

other documentation that the evaluatee considers relevant. Whenever possible, this packet of materials will be made available to committee members at a central location within a week prior to the site visitation.

2. Non-Classroom Faculty

The evaluatee will provide the evaluation committee with materials demonstrating assignment preparation and adherence to assignment description. The materials may include assignment expectations, samples of work, program assignments, cataloging records, assignment handouts/materials, and any other documentation that the evaluatee considers relevant. Whenever possible, this packet of material will be made available to committee members at a central location within a week prior to the site visitation.

- d. A summary appraisal completed by the Evaluation Committee reported on Form C1.
- e. Completion of Student Evaluations Summary by the Dean.
- f. The Evaluation Committee shall meet in conference with the faculty member being evaluated to discuss the results of the evaluation process and Student Evaluation Summaries. The immediate supervisor or designee shall forward all forms to the appropriate college Vice President who, in turn, will forward them to the College President. The College President shall complete a Summary Evaluation Report on Form C4.

12.5.A.(3) Except as provided in other sections of the Agreement, the prescribed evaluation timelines in this article shall be followed and exceptions should be rare, documented, and mutually agreed upon by the committee members and the evaluatee. Because the evaluation process is a critical part of faculty development, failure to follow prescribed evaluation timelines should be a rare exception.

12.5.B. **Loss of Longevity**

- (1) If a faculty member receives a “Needs Improvement” or an “Unsatisfactory” evaluation on the summary/overall evaluation form (Form C1), the Evaluation Committee shall provide him/her with a written Improvement Plan that specifies what he/she must do to receive a “Satisfactory” on the subsequent term’s follow-up evaluation. The Improvement Plan must be reasonable, i.e. the terms and conditions established by the plan must be achievable. The follow-up evaluation must be conducted the following regular term that the faculty member teaches, but not until at least two (2) months have elapsed from the date of the meeting at which the evaluatee received the Improvement Plan from the evaluation committee.
- (2) A faculty member will be removed from the longevity list in either of these two scenarios listed below:

- a. Upon receiving summary/overall performance evaluations in two (2) consecutive regular terms with committee summary/overall ratings (on Form C1) of “Unsatisfactory.”
- b. Any combination of summary/overall performance evaluations in three (3) consecutive regular terms with committee summary/overall ratings (on Form C1) of “Needs Improvement” or “Unsatisfactory.” (See Section 5.4.B(1).)

12.6.A. Upon completion of the evaluation process the following forms will be included in the faculty member’s personnel file (if applicable):

Form A1: Faculty Self-Appraisal Report for Full/Part-Time Faculty

Form A2: Administrator and Peer Evaluation Form for Full-Time Tenured Faculty

Form A4: Administrator and Peer Evaluation Form for Non-Contract Faculty

Form B3: Summary of Student Evaluation of Teaching Effectiveness

Form B4: Summary of Student Evaluation of Counselor/Librarian Effectiveness

Form C1: Summary Administrator and Peer Evaluation Form for Non-Contract and Contract Tenured Faculty

Form C4: President’s Summary Evaluation Report

12.6.B. The College President or his/her designee shall be responsible for administering the evaluation process for regular and non-contract faculty. The College President or her/his designee shall form committees as specified in this Article, establish deadlines in conformity with the Article, process necessary evaluation papers and forms, and forward materials to the Evaluation Committee as required.

12.7 Evaluations for non-contract assignments shall commence no sooner than the 4th week of a regular term and conclude by the 16th week of the same term in which it began. For short term classes, evaluations shall begin no sooner than the census date of the course and conclude by the end of the regular term.