

Faculty Evaluation Plan

Article XVIII, Evaluations
(pages 46–51 of 62 in 2013–16 CBA)

The Process

1. Notification
2. FEP Team Construction
3. FEP Team Meeting
4. Evaluation and Observation Period
5. FEP Team Examination of Portfolio
6. Report
 - a. Endorsement, or . . .
 - b. Non-endorsement
(Section E process follows, if not endorsed)

[Article XVIII: Evaluations.]

When do we do FEP?

- ▶ Post-Tenure:
 - every fifth academic year following tenure
- ▶ Affiliate, Associate, Temporary FT, Soft Money:
 - 5th and 6th quarters
 - every fifth academic year thereafter

[Article XVIII, Sections C.1. and D.1.]

Timeline for Post-Tenure Faculty

- ▶ Notification by June 1 of Spring quarter prior to evaluation year
- ▶ During evaluation year:
 - Evaluation & observation in 2 consecutive quarters
 - Review/endorsement early in third quarter

[Article XVIII, Section C.1.]

Timeline for Affiliate, Associate, Temporary FT, Soft-Money Faculty

Evaluation Activities	Five-year cycle											
	1	2	3	4	5	6	7	Start FEP 5 years from Quarter 5	1	2	3	4
Observations	✓				✓					✓		
Student Evaluations	✓	✓	✓	✓	✓	✓	✓			✓	✓	
FEP Period					✓	✓				✓	✓	
FEP Final Review							✓					✓
Notification of FEP by 9 th week				✓					✓			

[CBA 2012-15, Article XVIII, Section D.1.]

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Notification

Post–Tenure Notification (Sec. C.3.a.)

Step 1 – Faculty members will be contacted by Human Resources **prior to June 1, in the Spring of the year prior to the required evaluation** and notified of the requirement for an evaluation.

Affiliate, Associate, Temporary Full–Time, Soft Money Notification (Sec. D.3.a.)

Step 1 – **By the ninth week of the quarter prior to the required evaluation (excluding Summer Quarter)**, the faculty member will be notified by the appropriate Unit Administrator of the requirement for an evaluation.

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The FEP Team consists of...

- ▶ Faculty evaluatee
- ▶ Unit administrator or administrative designee
 - An administrative designee shall not be:
 - A member of the evaluatee's program area
 - Assigned without his or her consent (unless serving as Assistant Dean or Program Chair)
- ▶ A faculty peer
 - Chosen by evaluatee
 - Any faculty member who has taught at least 6 quarters
- ▶ A student, if requested by evaluatee

[Article XVIII, Section B.]

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FEP Team Meeting Agenda

- ▶ DATE: during first 4 weeks of evaluation period
- ▶ PURPOSE: agree on evaluation plan
- ▶ AGENDA:
 1. Review process & timeline
 2. Decide on portfolio contents
 3. Select evaluation forms
 4. If no plan agreed to, then meet with Evaluation-Team

[Article XVIII, Sections C.3.b., and D.3.b.]

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Required Portfolio Contents

- ▶ **Classroom observations** or the equivalent as approved by the FEP team
- ▶ **Student evaluations** for all classes during the evaluation period, OR **Advising evaluations** during the evaluation period (for counselors and academic advisors)
- ▶ **Administrative evaluation**
- ▶ **Peer evaluation(s):**
 - Required for Post-Tenure Faculty
 - Optional for Affiliate, Associate, Temporary Full-Time, Soft-Money Faculty

[Article XVIII, Sections C.2. and D.2.]

Optional Portfolio Contents

- ▶ Syllabi or equivalent documents for courses taught
- ▶ Samples of class assignments
- ▶ Samples of assessment tools used for evaluating student work
- ▶ Professional development report and/or goals
- ▶ Self-assessment and goals
- ▶ Other information related to teaching, learning, service to students, and the community as decided by the evaluatee
- ▶ **For Affiliate, Associate, Temporary Full-Time, Soft-Money Faculty ONLY:** Peer evaluation(s) or other as approved by FEP team

[Article XVIII, Sections C.2. and D.2.]

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Approved Evaluation Forms

- ▶ Location:
<http://intranet.shoreline.edu/intranethr/facultyeval.htm>
- ▶ Select from existing forms
- ▶ Submit requests for revised or new forms to Evaluation-Team for approval

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Who are the Evaluation–Team?

- ▶ One administrative–exempt employee (appointed by the College)
- ▶ One faculty member (appointed by SCCFT)
- ▶ One additional faculty member chosen by the other Evaluation–Team members

[Article XVIII, Section A.]

- ▶ This year (2014–15):
 - Kim Thompson (admin., 1st year of 2nd term)
 - Steven Bogart (faculty, 1st year of 2nd term)
 - Alicia Zweifach (faculty, 2nd year of 1st term)

Responsibilities of the E-Team

- ▶ Provide continuity & oversight to evaluation process
- ▶ Address new issues or concerns or forms
- ▶ Make recommendations for modifications
- ▶ Act as Board of Appeals, as needed
- ▶ Act as a consultant to FEP team, if needed

[Article XVIII, Section A.]

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Post-Tenure Faculty

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[Article XVIII, Section C.1.]

Timeline for Affiliate, Associate, Temporary FT, Soft-Money Faculty

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FEP Period					✓	✓				✓	✓	
FEP Final Review							✓					✓
Notification of FEP by 9 th week				✓					✓			

[CBA 2012-15, Article XVIII, Section D.1.]

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FEP Team Examination of Portfolio

- ▶ Occurs after second quarter of evaluation process (i.e., a third quarter is required for this item to be accomplished)
- ▶ Options:
 - Endorsement
 - Non-Endorsement

[Article XVIII, Section C.3.b.8. & C.3.c., OR Section D.3.b.8. & D.3.c.]

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Evaluation Plan Outcomes

If all goes well, the team submits a signed FEP Endorsement sheet to HR Office.

- ▶ **Evaluation materials go back to the evaluatee.**
- ▶ Copies of some materials may be kept by HR Office for accreditation purposes only.

If there are any issues or problems resulting in non-endorsement, ...

[Article XVIII, Section C.3.b.8. & C.3.c. or Section D.3.b.8. & D.3.c.]

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If the Evaluation is not endorsed...

1. If any member of FEP team believes there are serious concerns or issues based on the materials in the portfolio, the Team will meet to allow the faculty member to provide an explanation.

[Article XVIII, Section E.1.]

If the Evaluation is not endorsed...

1. Meeting with faculty evaluatee.
2. If FEP team believes an Improvement Plan is required, they will meet to address only the issues related to their serious concerns, and they will create a Faculty Evaluatee Improvement Plan.

[Article XVIII, Section E.2.]

If the Evaluation is not endorsed...

1. Meeting with faculty evaluatee.
2. FEP team meets & creates Faculty Evaluatee Improvement Plan that specifies:
 - Required outcomes
 - How outcomes are to be measured
 - Who is responsible for measuring outcomes
 - Timelines for completion of each outcome

[Article XVIII, Section E.2.]

If the Evaluation is not endorsed...

1. Meeting with faculty evaluatee.
2. FEP team meets & creates Faculty Evaluatee Improvement Plan.
3. Copy of Improvement Plan goes to Evaluation–Team for notification purposes.
4. Documents kept in evaluatee's Division office during implementation.

[Article XVIII, Section E.2.]

Once outcomes in Improvement Plan are met to FEP Team's satisfaction...

1. All documents returned to evaluatee
2. Team completes FEP Endorsement Sheet
3. Within five days, send completed FEP Endorsement Sheet to HR for placement in employee's official personnel file

[Article XVIII, Section E.2. and Article XIX.B.1 .e.]

If FEP Team cannot agree on...

...evaluation of portfolio,
...improvement plan to address deficiencies, OR
...whether an improvement plan has been adequately completed...

1. They will provide appropriate materials to Evaluation-Team within 10 days for review.
2. Evaluation-Team will make a decision within 10 days whether a corrective evaluation process or other corrective action is needed in compliance with the requirements of Article XII – Corrective Action of the collective bargaining agreement.

[Article XVIII, Section E.3. and E.4.]

If requirements of Improvement Plan are not met...

1. FEP Team will provide written documentation within 10 days to Evaluation-Team for review.
2. Within 15 days, Evaluation-Team will forward the FEP documentation to the VP for Academic and Student Affairs, along with recommendation whether corrective action process or other corrective action is needed in compliance with requirements of Article XII of CBA.

[Article XVIII, Section E.4.]

Summary of the Process

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Questions?