENCE REPORT:

Participants at the final conference produce an Associate Faculty Evaluation Conference Report (Schedule AF-5), and each member signs the report. The associate faculty member may, within ten working days of receiving the report, attach an optional written response prior to signing. All evaluation materials listed below shall be forwarded to the CIO or designee and filed in the personnel file:

- AFEC Conference Report (AF-5)
- AF optional written response
- Student response statistics from the F3
- Peer and/or administrator evaluation (AF-2 and AF-4)
- Supplemental distance education teaching evaluation (F-2DE) attached to schedule AF-2 if the faculty teaching load includes distance education.
- Program for improvement and timeline, if the AFEC has recommended re-evaluation.

A copy of the AFEC Conference Report and, if applicable, program for improvement and timeline shall be given to the associate faculty member within 5 working days of the completion of the conference. All original student evaluation forms may be reviewed by the evaluatee upon request after grades have been posted. Members of the AFEC shall return all evaluation materials to the Administrator at the end of the conference

11.2.4.7 ASSOCIATE FACULTY ASSIGNMENT PROCESS (see MOU 2013-16-8): The following factors (not in priority order) are to be considered in assigning available work load to associate faculty:

- Consistent pattern of satisfactory evaluations
- Ranking on the appropriate seniority list
- Relevant expertise, specialization and/or recognized accomplishments
- Maintaining a qualified, diverse pool of Associate Faculty
- Consistent adherence to district policies and procedures

Upon request, associate faculty will receive written notification of the reason for non-rehire from the appropriate CIO or designee.

After the fulfillment of a teaching or non-teaching assignment for six semesters out of the last 10 semesters, an associate faculty member is eligible for a one-year assignment that is equal to or greater than the average of the previous spring and fall semesters' assignment not to exceed 67% in the course of any academic year. Before the end of each spring semester, eligible associate faculty will be sent a letter of

commitment offering an anticipated load for the subsequent fall/spring semesters, contingent upon the availability of funding and load, and based upon the Associate Faculty's commitment to availability. Availability of load is contingent on the District meeting its obligation to full time faculty load. The load commitment is not specific to day, time, modality or course. Associate faculty will not lose their eligibility if load is unavailable.

The Human Resources office shall maintain a current seniority list of associate faculty based on total TLUs taught or equivalent in hourly employment in a non-teaching assignment. Each division shall be provided an updated seniority list each year. Seniority list will be calculated beginning with the Fall 2007 semester.

- 11.2.4.8 An Associate Faculty who develops and teaches a Distance Education course will have first right of refusal to at least one section in one subsequent semester if that class is offered in that modality within 2 years. Availability of DE load is contingent on the District meeting its obligation to full time faculty load.

11.2.6 NONTEACHING FACULTY (TENURED AND NONTENURED)
PROCESS: The process, procedures, and forms for evaluating nonteaching faculty will be the same as for teaching faculty except for the variations listed in this section.

- 11.2.6.1 PEER EVALUATIONS: Counselors, librarians, and other nonteaching faculty will be evaluated using the standard approved faculty evaluation form (Schedule F-2). However, where specific job descriptions exist, they should be reviewed by the faculty member's peers and administrator performing the evaluations and used where appropriate in their assessment of the faculty member's performance.
- 11.2.6.2 STUDENT EVALUATIONS: Student evaluations will be used for nonteaching faculty who have direct and continual contact with students as determined by the administrator to whom they report. Student evaluations will not be distributed to the committee members or the faculty member being evaluated until three days prior to the final FEC evaluation conference.
- 11.2.6.3 ADMINISTRATIVE EVALUATION: Prior to the evaluation, the manager or administrator to whom a nonteaching faculty member reports shall conduct at least one formal scheduled observation of the nonteaching faculty member's performance and subsequent visits as may be deemed appropriate. The administrative evaluation will incorporate the content of the faculty member's job description into the assessment of the faculty member's performance. The administrative evaluator is

responsible for collecting, analyzing, and forwarding all evaluation material including any student evaluations and comments in accordance with this article.

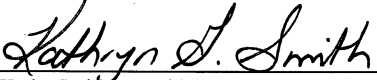
11.2.6.4 EVALUATION CONFERENCE: The manager or administrator to whom a nonteaching faculty member reports will conduct the conference. Separate evaluations may be required for dual or split assignments, but they must be done in conjunction with one another and as part of the regular evaluation. Any deletions, additions, corrections, or other alterations made or suggested by the CIO or designee must be communicated in writing to the nonteaching faculty member and Evaluation Committee prior to being forwarded to the Tenure Review Committee, if appropriate, or personnel file (see endnote at end of Article XI).

11.2.7 ADDITIONAL EVALUATIONS: Nothing in this article should be taken to preclude or obviate additional evaluations of faculty that may be required by the state or federal government or by specialized accreditation bodies.

NOTES

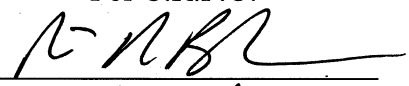
The evaluatee will be given an opportunity to review and respond to recommendations or to other materials before they are placed in the personnel file. The evaluatee may respond within ten working days of receiving the recommendations and/or materials, and that written response will be included in the personnel file.


The District and CRFO further agree that this MOU will expire on June 30, 2016 unless mutually agreed to by the District and CRFO.

For the District

Kathy Smith - President


Ahn Fielding - Director Human Resources

9-26-14
Date

For C.R.F.O.
 9/26/14
Peter Blakemore - President


John Johnston - Chief Negotiator

9-26-14
Date