

Section 9.3.e. Scheduling. Meetings between the grievant and the District on hearings relative to the grievance shall be scheduled whenever possible during the regular business day and at hours that do not conflict with the Faculty Member's teaching schedule. If this is not possible, the grievant shall be released without loss of pay.

Section 9.4. Other Provisions

Section 9.4.a. No Faculty Member shall suffer reprisal for exercising his/her rights as provided in this Article.

Section 9.4.b. Grievance proceedings shall be filed separately from the official personnel file.

ARTICLE X. EVALUATION PROCEDURES

All managers will be trained in the use of the evaluation document.

Section 10.1. Purpose of Evaluation

The purpose of evaluation is to improve instruction, counseling, and other educational services through the evaluation of all Faculty Members.

The key to effective evaluation is constructive and meaningful feedback for the evaluatee. Evaluators have the obligation to be unbiased to the best of their ability, to rely on facts and first-hand observations, avoid hearsay, and to be accurate. All aspects of the evaluation process are confidential. Results of the evaluation report (Appendix "B") shall be reviewed by the Faculty Member, immediate supervisor and the Vice President of Instruction.

Section 10.2. Responsibilities of Evaluator

Faculty Members shall be evaluated for their performance taking into consideration the physical environment under which they are functioning within a specific assignment.

Formal evaluation shall be performed only by the Faculty Member's immediate supervisor or designee, such as site administrator, department chair, etc. A Faculty Member shall be notified who his/her evaluator is to be prior to the observation/evaluation.

Section 10.3. Notice of Evaluation

The individual college department shall notify each Faculty Member scheduled for evaluation by the sixth (6th) week of instruction in any semester. A copy of the evaluation procedure containing the evaluation criteria will be provided at the time of notification. The individual college department will make every reasonable effort to complete all scheduled evaluations by the end of the sixteenth (16th) week of the semester. Faculty Members who have not been evaluated will be notified in the next or subsequent semester of their pending evaluation visitation. All evaluation reports shall be completed no later than the end of the semester in which the observation is made.

Section 10.4. Frequency of Evaluation

Each part-time faculty member shall be evaluated the first semester of employment and thereafter at least once every six regular semesters. The evaluation will be based on activities and observations since the last evaluation. Formal evaluation shall be performed by the Faculty Member's immediate supervisor, site administrator, or his/her full-time faculty designee.

Section 10.5. Multiple College Assignments

Part-time (50% through 67%/Less Than 50%) faculty who are teaching at two or three colleges within the District during the semester they are scheduled for evaluation shall be evaluated at each college.

Section 10.6. Additional Evaluations

Additional evaluations may be made at the written request of the evaluator or the Faculty Member.

Section 10.7. Classroom Observations

For on-site classes, the evaluator will consult with the evaluatee before choosing an appropriate date or range of dates for the observation. The evaluatee will provide the evaluator with a copy of their class syllabus and any other relevant documentation or information for the lesson being observed. The evaluator shall make at least a one academic hour observation of the on-site class.

For hybrid courses, the evaluator may employ either on-site or online evaluation methods or both. The evaluator will complete the appropriate observation/evaluation form(s) as indicated in Appendix "B".

Any criterion marked "needs improvement" shall cite examples, and, where possible, make suggestion for improvement.

Section 10.8. Observation/Visitation to Online/"Virtual" Classroom

For online courses, the evaluator will consult with the evaluatee before choosing an appropriate date or range of dates for the online/virtual observation. The evaluator will be given access to all relevant components of the course so that he or she may properly gauge the student experience in the online/virtual classroom and the level of regular effective contact/regular and substantive interaction between the students and the instructor. The evaluatee will also provide the evaluator with any other relevant documentation or information for the course being observed in order to complete the required evaluation forms. The evaluator shall make at least a one academic hour observation of the online/virtual class.

For hybrid courses, the evaluator may employ either on-site or online evaluation methods or both. The evaluator will complete the appropriate observation/evaluation form(s) as indicated in Appendix "B".

Any criterion marked "needs improvement" shall cite examples, and, where possible, make suggestion for improvement.

Section 10.9. Self-Evaluation

The evaluatee shall complete the Self-Evaluation form during the semester in which s/he is evaluated and submit it to the evaluator no later than Friday of the 8th week of the semester (or 2 weeks after receiving notice of the evaluation for classes that do not begin with the start a regular semester). Each Self-Evaluation (after the first one) will encompass the period of time that has transpired since the previous Self-Evaluation was written and submitted. Whenever possible, the self-evaluation should be completed and submitted to the evaluator prior to the classroom observation.

Section 10.10. Student Evaluation

Student evaluations of Faculty Members shall be conducted as part of the formal evaluation. The evaluator, or designee, shall administer the student survey. A student survey will be distributed to at least one class during the semester of evaluation. The evaluatee will have the right to choose the class. The evaluator or designee shall compile the results of the student surveys. Narrative comments will be provided to the evaluatee after

student grades have been issued, during the first week of the following semester. Documents will be kept in a sealed envelope with the Faculty Member's name on it in the appropriate Vice President's office. A copy of the compilation of the student surveys will be forwarded to the evaluatee along with the original surveys. The compilation will become a part of the evaluation report. Refer to Appendix "B" for the criteria.

Section 10.11. Evaluation of Faculty Members Teaching Online Classes

For all online classes, student evaluations shall be initiated by the college Office of Institutional Research. Such surveys will be completed by students online, compiled confidentially by the Office of Institutional Research or the Human Resources department and then submitted to the evaluator. A copy of the compilation of the student surveys will be forwarded to the evaluatee along with the original surveys.

Section 10.12. Part-time Head and Assistant Coaches

Part-time faculty who also serve as Head and/or Assistant Coaches in the Athletic Department shall be evaluated separately for their coaching assignments. The coaching evaluation shall occur annually at the conclusion of the season of sport or the academic year. The coaching evaluation shall be conducted by the Dean or Athletic Director. The evaluation tool that is used for Head Coaches is Appendix "B".

Section 10.13. Evaluation Conference

The evaluator shall provide the evaluatee with a copy of the observation form and the student survey compilation and offer to meet with the evaluatee to review the evaluations. Upon receipt, the Faculty Member shall sign the original and comment on the evaluation if he/she wishes. One copy will be retained by the evaluator and one copy will be retained by the Faculty Member. The Faculty Member's signature indicates having received and read the evaluation.

Either the evaluator or the Faculty Member may request a conference within twenty (20) days after receipt of the evaluation report. Within ten (10) days after the conference, the Faculty Member may respond in writing to comments and suggestions made on the evaluation form. Such written comments shall become part of the total evaluation.

The Faculty Member may have an Association representative present at the conference and shall be responsible for informing the Association representative of the time and place of the conference.

Section 10.14. Needs Improvement or Unsatisfactory Evaluations

Needs Improvement with Previous Satisfactory Designation: If a "needs improvement" designation is marked and the evaluatee had received a "satisfactory" designation in the previous evaluation cycle, a plan of improvement will be provided to the evaluatee by the area dean or site supervisor and the evaluatee will be reevaluated during the following semester.

If an overall "unsatisfactory" designation is marked on the evaluation, the evaluatee may request a meeting with the area dean or site supervisor to discuss the evaluation. After the receipt of the evaluation report, any Faculty Member who receives an unsatisfactory evaluation, upon written request made within twenty (20) days, may be entitled to a second evaluation upon mutual agreement by CCA-CTA and the Vice Chancellor of Human Resources after an examination of the evaluation materials. If an additional evaluation is approved, the reevaluation must be completed within that same academic term. An additional evaluation may be performed by a peer.

In most cases, Faculty Members whose most recent evaluation on file is "satisfactory" shall be given a "needs improvement" designation before receiving an "unsatisfactory" designation, should the evaluator feel that improvements need to be made. However, evaluators reserve the right to assign an "unsatisfactory"

designation, without previously assigning a “needs improvement” designation, should the merits of the circumstances warrant such an evaluative designation.

Section 10.15. Filing of Evaluation

The Faculty Evaluation Report, with a “satisfactory,” “needs improvement,” or “unsatisfactory” designation marked, will be submitted to the Vice President of Instruction or Student Services, as appropriate. The original and any written response shall be deposited in the Faculty Member's personnel file.

Section 10.16. Sealing of Unsatisfactory Evaluations

After three (3) years, and upon request of the Faculty Member, any unsatisfactory evaluation shall be placed in a sealed envelope in the Faculty Member's personnel file. Sealed files shall not be opened absent court order or written direction of the Vice Chancellor of Human Resources. A log shall be kept and Faculty Members shall be notified whenever such files are unsealed.

Section 10.17. Hearsay information

No evaluation shall be based upon any information not substantiated or collected through direct observation.

Section 10.18. Grievance of Content

The grievance procedure contained in this Agreement may be utilized for resolving any alleged procedural dispute with respect to this evaluation process. In no event, however, may the content or substance of the evaluation be grieved.

Section 10.19. Forms

Corresponding forms shall be found in Appendix “B”.

ARTICLE XI. COMPENSATION

Section 11.1. Salary Schedule

The Part-Time Instructor, Counselor, and Librarian “BB” Salary Schedule is set forth in Appendix “C.” Beginning July 1, 2013, and continuing thereafter, each step in the Part-Time Instructor, Counselor, and Librarian “BB” salary schedule (Appendix “C”) shall be increased each fiscal year after adoption of the State budget by an amount equal to the percentage increase received by the District from the State as its funded Cost of Living Adjustment (COLA).

In addition, beginning on July 1 during each fiscal year of this Agreement, the Part-Time Instructor, Counselor, and Librarian “BB” salary schedule shall be increased as follows:

2018-2019	1.0%
2019-2020	1.0%

Effective 7/1/19, step 7 will be added to the “BB” salary schedule as follows:

*DRAFT 2019-2020 Academic Year: Based on proposed 3.46% COLA + 1.0% increase = 4.46% Estimation