

52 program for which the request is being made but who is not the program
53 administrator making the request, the College Vice President or
54 designee, and two (2) ~~faculty members~~ **Unit Members**. One (1) of the
55 **Unit Members** ~~faculty members~~ is appointed by the Academic Senate,
56 and one (1) is appointed by the Association.
57

58 26.2.2.2 The College Coordinator Request Committee (as outlined in Article
59 26.2.2.1) shall develop a fair and equitable process by which to review
60 each request and submit a written recommendation to the appropriate
61 College President by October 15 for coordinator positions beginning
62 spring semester and by March 15 for coordinator positions beginning fall
63 semester.
64

65 26.2.2.3 The appropriate College President will make the final determination for
66 the new College Coordinator position, based on the recommendation of
67 the College Coordinator Request Committee. By October 31 for
68 coordinator positions beginning spring semester and by March 31 for
69 coordinator positions beginning fall semester the appropriate College
70 President shall provide in writing the reasons to support or deny the
71 recommendation.
72

73 26.2.2.4 The appropriate College President will determine and establish the
74 College Coordinator assignment except in the case of the Flex and
75 Curriculum Committee Coordinators. These assignments shall be
76 established by mutual agreement between the Academic Senate and the
77 Board or Board designee.
78

79 26.3 Establishment of District Coordinator Positions

80
81 26.3.1 A new District Coordinator position may be requested in writing by an academic
82 administrator for the following academic year. Requests may be submitted upon
83 the academic administrator's own initiative or at the request of a faculty member.
84 Each request must include a description of the duties and responsibilities of the
85 District Coordinator assignment, an explanation of the need for the District
86 Coordinator assignment, and the amount of reassigned load being requested. The
87 request must be submitted to the Vice-Chancellor of Educational Planning and
88 Services, or designee, on or before September 15.
89

90 26.3.2 Once requested, new District Coordinator positions shall be determined by the
91 following process:
92

93 26.3.2.1 All requests for new District Coordinator assignments will be reviewed by
94 a committee composed of two (2) District administrators and three (3)
95 faculty members. One (1) of the faculty members is appointed by the
96 Woodland Community College Academic Senate, one (1) is appointed by
97 the Yuba College Academic Senate, and one (1) is appointed by the
98 Association.
99

100 26.3.2.2 The District Coordinator Request Committee (as outlined in Article
101 26.3.2.1) shall develop a fair and equitable process by which to review

102 each request and submit a written recommendation to the Chancellor or
103 his/her/their designee.
104

105 26.3.2.3 The Chancellor or his/her/their designee will make the final determination
106 for the new District Coordinator position, based on the recommendation
107 of the District Coordinator Request Committee. By December 1 the
108 Chancellor shall provide in writing the reasons to support or deny the
109 recommendation.
110

111 26.3.2.4 The Chancellor or his/her/their designee will determine and establish the
112 District Coordinator assignment except in the case of the Flex and
113 Curriculum Committee Coordinators. These assignments shall be
114 established by mutual agreement between the Academic Senate and the
115 Board or Board designee.
116

117 26.4 Coordinator Categories

118
119 The following categories shall be used to identify all Coordinator assignments:
120

- 121 • Category 1 Coordinators provide intern or clinical supervision as well as
122 engage in significant interaction with an advisory committee for a particular
123 instructional program. Such a Coordinator is usually a requirement of the
124 program. Coordinators in this category include but are not limited to Psychiatric
125 Technology, Radiologic Technology (including both Program Coordinator and
126 Clinical Coordinator), Veterinary Technology, and Early Childhood Education.
127 Except for Articles 26.1 and 26.2.1 and this definition, Category 1 Coordinators
128 are exempt from the requirements of Article 26.
129
- 130 • Category 2 Coordinators oversee an essential activity integrated with or in
131 direct support of an instructional or non-instructional program. Such
132 Coordinators may include but are not limited to College Success Center,
133 Writing and Language Development Center, Work Experience, Internship,
134 Puente, and English Composition.
135
- 136 • Category 3 Coordinators manage a program or College-wide activity not
137 directly linked with any particular instructional or non-instructional program.
138 Coordinators in this category include but are not limited to the Student Learning
139 Outcomes Coordinator, Flex Coordinator and the Curriculum Committee Co-
140 Chair. The duties and responsibilities for these positions reside exclusively with
141 the Academic Senate and the Board or Board designee.
142

143 26.5 Reassigned Load Determination

144
145 Compensation shall be only in the form of reassigned load to perform Coordinator duties
146 and shall not exceed .40 FTEF. The amount of such reassigned load shall be determined
147 by the appropriate faculty members and administrator (refer to Article 26.2.2.1 or Article
148 26.3.2.1) when establishing or reviewing the assignment.
149

150 Consistent with Article 7.1.6, there shall be a proportional reduction in total workload for
151 both instructional and non-instructional assignments including professional
152 responsibilities, classroom time, preparation time, counseling time, and office hours (e.g.

153 .20 FTEF reassigned load is equivalent to 3 hours lecture, 3 hours prep, 1 office hour, and
154 1 professional responsibility hour.)

155

156 26.6 Recruitment and Selection

157

158 26.6.1 Recruitment

159

160 26.6.1.1 Recruitment for Coordinator positions with expiring terms will begin on or
161 before October 1 of each year as appropriate and be concluded prior to
162 December 1. All Coordinators are hired through a process open to the
163 full-time faculty within an instructional or non-instructional program or
164 throughout the District, whichever is appropriate.

165

166 26.6.1.2 The District shall post job descriptions on District bulletin boards for ten
167 (10) days as well as notify each Unit Member by District e-mail. The job
168 description also will outline the application process that will include at a
169 minimum the submission of a letter to the office of Vice-Chancellor of
170 Educational Planning and Services, or designee, indicating the
171 applicant's qualifications relative to the job description. The Vice-
172 Chancellor of Educational Planning and Services, or designee, will
173 forward the letter to the interview committee as defined in Article 26.6.2.

174

175 26.6.2 Selection

176

177 Selection will be determined by an interview committee consisting of at least one
178 (1) appropriate administrator and at least two (2) Unit Members appointed
179 by the Academic Senate.

180

181 26.7 Length of Service and Identification of Duties

182

183 26.7.1 Category 2 and 3 Coordinators may serve a term from one (1) year up to a
184 maximum of three (3) years as defined by the original recommendation and posted
185 in the job announcement. When the term has ended, the position is opened within
186 the area of assignment or throughout the District, whichever is appropriate, so that
187 all interested faculty may apply. The incumbent may reapply for the open position.

188

189 26.7.2 The Vice-Chancellor of Education Planning and Services, or designee, will issue
190 a Memorandum of Agreement to the Coordinator outlining the responsibilities of
191 the position as described in the job description, the term of the Coordinator's
192 assignment, and the amount of reassignment.

193

194 26.8 Evaluation

195

196 26.8.1 Each Coordinator will have an annual evaluation related to his/hert
197 Coordinator assignment. This evaluation will be completed by the assigned
198 administrator and will be consistent with the Memorandum of Agreement.

199

200 26.8.2 The evaluation will be completed by May 15 of each year. In the event an
201 evaluation is not completed by May 15, the evaluation shall be deemed to have
202 been satisfactory.

203

204 26.8.3 The evaluation will strictly be limited to the expectations in the Memorandum of
205 Agreement, addressing how well the Coordinator is meeting his/herttheir duties as
206 prescribed therein. The Coordinator evaluation is separate and distinct from a Unit
207 Member's regular assignment/regular evaluation cycle.
208

209 26.8.4 Continued service in the Coordinator role will be based on satisfactory evaluation.
210

211 26.8.5 In the event that a Coordinator receives an evaluation rating recommending that
212 the Unit Member not continue in the assignment, a temporary appointment will be
213 made by the appropriate college or district administrator for one (1) academic year
214 so that a full recruitment may be conducted.
215

216 26.9 Review. The following process shall be followed for the proposed termination of or
217 changes in reassigned load for a coordinator position:
218

219 26.9.1 At the request of either the Association or the District, a committee may be
220 assembled to review the on-going need for, the reassigned load for, and/or position
221 duties of an established Coordinator position. The request shall be in writing at
222 least two (2) academic working days in advance of the meeting and shall identify
223 the coordinator position(s) to be reviewed.
224

225 26.9.2 For a College Coordinator, such review shall be conducted by a committee
226 composed of the administrator who oversees the Coordinator, the appropriate
227 Vice-President, and at least two (2) faculty members. At least one (1) of the faculty
228 members is appointed by the appropriate Academic Senate and at least one is
229 appointed by the Association.
230

231 26.9.3 For a District Coordinator, such review shall be conducted by a committee
232 composed of the administrator who oversees the Coordinator, the Vice-Chancellor
233 of Educational Planning and Services, or designee, and at least three (3) faculty
234 members. One (1) of the faculty members is appointed by the Woodland
235 Community College Academic Senate, one (1) is appointed by the Yuba College
236 Academic Senate, and at least one (1) is appointed by the Association.
237

238 26.9.4 Review Process. The review process shall consist of two meetings held at least
239 two (2) academic working days apart:
240

241 a. Information Meeting: The first meeting shall be informational only and shall
242 consist of a discussion of any proposed changes in reassigned time or the
243 termination of any coordinator positions that are to take effect the following
244 academic year.
245

246 b. Action Meeting: At the second meeting, the Committee may engage in further
247 discussion regarding any proposed changes in reassigned time or positions to
248 be terminated, if needed. The Committee shall then make its
249 recommendation(s).
250

251 The Committee shall submit its written recommendation of any changes to a
252 College Coordinator position to the appropriate College President or its written
253 recommendation of any changes to a District Coordinator position to the
254 Chancellor within 30 days of the initial request.

255
256 26.9.5 The appropriate College President or the Chancellor will make the final
257 determination for any change in reassigned load and/or the position itself,
258 predicated on the recommendation of the Coordinator Review Committee. Within
259 30 days, the appropriate College President or Chancellor shall provide in writing
260 the reasons for any changes in an established Coordinator position.
261

262 26.10 In the event that a Unit Member opts out of a College Coordinator assignment prior to
263 completion of the Memorandum of Agreement or a College Coordinator position is unfilled,
264 a temporary appointment will be made by the appropriate college academic administrator
265 for one (1) academic year so that a full recruitment may be conducted.
266

267 Prior to full recruitment, the Coordinator Review Committee (as outlined in 26.9.2) will
268 convene to review the on-going need for, the reassigned load for, and/or position duties
269 of an established College Coordinator position. Any changes should follow the process as
270 outlined in Article 26.9.
271

272 26.11 In the event that a Unit Member opts out of a District Coordinator assignment prior to
273 completion of the Memorandum of Agreement or a District Coordinator position is unfilled,
274 a temporary appointment will be made by the Chancellor or his/her/their designee for one
275 (1) academic year so that a full recruitment may be conducted.
276

277 Prior to full recruitment, the Coordinator Review Committee (as outlined in 26.9.3) will
278 convene to review the on-going need for, the reassigned load for, and/or position duties
279 of an established District Coordinator position. Any changes should follow the process as
280 outlined in Article 26.9.
281

282 26.12 Special Projects

283
284 26.12.1 The District or a College may request that a Unit Member fulfill a special project
285 assignment not to exceed one year through an MOU with the Unit Member, which
286 will include the duties of the assignment, the releasereassigned time and/or
287 compensation, and the duration of the assignment.
288

289 26.12.2 The MOU shall be presented to the Unit Member with a copy to the Faculty
290 Association Executive Council for review and feedback. The Unit Member shall
291 have at least 10 working days to consider and review the MOU before signing.
292

293 26.12.3 ReleaseReassigned time shall not exceed .40 load.
294

295 26.12.4 Compensation for a Special Project shall be paid in the form of
296 releasereassigned time or a stipend set at the Unit Member's EP Lecture rate.
297

298 Signed and entered into this 8th day of April, 2022.

299
300 FOR THE COLLEGE DISTRICT

301 Randy Erickson
302 Randy Erickson (Apr 13, 2022 20:30 PDT)

303 

300 FOR THE ASSOCIATION

301 Travis Smith

303 

10-TA-Art-26-Coord-SpecProj-2022-04-08-esign ed


Final Audit Report


2022-04-14

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1 **FACULTY ASSOCIATION OF THE YUBA COMMUNITY COLLEGE DISTRICT**
2 **TO THE**
3 **YUBA COMMUNITY COLLEGE DISTRICT**
4 **April 8, 2022**

5
6 The collective bargaining proposal presented herein by the Yuba Community College District and
7 the Faculty Association of the Yuba Community College District is expressly made pursuant to
8 the Education Employment Relations Act and the Collective Bargaining Contract between the
9 parties. All components of this proposal are required to be accepted for it to take effect. If any
10 portion of this proposal is rejected, all other portions of this proposal are deemed to have been
11 rejected as well. The following article shall be deemed to remain unchanged in the Collective
12 Bargaining Agreement except as set forth below:

13
14 **ARTICLE 6.0**
15 **EVALUATION**

- 16
17 6.1 Purpose: These procedures are to improve instruction and delivery of student services, to
18 provide a basis for Unit Member professional growth, and to comply with California
19 State/Community College laws and regulations.
20
21 6.2 Definitions
- 22
23 6.2.1 A Non-Tenured Unit Member is a Contract Unit Member.
24
25 6.2.2 A Tenured Unit Member is a Regular Unit Member.
26
27 6.2.3 A Categorical Unit Member is a temporary non-tenure track Unit Member funded
28 by other than unrestricted District general funds.
29
30 6.2.4 A Peer evaluator is a tenured Unit Member who agrees to participate in the
31 evaluation of another Unit Member and/or an adjunct academic employee.
32
33 6.2.5 An Evaluation Committee is composed of all of the individuals selected or required
34 to participate in the evaluation of a Unit Member.
35
36 6.2.6 Evaluatee is the Unit Member being evaluated.
37
38 6.2.7 Immediate Supervisor is the educational supervisor or manager to whom the Unit
39 Member being evaluated directly reports.
40
41 6.2.8 Second Level Administrator is an educational supervisor or manager to whom the
42 immediate supervisor reports (appropriate College Vice President).
43
44 6.2.9 Evaluatee Peer is the tenured Unit Member selected by the evaluatee.
45
46 6.2.10 Department Peer is the tenured Unit Member selected by the department to
47 represent the department in the evaluation process.
48
49 6.2.11 Senate Peer is the tenured Unit Member selected by the Academic Senate to
50 represent the Academic Senate in the evaluation process.
51

52 6.2.12 Student evaluators are any students enrolled in a class being taught or using a
53 service by the evaluatee during a period of evaluation who complete an Instructor
54 Rating Sheet (Exhibit D.1), Instructor Rating Sheet for Online Courses (Exhibit
55 D.1.1), or Counselor Survey Form (Exhibit D.1.2).
56
57 6.2.13 Temporary evaluation file refers to the package of required written materials as
58 they are being generated during the evaluation of an evaluatee.
59
60 6.2.14 Chair of the Evaluation Committee is the immediate supervisor or **his/her/their**
61 designee, or under special circumstances, could be the second level administrator
62 (see Article 6.2.8).
63
64 6.3 Schedule for Evaluation: An official list of Unit Members to be evaluated and a schedule
65 of due dates shall be published annually by August 1 by the **Associate Vice Chancellor**
66 **of Chief** Human Resources **Officer** to allow those concerned with evaluations to meet
67 their evaluation responsibilities. Distribution shall be to the appropriate College President's
68 academic administrator designee and the President of the appropriate Academic Senate.
69 **In the event that a Unit Member has not received a timely evaluation as required by**
70 **this Article, the evaluation shall be recorded as satisfactory and future evaluations**
71 **shall be scheduled according to Articles 6.5.1, 6.6.1.1, and 6.7.1.**
72
73 6.4 Participants in Evaluation: Each evaluation shall be conducted by administration, peer Unit
74 Members, and students.
75
76 6.5 Evaluation Process for Non-Tenured Unit Members:
77
78 Frequency **and Duration** of Evaluation, Composition of the Evaluation Committee, Chair,
79 and Peer Responsibilities, Final Summary Meeting
80
81 6.5.1 Frequency **and Duration** of Evaluation for Non-Tenured Unit Members
82
83 **6.5.1.1** Each non-tenured Unit Member shall be evaluated each fall semester; at
84 the recommendation of the evaluation committee, the process may be
85 continued in the spring semester (see Article 6.5.4.2).
86
87 **6.5.1.2** **Unit Members shall be notified in advance and informed of the**
88 **purpose if District or college personnel desire to enter their class. For**
89 **online class observations, all evaluators shall be given access to the**
90 **class in the Learning Management System for no longer than one**
91 **week and using the Evaluator role. Evaluators shall administer the**
92 **student survey at the beginning of the week and collect the**
93 **anonymous survey feedback at the conclusion of the week. Anyone**
94 **who evaluates an online class shall have experience or training in**
95 **online delivery or evaluation.**
96
97 **6.5.1.3** **Face-to-face evaluations shall be between 50 and 90 minutes.**
98
99 6.5.2 Composition of Evaluation Committees for Non-Tenured Unit Members
100

101 6.5.2.1 Each year prior to September 15, the evaluatees, departments and
102 Academic Senates will choose all peer evaluators needed to serve on the
103 evaluation committees.

104
105 6.5.2.2 Immediate or Secondary Level Administrator or his/her/their designee
106 who shall serve as the Chair of the committee.

107
108 6.5.2.3 Peer Evaluators

109
110 6.5.2.3.1 One tenured Unit Member selected by the evaluatee and
111 mutually acceptable to the immediate supervisor.

112
113 6.5.2.3.2 One tenured Unit Member selected by full-time Unit Members
114 within the same department or closely related discipline.

115
116 6.5.2.3.3 One tenured Unit Member selected by the Academic Senate
117 in each of the four years.

118
119 6.5.3 Chair and Peer Responsibilities for Non-Tenured Unit Member

120
121 6.5.3.1 Responsibilities of the Chair for Non-Tenured Unit Member.

122
123 6.5.3.1.1 The Chair shall call all necessary meetings and record and
124 distribute the proceedings to the members. The Chair shall
125 call and conduct the initial meeting by October 15 of the
126 Evaluation Committee, at which the committee members will
127 decide how to comply with the requirements of the process
128 and by November 1 prepare a schedule for completing peer
129 evaluations. The evaluatee shall be present during this
130 meeting.

131
132 6.5.3.1.2 The Chair shall coordinate committee efforts to complete
133 required aspects of the process in compliance with the
134 approved evaluation process and provide for the collection
135 and keeping of the temporary evaluation file.

136
137 6.5.3.1.3 The Chair shall make at least one scheduled classroom or
138 online observation, which results in a written and signed IE 1
139 Form (Exhibit D.2) to share any impressions derived from this
140 visit with the evaluatee. This observation may be scheduled
141 or unscheduled at the option of the administrator. Additional
142 observations may be made if the immediate supervisor
143 considers it helpful to the evaluation process.

144
145 After reading the generic statement of directions for the
146 completion of the Instructor Rating Sheet (Exhibit D.1) to the
147 students, the Chair evaluator shall distribute, collect, and tally
148 the Instructor Rating Sheets in accordance with the directions
149 of the Evaluation Committee. The Chair evaluator shall see
150 that the students use the forms in the correct manner. The
151 evaluatee should not be present during this process. The

152 Chair will then forward the Instructor Rating Sheet to the Peer
153 evaluator selected by the evaluatee.

154
155 For an online observation, record impressions on an IE 1
156 Form (Exhibit D.2). An online observation shall be arranged
157 between the Chair and the evaluatee. The length of the
158 observation shall be sufficient to enable the Chair to form
159 a valid impression of the performance of the evaluatee.
160

161 6.5.3.1.4 The Chair evaluator shall meet individually with the evaluatee
162 and share his/hertheir impressions resulting from the
163 classroom visits or non-instructional assignments. After the
164 Chair evaluator and evaluatee conclude their discussions,
165 each will sign the IE 1 Form (Exhibit D.2) and the Evaluation
166 Committee Chair will place in the temporary evaluation file.
167

168 6.5.3.1.5 If the committee Chair fails to complete the initial classroom
169 observation by November 15 for fall semester and April 15 for
170 spring semester, the observation will be conducted by the
171 College President or his/hertheir academic administrator
172 designee.
173

174 6.5.3.1.6 The Chair shall prepare and forward any recommendation for
175 tenure arising from the process to the appropriate Academic
176 Senate President, Associate Vice Chancellor of Chief
177 Human Resources—Office, and the appropriate College
178 President.
179

180 6.5.3.2 Responsibilities of Peer Evaluators for Non-Tenured Unit Member:
181

182 6.5.3.2.1 Peer evaluators shall attend all meetings called by the Chair
183 or scheduled by the committee and conduct themselves in a
184 manner to keep all outcomes and proceedings of the
185 committee confidential. The evaluatee should supply each
186 Peer evaluator with a list of all additional professional
187 activities in addition to teaching and non-teaching
188 assignments so that the evaluators may include these items
189 on the IE 1 Form (Exhibit D.2). These items may include
190 advisor or committee participation, high school contacts, fund
191 raising, participation on college committees and any other
192 outside activities that further enhances the partnership
193 between the District and community.
194

195 6.5.3.2.2 Each Peer evaluator shall make in-class (or assignment) and
196 out-of-class observations (see Article 6.10 Items of
197 Evaluation) and record his/hertheir impressions on an IE 1
198 Form (Exhibit D.2). Such visits shall be of length sufficient to
199 enable the peer evaluators to form a valid impression of the
200 performance of the evaluatee.
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After reading the generic statement of directions for the completion of the Instructor Rating Sheet (Exhibit D.1) to the students, the Peer evaluators shall distribute, collect, and tally the Instructor Rating Sheets in accordance with the directions of the Evaluation Committee. The Peer evaluators shall see that the students use the forms in the correct manner. The evaluatee should not be present during this process. The Peers will then forward the Instructor Rating Sheet to the Peer evaluator selected by the evaluatee.

For an online observation, each Peer evaluator shall record his/her/their impressions on an IE 1 Form (Exhibit D.2). An online observation shall be arranged between each Peer evaluator and the evaluatee. The length of the observation shall be sufficient to enable the peer evaluators to form a valid impression of the performance of the evaluatee.

6.5.3.2.3 The peer evaluator selected by the evaluatee shall consult with the evaluatee regarding appropriate dates and times to administer the Instructor Rating Form (IE 2A Form) to in-class and online students.

6.5.3.2.3.1 After reading the generic statement of directions for the completion of the Instructor Rating Sheet (Exhibit D.1) to the students, the peer evaluator selected by the evaluatee shall distribute, collect, and tally the Instructor Rating Sheets in accordance with the directions of the Evaluation Committee. The Peer evaluator is to see that the students use the forms in the correct manner. The evaluatee should not be present during this process.

6.5.3.2.3.2 The Peer evaluator selected by the evaluatee will type verbatim on separate pages all comments written by students on the Instructor Rating Sheet (Exhibit D.1) or Counselor Survey Forms that have been distributed and tallied by the Peer evaluator or download verbatim all the comments written by students on the online Instructor Rating Sheet for Online Courses that have been made available to online students and tallied by the Peer evaluator.

6.5.3.2.3.3 For faculty with instructional assignments, the Peer evaluator selected by the evaluatee shall attempt to ensure that student evaluation response is at least eighty percent (80%) of the students enrolled in the evaluatee's classes or one hundred or more students. The Peer

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evaluator shall ensure all of the evaluatee's contract load classes are surveyed.

For faculty with non-instructional assignments, the Peer evaluator selected by the evaluatee shall attempt to ensure that student response is from at least eighty percent (80%) of the students served or one hundred or more students during the semester of evaluation.

For faculty with both instructional and non-instructional duties, the eighty percent or one hundred students may be from the combined instructional and non-instructional assignments.

6.5.3.2.3.4 The Peer evaluator selected by the evaluatee shall administer any alternative forms that are substituted for the Instructor Rating Sheet (Exhibit D.1) in accordance with the agreed upon procedures of the Evaluation Committee.

6.5.3.2.3.5 The Peer evaluator selected by the evaluatee shall summarize data on either the Instructor Rating Sheets (Exhibit D.1), the Counselor Rating Sheets (Exhibit D.1.1) or on the appropriate Alternative Instructor Rating Sheets described in Article 6.8.5.

6.5.3.2.4 Peer evaluators shall meet individually with the evaluatee and share their impressions resulting from the classroom visits or non-instructional assignments. After the Peer evaluator and evaluatee conclude their discussions, each will sign the IE 1 Form (Exhibit D.2) and forward it to the Evaluation Committee Chair for placement in the temporary evaluation file.

6.5.3.2.5 Peer evaluators shall participate in the Final Summary Meeting to review all impressions and written materials that have been used in the evaluation process and to sign the Evaluation Cover Sheet (Exhibit D.2) to certify the evaluation was conducted in accordance with adopted procedures.

6.5.4 Final Summary Meeting for Non-Tenured Unit Member

6.5.4.1 At any subsequent meeting, prior to the final summary meeting, the evaluating committee may meet without the evaluatee. At the discretion of the committee, either the chair or the entire committee will report the outcome of the meeting to the evaluatee.

6.5.4.2 The Chair shall conduct a summary meeting by December 15 at which the recommendation to re-employ should be made if the recommendation is positive. If there is a determination by the committee that the contract

303 Unit Member needs improvement, has the ability to improve, and as a
304 result it is necessary to continue the evaluation process in spring
305 semester, the committee may delay its recommendation to re-employ
306 until February 15 to give the committee more time to gather the additional
307 information about the performance of the contract Unit Member.
308 Suggestions for improvement shall not be required for non-tenured unit
309 members who have been notified that they will not be recommended for
310 further employment with the District.

311
312 6.5.4.3 Upon review of the total evaluation data during the Final Summary
313 Meeting, during which the committee shall consider all objective sources
314 of input, summarize the observations of the Committee members, and
315 complete any required forms, the Evaluation Committee shall
316 recommend the termination or continuation of the process.

317
318 6.5.4.4. If the evaluatee disagrees with the recommendation of the committee,
319 he/she-they may request the continuation of the process.

320
321 6.5.4.5 If the process is terminated, the evaluation procedures conclude for the
322 year. The Temporary Evaluation File is completed and all documents are
323 compiled and forwarded to the office of the appropriate College President
324 or his/her/their academic administrator designee, who will surrender the
325 file to the Associate Vice Chancellor of Chief Human Resources
326 Officer.

327
328 6.5.4.6 If a committee member disagrees with the recommendation, he/she-they
329 may file a separate Evaluation Cover Sheet (Exhibit D.2) form by the end
330 of the fall semester. All such evaluations may be commented upon by the
331 evaluatee, in writing, on the reverse side of the form.

332
333 6.5.4.7 In any year of evaluation, both the Academic Senate President and the
334 Associate Vice Chancellor of Chief Human Resources Officer will be
335 advised by the appropriate College President or his/her/their academic
336 administrator designee of any unsatisfactory academic performance of a
337 nature that might prevent a future recommendation of tenure.

338
339 6.5.4.8 If the committee recommends that the process continue into the following
340 spring semester:

341
342 6.5.4.8.1 The committee will state on the Evaluation Cover Sheet
343 (Exhibit D.2) the reasons and a recommendation to continue
344 the evaluation process to February 15. Further, the committee
345 must state whether the full (6.5.4.8.2.1) or the abbreviated
346 (6.5.4.8.2.2) process will be used.

347
348 6.5.4.8.2 The committee will determine the level of scrutiny needed to
349 address the stated reasons for continuing the evaluation and:

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351 6.5.4.8.2.1 Decide to continue the full evaluation process
352 concluding by February 15, or
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6.5.4.8.2.2 Decide on an abbreviated evaluation process appropriate to satisfy any concerns that were expressed on the Evaluation Cover Sheet (Exhibit D.2). Any abbreviated evaluation process will be documented in writing on or attached to the Evaluation Cover Sheet (Exhibit D.2) and forwarded with the temporary evaluation file to the appropriate College President or **his/hertheir** academic administrator designee by February 15.

6.5.4.8.2.3 The committee will remain composed of the same individuals for the remainder of the academic year.

6.5.4.8.2.4 The Chair shall keep a copy of the temporary evaluation file, to which augmentations will be made during the spring semester.

6.5.4.8.2.5 There shall be an initial evaluation committee meeting called by the chair no later than the end of the first week of the spring semester to initiate continuance of the evaluation process. The committee will review and plan how to implement the recommendation of the committee as it was stated on the Evaluation Cover Sheet (Exhibit D.2).

6.5.4.8.2.5.1 If the committee recommended that the full evaluation process be applied, the process conducted during the fall semester will be repeated and concluded by February 15. Upon completion of the process, an Evaluation Cover Sheet (Exhibit D.2) will be completed and placed in the temporary evaluation file. The file and all augmentation documents will be forwarded immediately to the appropriate College President or **his/hertheir** academic administrator designee. The College President or **his/hertheir** designee will send the temporary evaluation file to the **Associate Vice Chancellor of Chief Human Resources Officer**.

6.5.4.8.2.5.2 If the committee recommended less than the full evaluation

405 process, it will arrange to
406 complete the process by
407 February 15. Upon completion of
408 the process, an Evaluation Cover
409 Sheet (Exhibit D.2) will be
410 prepared and modified as
411 appropriate before placement in
412 the temporary evaluation file. The
413 file with all augmentation
414 documents will be forwarded
415 immediately to the appropriate
416 College President or his/her
417 academic administrator
418 designee. The President or
419 his/her designee will send
420 the temporary evaluation file to
421 the Associate Vice Chancellor
422 of Chief Human Resources
423 Officer.
424

425 6.5.4.9 Summary evaluations shall be initially completed by December 15 unless
426 there has been a determination to continue the evaluation process into
427 the spring semester as per Article 6.5.4.4.2.
428

429 A supplementary Evaluation Cover Sheet (Exhibit D.2) will be prepared
430 by February 15 for interim observations where facts substantially change
431 and/or where the previous evaluation indicated possible termination or
432 disciplinary recommendations.
433

434 6.5.4.10 Prior to the end of February, the Associate Vice Chancellor of Chief
435 Human Resources Officer shall forward recommendations for re-
436 employment and a separate recommendation list, if applicable, for non-
437 of- employment to the Chancellor.
438

439 6.5.4.11 When the evaluatee is assigned both to teaching and non- teaching
440 duties, he/she/they may be evaluated both as a teaching and as a non-
441 teaching Unit Member by assigning some of the evaluation committee to
442 evaluate teaching and others on the evaluation committee to evaluate
443 non-teaching duties. The evaluation conclusions from both will be
444 expressed on a single Evaluation Cover Sheet (Exhibit D.2).
445

446 6.5.4.12 The same calendar and procedures, which are used for the teaching
447 tenure-track Unit Members, will be used for non- teaching tenure-track
448 Unit Members.
449

450 6.5.5 Any recommendation for tenure arising from the process is to be prepared and
451 forwarded by the Chair to the appropriate Academic Senate President, Associate
452 Vice Chancellor of Chief Human Resources Officer, and appropriate College
453 President.
454

455 6.5.6 A non-tenured Unit Member who begins employment with the District effective for
456 the spring semester will undergo the same evaluation process that is conducted
457 during the fall semester, but beginning with the peer selection and appointment by
458 February 1, initial Evaluation Committee meeting by February 10, completion of
459 peer observations by April 7, and completion of the Summary meeting by May 12.
460 The non-tenured Unit Member will be evaluated again with the full evaluation
461 process in the following fall semester.

462
463 Non-tenured Unit Members who begin employment with the District effective for
464 the spring semester will NOT be able to count their first spring semester of
465 employment toward sabbatical leave or tenure consideration.
466

467 6.5.7 By no later than February 15 of any year of the evaluation cycle for a non- tenured
468 Unit Member, the Evaluation Committee shall complete its review and report its
469 recommendations to re-employ or not re-employ and suggestions for improvement
470 regarding the non-tenured Unit Member. Suggestions for improvement shall not
471 be required for non-tenured unit members who have been notified that they will not
472 be recommended for further employment with the District.
473

474 6.5.8 By no later than February 15 of the fourth year of the evaluation cycle for a non-
475 tenured Unit Member, the Evaluation Committee shall review its findings, for that
476 year and the previous years, and submit to the **Associate Vice Chancellor of**
477 **Chief** Human Resources **Officer**, the appropriate College President and the
478 appropriate Academic Senate President a report as to the satisfactory or
479 unsatisfactory performance of that non-tenured Unit Member and make a
480 recommendation whether or not to grant tenure to that non-tenured Unit Member.
481

482 6.5.9 A non-tenured Unit Member shall have completed at least a 75% workload during
483 the academic year to have that year be considered toward the attainment of tenure.
484

485 6.5.10 In cases where the college president disagrees with the Evaluation Committee's
486 recommendation, the college president shall confer with the Evaluation Committee
487 and the Academic Senate President. If asked, the Evaluation Committee shall be
488 present and shall have the opportunity to offer testimony. If agreement can be
489 reached, that recommendation shall be forwarded to the Chancellor. If agreement
490 cannot be reached, the college president and Academic Senate President shall
491 forward to the Chancellor separate recommendations with justification. If the
492 recommendations are different, the Board will be advised of the different
493 recommendations.
494

495 6.5.11 When the recommendation to grant tenure is approved by the Board, the Unit
496 Member shall be considered to be tenured and shall have full tenure status as of
497 the date of the Board meeting.
498

499 6.5.12 ~~If the recommendation to the Board is against tenure, the evaluatee shall~~
500 ~~have the right to appeal to the Board of Trustees at the next, immediate~~
501 ~~meeting of the Board.~~
502

503 **6.5.13** If, in any year of the tenuring process, any appointed Peer fails to perform
504 **his/her/their** duties by November 1, the committee Chair shall ask the appointing
505 body to provide a substitute Peer to complete the necessary duties by no later than

December 1. If any peer fails to complete **his/her/their** duties by December 1, the evaluation will continue without participation of that Peer.

6.6 Evaluation Process for Tenured Unit Members

Frequency **and Duration** of Evaluation, Composition of the Evaluation Committee, Chair, and Peer Responsibilities, Final Summary Meeting

6.6.1 Frequency **and Duration** of Evaluation for Tenured Unit Members

6.6.1.1 Each tenured Unit Member must be evaluated once every third year. At the discretion of the Evaluation Committee, the evaluation shall be conducted and completed in either the fall or spring semester. The decision for a fall or spring semester evaluation shall be made during the initial meeting no later than October 15.

6.6.1.2 Unit Members shall be notified in advance and informed of the purpose if District or college personnel desire to enter their class. For online class observations, all evaluators shall be given access to the class in the Learning Management System for no longer than one week and using the Evaluator role. Evaluators shall administer the student survey at the beginning of the week and collect the anonymous survey feedback at the conclusion of the week. Anyone who evaluates an online class shall have experience or training in online delivery or evaluation.

6.6.1.3 Face-to-face evaluations shall be between 50 and 90 minutes.

6.6.1.**24** Unit Members who receive a “needs improvement” evaluation may be evaluated every year until a satisfactory evaluation is achieved or, at the recommendation of the evaluation committee, the process may be continued in the spring semester (see Article 6.6.4.2.6).

6.6.2 Composition of the Evaluation Committees for Tenured Unit Members

6.6.2.1 Immediate or Secondary Level Administrator or **his/her/their** designee who shall serve as the Chair of the committee.

6.6.2.2 **ATwo peer-Peer** evaluators for a tenured Unit Member shall be selected by the evaluatee prior to September 15 and mutually acceptable to the immediate supervisor.

6.6.3 Chair and Peer Responsibilities for Tenured Unit Members

6.6.3.1 Responsibilities of the Chair for Tenured Unit Members

6.6.3.1.1 The Chair shall call all necessary meetings and record and distribute the proceedings to the members. The Chair shall call and conduct the initial meeting by October 15 of the Evaluation Committee, at which the committee members will decide how to comply with the requirements of the process

557 and by November 1 prepare a schedule for completing peer
558 evaluations. The evaluatee shall be present during this
559 meeting.

560
561 6.6.3.1.2 The Chair shall coordinate committee efforts to complete
562 required aspects of the process in compliance with the
563 approved evaluation process and provide for the collection
564 and keeping of the temporary evaluation file.

565
566 6.6.3.1.3 If one or both of the peer evaluators fail to complete the
567 initial classroom or online observation by November 15
568 (or April 15 for a spring evaluation), the observation will
569 be conducted by the Chair of the Evaluation Committee.

570
571 If the Chair is required to make an online or classroom
572 observation, tThe Chair shall make at least one scheduled
573 classroom or online observation, which results in a written and
574 signed IE 1 Form (Exhibit D.3) and to share any impressions
575 derived from this visit with the evaluatee. Additional
576 observations may be scheduled if the immediate supervisor
577 considers it helpful to the evaluation process.

578
579 After reading the generic statement of directions for the
580 completion of the Instructor Rating Sheet (Exhibit D.1) to the
581 students, the Chair evaluator shall distribute, collect, and tally
582 the Instructor Rating Sheet (Exhibit D.1) in accordance with
583 the directions of the Evaluation Committee. The Chair
584 evaluator shall see that the students use the forms in the
585 correct manner. The evaluatee should not be present during
586 this process. The Chair will then forward the Instructor Rating
587 Sheet to the Peer evaluator selected by the evaluatee.

588
589 For an online observation, record impressions on an IE 1
590 Form (Exhibit D.3). An online observation shall be arranged
591 between the Chair and the evaluatee. The length of the
592 observation shall be sufficient to enable the Chair to form
593 a valid impression of the performance of the evaluatee.

594
595 6.6.3.1.4 If the Chair is required to make an online or classroom
596 observation, tThe Chair evaluator shall meet individually with
597 the evaluatee and share his/hertheir impression resulting
598 from the classroom visits or non-instructional assignments.
599 After the Chair evaluator and evaluatee conclude their
600 discussions, each will sign the IE 1 Form (Exhibit D.3) and the
601 Evaluation Committee Chair will place in the temporary
602 evaluation file.

603
604 6.6.3.1.5 If the Chair is required to make an online or classroom
605 observation and~~if the committee Chair~~ fails to complete it
606 the initial classroom observation by November ~~30~~ 15 (or
607 April 30 for a spring evaluation), the observation will be

608 conducted by the College President or his/her/their academic
609 administrator designee.

610 ~~For Unit Members being evaluated in the spring~~
611 ~~semester, the Chair evaluation may be completed as late~~
612 ~~as April 20.~~
613

614
615 6.6.3.2 Responsibilities of the Peer Evaluatorss for Tenured Unit Member

616
617 6.6.3.2.1 The Peer evaluators shall attend all meetings called by the
618 Chair or scheduled by the committee and conduct themselves
619 in a manner to keep all outcomes and proceedings of the
620 committee confidential. The evaluatee should supply the Peer
621 evaluators with a list of all additional professional activities in
622 addition to teaching and non-teaching assignments so that the
623 evaluators may include these items on the IE1 Form (Exhibit
624 D.3). These items may include advisor or committee
625 participation, high school contacts, fund raising, participation
626 on college committees and any other outside activities that
627 further enhances the partnership between the District and
628 community.

629
630 6.6.3.2.2 The Peer evaluators shall make in-class (or assignment) and
631 out-of-class observations (see Article 6.10 Items of
632 Evaluation) and record his/her/their impressions on an IE 1
633 Form (Exhibit D.3). Such visits shall be of length sufficient to
634 enable the peer evaluators to form a valid impression of the
635 performance of the evaluatee.

636
637 For an online observation, the Peer evaluators shall record
638 impressions on an IE 1 Form (Exhibit D.3). An online
639 observation shall be arranged between the Peer evaluatorss
640 and the evaluatee. ~~The length of the observation shall be~~
641 ~~sufficient to enable the peer evaluator to form a valid~~
642 ~~impression of the performance of the evaluatee.~~
643

644 6.6.3.2.3 For in-class observations, the Peer evaluatorss shall consult
645 with the evaluatee regarding appropriate dates and times to
646 administer the Instructor Rating Sheet (Exhibit D.1) to in-class
647 and online students.

648
649 6.6.3.2.3.1 After reading the generic statement of directions
650 for the completion of the Instructor Rating Sheet
651 (Exhibit D.1) to the students, the Peer evaluatorss
652 shall distribute, collect, and tally the Instructor
653 Rating Sheet in accordance with the directions of
654 the Evaluation Committee. The Peer evaluatorss
655 shall see that the students use the forms in the
656 correct manner. The evaluatee should not be
657 present during this process.
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6.6.3.2.3.2 The Peer evaluators shall type verbatim on separate pages all comments written by students on the Instructor Rating Sheets (Exhibit D.1) or Counselor Survey Forms that have been distributed and tallied by the peer evaluator or download verbatim all the comments written by students on the online Instructor Rating Sheet for Online Courses (Exhibit D.1.2) that have been made available to online students and tallied by the peer evaluators.

6.6.3.2.3.3 For faculty with instructional assignments, the Peer evaluator shall attempt to ensure that student evaluation response is from at least eighty percent (80%) of the students enrolled in the evaluatee's classes or one hundred or more students. The Peer evaluators must administer the Instructor Rating Sheets (Exhibit D.1) to two (2) or more of the evaluatee's classes to obtain at least the minimum percentage of students.

For faculty with non-instructional assignments, the Peer evaluators shall attempt to ensure that student evaluation response is from at least eighty percent (80%) of the students served or one hundred or more students during the semester of evaluation.

For faculty with both instructional and non-instructional duties, the eighty percent or one hundred students may be from the combined instructional and non- instructional assignments.

6.6.3.2.3.4 The Peer evaluators shall administer any alternative forms that are substituted for the Instructor Rating Sheet (Exhibit D.1) in accordance with the agreed upon procedures of the Evaluation Committee.

6.6.3.2.3.5 The Peer evaluators shall summarize data on either the Instructor Rating Sheets (Counselor Rating Sheets) or on the appropriate Alternative Instructor Rating Sheets described in Article 6.8.5.

6.6.3.2.4 The Peer evaluators shall meet individually with the evaluatee and share his/her/their impressions resulting from the classroom visits. After the Peer and evaluatee conclude their discussions, each will sign the IE 1 Form (Exhibit D.3) and forward it to the Evaluation Committee Chair for placement in the temporary evaluation file.

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6.6.3.2.5 The Peer evaluator~~s~~ shall participate in the Final Summary Meeting to review all impressions and written materials that have been used in the evaluation process and to sign the Evaluation Cover Sheet (Exhibit D.3) to certify the evaluation was conducted in accordance with adopted procedures.

6.6.3.3 For Unit Members being evaluated in the spring semester, the Peer evaluation may be completed as late as April ~~1520~~.

6.6.4 Final Summary Meeting for Tenured Unit Member

6.6.4.1 At any subsequent meeting, prior to the final summary meeting, the evaluating committee may meet without the evaluatee. At the discretion of the committee, either the Chair or the entire committee will report the outcome of the meeting to the evaluatee.

6.6.4.2 The Chair shall conduct a summary meeting by December 15.

For a Unit Member whose evaluation occurs in the spring semester, the summary meeting shall be completed by May 12 (see Article 6.6.1.1).

6.6.4.2.1 Upon review of the total evaluation data during the Final Summary Meeting, during which the committee shall consider all objective sources of input, summarize the observations of the Committee members, and complete any required forms, the Evaluation Committee shall recommend the termination or continuation of the process.

6.6.4.2.2 If the evaluatee disagrees with the recommendation of the committee, ~~he/she they~~ may request the continuation of the process. If the evaluation process is to continue for the tenured Unit Member, an Academic Senate member mutually agreed to by the Evaluatee may be added to the team, if requested by the evaluatee.

6.6.4.2.3 If the process is terminated, the evaluation procedures conclude for the year. The Temporary Evaluation File is completed and all documents are compiled and forwarded to the office of the appropriate College President or ~~his/hertheir~~ academic administrator designee, who will surrender the file to the Associate Vice Chancellor of Chief Human Resources Officer.

6.6.4.2.4 If a committee member disagrees with the recommendation, ~~he/she they~~ may file a separate Evaluation Cover Sheet (Exhibit D.3) form by the end of the fall semester. All such evaluations may be commented upon by the evaluatee, in writing, on the reverse side of the form.

- 760 6.6.4.2.5 In any year of evaluation, the **Associate Vice Chancellor of**
761 **Chief** Human Resources **Officer** will be advised by the
762 appropriate College President or **his/her/their** academic
763 administrator designee of any unsatisfactory academic
764 performance.
765
- 766 6.6.4.2.6 If the committee recommends that the process continue into
767 the following spring semester:
768
- 769 6.6.4.2.6.1 The committee will state on the Evaluation Cover
770 Sheet (Exhibit D.3) the reasons and a
771 recommendation to continue the evaluation
772 process to February 15. Further, the committee
773 must state whether the full (6.6.4.2.6.1) or the
774 abbreviated (6.6.4.2.6.2) process will be used.
775
- 776 6.6.4.2.6.2 The committee will determine the level of
777 scrutiny needed to address the stated reasons
778 for continuing the evaluation and:
779
- 780 6.6.4.2.6.2.1 Decide to continue the full
781 evaluation process concluding by
782 February 15, or
783
- 784 6.6.4.2.6.2.2 Decide on an abbreviated
785 evaluation process appropriate to
786 satisfy any concerns that were
787 expressed on the Evaluation
788 Cover Sheet. Any abbreviated
789 evaluation process will be
790 documented in writing on or
791 attached to the Evaluation Cover
792 Sheet and forwarded with the
793 temporary evaluation file to the
794 appropriate College President or
795 **his/her/their** academic
796 administrator designee by
797 February 15.
798
- 799 6.6.4.2.6.3 The committee will remain composed of the
800 same individuals for the remainder of the
801 academic year.
802
- 803 6.6.4.2.6.4 The Chair shall keep a copy of the temporary
804 evaluation file, to which augmentations will be
805 made during the spring semester.
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- 807 6.6.4.2.6.5 There shall be an initial evaluation committee
808 meeting called by the Chair no later than the end
809 of the first week of the spring semester to initiate
810 continuance of the evaluation process. The

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committee will review and plan how to implement the recommendation (Exhibit __) recommend that the full evaluation process be applied, the process conducted by February 15. Upon completion of the process, an Evaluation Cover Sheet (Exhibit D.3) will be completed and placed in the temporary evaluation file. The file and all augmentation documents will be forwarded immediately to the appropriate College President or his/hertheir designee will send the temporary evaluation file to the Associate Vice Chancellor of Chief Human Resources Officer.

6.6.4.2.6.5.1 If the committee recommended that the full evaluation process be applied, the process conducted during the fall semester will be repeated and concluded by February 15. Upon completion of the process, an Evaluation Cover Sheet (Exhibit D.3) will be completed and placed in the temporary evaluation file.

The file and all augmentation documents will be forwarded immediately to the appropriate College President or his/hertheir academic administrator designee. The President or his/hertheir designee will send the temporary evaluation file to the Associate Vice Chancellor of Chief Human Resources Officer.

6.6.4.2.6.5.2 If the committee recommended less than the full evaluation process, it will arrange to complete the process by February 15. Upon completion of the process, an Evaluation Cover Sheet (Exhibit D.3) will be prepared and modified as appropriate before placement in the temporary evaluation file. The file with all augmentation documents will be forwarded immediately to the appropriate College President or his/hertheir academic administrator

862 designee. The President or
863 his/her/their designee will send
864 the temporary evaluation file to
865 the Associate Vice Chancellor
866 of Chief Human Resources
867 Officer.
868

869 6.6.4.2.7 Summary evaluations shall be initially completed by
870 December 15 unless there has been a determination to
871 continue the evaluation process into the spring semester as
872 per 6.6.1.1.
873

874 A supplementary Evaluation Cover Sheet (Exhibit D.3) will be
875 prepared by February 15 for interim observations where facts
876 substantially change and/or where the previous evaluation
877 indicated possible termination or disciplinary
878 recommendations.
879

880 6.6.4.2.8 When the evaluatee is assigned both to teaching and non-
881 teaching duties, he/she-they may be evaluated both as a
882 teaching and as a non-teaching Unit Member by assigning
883 some of the evaluation committee to evaluate teaching and
884 others on the evaluation committee to evaluate non-teaching
885 duties. The evaluation conclusions from both will be
886 expressed on a single Evaluation Cover Sheet (Exhibit D.3).
887

888 6.6.4.2.9 The same calendar and procedures, which are used for the
889 tenured teaching Unit Members, will be used for tenured non-
890 teaching Unit Members.
891

892 6.7 Evaluation of Categorical Unit Members (exclusive of EOPS and DSPS)

893
894 Frequency and Duration of Evaluation, Composition of the Evaluation Committee,
895 Chair, and Peer Responsibilities
896

897 6.7.1 Frequency and Duration of Evaluation for Categorical Unit Members

898
899 6.7.1.1 In their first four years of employment, non-tenured, categorically funded
900 Unit Members shall be evaluated as frequently as non-tenured Unit
901 Members (see Article 6.5.1).
902

903 6.7.1.2 Unit Members shall be notified in advance and informed of the
904 purpose if District or college personnel desire to enter their class. For
905 online class observations, all evaluators shall be given access to the
906 class in the Learning Management System for no longer than one
907 week and using the Evaluator role. Evaluators shall administer the
908 student survey at the beginning of the week and collect the
909 anonymous survey feedback at the conclusion of the week. Anyone
910 who evaluates an online class shall have experience or training in
911 online delivery or evaluation.
912

913 **6.7.1.3 Face-to-face evaluations shall be between 50 and 90 minutes.**

914
915 6.7.1.²⁴ Further evaluation shall occur in each third year following and shall be
916 conducted as frequently as for tenured Unit Members (see Article
917 6.6.1.1).

918
919 6.7.2 Composition of the Evaluation Committees for Categorical Unit Members

920
921 6.7.2.1 In their first four years of employment, non-tenured, categorically funded
922 Unit Members shall be evaluated by committees composed according to
923 the guidelines used for non- tenured Unit Members (see Article 6.5.2).

924
925 6.7.2.2. Further evaluation shall occur in each third year following and shall employ
926 the same process and committee composition as for tenured Unit
927 Members (see Article 6.6.2).

928
929 6.7.3 Chair and Peer Evaluator Responsibilities for Categorical Unit Members

930
931 6.7.3.1 For the evaluation of Categorical Unit Members with less than four years
932 of service, the responsibilities of the Chair and Peer evaluators shall be
933 the same as those provided for non-tenured Unit Members in Article
934 6.5.3.

935
936 6.7.3.2 For the evaluation of Categorical Unit Members with more than four years
937 of service, the responsibilities of the Chair and Peer evaluators shall be
938 the same as those provided for tenured Unit Members in Articles 6.6.3.

939
940 6.8 Evaluation documents shall include the following for each Unit Member evaluatee:

941
942 6.8.1 Faculty Evaluation Form IE 1 (Exhibit D.4) - Used by all Peer evaluators and
943 administrators to record classroom visits or related activity serving the evaluation
944 process. Written statements on this form shall address the six (6) items of
945 evaluation stated on the form and the form shall be signed by both the person
946 preparing the form as well as the evaluatee. The comments on the form shall
947 address the results of the classroom visit and the wider performance of the
948 evaluatee in meeting the responsibilities of **his/hertheir** position.

949
950 6.8.2 Instructor Rating Sheet (Exhibit D.1) - Instructor Rating Sheet that shall be
951 distributed to students to survey their impressions of the performance of the
952 evaluatee. Student comments are to be written on the back side of the form.
953 Counselor Survey Form used for counselors. The Instructor Rating Sheet for
954 Online Courses (Exhibit D.1.2) shall be utilized for online student evaluations
955 (reference articles 6.5.3.2.3.2 and 6.6.3.2.3.2). The Instructor Rating Sheets
956 (Exhibit D.1) shall serve as the basic guide to evaluation of the six (6) mandatory
957 items of evaluation (see Article 6.10).

958
959 6.8.3 Typed student comments – Student written comments on the Instructor Rating
960 Sheet or Counselor Survey Forms are to be typed verbatim by the Peer evaluator
961 selected by the evaluatee on separate pages.

962

- 963 6.8.4 Instructor Rating Sheets and Counselor Survey Tally Forms – The student
964 responses for each item on the Instructor Rating Sheets and Counselor Survey
965 Forms are to be tallied by each class and recorded on a single blank Instructor
966 Rating Sheets or Counselor Survey form by the Peer evaluator selected by the
967 evaluatee.
968
- 969 6.8.5 Any approved Alternative Forms for the Instructor Rating Sheet which might be
970 used for collecting impressions of students or others that are used in the evaluation
971 of non-tenured or tenured Unit Members shall be mutually agreed upon by the non-
972 tenured or tenured Unit Members within the same division, department, related
973 discipline or faculty service area and the appropriate supervisor. The forms will be
974 used for courses within the division, department, or related discipline. Such
975 agreement may include specification of which courses require oral administration
976 of the form or use of an ESL or sign language interpreter who is not the evaluatee.
977
- 978 6.8.6 Evaluation Cover Sheet (Exhibit D.4) – Certify the completion of all required
979 evaluation activities by the Evaluation Committee, state the committee’s composite
980 perspective based on information contained and documented in the forms Faculty
981 Evaluation Form (Exhibit D.4) and Instructor Rating Sheet (Exhibit D.1), and signed
982 by all members of the committee. The form will indicate whether or not the
983 performance of the Unit Member is satisfactory or unsatisfactory in meeting all
984 aspects of the assigned responsibilities of the position occupied by the evaluatee,
985 whether teaching, non-teaching, or a combination of these. The Evaluation Cover
986 Sheet for Tenure Track Faculty is to be used for non-tenured (contract) Unit
987 Members, the Evaluation Cover Sheet for Tenured Faculty is to be used for
988 tenured (regular) Unit Members and the Evaluation Cover Sheet for Temporary
989 Faculty is to be used for categorical (non-tenure-track) Unit Members. The IE 3 PT
990 (Exhibit D.5) Form is to be used for adjunct faculty.
991
- 992 6.8.7 Any alternative view statements generated and signed by the evaluatee or
993 evaluators which might arise out of the Final Summary Meeting of the Evaluation
994 Committee.
995
- 996 6.9 Distribution of forms will be as follows for Unit Member evaluations:
997
- 998 6.9.1 Evaluatee will receive the copies of the Faculty Evaluation Form (or agreed-to
999 alternative forms), copies of the Instructor Rating Sheet, copies of the typed
1000 comments from the Instructor Rating Sheet, a copy of the Evaluation Cover Sheet,
1001 and, if the Evaluation Cover Sheet is not agreed to unanimously by the committee
1002 members, any copies of dissenting statements/forms/rebuttals.
1003
- 1004 6.9.2 The Temporary Evaluation File will contain originals of any Faculty Evaluation
1005 Form (or agreed to alternative forms), the original tally forms for the Instructor
1006 Rating Sheets or Counselor Survey Forms; original typed comments from the
1007 Instructor Rating Sheets or Counselor Survey Forms; the original Evaluation Cover
1008 Sheets; and if the Evaluation Cover Sheet is not agreed to unanimously by the
1009 committee members, any original dissenting statements/forms/rebuttals.
1010
- 1011 6.9.3 Except for tenured Unit Members being evaluated in the spring semester, the
1012 Temporary Evaluation File will be completed prior to the end of the fall semester
1013 and forwarded immediately to the appropriate College President or his/herttheir

1014 academic administrator designee and will contain a recommendation to re-employ
1015 or not to re-employ the evaluatee. If the Evaluation Committee determines that the
1016 evaluation process should be continued during the spring semester, this will be
1017 stated on the Evaluation Cover Sheet, which will also state the recommendations
1018 to the evaluatee for needed improvement of his/her/their performance. (See
1019 Articles 6.5.4.8 and 6.6.4.2.6). The Evaluation Committee will continue in operation
1020 and the chair will keep a copy of the temporary evaluation file for use by the
1021 committee during the spring semester.

1022
1023 6.9.4 Upon completion of the evaluation process in either the fall or the spring semester,
1024 the temporary evaluation file will be surrendered to the Associate Vice
1025 Chancellor of Chief Human Resources Officer and shredded.

1026
1027 6.10 Items of Evaluation - The following factors shall be considered in every evaluation of a
1028 Unit Member:

1029
1030 6.10.1 Effectiveness of instruction/student services

1031
1032 6.10.2 Techniques of instruction/skill in accomplishing contract responsibilities/
1033 assignments

1034
1035 6.10.3 Expertise in subject matter/skill in contract assignment

1036
1037 6.10.4 Participation in professional responsibilities and other internal and external
1038 professional activities that further the image and growth of the college; e.g.,
1039 participation on college committees, program review, student activity advisement,
1040 etc. (refer to Article 7.1.5).

1041
1042 6.10.5 Acceptance of responsibility

1043
1044 6.10.6 Effectiveness of communication.

1045
1046 6.11 Procedures and Compensation for Evaluation of Part-Time and Dual-Enrollment (hourly)
1047 Academic Employees

1048
1049 6.11.1 At the beginning of each academic year, full-time tenured divisional Unit Members
1050 shall select a pool of peer evaluators representing the departments, faculty service
1051 areas or disciplines within that division for the purpose of evaluating part-time
1052 (hourly) faculty members.

1053
1054 In the event a department lacks a sufficient number of full-time tenured Unit
1055 Members who agree to perform the part-time evaluations, any full-time Unit
1056 Member who has completed at least two (2) years of full-time employment with the
1057 District (75 percent or more) and who has been approved by the Board as a third-
1058 year employee may perform part-time evaluations.

1059
1060 6.11.2 If sufficient names of peer evaluators are not forthcoming by September 15 for fall
1061 semester evaluations and by February 15 for spring semester evaluations, the
1062 administration will notify the Association of that fact and request assistance in
1063 getting sufficient names.

1064

1065 6.11.3 If there are still not sufficient names of peer evaluators by October 1 for fall
1066 semester evaluations and by March 1 for spring semester evaluations, the
1067 administration may select as peer evaluators any tenured Unit Members who have
1068 volunteered and who are acceptable to the administration.

1069
1070 6.11.4 Peer evaluators shall be paid ~~\$300~~ \$500 or shall receive eight (8) ~~six (6)~~ hours of
1071 flex credit per evaluatee and shall notify the District which option will be used
1072 before the evaluation begins. The evaluation and agreement must be turned in to
1073 Office of Human Resources before either a payment will be made or flex will be
1074 credited to the Unit Member.

1075
1076 6.11.5 The peer evaluator shall make a thorough, professional evaluation of the
1077 evaluatee, shall observe and conduct a student survey of one class taught
1078 by the evaluatee, and shall prepare all necessary documents using the proper
1079 forms. Face-to-face class observations shall take place during one class
1080 period and online class observations shall run no longer than seven days in
1081 duration. Additional student surveys may be performed at \$100 per survey
1082 for online classes and \$200 per survey for face-to-face classes.

1083
1084 6.11.6 Except in unusual circumstances as approved by the Associate Vice Chancellor
1085 of Chief Human Resources Officer, no one will serve as the peer evaluator more
1086 than ten (10) times per academic year.

1087
1088 6.11.7 Peer evaluators of part-time academic employee shall, in the case of off- campus
1089 evaluations, be compensated for mileage at the prevailing District rate or may use
1090 a District vehicle if available.

1091
1092 6.11.8 It is understood that peer evaluators, in implementation of their duties as outlined
1093 in Article 6 of this Agreement, are acting under the mandate and protection of AB
1094 1725.

1095
1096 Signed and entered into this _____ day of _____, 2022.

1097
1098 FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

1099 _____

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1 **FACULTY ASSOCIATION OF THE YUBA COMMUNITY COLLEGE DISTRICT**
2 **TO THE**
3 **YUBA COMMUNITY COLLEGE DISTRICT**
4 **April 8, 2022**

5
6 The collective bargaining proposal presented herein by the Yuba Community College District and
7 the Faculty Association of the Yuba Community College District is expressly made pursuant to
8 the Education Employment Relations Act and the Collective Bargaining Contract between the
9 parties. All components of this proposal are required to be accepted for it to take effect. If any
10 portion of this proposal is rejected, all other portions of this proposal are deemed to have been
11 rejected as well. The following article shall be deemed to remain unchanged in the Collective
12 Bargaining Agreement except as set forth below:

13
14 **ARTICLE 14.0 –**
15 **COMPENSATION**
16

17 **14.1 Step Advancement**

18 14.1.1 Unit Members who begin full-time employment with the District beginning in a fall
19 semester will be eligible for a step increase each subsequent July 1 provided they
20 have not already reached Step 19, and further provided they have served the
21 District two (2) semesters since receiving a step increase.

22 14.1.2 Unit Members who begin full-time employment with the District beginning in a
23 spring semester will be eligible for a step increase each subsequent January.

24 14.1.3 Unit Members who begin full-time employment during a period between regular
25 semesters will have a step anniversary as if they were hired for the immediately
26 following regular semester.

27 **14.2 Longevity Steps and Doctoral Stipends**

28 14.2.1 At any time during this contract, a “standard step” shall be defined as one- tenth of
29 the difference between Step 1, Class VI, and Step 11, Class VI, on the salary
30 schedule B.1 in effect at the time.

31 14.2.2 A longevity step shall be equal to 100% of a standard step.

32 a. The first longevity step shall be granted to a Unit Member after completion of
33 3 (three) years of service placed at Step 19.

34 b. The second longevity step shall be granted to a Unit Member after completion
35 of 3 (three) years of service after receiving the first longevity step.

36 c. The third longevity step shall be granted to a Unit Member after completion
37 of 4 (four) years of service after receiving the second longevity step.

38 d. The fourth longevity step shall be granted to a unit member after completion
39 of 4 (four) years of service after receiving the third longevity step.

40 14.2.3 The doctoral stipend shall be equal to ~~200~~**150**% of a standard step.

41 **14.3 ~~202219-202320~~ Fiscal Year Compensation**

42 ~~Effective July 1, 2019, each cell of the full-time salary schedule (Exhibit B.1), EP~~
43 ~~salary schedule (Exhibit B.2), and the summer and intersession salary schedule~~

~~(Exhibit B.3) shall be increased by an amount equal to 100% of the state-funded COLA as provided for in the adopted state budget.~~

Each cell of the full-time salary schedule (Exhibit B.1) shall be adjusted effective July 1, 2022 in an amount equal to a 2% on-schedule salary increase, plus an additional 100% of the state-funded COLA as provided for in the adopted state budget. The EP salary schedule (Exhibit B.2) and the summer and intersession salary schedule (Exhibit B.3) shall be increased by this same amount effective on the first day of the Fall 2022 semester.

14.4 ~~202320-202421~~ Fiscal Year Compensation

~~Effective July 1, 2023, each cell of the full-time salary schedule (Exhibit B.1), EP salary schedule (Exhibit B.2), and the summer and intersession salary schedule (Exhibit B.3) shall be increased by an amount equal to 100% of the state-funded COLA actually received by the District.~~

Each cell of the full-time salary schedule (Exhibit B.1) shall be adjusted effective July 1, 2023 in an amount equal to a 2% on-schedule salary increase, plus an additional 100% of the state-funded COLA as provided for in the adopted state budget. The EP salary schedule (Exhibit B.2) and the summer and intersession salary schedule (Exhibit B.3) shall be increased by this same amount effective on the first day of the Fall 2023 semester.

14.5 ~~202421-202522~~ Fiscal Year Compensation

~~Effective July 1, 2021, each cell of the full-time salary schedule (Exhibit B.1), EP salary schedule (Exhibit B.2), and the summer and intersession salary schedule (Exhibit B.3) shall be increased by an amount equal to 100% of the state-funded COLA actually received by the District.~~

Each cell of the full-time salary schedule (Exhibit B.1) shall be adjusted effective July 1, 2024 in an amount equal to a 2% on-schedule salary increase, plus an additional 100% of the state-funded COLA as provided for in the adopted state budget. The EP salary schedule (Exhibit B.2) and the summer and intersession salary schedule (Exhibit B.3) shall be increased by this same amount effective on the first day of the Fall 2024 semester.

Signed and entered into this _____ day of _____, 2022.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION
