

# **AGREEMENT BETWEEN**

**Ventura County Community College District  
Moorpark – Oxnard – Ventura**

**And**

**Ventura County Federation of College Teachers  
AFT Local 1828, AFL-CIO**

**July 1, 2022 through June 30, 2025**

Ventura County Community College District  
761 East Daily Drive, Suite 200  
Camarillo, California 93010  
(805)652-5500  
(805)987-1188

Ventura County Federation of College Teachers  
AFT Local 1828, AFL-CIO  
816 Camarillo Springs Road, Suite B  
Camarillo, California 93012

**Article 12: Evaluation**

---

12.1 The evaluation procedures of this Article are to provide a genuinely useful and substantive assessment of faculty performance, to recognize and acknowledge good performance, to enhance performance, and to help employees further their own growth. The evaluation process should be implemented in a positive, supportive manner that encourages self-improvement and excellence in the faculty members' areas, promotes professionalism and enhances performance. All faculty members shall participate in the evaluation process set forth below and shall receive evaluation on all paid activities performed for the District, including those activities set forth in Articles 3, 5, and 13.

12.1.A. The Department Chair evaluation described in Article 13 is a different process that shall be conducted separately from the regular faculty evaluation process described in this Article. These evaluations may occur during the same timeframe.

12.2 The criteria upon which faculty members will be evaluated are as follows:

**12.2.A. Classroom Teaching Faculty**

- 1) Continued professional development in subject areas of assignment.
- 2) Current curriculum preparation for courses assigned.
- 3) Complete and timely preparation for classes taught.
- 4) Class objectives being achieved.
- 5) Class meetings held as scheduled.
- 6) Necessary administrative paperwork processed in a timely, accurate, and appropriate manner, including census and/or positive attendance, grades, and student learning outcomes.
- 7) Colleagues, staff, and members of the public visiting District worksites are treated in a professional manner.
- 8) Students are treated with respect and sensitivity.
- 9) Progress toward self-determined individual instructional and developmental goals.
- 10) When applicable: Instruction of Distance Education classes, including use of District Learning Management System (LMS), as described in Article 23.
- 11) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.4.B.(3).
- 12) For contract faculty only: participation in division and departmental activities.

**12.2.B. Non-Classroom Faculty**

- 1) Continued professional development in subject area of assignment.
- 2) Current preparation for service assignment.
- 3) Service assignment objectives being achieved.
- 4) Students are treated with respect and sensitivity.
- 5) Colleagues, staff, and members of the public visiting District worksites are treated in a professional manner.
- 6) Necessary administrative paperwork processed in a timely, accurate, and appropriate manner. Student learning outcomes and service unit outcomes shall also be considered necessary administrative paperwork.
- 7) Appointments and work assignments held as scheduled.

- 8) Progress toward self-determined individual work assignment and professional goals.
- 9) When applicable: Conducting work assignments from a remote location.
- 10) For contract faculty only: participation in college-wide and instruction-related/student support activities, in accordance with Section 5.5.D.
- 11) For contract faculty only: participation in division and departmental activities.

### 12.3 Evaluation Components

Faculty evaluation shall be comprised of the following components:

12.3.A. **Committee Appraisal.** All individuals involved shall maintain the confidentiality of the evaluation process and sign a statement to that effect. Concerns must be reported to the appropriate College Vice President.

12.3.A.(1) All information gathered or reports generated as part of the evaluation shall be treated confidentially. Committee members shall enjoy all of the protections afforded those who participate in a statutory evaluation process, including, but not limited to, the qualified privileges associated with defamation as described in Evidence Code Section 411.

12.3.A.(2) Concerns regarding confidentiality must be reported to the appropriate College Vice President. If there is no resolution, the Committee should address its concerns to the President. The College President shall determine whether a re-evaluation is necessary.

12.3.B. **Student Appraisal.** Student appraisals (Student Evaluation of Teaching Effectiveness Form or Student Evaluation of Counselor/Librarian Effectiveness Form) shall be coordinated by the Dean or their designee. Faculty members may use up to 20 minutes of regularly scheduled class time to allow students to complete online student appraisals. During this time, faculty will step out of the room to allow students privacy while responding to the survey.

Student appraisals shall be administered online.

Student appraisal data shall only be distributed to Evaluation Committee members. Any designees who distribute survey data will be required to maintain the confidential nature of the evaluation process. Student appraisals shall not be administered or processed by student workers.

12.3.B.(1) Student appraisals of classroom faculty shall be conducted each semester after the fourth week of the class, in one class, or, at the faculty member's decision, in more than one class taught by the faculty member. Student appraisals shall be collected no later than the 12<sup>th</sup> week of the semester.

12.3.B.(2) Student appraisals shall be conducted with a sampling of a minimum of thirty (30) students. Student appraisals shall occur in a single class section whenever possible. If enrollment in the one (1) class section selected is fewer than thirty (30) students, two (2) classes (sections) must be selected by the faculty member whenever possible.

12.3.B.(3) The instructor shall be notified via district email when student appraisals are sent to their students in a Distance Education course.

- 12.3.B.(4) Student appraisals for non-classroom faculty members shall be conducted each semester after the fourth week of their service, with a sampling of thirty (30) students served by the faculty member. Student appraisals shall be collected no later than the 12<sup>th</sup> week of the semester. For non-classroom faculty in their first assignment with the College, student appraisals shall commence no sooner than 8 weeks into the assignment and may be collected up to two weeks prior to the final conference.
- 12.3.B.(5) When the appraisals are completed, they shall be summarized. Summaries are distributed to the members of the Evaluation Committee and discussed with the evaluatee only in cases where the number of completed student appraisals is greater than 10, or 60% of the enrollment for classes with fewer than 10 students for that section. In cases where the number of completed appraisals is less than 10 (or 60% for classes with fewer than 10 students), the Dean (or designee) and Department Chair (or designee) shall be notified that the course was surveyed but the sample was inadequate. The Appraisal Summary Form will be distributed to the Dean (or designee), Department Chair (or designee), and evaluatee within 10 days after the submission of grades for the semester for classroom faculty or after completion of the semester for non-classroom faculty whenever possible, but never more than 2 weeks after the start of the subsequent semester. Summary forms may be provided via email. The Student Appraisal Forms (Forms B1 and B2 in Appendix D) shall not be maintained as part of the evaluation materials in the personnel file except at the faculty member's request.
- 12.3.B.(6) Signed student complaints and commendations that have been placed in the faculty member's personnel file in accordance with Article 10, Sections 3 and 4, will be forwarded to the Committee. This shall include verified electronic communications.
- 12.3.C. **Self-Appraisal** (Form A1, in Appendix D)
- 12.3.D. **Observation.** Each evaluator will arrange an observation as part of their evaluation of a faculty member. The following shall apply to all observations without regard to their modality:
- 12.3.D.(1) The evaluatee shall receive notification of any observation no later than one (1) week before the observation will occur.
- 12.3.D.(2) Observations shall last no less than fifty (50) minutes, whenever possible, and shall last no more than one (1) hour in any circumstance.
- 12.3.E. **Conference(s).** A conference shall be held between the faculty member being evaluated and the faculty member's Evaluation Committee to discuss the results of the evaluation process components as designated in Sections 12.3.A-D. For observation scheduling purposes and/or the establishment of areas of evaluation, a conference between the evaluatee and the Evaluation Committee may occur at the request of the evaluatee prior to the first observation. Such requests shall not be unduly denied. Conferences may occur remotely using remote meeting technology.

**12.4 Observations of non-classroom faculty**

- 12.4.A. Each faculty Committee member will observe a different session (i.e., one-on-one appointments, group appointments, workshops, orientations, class presentations, etc.).
- 12.4.B. In-person, non-classroom assignments may be evaluated through an activity, selected by the Dean or designee, that is relevant to the unit member's assignment to be observed. As appropriate to the selected activity, the unit member may need to obtain advance approval of a student for the observer to participate in the activity.
- 12.4.C. Remote non-classroom assignments may be evaluated through online activity, selected by the Dean or designee, that is relevant to the unit member's assignment to be observed. As appropriate to the selected activity, the unit member may need to obtain advance approval of a student for the observer to participate in the activity.

**12.5 Observations of classroom faculty**

- 12.5.A. Each faculty Committee member will observe a different section.
  - 12.5.A.(1) When only two (2) sections are assigned, faculty observers shall observe different sections.
  - 12.5.A.(2) When a single (1) section is assigned, faculty Committee members shall observe on different dates.
  - 12.5.A.(3) When an evaluatee teaches courses in more than one modality, at least two modalities must be observed.
    - 12.5.A.(3)(i) When a faculty member is assigned to teach in more than one modality, observations shall occur in at least two (2) modalities and two (2) observations shall occur in the modality that forms the majority of the faculty member's teaching schedule.
  - 12.5.A.(4) The following may be considered separate courses for the purpose of evaluation observations:
    - 12.5.A.(4)a. A lecture and lab listed under the same CRN, but separate in time and/or space.
    - 12.5.A.(4)b. The in-person and asynchronous components of a hybrid class.
  - 12.5.A.(5) Tenure review observations shall follow the procedures defined in Article 11 and shall allow two evaluators to attend the same section during the first scheduled visit.
- 12.5.B. In-person/on-site sections will be evaluated using in-person observations that shall occur during a regularly scheduled class meeting, or in the regular on-ground location where services are provided.
- 12.5.C. Synchronous Distance Education sections delivered through a remote meeting technology (e.g., Zoom) will be evaluated through remote observations consisting of attendance of a regularly scheduled remote meeting.

12.5.D. Asynchronous Distance Education sections will be evaluated by virtual observations through the District LMS. This observation shall involve no more than one hour of observation to occur within a 7-day period of LMS access, typically opening on a Tuesday and closing the following Monday. All faculty evaluators of DE courses must be certified under Article 23.4.

12.5.D.(1) Virtual observations of Distance Education courses shall occur within the District LMS. The observation evaluation shall be recorded on Form A2, including an Overall Evaluation Rating and a Distance Education Rating. The Distance Education Rating shall be limited to the following components:

- a) Modules page – general organization.
- b) Homepage and Introductory Module – general organization and welcoming tone
- c) Syllabus – general observation, grading standards, and course expectations (a syllabus must also be provided in the form of an ADA compliant document file).
- d) Regular, substantive interaction as evidenced by a contact/communication policy (from syllabus or contact/communication page in LMS) and instructor feedback on students' work, such as discussions, and assignments in the module observed. Faculty may choose to provide additional anonymized examples of instructor-to-student communication such as: announcements, discussion posts, assignment feedback, or other evidence of communication.
- e) One specific instructional module which corresponds with the dates of the observation week. When agreed upon by the faculty member being observed and the observer, the observation may take place in a recently completed module to illustrate a completed discussion or other instructional activity.

12.5.D.(2) Evaluation rubrics that have been developed outside of the Agreement (e.g., POQR, Peralta Equity Rubric, CVC-OEI Rubric) shall not be used to evaluate a faculty member teaching a DE course.

12.5.D.(3) Automated ADA-compliance assessment tools (e.g., Ally) have been shown to provide inaccurate information regarding ADA compliance and shall not be utilized during faculty evaluations.

12.5.D.(4) Instructional Technologists/Designers shall have no role in the evaluation of Distance Education courses other than to add/remove evaluators from the course for the purpose of evaluation.

12.5.E. Hybrid courses may be evaluated through an in-person and/or virtual observation.

12.5.E.(1) Faculty teaching courses in a HyFlex modality shall not be evaluated negatively based on HyFlex technology not working properly during day of observation.

## **12.6 Evaluation Schedule**

The following schedule will be followed for evaluation purposes:

12.6.A. Tenured/contract faculty members shall be evaluated at least once every three years.

- 12.6.B. Temporary full-time faculty shall be evaluated during the first semester of employment and annually thereafter.
- 12.6.C. Non-contract faculty shall be evaluated once during the first semester of employment with the District and at least one more time within their first four (4) semesters of employment with the District.
  - 12.6.C.(1) For newly-hired non-classroom faculty assignments, evaluation shall commence no sooner than 8 weeks into the assignment.
  - 12.6.C.(2) Retired contract faculty returning to service as non-contract faculty shall be evaluated in their first semester as stated in Section 5.6.C.(4).
- 12.6.D. Non-contract faculty on the longevity list shall be evaluated once every six (6) semesters, with the exception of remedial evaluations as defined in Section 12.8.
- 12.6.E. Advance notice of the commencement of the evaluation process will be given, whenever possible, at least two (2) weeks before the first observation.

**12.7 Committee Composition, Materials, Process, and Timeline**

12.7.A. Committee Composition

The evaluation shall be conducted by a three (3) person Evaluation Committee convened by the Dean and consisting of the following members: I) the Dean, or administrative designee; II) the Department Chair/Coordinator, or faculty designee; and III) a faculty member selected by the evaluatee.

- 12.7.A.(1) The co-chairs shall be the Dean, or administrative designee, and a faculty member (either II, or III, from the list above) selected by the evaluatee.
- 12.7.A.(2) In the event that a Department Chair/Coordinator designates someone to serve on an evaluation committee in their stead to more closely align committee membership with the evaluatee's discipline, such a designee has the right to refuse this designation.
  - 12.7.A.(2)a. An evaluatee has the right to refuse the Chair's designee, but not more than once per evaluation. In the event that there are Departmental Co-Chairs, or a Department Chair and an Assistant Chair, the evaluatee shall determine for the purpose of more closely aligning committee discipline expertise with that of the evaluatee which of the Co-Chairs/Department Chair/Assistant Chair shall serve in the capacity of 12.7.A.(1).
- 12.7.A.(3) Unless a faculty designee is appointed, the Department Chair/Coordinator/Assistant Chair must serve as a member of the Evaluation Committee.
  - 12.7.A.(3)a. The Chair/Coordinator/Assistant Chair or designee cannot be removed by the evaluatee unless the evaluatee can demonstrate that the Chair/Coordinator/Assistant Chair or designee may not be fair and impartial to the evaluatee.

12.7.A.(3)b. This claim of unfairness/partiality must be made by the evaluatee in writing and approved or denied in writing by the College President. Failure of the College President to respond in writing within ten (10) working days shall constitute the removal of the evaluator in question.

12.7.A.(4) Faculty evaluators shall come from the evaluatee's discipline.

12.7.A.(4)a. If there is not a sufficient number of faculty available in the evaluatee's discipline, faculty from a related discipline on campus shall be considered.

12.7.A.(4)b. If there is not a sufficient number of faculty available in a related discipline at the College, faculty in the discipline or a related discipline from another District college shall be considered.

#### 12.7.B. Evaluation Materials

Materials submitted by the evaluatee:

12.7.B.(1) Classroom faculty: The evaluatee will provide the Evaluation Committee with materials demonstrating course preparation and adherence to Course Outline(s) of Record. The material may include course syllabi, grading standards, classroom expectations, samples of student work, class assignments, calendar, class handouts, tests and any other documentation that the evaluatee considers relevant. Whenever possible, this packet of materials will be made available to Committee members at a central location or may be provided in digital form at the discretion of the evaluatee, within a week prior to the site visitation. For Distance Education, the documents listed above may be observed in the course management system where described in 12.5.D.(1).

12.7.B.(2) Non-classroom faculty: The evaluatee will provide the Evaluation Committee with materials demonstrating assignment preparation and adherence to assignment description, training, professional development, best practices implemented, and any other documentation that the evaluatee considers relevant to their role. These materials will be shared with the Committee within a week prior to the observation.

#### 12.7.C. Process

The process for faculty evaluation shall consist of the following procedures:

12.7.C.(1) Completion of Student Appraisal Summary by the Dean or designee.

12.7.C.(1)a. Student appraisals shall not commence until week five (5) of the semester except in the case of short-term (early or late start) courses where the student appraisals may commence at the start of the third (3<sup>rd</sup>) week of the class.

12.7.C.(1)b. Student Appraisal Summary Forms shall be made available to Evaluation Committee members prior to the final evaluation conference where the number of completed student appraisals is greater than 10 (or 60% of the enrollment for classes with fewer than 10 students) for that section. When the Summary Report includes fewer than ten (10) responses, the



Committee shall note that the appraisals were not received or considered as part of the evaluation.

- 12.7.C.(2) A self-appraisal shall be reported on Form A1, located in Appendix D. (Hereafter, all evaluation forms referred to in this Article are located in Appendix D.) The self-appraisal must be turned in before the final evaluation conference. Should an evaluatee fail to submit the required self-appraisal, that will be noted in the evaluation, and the evaluation shall be submitted as complete.
- 12.7.C.(3) Observations made by the members of the Evaluation Committee on Form A2.
  - 12.7.C.(3)a. Observations shall not commence until week 8 of the semester, except in the case of short-term (early or late start) courses where observations may commence at the 40% point of the calendar duration of the course.
  - 12.7.C.(3)b. Evaluation Committee members shall each provide separate individual ratings on Form A2 for an evaluator's overall rating, that integrates the Distance Education Rating, where applicable.
- 12.7.C.(4) The Evaluation Committee shall complete an evaluation summary (Appendix D, Form C1).
  - 12.7.C.(4)a. The evaluation committee shall meet in conference with the faculty member being evaluated to discuss the results of the evaluation process, self-appraisal and student appraisal summaries. At this conference, the Evaluation Committee shall provide ratings on Form C1 for:
    - (i) A Committee Overall Rating that integrates the Distance Education Rating where applicable.
  - 12.7.C.(4)b. In cases where the faculty member receives a Committee Overall Rating of Needs Improvement or Unsatisfactory, an improvement plan (see Section 12.8) will also be discussed at this meeting and a copy of the Improvement Plan shall be provided to the faculty member no later than one week after the final evaluation meeting while the full evaluation packet is being collated and routed for signatures. The Improvement Plan shall also be included as part of their evaluation packet.
- 12.7.C.(5) The Dean or designee shall forward all forms to the appropriate College President for their final review and recommendation, with a copy to the appropriate Vice President as information. The College President shall complete a Summary Evaluation Report (Appendix D, Form C4).

12.7.D. Timeline

- 12.7.D.(1) 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.

- 12.7.D.(2) Evaluations shall commence no sooner than the 4<sup>th</sup> week of a regular term and conclude by the 16<sup>th</sup> week of the same term in which it began, except as stated in Section 12.6.C.
- 12.7.D.(3) For short-term classes, evaluations shall begin no sooner than the 40% point of the calendar duration of the course and shall conclude by the end of the regular term.
- 12.7.D.(4) In cases where the faculty member is hired after the start of the semester, evaluation timelines shall be adjusted such that no site visits or student evaluations occur until at least one (1) month after the employee's first day on the job. In the case of late semester hires, where the employee is on the job for less than one month in that semester, the first official evaluation shall not occur until the next semester of employment.

## **12.8 Reduction in PAL and Loss of Longevity**

- 12.8.A. If a faculty member receives a Committee Overall Rating of "Needs Improvement" or an "Unsatisfactory" evaluation based on the majority of the Committee member recommendations and forwarded on the summary/overall evaluation form (Appendix D, Form C1), the Evaluation Committee shall provide the faculty member with a written Improvement Plan that specifies what they must do to receive a "Satisfactory" on the subsequent term's follow-up evaluation.
  - 12.8.A.(1) The Improvement Plan must be reasonable and measurable; i.e., the terms and conditions established by the Plan must be achievable and progress towards objectives that can be tracked with tangible evidence.
  - 12.8.A.(2) When the Improvement Plan specifies the need for improvements in Distance Education, the Improvement Plan recommendations must be based on established District/campus standards for conducting Distance Education classes.
    - 12.8.A.(2)a. A faculty member receiving an Improvement Plan that specifies improvement in DE instruction shall be provided with a template shell in the District LMS containing editable models of elements evaluated on the Distance Education Instruction form (e.g., welcoming homepage, introductory module) as well as information on achieving ADA compliance (e.g., formatting pages, captioning of videos) and providing regular substantive interaction.
  - 12.8.A.(3) The follow-up evaluation shall 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.
    - 12.8.A.(3)a. If the Improvement Plan predominately relates to Distance Education components, the follow-up evaluation shall occur in the next semester when a Distance Education course is assigned.

- 12.8.B. If a faculty member receives a Committee Overall Rating (on Form C1) of “Unsatisfactory” OR two (2) consecutive Committee Overall Rating (on Form C1) of “Needs Improvement,” the faculty member’s PAL shall be reduced to 0.2, or not less than one (1) class.
- 12.8.C. A faculty member will be removed from the longevity list in either of these two scenarios listed below:
- 12.8.C.(1) Upon receiving Committee Overall Ratings of “Unsatisfactory” (on Form C1) in two (2) consecutive regular terms [See Section 5.6.C.(2)].
- 12.8.C.(2) Any combination of Committee Overall Ratings of “Needs Improvement” or “Unsatisfactory” (on Form C1) in three consecutive regular terms [See Section 5.6.C.(2)].

### **12.9 Record Keeping**

- 12.9.A. Upon completion of the evaluation process the following forms will be included in the faculty member’s personnel file (if applicable):
- 1) A1: Faculty Self-Appraisal Report for Full/Part Time Faculty
  - 2) A2: Administrator and Peer Evaluation for Faculty
  - 3) B3: Summary of Student Evaluation of Teaching Effectiveness
  - 4) B4: Summary of Student Evaluation of Counselor/Librarian Effectiveness
  - 5) C1: Summary Administrator and Peer Evaluation Form for Non-Contract and Contract Tenured Faculty
  - 6) C4: President’s Summary Evaluation Report
- 12.9.B. The College President or their designee shall be responsible for administering the evaluation process for contract and non-contract faculty. The College President or their designee shall form committees as specified in this Article, establish deadlines in conformity with the Article, process necessary evaluation documents, and forward materials to the Evaluation Committee as required.

### **12.10 Accreditation Reviews**

The Federation and the District recognize that outside evaluations of faculty performance will occur as a result of the accreditation process. The Federation and the District agree to the following provisions when considering outside evaluations resulting from the accreditation process:

- 12.10.A. Outside performance evaluations, such as those that occur during accreditation, are not part of the evaluation process described in this CBA.
- 12.10.B. Information from outside performance evaluations shall not be discussed during performance evaluations as described in this CBA.
- 12.10.C. Information from outside performance evaluations shall not be placed in a faculty member’s personnel file.
- 12.10.D. Outside evaluations, of classes or services provided by faculty, shall occur only during the regular accreditation review except where required for specific accreditation or certification processes (e.g., Automotive, Nursing).