



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard Torrance, California 90506-0001
Telephone (310)532-3670 or 1-877-ECAMINO

September 3, 2009

Board of Trustees
El Camino Community College District

Dear Members of the Board:

Welcome back to school.

By all indications, California Community Colleges are overflowing with students. Economic and academic factors are driving student demand for education. El Camino College and its Compton Community Educational Center are both sharing in student admissions requests. El Camino College's 2009 FTES cap is 19,000. Compton Community College District's goal is 5,600 FTES. Both locations are well on their way to achieving these attendance goals. Many of El Camino College's classes were closed before the start of the semester and the Compton Community Educational Center classes are rapidly filling.

The Tuesday, September 8, 2009, Board meeting agenda is presented with the following notes:

1. Katie Gleason, El Camino College Foundation Executive Director, will show a brief movie and encourage the Board to make a pledge for our Osher matching grant. Katie and El Camino College have done a great job in setting up our planned challenge response. Please be reminded of the Sunday, October 4, 2009, 2:30 p.m. function at the Lundquist residence. Katie will seek your confirmation and contribution.
2. The 2009-2010 public hearing and Final Budget adoption are always featured at this special Tuesday meeting in September. The budget document itself and enclosed memo from Vice President, Jo Ann Higdon, provide an abundance of information. What is not easily understood or accepted is the services that will be restricted as a result of federal, state and local budget cuts. The fiscal picture is still unclear, nevertheless, I am confident that we are positioned well for this upcoming fiscal year.
3. Academic Affairs provides an informational item on our Accreditation Report due October 15, 2009. The report was posted on-line this week and will undergo a number of revisions prior to its submittal. The hard work of many constituents brings a credible report for your information.

4. The remainder of the agenda presents relatively routine actions.

Again, congratulations are in order for Dr. Ray Gen, Trustee Area 4, and Miss Maureen O'Donnell, Trustee Area 5, for their unopposed election victory. They will both be sworn in at the December meeting.

In response to Trustee Beverly's question at the July Board meeting, enclosed is a memo from Vice President Perez outlining the faculty evaluation procedures at both El Camino College and the Compton Community Educational Center.

The Los Angeles County School Trustees Association Fall Workshop will be held on October 24, 2009. Memo giving details is attached.

Thursday, August 27th flex day was as positive and uplifting as can be in these trying economic times. Faculty and staff are eager to serve another round of students with the fresh memories of Commencement 2009 and the promise of a soon-to-be-realized 2010 Commencement ceremony.

I look forward to greeting you in my office at 3 p.m. on Tuesday, September 8, 2009. In the meantime, please contact Kathy or me if you have questions, comments or concerns.

Sincerely,

A handwritten signature in cursive script, appearing to read "Tom Fallo", written in dark ink.

Thomas M. Fallo
Superintendent/President

TMF/kao

Cc: Vice Presidents, Provost, Director of Community Relations



EL CAMINO COMMUNITY COLLEGE DISTRICT

16007 Crenshaw Boulevard Torrance, California 90506-0001
Telephone (310)532-3670 or 1-877-ECAMINO

August 31, 2009

TO: President Fallo

SUBJECT: Supplemental Final Budget Information

As you know, the final budget proposal is still somewhat tentative because of continuing declines in property tax estimates, state income tax forecasts, sales tax receipts, and federal stimulus funds.

As previously reported to the Board, the most recent Chancellor's Office cap is 18,941 FTES (full-time equivalent students). The Chancellor's Office continues to advise districts of a potential mid-year workload adjustment which translates to funding of fewer students (FTES).

El Camino College's 2008-2009 ending balance and, therefore, 2009-2010 unaudited beginning balance is \$18.7 million. As previously briefed to the Board, because of the potential duration of the economic uncertainty, El Camino College will manage its ending balance and reserve for contingency over a three- to four-year period always maintaining a minimum 6% reserve for contingency.

We began the 2009-2010 budget process in April with direction to increase revenue or decrease appropriations by \$5 million in unrestricted general fund (fund 11) and an additional \$5 million in restricted general fund (fund 12); therefore, El Camino College reserves are budgeted to be reduced by \$2.8 million in this fiscal year.

The restricted general fund budget cuts are proportionately more devastating than general fund unrestricted, therefore, the College is using much of the special contract money (Compton Initiative) to assist the categorical fund (fund 12). These appropriations were prioritized through the planning process and, in addition, support of our funding retiree health benefits.

Although you and the Board have noted your reluctance to support on-going personnel appropriations from special contract money, this budget still positions the District to quickly respond to adjustments in categorical or specially funded programs.

We will be on constant watch for any developing budget information, and will inform you immediately of any such news.

Sincerely,

Jo Ann Higdon, M.P.A.

Vice President, Administrative Services



RECEIVED

AUG 26 2009

COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 Imperial Highway – P.O. Box 1024, Norwalk, California 90651-1024 – www.lavote.net

DEAN C. LOGAN

Registrar-Recorder/County Clerk

August 24, 2009

Dr. Thomas M. Fallo, Superintendent/President
El Camino Community College District
16007 Crenshaw Boulevard
Torrance, California 90506

Dear Dr. Fallo:

This is to inform you that for the election scheduled to be held in your District on November 3, 2009, the following candidates filed for the two offices of Governing Board Member in the Trustee Areas 4 and 5:

RAY GEN - Trustee Area 4

MAUREEN B. O'DONNELL - Trustee Area 5

Education Code Section 5326 provides that whenever the number of nominees for a school board office does not exceed the number to be elected, the qualified person or persons nominated shall be seated at the organizational meeting of the Board. All persons seated pursuant to this section shall serve as if elected at a district election.

Please call Erika Montgomery, Acting Head of the Election Coordination Section at (562) 462-2894 or her assistant Belinda Navarro at (562) 462-2632 if you have any questions.

Sincerely,

DEAN C. LOGAN

Registrar-Recorder/County Clerk

A handwritten signature in black ink, appearing to read "Alex Olvera", is written over a horizontal line.

ALEX OLVERA, Assistant Manager
Election Preparation Division

S: ECA:W14 2009

CC: Bd.



**EL CAMINO COLLEGE
DIVISION OF HUMAN RESOURCES**

September 1, 2009

TO: Thomas M. Fallo
FROM: Barbara Perez *[Signature]*
SUBJECT: Faculty Evaluations

At the last board meeting, Mr. Beverly requested information regarding faculty evaluations. I have included the contract language for both El Camino and Compton Center faculty along with the forms used at both sites. Since the contracts are lengthy, I have summarized the procedures.

El Camino – Article 20

Full-time faculty are evaluated during their first, second, third, fifth and seventh semesters after hiring. If successfully complete the probationary period and are tenured, they are evaluated once every three years. Part-time faculty are evaluated twice during their first two years including their first semester and if satisfactory, once every three years thereafter. Once a faculty member enters into the 3-year cycle, they can be evaluated for cause with the approval of the appropriate vice president.

Initially panels consist of two tenured faculty members and the Dean. Once a faculty member is tenured, the dean may or may not participate. The evaluation consists of a peer evaluation of a classroom visit, student survey, self-evaluation and conference report. The Dean can include a dean's supervisor evaluation. I have attached copies of all the forms including the basic student survey. Many divisions augment the student survey with additional questions especially in labs.

Previous self-evaluations asked faculty members to provide objectives for continued improvement of instruction and include an analysis of previous objectives. In the last negotiations, we asked faculty members to also provide objectives to improving student learning outcomes.

Compton Center – Article X

Full-time faculty are evaluated annually for the first four years during the fall semester. If the evaluation discloses any issues, a special administrative evaluation can be held. Once a faculty member is tenured, he or she is scheduled to be evaluated once every 3 years. During a six year period, faculty members undergo one basic evaluation and one

comprehensive evaluation. Again a special administrative evaluation can occur between evaluations.

The basic evaluation is conducted by the division chair or a tenured faculty member. There is no structured data gathering and the evaluator relies on available information from personal observation/experience, information provided by peers, student surveys and any material provided by the person being evaluated.

The comprehensive evaluation is more involved. An evaluation team consisting of the division chair or designee, two faculty members from the discipline, and two faculty members from the faculty at large. To the extent possible, one of the discipline faculty and one of the faculty members at large are from El Camino College. The person being evaluated provides a portfolio of information including a self-evaluation to team members. Data is collected by the evaluation team using the various forms provided. The evaluation team meets to review the data collected and prepare an assessment of the faculty member's performance.

Attachments:

El Camino:

Article 20
Conference Report
Faculty Observation Report
Dean/Supervisor Evaluation Form
Self Evaluation
Student Survey

Compton Center:

Article X
Portfolio Information
Basic Evaluation Summary
Class Observation (teaching)
Observation for On-line teaching
Observation for non classroom activity
Survey regarding professional responsibilities
Faculty Service Survey
Student Survey
Evaluation Summary

ARTICLE 20

PROCEDURES FOR FACULTY EVALUATION

The purpose of this Article is to improve instruction, counseling, and other educational services assigned by the District through the periodic evaluation of contract, regular, Part-Time, and Full-Time Temporary Faculty Members. All matters described in this section relating to tenure, dismissal of Contract (Probationary) Faculty Members, termination, and the evaluation process are intended to conform to the California Education Code. In this regard the District, the Federation and all bargaining members retain all rights provided in Sections 87608, et seq. of the California Education Code as such Code is amended from time to time.

Section 1. Evaluation Of Contract (Probationary) Instructors(a) Timeline

Each contract Instructor will be evaluated during the first, second, third, fifth and seventh semesters after hiring. Upon satisfactory evaluation during the fifth semester, the evaluation panel will meet during the seventh semester to recommend whether or not to grant tenure. If recommended and approved, tenure will commence at the beginning of the ninth semester and the first evaluation after being granted permanent status shall be in the third year of tenure.

(b) Requirements

The evaluation will consist of (1) a self-evaluation, (2) student evaluations, (3) a peer evaluation, and (4) the evaluation by the Dean. The peer evaluation will include (1) a review of the student evaluations which will be administered by the Dean or Designee, (2) classroom or work site visitation by the evaluator and the Dean, and (3) a conference with the evaluatee. Copies of the conference report will be provided to the evaluatee, Dean, and the appropriate Vice President who will forward a copy to the evaluatee's permanent personnel file.

(c) Panel

The purpose of this panel is to assess the teaching effectiveness of the evaluatee and other duties, including committee work, appropriate to a contract Faculty Member as defined by this Agreement and to ascertain if the evaluatee's total performance is satisfactory, needs improvement, or is unsatisfactory. During the first and second semester

evaluations, the evaluation will be conducted by two regular Faculty Members, one of whom must be from the hiring committee, and the Dean, Associate Dean, or Director. Thereafter, the evaluation will be conducted by a Full-Time Faculty Member and the Dean, Associate Dean, or Director, as appropriate. The peer evaluator(s) will be chosen by the Dean from the evaluatee's discipline. In the event there is no regular Full-Time Faculty Member in the discipline to provide subject matter expertise, the Dean may recruit an evaluator from a neighboring college. If the peer evaluator(s) is not acceptable to the evaluatee, the Dean and the senior representative of the Academic Senate from the Division will choose three names of Full-Time Faculty Members in the following priority of selection, first from the evaluatee's discipline, second from the evaluatee's department, and third from the Division. The evaluatee will then choose one to serve as the peer evaluator.

(d) Special Responsibilities

The hiring committee which recommended the hiring of the contract Faculty Member shall set forth in writing those special responsibilities applicable to the position for which the contract Faculty Member was employed and upon which the contract Faculty Member shall be evaluated in addition to the responsibilities generally outlined in Appendix A, Position Description - Instructor. The Dean shall provide the contract Faculty Member with a copy of such special responsibilities at the time of employment.

(e) Self-Evaluation

Each contract Faculty Member shall complete a self-evaluation report on a standardized form and present copies to all panel members one (1) week before the evaluation meeting. In addition to this standardized report form, the faculty member will provide:

- (1) Copies of course syllabi which include the contract Faculty Member's classroom policies, grading procedures and course content timeline.
- (2) College committees on which the evaluatee is serving or has served since the last evaluation.

(f) Student Evaluation

A student survey shall be administered by the Dean or designee each semester of evaluation to all students of the Instructor. The Dean's designee shall not be the

evaluatee. This survey shall be completed on a standardized form which has been designed and approved by the Evaluation Procedures Committee. Additional forms may be utilized by Divisions or departments, subject to approval of the Evaluation Procedures Committee. The questionnaire will be administered to all classes of the contract Faculty Member during the seventh (7th) or eighth week of the semester. Exceptions may be made for those courses that are less than one (1) semester in length, or when the evaluatee is not available for a substantial portion of the semester. The results of all surveys must be returned to the contract Faculty Member one (1) week before the evaluation conference.

(g) Peer Evaluation

All members of the evaluation panel are required to make at least one (1) classroom or other work-site observation, including on-line classrooms, with prior notice to the evaluatee, each semester of evaluation and complete a report prepared on a standardized form prepared by the Evaluation Procedures Committee. The Dean, Associate Dean, or Director has the prerogative to make a classroom visit at any time.

(h) Evaluation Conference

An evaluation conference will be scheduled by the Dean, Associate Dean, or Director during each of the first, second, third, fifth and seventh semesters normally no later than the end of the fourteenth week of the semester. All members of the evaluation panel must be present. The conference will include, but will not be limited to, the items listed in the evaluatee's self-evaluation report, the student evaluation, the peer evaluation, and the Dean's evaluation. The basis upon which any "needs improvement" or "unsatisfactory" comments are made will be discussed and assessed at such conference. A short continuance of the conference will be granted if the evaluatee needs additional time to respond to items raised at the conference. At the evaluatee's request, a Federation representative may attend the conference. However, a scheduled conference will not be postponed more than five (5) work days to accommodate attendance of a Federation representative.

(i) Conference Report

- (1) The Dean will submit the conference report to any evaluatee with an overall evaluation of "needs improvement" or "unsatisfactory" within fourteen

(14) days following the evaluation conference. All other reports will be submitted within thirty (30) days. The report shall not include any items of a derogatory nature respecting the evaluatee unless such items have been discussed at the evaluation conference and the evaluatee is given an opportunity to respond to such items. All reports will reflect the evaluation conference discussions. A majority of the panel must concur in recommending an overall rating of "satisfactory," "needs improvement," or "unsatisfactory." If the Dean and the evaluator(s) cannot agree on the overall rating, resulting in a tied vote, then they will meet with the appropriate Vice President of the college and the President of the Federation, or designees. If the vote on the overall rating is still tied, the procedure in subsection (h) of this section will begin.

(2) If a contract Faculty Member is judged to have an overall rating of "needs improvement" or "unsatisfactory," specific reasons must be itemized in the report that will guide the contract Faculty Member in improving. The report shall not include any items of a derogatory nature respecting the evaluatee unless such items have been discussed at the evaluation conference and the evaluatee is given an opportunity to respond to such items. If the contract Faculty Member or any member of the panel does not concur with the report, such individual(s) may submit a written and signed statement of dissent, which statement shall include the reasons for the disagreement.

(3) The conference report will be submitted to the Vice President - Academic Affairs, and/or the appropriate Vice President with a copy to the Instructor. In addition, the evaluatee and any member of the panel may submit a written signed statement expressing a dissenting opinion with reasons for the disagreement. All evaluation materials will be forwarded by the Vice President to Human Resources for inclusion in the employee personnel file.

(4) A contract Faculty Member being judged overall "needs improvement" or "unsatisfactory" has the right to file a grievance of this rating on either one of two bases: (1) the evaluation is alleged to be unreasonable; or (2) improper procedures are alleged to have been followed. Any grievance filed must be

accompanied by specific reasons as to how the evaluation is alleged to be unreasonable or how the procedures are alleged not to have been followed.

(5) If a contract Faculty Member is given an overall rating of "needs improvement" or "unsatisfactory" per subsection (i) of this section, the Faculty Member will not be eligible for summer school, overload or any assignment beyond a regular load.

(j) Procedure For Overall "Needs Improvement" Rating

If the contract Faculty Member is identified with an overall evaluation "needs improvement," the panel and the evaluatee will develop recommendations for the Faculty Member to improve his/her effectiveness. The panel may work with the Faculty Member for up to two (2) semesters or a minimum of four (4) weeks, after the rating was assigned. The panel must conduct classroom or other appropriate observations of the Faculty Member, administer student surveys as appropriate, hold conferences with the Faculty Member, and may require the Faculty Member to present other materials such as student records and tests. On the basis of the above, an overall rating of either "satisfactory" or "unsatisfactory" will be assigned. If the contract Faculty Member is assigned an overall rating of "unsatisfactory," a March 15 Notice of Dismissal will be issued.

(k) Procedure For Overall "Unsatisfactory" Rating

(1) If the Faculty Member is assigned an overall rating of "unsatisfactory" per subsection (i) of this section, a new evaluation team will be selected. The team shall include the appropriate Vice President, who shall chair the team, the Dean of the Division, four (4) regular Faculty Members, and if requested by either the Dean or the evaluatee, a non-voting affirmative action representative. Two (2) of the regular Faculty Members are to be appointed by the President of the Academic Senate from the contract Faculty Member's Division and two (2) are to be appointed by the President of the Federation from the faculty at large. The Faculty Member will be afforded all protections under this Agreement and applicable Education Code provisions.

(2) The purpose of the panel described in subsection (k) above is to review the work of the previous panel and conduct any additional investigations the panel

views as appropriate, including additional classroom observations, student and/or peer surveys, and conferences with the Faculty Member to discuss their findings and recommendation.

(3) The evaluation team shall prepare a written report with recommendations, which will be signed by the Faculty Member and by each member of the evaluation team. The appropriate Vice President, may assign the drafting of the report to a member of the team. If the evaluation team concludes that the Faculty Member has made the necessary improvement, the evaluation will be determined to be overall "satisfactory." If at least four (4) members of the evaluation team conclude that the Faculty Member has not made sufficient improvement, the committee shall recommend to the President that the Faculty Member not be issued a contract. A tie vote will mean that the Faculty Member will be retained. A full report shall be prepared and submitted to the President in support of the recommendation. This report must be submitted at least fifteen (15) working days prior to March 15.

(4) If the contract Faculty Member or any member of the team does not concur with the conference report, such individual may submit a written signed statement of dissent, which statement shall include the reasons for the disagreement.

(I) Full-Time Temporary Instructors

Full-time Temporary Instructors will be evaluated as provided in Section 1, subsections (a-k), with the understanding that a Faculty Member can serve in this capacity only two (2) semesters out of any consecutive six (6). If, however, a Full-Time Temporary Instructor is selected as a contract Instructor in the year following the full-time temporary assignment, that Instructor will be evaluated during the third, fifth and seventh semesters as specified above.

Section 2. Evaluation Of Regular (Permanent) Tenured Instructors

(a) Timeline

Tenured Faculty Members will be evaluated every three (3) years. They may also be subject to the evaluation process for cause at a time other than the normal evaluation rotation schedule, subject to the approval of the appropriate Vice President and provided that at least one (1) semester has passed since the last evaluation for which the Regular Faculty Member received an overall rating of satisfactory.

(b) Postponement

After the announcement of evaluatees for the semester but before the process of evaluation has begun, a regular (permanent) tenured Faculty Member may request a postponement due to hardship or personal catastrophic circumstances which would adversely affect that semester's evaluation. With the approval of the Dean/Supervisor, the evaluation of that Faculty Member will be postponed until the next semester. If, due to hardship or personal catastrophic circumstances, the Faculty Member requests a postponement after the evaluation process has begun, the evaluation procedure may be suspended with the permission of the Dean and be recommenced the next semester. An overall rating will not be given during the semester when the evaluation process was suspended; however, materials gathered during that evaluation may be used by the evaluator and the Dean when the process is resumed. The postponement or suspension of the evaluation process will not exceed one (1) semester from the original announcement of the evaluation.

(c) Requirements

The evaluation will consist of a (1) a self-evaluation, (2) a student evaluation, and (3) a peer evaluation. The peer evaluation will include (1) a review of the student evaluations which will be administered by the Dean or a designee, (2) two or more classroom or worksite visitation by the evaluator and, where appropriate, the Dean, and (3) a conference with the evaluatee. Copies of the conference report will be provided to the evaluatee, the Dean, and to the Vice President who will forward a copy to the evaluatee's permanent personnel file.

(d) Panel

The evaluation will be conducted by a Full-Time Faculty Member chosen by the Dean from the evaluatee's discipline who will be responsible for writing the conference report and for submitting all evaluation materials to the Dean's office, if the Dean is not a member of the evaluation panel. If the peer evaluator is not acceptable to the evaluatee, the Dean and the senior representative from the Academic Senate from the Division will choose three (3) names of Full-Time Faculty Members as described in Section 1(c). The evaluatee will then choose one (1) or more to serve as the peer evaluator. The evaluatee or the evaluator may also request that the Dean participate in the evaluation, or the Dean, at his/her option, may do so. This would be in the capacity of an additional evaluator. The purpose of this panel is to assess the teaching effectiveness of the evaluatee and other duties, including committee work, appropriate to a tenured Faculty Member as defined by this Agreement and to ascertain if the evaluatee's overall performance is "satisfactory," "needs improvement," or is "unsatisfactory."

(e) Evaluation Procedures

The evaluation procedures shall include the same as those set forth in Section 1(d)-(j) of this article. However, if a Faculty Member is assigned an overall "needs improvement" or "unsatisfactory" and there are no tenured faculty in the discipline, the evaluation committee will first attempt to identify qualified Full-Time Instructors from other local community colleges to augment the committee. If none are available, the committee will propose three (3) names from the community, and the District and the evaluatee will agree on one (1). If no agreement can be reached, names will be stricken from the list alternately with the first strike being determined by a coin toss. The function of this person will be to provide technical expertise to the rating panel.

(f) Procedure For Overall "Unsatisfactory" Rating

If the Faculty Member is assigned an overall rating of "unsatisfactory" under the provisions of Section 1(i), an evaluation team will be selected. The team shall include the appropriate Vice President, who shall chair the team, the Dean of the Division, four (4) regular Faculty Members, and if requested by either the Dean or the evaluatee, a non-voting affirmative action representative. Two (2) of the regular Faculty Members shall be appointed by the President of the Academic Senate from the Faculty Member's

Division and two (2) by the President of the Federation from the faculty at large. The team members may observe the Faculty Member as many times as is necessary, conduct any type of student and/or peer survey that may be helpful in analyzing the Faculty Member's performance, and may hold conferences with the Faculty Member for the purpose of discussing their findings and recommendations.

(g) Written Report

The evaluation team shall prepare a written report with recommendations, which report will be signed by the Faculty Member and by each member of the evaluation team. The appropriate Vice President may assign the drafting of the report to a member of the team. If the evaluation team concludes that the Faculty Member has made the necessary improvement, the evaluation will be determined to be "satisfactory." If at least four (4) members of the evaluation team conclude that the Faculty Member has not made sufficient improvement, the committee shall recommend to the President that the regular Faculty Member be suspended or dismissed. A tie vote will mean that the Faculty Member will be retained. A full report shall be prepared and submitted to the President in support of the recommendation. This report must be submitted at least fifteen (15) working days prior to March 15. If the Faculty Member or any member of the team does not concur with the report, such individual may submit a written, signed statement on the dissenting opinion, which statement shall include the reason for the disagreement.

(h) Restrictions Relating To An Overall "In Need of Improvement" or "Unsatisfactory Rating"

If a regular Faculty Member receives an overall evaluation of "in need of improvement" or "unsatisfactory," that Faculty Member will not be eligible for sabbatical leave unless and until the Faculty Member has determined to be "satisfactory," except that the District may approve a sabbatical leave for such Faculty Member if it determines that a sabbatical leave would assist the Faculty Member in obtaining a "satisfactory" evaluation. In addition, the Faculty Member will not be eligible for summer school, overload, or assignment beyond a regular load.

Section 3. Part-Time Faculty Members

(a) Timeline

Part-Time Faculty Members shall be evaluated during the first semester of employment and at least once during the next three (3) semesters of employment. Thereafter, the Part-Time Faculty Member will be evaluated at least once every three (3) years providing that a break of service of over one (1) year does not occur.

(b) Requirements

The evaluation will consist of (1) a self-evaluation, (2) student evaluations, and (3) a peer evaluation. The peer evaluation will include (1) review of the student evaluation which will be administered by the Dean or Designee; (2) classroom visitation by the evaluator, and where appropriate, the Dean, Associate Dean, or Director; (3) a conference with the evaluatee; and (4) copies of the conference report to the evaluatee, Dean, and the evaluatee's permanent personnel file. The evaluatee or evaluator may also request that the Dean, Associate Dean, or Director participate in the evaluation or the administrator can choose to participate or assign a designee as an additional evaluator. No Full-Time Faculty Member other than administrative interns or faculty coordinators shall be required to evaluate more than two (2) Part-Time Faculty Members during any academic semester. This is designed to be a maximum and not a required minimum. Faculty Members may choose to do more than two (2) evaluations. Deans shall make every effort to rotate equitably evaluation assignments.

(c) Panel

The evaluation will be conducted by one (1) or more Full-Time Faculty Members chosen by the Dean from the evaluatee's discipline. The purpose of this panel is to assess the teaching effectiveness and other duties appropriate to a Part-Time Faculty Member as defined by this Agreement and to ascertain if the Part-Time Faculty Member's overall performance is "satisfactory," "needs improvement," or "unsatisfactory."

(d) Evaluation Procedures

The evaluation procedures shall include the same as evaluation of contract faculty as set forth in Section 1(d)-(j) of this Article.

Section 4. Faculty Members Other Than Instructors

Evaluation of Faculty Members (whether Full-Time or Part-Time) who are not instructors shall generally follow the procedures set forth in Sections 1, 2, or 3 as appropriate. If the student and peer evaluation procedures set forth in Sections 1, 2, or 3 are deemed inappropriate, alternative procedures will be established by the Faculty Member(s) in a particular position and the responsible administrator. Such procedures shall be submitted to the Evaluation Procedures Committee for approval. In the event that agreement on procedures is not reached between the Faculty Member(s) and the responsible administrator by the end of the fourth week of the semester, the Evaluation Procedures Committee shall determine the procedure to be utilized in time for the evaluation to proceed. In the event of a tie vote by the committee, the Vice President - Academic Affairs, or appropriate Vice President, shall cast the deciding vote. Once procedures have been established in any given Division or department, the procedures will carry over from one semester to the next semester and from year to year unless either the concerned Faculty Member(s) or the concerned administrator desires a change, in which event the method described in this section will be utilized.

Section 5. Evaluation Procedures Committee

An Evaluation Procedures Committee of three (3) persons, one (1) appointed by the District, one (1) appointed by the President of the Academic Senate, and one (1) appointed by the Federation, will evaluate the effectiveness of these procedures and make recommendations to the District and the Federation for any change. This committee has the responsibility of preparing and revising, as necessary, all standardized surveys and report forms to be used in the evaluation process and for the design and approval of the student surveys, which vary by department/Division/work site. Student survey forms should be submitted to the committee to be kept on file and the committee should be notified of any changes or updates in the student survey forms. All report forms prepared by the Evaluation Procedures Committee must be approved by the Academic Senate Council. From time to time this Committee may, with the approval of the Academic Senate Council, change the report forms or make other appropriate changes in the evaluation procedures consistent with the Article.

Section 6. General

(a) Where appropriate, a Director, or Faculty Coordinator, when assigned by the Vice President - Academic Affairs; or Vice President - Student and Community Advancement; or the Division Dean, will perform the duties of the Dean as provided in this Article. Except in emergency situations, the Faculty Member will be informed in writing at the beginning of the semester of evaluation as to the Dean, Director, or Faculty Coordinator who will be responsible for the Faculty Member's evaluation.

(b) All records and reports of the evaluation procedure will be retained by the District in the Faculty Member's personnel file and such reports and records may be utilized in any proceeding subject to the provisions of the Education Code.

(c) A Faculty Member who received an overall rating of "needs improvement" or "unsatisfactory" has the right to file a grievance on either one of two bases: (1) the evaluation is alleged to be unreasonable; or (2) improper procedures are alleged to have been followed. Any grievance filed must be accompanied by specific reasons as to how the evaluation is alleged to be unreasonable or how the procedures are alleged not to have been followed.

(d) Regular El Camino College faculty will participate in Compton Center faculty evaluations and regular Compton Center faculty may participate in regular El Camino College faculty evaluations.

It is mutually agreed that service on evaluation and hiring panels will be (1) voluntary; (2) participatory; (3) compensated (Rate II + mileage).

CONFERENCE REPORT FOR FACULTY

DIVISION OF: _____

_____ has been evaluated in accordance with Article 20 of the Agreement between El Camino Community College District and the El Camino College Federation of Teachers and is considered to have an overall rating of:

_____ satisfactory
_____ in need of improvement
_____ unsatisfactory

Summary of conference (to be completed by the evaluator) and to include

1. SELF EVALUATION
2. OBSERVATION REPORT
3. STUDENT SURVEY RESULTS
4. DEAN'S EVALUATION (when required)

Panel Member(s):(Please print.)

Signature(s):

Date:

_____	_____	_____
_____	_____	_____
_____	_____	_____

I have reviewed the above **CONFERENCE REPORT FOR FACULTY**. My signature does not necessarily indicate my agreement with the evaluation. I understand that I may submit a written statement within a calendar week to be attached and forwarded with this report.

Signature of Evaluatee _____ Date: _____

Evaluator(s) please provide signed copies to the following:

1 - Evaluatee 2 - Dean 3 - Human Resources

EL CAMINO COLLEGE
FACULTY OBSERVATION REPORT

EVALUATEE: _____ SEMESTER _____
EVALUATOR: _____ DATE OBSERVED _____
CLASS/STUDENTS OBSERVED _____

	Satisfactory	*Needs Improvement	*Unsatisfactory
1. Shows currency and depth of knowledge of subject. Comments:			
2. Organizes classroom activities effectively. Comments:			
3. Adapts appropriate methods and materials of teaching to meet the needs of students consistent with the maintenance of quality education. Comments:			
4. Answers students' questions appropriately and respectfully. Comments:			
5. Material taught in class is appropriate to the course description. Comments:			
6. Provides information to students concerning course objectives, methods of evaluation, and grading policies. Comments:			

OVERALL RATING:

☐ Satisfactory ☐ Needs Improvement ☐ Unsatisfactory

TO EVALUATOR: Make 2 copies of this completed report and provide one to Evaluatee and one to Dean. If you desire a conference, check here: ☐

TO EVALUATEE: If you desire a conference to discuss your self-evaluation, your student evaluations, or this evaluation, check here: ☐

TO DEAN: If a conference is necessary per the Agreement or if you request a conference, check here: ☐

*Any "Needs Improvement" or "Unsatisfactory" ratings must include comments to identify specific problems. (Attach sheet if necessary.)

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EL CAMINO COLLEGE
Dean's/Supervisor's Evaluation Form

EVALUATEE: _____ SEMESTER _____
 EVALUATOR: _____ DATE: _____

	Satisfactory	*Needs Improvement	*Unsatisfactory
1. Participates in college committee work/activities. Comments:			
2. Participates in professional activities. Comments:			
3. Conforms to official course outline of record and provide course syllabi. Comments:			
4. Keeps office hours. Comments:			
5. Adheres to class meeting and final examination schedules. Comments:			
6. Maintains official college records. Comments:			
7. Observes safety standards. Comments:			

OVERALL RATING:

☐ Satisfactory

☐ Needs Improvement

☐ Unsatisfactory

TO EVALUATEE: If you wish to have a conference to discuss this evaluation, your self-evaluation, your student evaluations, or your peer evaluation, check here ☐

TO Dean or Supervisor: If a conference is necessary per the Agreement or if you request a conference with the evaluatee, check here: ☐
 Any "Needs Improvement" or "Unsatisfactory" ratings must include comments to identify specific problems. (Attach sheet if necessary.)

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SELF EVALUATION REPORT

(Report is due 1 week prior to Evaluation Conference)

NAME: _____ DATE: _____

The self-evaluation report should include but may not be limited to the following areas:

1) Objectives for the continued improvement of instruction and student learning outcomes based on the job description, (Appendix A) 2) the results of the student survey, a self-examination of teaching effectiveness, effective encouragement of student success and effective encouragement of student course completion, 3) professional growth activities, including any conferences or workshops attended by the evaluatee, 4) copies of course syllabi which include the contract Faculty Member's classroom policies, grading procedures, and course content timeline, 5) College committees on which the evaluatee is serving or has served since the last evaluation, and 6) the extent to which objectives for the improvement of instruction and student learning outcomes from the last report were met. Additional pages may be attached.

I. OBJECTIVES FOR THE CONTINUED IMPROVEMENT OF INSTRUCTION AND STUDENT LEARNING OUTCOMES:

II. ANALYSIS OF STUDENT SURVEY:

III. PROFESSIONAL GROWTH:

IV. ANALYSIS OF PREVIOUS OBJECTIVES FOR THE IMPROVEMENT OF INSTRUCTION AND STUDENT LEARNING OUTCOMES:

*Sent to
Deans & Directors*

STUDENT SURVEY OF INSTRUCTOR EFFECTIVENESS
DIVISION OF _____

Directions: Please mark the response which is closest to your opinion. If you feel you cannot answer, or the question is not applicable, mark answer "E." Use a number 2 lead pencil only. **ANSWER THE QUESTIONS ONLY. DO NOT PUT ANY OTHER MARKS ON THE ANSWER SHEET.**

The response choices for each question are:

- A - Strongly Agree
- B - Agree
- C - Disagree
- D - Strongly Disagree
- E - No opinion or Not applicable

1. The objectives for the course have been made clear.
2. Agreement exists between stated course objectives and what is actually taught.
3. The instructor explains how student work is to be evaluated.
4. The instructor seems concerned about student progress and gives help when needed.
5. The instructor uses class time effectively.
6. The instructor is well-prepared for each class.
7. The instructor makes use of appropriate examples or illustrations to help clarify the material.
8. In this class I feel free to ask questions.
9. The instructor exhibits a personal interest in the subject matter of the course.
10. The instructor inspires my confidence in his knowledge of the subject matter of the course.
11. The instructor maintains reasonable availability to students, including scheduled office hours.
12. In my opinion, the instructor is accomplishing the objectives of the course.

[PLEASE NOTE: ADDITIONAL QUESTIONS MAY BE ADDED TO INCLUDE SPECIAL CIRCUMSTANCES IN DIFFERENT DIVISIONS.]

following criteria:

- (a) the unit member's possessing training and teaching experience and his/her meeting minimum qualifications and District competency standards; needs of the District.
 - (b) the educational and other needs of the District.
 - (c) load-balancing, course offerings, new programs, special program needs, course offerings required to meet graduation requirement;
 - (d) the balancing of District programs;
 - (e) the increase or decrease of existing course offerings due to enrollment and staffing pattern;
 - (f) the revitalization of District, programs, adding courses and programs to increase student interest and attendance;
 - (g) the rotation of teaching assignments; and
 - (h) Equal Employment Opportunity requirements imposed upon the District by law.
- (4) Prior to effecting an involuntary reassignment, the Administrative Dean of Academic Affairs shall meet with the unit member to discuss the reasons for the reassignment, and shall, at the unit member's request, provide a written statement of the reasons for the involuntary reassignment. The decision regarding an involuntary reassignment shall be made by the Provost/CEO, subject to review, at the unit member's request, by the Board of Trustees.
- (5) The District shall notify the unit member in writing of an involuntary reassignment, at least seven days in advance of the reassignment unless program needs render such notice impracticable.

ARTICLE X: EVALUATION PROCEDURE

10.1 GENERAL PROVISIONS

- a. The major aim of evaluation is to support student learning by improving instruction and educational services to students. However, formal evaluations have several purposes, which include:
 - (1) Recognizing outstanding performance;
 - (2) Improving satisfactory performance and furthering the growth of faculty members who are performing well;
 - (3) Identifying weak performance and assisting faculty members in achieving required improvement; and
 - (4) Documenting unsatisfactory performance.

Among the purposes of evaluation, the quest for the improvement of instruction and educational services to students is the highest goal. A systematic approach to evaluation is essential to the improvement of instruction and educational services to students. Therefore, a procedure that reviews a faculty member's performance of his or her assigned duties as well as all of his or her other contractual and professional responsibilities shall be implemented with these aims paramount.

- b. All faculty members are considered potential members of Faculty Evaluation Teams. If a faculty member chosen to evaluate feels unable to serve on an Evaluation Team, the faculty member shall refer the matter to his or her Dean.
- c. Formal evaluations shall be conducted and documented as prescribed in this article. They shall occur at intervals that are at least as frequent as those prescribed in Sections 10.2.a, 10.4.a, and 10.5.a and can take the form of a basic evaluation, a comprehensive evaluation, or a specialized evaluation (for example, a Special Administrative Evaluation or a Division Chair evaluation).
- d. All results of evaluation procedures, including data, discussions and recommendations made by the evaluators, shall be held in strict confidence by all persons involved in the evaluation process or in the handling of evaluation materials.
- e. Evaluation procedures shall apply to all unit members, either directly or indirectly involved in the instructional process, and the results shall become a part of that individual's personnel file.
- f. Evaluation will employ objective criteria which lend themselves to use in reaching conclusions relating to instruction or educational services. However, certain aspects of instruction and educational services cannot be reduced to specific objective criteria; therefore, professional judgment will be included in the evaluation procedure.
- g. Unless expressly provided otherwise, the following definitions shall apply throughout this article:
 - (1) "Basic evaluation" means an evaluation that reviews a faculty member's performance with little, if any, structured data gathering, and without the establishment of a Faculty Evaluation Team.
 - (2) "Comprehensive evaluation" means an evaluation that reviews a faculty member's performance based on information derived from considerable structured data gathering under the supervision of a Faculty Evaluation Team.
 - (3) "El Camino" means the El Camino Community College District.

- (4) "Faculty Council" means the El Camino College Compton Center Faculty Council of the El Camino College Academic Senate.
- (5) "Provost" means the Provost of the El Camino College Compton Center, or his or her designee.
- (6) "Tenured faculty" means those faculty members who have completed their probationary period and obtained permanent status.
- (7) "Probationary faculty" means those faculty members who are employed under an annual contract in a probationary assignment, but who have not completed their probationary period.
- (8) "Temporary faculty" means those faculty members who are neither tenured nor probationary, and who are employed under provisions of the Education Code that authorize their service as temporary employees, full- or part-time.

10.2. EVALUATION OF TENURED FACULTY

- a. Tenured faculty members shall be evaluated every three academic years. Disregarding those instances in which a specialized evaluation is appropriate, the form of the evaluation shall alternate between a basic evaluation and a comprehensive evaluation, unless:
 - (1) The faculty member elects to receive a comprehensive evaluation; or
 - (2) The faculty member's Dean or Division Chair calls for a comprehensive evaluation.
- b. To initiate a formal evaluation, the Dean shall send the tenured faculty member, and his or her Division Chair, a notice informing them that the faculty member will be evaluated as provided in this article and, if a comprehensive evaluation is not already required by Section 10.2.a, describing how the form of the evaluation will be determined.
- c. Basic evaluations shall be conducted as follows:
 - (1) The evaluation shall be recorded on the appropriate basic evaluation form (to be developed) completed by the faculty member's Division Chair, or a tenured faculty member designated by the Division Chair in consultation with the Dean. Once completed, the evaluation shall be given to the faculty member and a copy shall be placed in the faculty member's personnel file.
 - (2) When the completed evaluation is given to the faculty member, it shall be accompanied by written advice that the faculty member may submit a

written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.

- (3) In assessing the tenured faculty member's performance, the individual responsible for completing the evaluation shall not be required to conduct any structured data gathering. Instead, he or she shall rely on available information, but only to the extent that it is relevant and obtained from appropriate sources (for example, information derived from personal observation or experience with the tenured faculty member; from the tenured faculty member's peers or other co-workers; from student surveys, if any, self-evaluative material prepared by the tenured faculty member himself or herself, or prior evaluations). Nevertheless, by mutual agreement between the tenured faculty member and the individual responsible for completing the evaluation, the parties may specify that the evaluation shall include structured data gathering from peers or other co-workers, students, or other relevant sources to the extent they determine such data gathering will be useful and appropriate.
- (4) In addition to indicating ratings of the tenured faculty member's performance, the individual responsible for completing the evaluation may recommend that the tenured faculty member engage in appropriate professional development activities.
- (5) If a tenured faculty member's overall performance on his or her basic evaluation is rated "needs to improve" or "unsatisfactory," the faculty member may request, and if requested, shall receive a comprehensive evaluation, which shall commence no later than the next regular semester.

d. Comprehensive evaluations shall be conducted as follows:

- (1) The Provost shall appoint a Faculty Evaluation Team to conduct the evaluation. The Team shall consist of:
 - i. the appropriate Division Chair or his or her designee;
 - ii. two tenured or probationary faculty members (in their third or fourth year as probationary faculty) from the discipline of the faculty member being evaluated designated by the Dean and confirmed by the Faculty Council (to the extent practical, one of those faculty member's should be employed by Compton and the other by El Camino);
 - iii. two tenured or probationary faculty members (in their third or fourth year as probationary faculty) from the faculty at large designated by the Faculty Council (to the extent practical, one of

those faculty members should be employed by Compton and the other by El Camino, and one of the two should be a nominee of the faculty member being evaluated).

The faculty member may submit a timely challenge to the appointment of any one voting member from the Faculty Evaluation Team. To be timely the challenge must be received in writing by the Provost on or before the date of the Faculty Evaluation Team's first meeting. Whenever a Team member needs to be replaced because of the receipt of a timely challenge, the Provost shall promptly appoint a replacement by following the appointment process applicable to the replacement member's predecessor.

- (2) Once appointed, the Faculty Evaluation Team shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and assemble an evaluation file (which shall be kept in the Human Resources Office) consisting of all of the documents and other materials that are relevant to the evaluation and that need to be preserved as a part of the process.
- (3) Before commencing any structured data gathering or engaging in any other substantive business, the Faculty Evaluation Team shall prepare a plan for the evaluation that specifies:
 - i. The materials it intends to request from the faculty member being evaluated (for example: self-evaluation materials; representative course syllabi; sample class assignments, tests, or exercises; selected course handouts; previous student surveys, if available; or other relevant work products);
 - ii. The manner and extent to which it intends to collect data from students, peers, administrators and other individuals using the data collection instruments set forth in Appendix (to be developed following faculty's Professional Development Evaluation)
 - iii. How it intends to inquire into the nature and extent of the faculty member's response to recommendations contained in any of his or her previous evaluations;
 - iv. Whom it intends to charge with the responsibility of collecting the data, whether a member of the Team or not; and
 - v. A general schedule under which the Team intends to complete its work and appropriate protocols for giving the faculty member prior notification of classroom visits or other data collection activities that require interaction with the faculty member's students.

- (4) Before adopting a final version of its plan, the Faculty Evaluation Team shall share a draft of the plan with the faculty member being evaluated and solicit his or her comments. Once it adopts a final plan, the Team shall send a copy of the plan to the faculty member being evaluated and the Dean.
- (5) At the conclusion of its data gathering, the Faculty Evaluation Team shall review all of the data collected as part of the evaluation plan, as well as any formal recommendations to the faculty member contained in his or her past evaluations. Based on that information, the committee shall complete an appropriate comprehensive evaluation summary using an appropriate summary form (to be developed). For each applicable performance category listed on the form, the Team shall:
 - i. prepare a brief narrative assessment of the faculty member's performance that reflects the Team's analysis of the data it collected; and
 - ii. assign one of the following ratings: exceeds expectations, meets expectations, needs improvement.

The Team may also include as a part of the comprehensive evaluation summary any formal recommendations to the faculty member being evaluated it believes are appropriate.

- (6) As a part of the comprehensive evaluation summary the Faculty Evaluation Team may, if it chooses, also include its recommendation as to whether the faculty member's overall performance should be rated as satisfactory, needs to improve, or unsatisfactory.
- (7) Formal actions of the Faculty Evaluation Team shall be taken by majority vote of the Team, but if all of the members of the Team do not agree with the content of the comprehensive evaluation summary, the Team shall provide for dissenting views to be documented and included as a part of the summary.
- (8) In addition to completing a comprehensive evaluation summary, the Faculty Evaluation Team may also prepare a separate document containing any informal comments or recommendations to the faculty member being evaluated. Any such document shall be treated as a private communication to the faculty member and shall not become part of the evaluation file.
- (9) The Faculty Evaluation Team shall forward the comprehensive evaluation summary to the faculty member being evaluated for his or her review and comment. It shall also provide the faculty member an opportunity to meet with the Team to discuss the evaluation.

- (10) If, subsequent to meeting with the Faculty Evaluation Team, the faculty member submits comments, the Team shall review them and take any additional action it determines to be appropriate in light of the comments. Thereafter, it shall forward the completed evaluation file (including the evaluation plan, the data collection instruments the committee relied upon in preparing the evaluation, the comprehensive evaluation summary, and any other relevant documents) to the Dean. If the faculty member declines to meet with the Team, or (having met with the committee) fails to submit comments within five working days of the date on which the Team met with the faculty member, the Faculty Evaluation Team shall forward the completed evaluation file (including all of the materials referenced above) to the Dean.
- (11) Based solely on the comprehensive evaluation summary and the accompanying materials in the evaluation file the Dean shall either:
- i. complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and, based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory; or
 - ii. return the evaluation to the Faculty Evaluation Team with a written explanation of the reasons he or she declined to accept the evaluation, and comments regarding proposed steps the committee should take to remedy the problems he or she perceived.
- (12) If the Dean declined to accept the evaluation and instead returned it to the Faculty Evaluation Team, the following shall occur:
- i. The Faculty Evaluation Team shall review the explanation of the reasons the evaluation was not accepted and consider the proposed steps to remedy the problems the Dean perceived. If the Team determines that additional actions are necessary to enhance or improve the evaluation in light of the explanation and comments from the Dean, it shall take those actions. It may also revise, correct, or amend the evaluation summary in any way it determines is appropriate, or leave it unchanged;
 - ii. Once the Faculty Evaluation Team has completed any actions it determined to be necessary to enhance or improve the evaluation and made any revisions, corrections or amendments to the evaluation summary it determined to be appropriate, it shall again forward the evaluation summary (with a written statement of the actions it took, if any) to the faculty member being evaluated for his or her comment. If the faculty member submits comments, the Team shall review them and take any additional action it

determines to be appropriate in light of the comments. It shall then forward the completed evaluation summary to the Dean. If the faculty member declines to comment, or fails to comment within five 'working days of the date on which the committee sent the summary to the faculty member, the Faculty Evaluation Team shall forward the evaluation summary to the Dean;

iii. Upon receiving the evaluation summary, the Dean shall complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and, based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory.

(13) Once the Dean has completed the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and assigning a rating to the faculty member's overall performance, he or she shall deliver the evaluation summary to the faculty member and place a copy of it in the faculty member's personnel file.

(14) The completed evaluation, when delivered to the faculty member by the Dean, shall be accompanied by written advice that, the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.

10.3 SPECIAL ADMINISTRATIVE EVALUATIONS

a. The Provost may initiate a Special Administrative Evaluation if:

(1) a faculty member's overall performance on his or her basic or comprehensive evaluation is rated "needs to improve" or "unsatisfactory;" or

(2) the Provost cites identifiable issues about the faculty member's performance that are disclosed in the faculty member's basic evaluation and the Division Chair concurs that those issues warrant further review and documentation through a Special Administrative Evaluation; or

(3) the Provost cites identifiable issues about the faculty member's performance that are disclosed in the faculty member's comprehensive evaluation, and the Faculty Evaluation Team concurs that those issues warrant further review and documentation through a Special Administrative Evaluation; or

(4) the Provost determines that a Special Administrative Evaluation is appropriate to review events or circumstances that could lead to formal

disciplinary action under Education Code Section 87732 (in which case the evaluation, once completed, shall be deemed to have served the purposes specified in Education Code Section 87671).

Any Special Administrative Evaluation initiated under Subsection (1), (2) or (3) of this section shall be commenced within thirty working days of the completion of the basic or comprehensive evaluation. Furthermore, it shall be concluded within sixty days after it was commenced.

b. Special Administrative Evaluations shall be conducted by an appropriate Dean or other administrator designated by the Provost (hereinafter referred to as a Dean) as follows:

- (1) If the Special Administrative Evaluation follows a basic or comprehensive evaluation, the Dean shall solicit input from:
 - i. the individual who completed the evaluation (in the case of a basic evaluation), or the Faculty Evaluation Team (in the case of a comprehensive evaluation);
 - ii. appropriate individuals the faculty member identifies as having relevant information about his or her performance; and
 - iii. any others the Dean or his or her designee believes should have relevant information about the performance of the faculty member.

All such input shall be considered by the Dean before he or she completes the Special Administrative Evaluation.

- (2) The Dean may, if it is appropriate to the evaluation, observe the faculty member as he or she teaches or performs his or her other duties, conduct student surveys with prior notification to the faculty member as to when such surveys would occur, or collect relevant data through other appropriate data collection methods.
- (3) The Special Administrative Evaluation shall be recorded on the appropriate Special Administrative Evaluation form (to be developed). Once the Dean has completed the form, he or she shall deliver the evaluation to the faculty member, offer to meet with the faculty member to discuss it, and after the meeting, if one occurred, place a copy of the form in the faculty member's personnel file.
- (4) The completed Special Administrative Evaluation, when delivered to the faculty member by the Dean, shall be accompanied by written advice that the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be

appended to the copy of the Special Administrative Evaluation contained in the faculty member's personnel file.

10.4 EVALUATION OF DIVISION CHAIRS

- a. During a faculty member's service as a Division Chair, his or her performance of the Division Chair's duties and responsibilities shall be evaluated at the end of his or her first year of service as Division Chair and at least once every other academic year thereafter.
- b. The evaluation of a Division Chair shall be conducted in the same manner as a Special Administrative Evaluation with the following modifications:
 - (1) In place of the list of individuals specified in Section 10.3.b(1), the Dean shall solicit information about the Division Chair's performance of his or her duties and responsibilities as chair from faculty and staff in the division (including all those who ask to provide relevant information), as well as any others the Dean believes should have relevant information about the faculty member's performance as Division Chair.
 - (2) Rather than recording the evaluation on a Special Administrative Evaluation Form, the Dean shall record the evaluation on the Division Chair Evaluation Form (to be developed).
 - (3) The evaluation of a Division Chair is a specialized evaluation that is separate from and in addition to the normal evaluation of the Division Chair as a faculty member.

10.5. EVALUATION OF TEMPORARY FACULTY

- a. Temporary faculty shall be evaluated during their first semester of employment and at least once during the following three semesters of employment. Thereafter, each temporary faculty member shall be evaluated at least once every three years provided a break of service of more than one year has not occurred.
- b. To initiate a formal evaluation, the Dean shall send the temporary faculty member, and his or her Division Chair, a notice informing them that the faculty member will be evaluated as provided in this article and specifying the time by which the evaluation should be completed.
- c. The evaluation shall be conducted as follows:
 - (1) The Dean shall appoint a Faculty Evaluation Team to conduct the evaluation. The Team shall consist of:
 - i. the appropriate Division Chair or his or her designee;

- ii. one tenured or probationary faculty member from the discipline of the faculty member being evaluated.
- (2) The Faculty Evaluation Team shall prepare a plan for the evaluation that, at a minimum, provides for the following data collection:
 - i. Observation, on at least one occasion, of the faculty member in class or at his or her work station;
 - ii. In the case of teaching faculty or faculty who work directly with students, student surveys collected from the faculty member's students;
 - iii. Collection of relevant work products from the faculty member (e.g. representative course syllabi; sample class assignments, tests, or exercises; selected course handouts);
 - iv. Submission of a self-evaluation by the faculty member.
- (3) After preparing its plan, the Faculty Evaluation Team shall send a copy of the plan to the faculty member along with a general schedule under which the Team intends to complete its work.
- (4) At the conclusion of its data gathering, the Faculty Evaluation Team shall review all of the data collected as part of the evaluation plan. Based on that information, the committee shall complete an evaluation summary using an appropriate summary form (to be developed). For each applicable performance category listed on the form, the Team shall:
 - i. prepare a brief narrative assessment of the faculty member's performance that reflects the Team's analysis of the data it collected; and
 - ii. assign one of the following ratings: exceeds expectations, meets expectations, needs improvement.

The Team may also include as a part of the evaluation summary any formal recommendations to the faculty member being evaluated it believes are appropriate.

- (5) The Faculty Evaluation Team shall forward the evaluation summary to the faculty member being evaluated for his or her review and comment. The Faculty Evaluation Team shall also provide the faculty member an opportunity to meet with the Team (or one of its members as a representative) to discuss the evaluation.

- (6) If, subsequent to meeting with the Faculty Evaluation Team (if one occurred), the faculty member submits comments, the Team shall review them and take any additional action it determines to be appropriate in light of the comments. Thereafter, it shall forward the completed evaluation file (including the evaluation plan, the data collection instruments the committee relied upon in preparing the evaluation, the evaluation summary, and any other relevant documents) to the Dean. If the faculty member declines to meet with the Team, or fails to submit comments within five working days of the date on which the Team met with the faculty member, the Faculty Evaluation Team shall forward the completed evaluation file (including all of the materials referenced above) to the Dean.
- (7) Based solely on the evaluation summary and the accompanying materials in the evaluation file the Dean shall either:
- i. complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and, based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory; or
 - ii. return the evaluation to the Faculty Evaluation Team with a written explanation of the reasons he or she declined to accept the evaluation, and comments regarding proposed steps the Team should take to remedy the problems he or she perceived.
- (8) If the Dean declined to accept the evaluation and instead returned it to the Faculty Evaluation Team, the following shall occur:
- i. The Faculty Evaluation Team shall review the explanation of the reasons the evaluation was not accepted and consider the proposed steps to remedy the problems the Dean perceived. If the Team determines that additional actions are necessary to enhance or improve the evaluation in light of the explanation and comments from the Dean, it shall take those actions. It may also revise, correct, or amend the evaluation summary in any way it determines is appropriate, or leave it unchanged.
 - ii. Once the Faculty Evaluation Team has completed any actions it determined to be necessary to enhance or improve the evaluation and made any revisions, corrections or amendments to the evaluation summary it determined to be appropriate, it shall again forward the evaluation summary (with a written statement of the actions it took, if any) to the faculty member being evaluated for his or her comment. If the faculty member submits comments, the Team shall review them and take any additional action it

determines to be appropriate in light of the comments. It shall then forward the completed evaluation summary to the Dean. If the faculty member declines to comment, or fails to comment within five working days of the date on which the committee sent the summary to the faculty member, the Faculty Evaluation Team shall forward the evaluation summary to the Dean.

- iii. Upon receiving the evaluation summary, the Dean shall complete the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and, based on the summary, rate the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory.
- (9) Once the Dean has completed the evaluation by formally accepting the Faculty Evaluation Team's evaluation summary and assigning a rating to the faculty member's overall performance, he or she shall deliver the evaluation summary to the faculty member and place a copy of it in the faculty member's personnel file.
 - (10) The completed evaluation, when delivered to the faculty member by the Dean, shall be accompanied by written advice that the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's personnel file.

10.6 EVALUATION OF PROBATIONARY FACULTY

General Provisions

1. The purpose of a probationary period is to give probationary faculty members who are candidates for tenure the opportunity to demonstrate that they meet the needs and expectations of the District and are performing at a level that warrants the granting of tenure. As a consequence, tenure review is, in a sense, the conclusion of the selection process: continued review and rigorous evaluation leading to a recommendation to the Board on whether to employ an individual as a permanent, tenured member of the faculty.
2. All results of evaluation procedures that are a part of the tenure review process, including data, discussions and recommendations made by the Tenure Review Committee or any other evaluator, shall be held in strict confidence by all persons involved in the evaluation process or in the handling of evaluation materials.
3. Evaluation of probationary faculty will employ objective criteria which lend themselves to use in reaching conclusions relating to instruction or educational services. However, certain aspects of instruction and educational services cannot be reduced to specific

objective criteria; therefore, professional judgment will be included in the evaluation procedure.

4. Unless expressly provided otherwise, the following definitions shall apply throughout this article:
 - a. "Board of Trustees" means the governing board of the Compton Community College District or the State's Special Trustee acting on the Board's behalf.
 - b. "El Camino" means the El Camino Community College District.
 - c. "Academic Senate" means the Academic Senate of the Compton Community College District.
 - d. "Provost" means the Provost of the El Camino College Compton Center, or his or her designee.

B. Tenure Review Committee

1. Within twenty working days of a probationary faculty member's first day of service in a probationary position, the Provost shall appoint a Tenure Review Committee to evaluate his or her performance and supervise the probationary faculty member's tenure review. The committee shall consist of:
 - a. the appropriate Division Chair;
 - b. two tenured faculty members from the discipline of the faculty member being evaluated designated by the Dean and confirmed by the Academic Senate (to the extent practical, one of those faculty member's should be employed by Compton and the other by El Camino);
 - c. two tenured faculty members from the faculty at large designated by the Academic Senate (to the extent practical, one of those faculty member's should be employed by Compton and the other by El Camino, and one of the two should be a nominee of the faculty member being evaluated).

The faculty member may submit a timely challenge to the appointment of any one voting member of the Tenure Review Committee. To be timely the challenge must be received in writing by the Provost on or before the date of the committee's first meeting.

2. To the extent practical, the membership of the Tenure Review Committee shall remain constant throughout the probationary faculty member's probationary period. However, a committee member shall be replaced if his or her service was challenged pursuant to the final paragraph of Section B.1, or he or she:

- a. resigns, retires, or becomes unavailable for continued service on the committee for any other reason;
- b. will be absent on a leave of absence for one semester or more; or,
- c. in the case of the Division Chair vacates his or her assignment as Division Chair.

Whenever a committee member needs to be replaced, the Provost shall promptly appoint a replacement by following the appointment process applicable to the replacement member's predecessor.

- 3. Once appointed, the Tenure Review Committee shall elect one of its members to serve as its chairperson. The role of the chairperson shall be to convene meetings of the committee, prepare meeting agendas, preside at committee meetings, and assemble a tenure review file (which shall be kept in the Human Resources Office) consisting of all of the documents and other materials that are relevant to the process and that need to be preserved.
- 4. As one of its initial acts, the Tenure Review Committee will meet with the probationary faculty member to review the tenure review process and to discuss, in general terms, how it will be conducted.

C. First-Year Evaluation and Recommendation

- 1. As provided in Education Code Section 87605, "a faculty member shall be deemed to have completed his or her first contract year if he or she provides service for 75 percent of the first academic year." As a consequence, if a probationary faculty member's service as a probationary employee begins during the spring semester, his or her service during that academic year does not count as his or her first contract year for the purposes of tenure review, and he or she shall receive a first-year evaluation during the following fall semester. All other probationary faculty members shall receive their first-year evaluation during the fall semester of the academic year during which they first served as a probationary employee.
- 2. Before commencing the evaluation, the Tenure Review Committee shall prepare a recommended plan for the evaluation that anticipates the need to submit all required recommendations and supporting materials in a timely fashion so that the Board can act before March 15, and that specifies:
 - a. The materials it intends to request from the probationary faculty member (for example: self-evaluation materials; representative course syllabi; sample class assignments, tests, or exercises; selected course handouts; or other relevant work products.)
 - b. The extent to which it intends to collect data from students, peers, administrators or other individuals using the data collection instruments set forth in Appendix B);

- c. Whom it intends to charge with the responsibility of collecting the data, whether a member of the committee or not; and
 - d. A general schedule under which the committee intends to complete its work.
- 3. Notwithstanding anything in Section C.2 to the contrary, the evaluation plan shall provide for appropriate peer observation of the probationary faculty member; student surveys, where relevant; and preparation of a tenure review portfolio by the probationary faculty member, which shall be maintained and built upon by the faculty member throughout his or her probationary period. The portfolio shall include relevant materials specified by the Tenure Review Committee such as: course syllabi; class handouts; exams, test and quizzes; and other materials that document curriculum development or service improvement activities, professional development or research activities, professional contributions to the department or Center, publications, relevant community service, awards and honors, etc.
- 4. Before adopting a final version of its recommended evaluation plan, the committee shall share a draft of the plan with the probationary faculty member and solicit his or her comments. Once it adopts a final recommended plan, the committee shall send a copy of the recommended plan to the Dean for review and approval. If the Dean does not approve the plan, he or she shall return it to the Tenure Review Committee with an explanation of the revisions needed to obtain approval. When the Dean does approve the recommended plan, he or she shall indicate his or her approval on the plan and return it to the committee with a copy to the probationary faculty member.
- 5. At the conclusion of its data gathering, the Tenure Review Committee shall review all of the data collected as part of the evaluation plan. Based on that information, the committee shall complete an appropriate comprehensive evaluation summary using an appropriate summary form (see Appendix B). For each applicable performance category listed on the form, the committee shall:
 - a. prepare a brief narrative assessment of the probationary faculty member's performance that reflects the committee's analysis of the data it collected; and
 - b. assign one of the following ratings: exceeds expectations, meets expectations, needs improvement.
- 6. As a part of the comprehensive evaluation summary the Tenure Review Committee shall also include:
 - a. recommendations to the probationary faculty member regarding actions he or she should consider to maintain or improve his or her progress towards achieving tenure;
 - b. the committee's recommendation as to whether the faculty member's overall performance should be rated as satisfactory, needs to improve, or unsatisfactory; and

- c. the committee's recommendation regarding the probationary faculty member's continued employment as specified in Section G.
7. Formal actions of the Tenure Review Committee shall be taken by majority vote, but if all of the members of the committee do not agree with the content of the comprehensive evaluation summary, the committee shall provide for dissenting views to be documented and included as a part of the summary.
 8. The Tenure Review Committee shall forward the comprehensive evaluation summary to the probationary faculty member for his or her review and comment. It shall also provide the faculty member an opportunity to meet with the committee to discuss the evaluation.
 9. If, subsequent to a meeting with the committee, the faculty member submits comments, the committee shall review them and take any additional action it determines to be appropriate in light of the comments. Thereafter, it shall forward the completed evaluation file (including the evaluation plan, the data collection instruments the committee relied upon in preparing the evaluation, the comprehensive evaluation summary, and any other relevant documents) to the Dean. If the probationary faculty member declines to meet with the committee, or (having met with the committee) fails to submit comments within five working days of the date on which the committee met with the faculty member, the Tenure Review Committee shall forward the completed evaluation file (including all of the materials referenced above) to the Dean.
 10. Based solely on the comprehensive evaluation summary and the accompanying materials in the evaluation file the Dean shall either:
 - a. complete the evaluation by
 - i. formally accepting the Tenure Review Committee's evaluation summary; and — based on the summary—
 - ii. rating the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory; and
 - iii. making a recommendation regarding the probationary faculty member's continued employment as specified in Section G; or
 - b. return the evaluation to the Tenure Review Committee with a written explanation of the reasons he or she declined to accept the evaluation, and comments regarding proposed steps the committee should take to remedy the problems he or she perceived.
 11. If the Dean declined to accept the evaluation and instead returned it to the Tenure Review Committee, the following shall occur:

- a. The Tenure Review Committee shall review the explanation of the reasons the evaluation was not accepted and consider the proposed steps to remedy the problems the Dean perceived with the evaluation. If the committee determines that additional actions are necessary to enhance or improve the evaluation in light of the explanation and comments from the Dean, it shall take those actions. It may also revise, correct, or amend the evaluation summary in any way it determines is appropriate, or leave it unchanged.
 - b. Once the Tenure Review Committee has completed any actions it determined to be necessary to enhance or improve the evaluation and made any revisions, corrections or amendments to the evaluation summary it determined to be appropriate, it shall again forward the evaluation summary (with a written statement of the actions it took, if any) to the probationary faculty member for his or her comment. If the faculty member declines to comment, or fails to comment within five working days of the date on which the committee sent the summary to the faculty member, the Tenure Review Committee shall forward the evaluation summary to the Dean.
 - c. Upon receiving the evaluation summary, the Dean shall complete the evaluation by:
 - i. formally accepting the Tenure Review Committee's evaluation summary; and — based on the summary—
 - ii. rating the faculty member's overall performance as satisfactory, needs improvement or unsatisfactory; and
 - iii. making a recommendation regarding the probationary faculty member's continued employment as specified in Section G.
12. Once the Dean has completed the evaluation by formally accepting the Tenure Review Committee's evaluation summary, assigning a rating to the faculty member's overall performance, and making a recommendation about the faculty member's continued employment, he or she shall deliver the evaluation summary to the probationary faculty member and the Provost for inclusion in the faculty member's tenure review and personnel files.
13. The completed evaluation, when delivered to the probationary faculty member by the Dean, shall be accompanied by written advice that the faculty member may submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the evaluation contained in the faculty member's tenure review and personnel files.

D. Second-Year Evaluation and Recommendation

- 1. Each probationary faculty member shall be evaluated during the fall semester of his or her second contract year. As a continuation of the tenure review process, the evaluation

shall cover the entire period since the probationary faculty member's last evaluation, not just his or her performance during the fall semester.

2. The second-year evaluation shall be conducted in the manner specified in Sections C.2 through C.13, with the addition that, as a part of the evaluation, the Tenure Review Committee shall review the probationary faculty member's prior evaluations and inquire into the nature and extent of the faculty member's response to the recommendations contained in those evaluations.
3. At the same time it forwards the completed second-year evaluation file to the Dean, the Tenure Review Committee shall forward its recommendation regarding the probationary faculty member's continued service. Based solely on the comprehensive evaluation summary and the accompanying materials in the evaluation file, the Tenure Review Committee shall, except under the circumstances described in Section G.4, recommend one of the following two actions: that the probationary faculty member be given notice by the Board that he or she will be employed for the following two academic years as a probationary faculty member, or that the probationary faculty member be given notice by the Board that he or she will not be employed for the following academic year.

E. Third- and Fourth-Year Evaluations and Recommendation

1. Each probationary faculty member shall be evaluated during the fall semester of his or her third contract year, and again during the fall semester of his or her fourth contract year. As a continuation of the tenure review process, each evaluation shall cover the entire period since the probationary faculty member's last evaluation, not just his or her performance during the semester in which the evaluation is conducted.
2. The third- and fourth-year evaluations shall be conducted in the manner specified in Sections C.2 through C.12, with the addition that, as a part of the evaluation, the Tenure Review Committee shall review the probationary faculty member's prior evaluations and inquire into the nature and extent of the faculty member's response to the recommendations contained in those evaluations.
3. Notwithstanding anything in Section C to the contrary, neither the Tenure Review Committee nor the Dean shall forward any recommendation regarding the probationary faculty member's continued service as a part of the evaluation conducted during the faculty member's third contract year, but they shall do so as a part of the evaluation conducted during the fourth contract year.

F. Special Administrative Evaluations

1. At any time during a probationary faculty member's probationary period, the Provost may initiate a Special Administrative Evaluation if:
 - a. the probationary faculty member requests a Special Administrative Evaluation; or

- b. an evaluation conducted pursuant to Sections C, D or E discloses identifiable issues about the probationary faculty member's performance that the Provost reasonably determines warrants further review and documentation through a Special Administrative Evaluation; or
- c. the probationary faculty member's Tenure Review Committee recommends a Special Administrative Evaluation (which the committee may do at any time it determines such a recommendation to be appropriate); or
- d. the Provost determines that a Special Administrative Evaluation is appropriate to review events or circumstances that could lead to formal disciplinary action under Education Code Section 87732 (in which case the evaluation, once completed, shall be deemed to have served the purposes specified in Education Code Section 87671).

Any administrative evaluation initiated under Subsection F.1.a, b or c shall be commenced within thirty working days of the completion of the evaluation, or receipt of the Tenure Review Committee's recommendation to conduct the evaluation, whichever is relevant. Furthermore, it shall be concluded within forty-five working days after it was commenced.

2. If the Special Administrative Evaluation was requested by the probationary employee; follows an evaluation conducted pursuant to Sections C, D, or E; or was initiated upon the recommendation of the Tenure Review Committee, the Dean shall solicit input from:
 - a. the Tenure Review Committee;
 - b. appropriate individuals the probationary faculty member identifies as having relevant information about his or her performance; and
 - c. any others the Dean believes should have relevant information about the performance of the faculty member.

All such input shall be considered by the Dean before he or she completes the administrative evaluation.

3. The Dean may, if it is appropriate to the evaluation, observe the probationary faculty member as he or she teaches or performs his or her other duties, conduct student surveys, or collect relevant data through other appropriate data collection methods.
4. The Special Administrative Evaluation shall be recorded on the appropriate Special Administrative Evaluation form (see Appendix ____). Once the Dean has completed the form, he or she shall deliver the evaluation to the probationary faculty member and the Provost for inclusion in the faculty member's personnel file.
5. The completed Special Administrative Evaluation, when delivered to the faculty member by the Dean, shall be accompanied by written advice that the faculty member has the

right to submit a written comment regarding the evaluation. If the faculty member chooses to submit a comment, it shall be appended to the copy of the Special Administrative Evaluation contained in the faculty member's personnel file.

G. Recommendations to the Board

1. Before March 15 of each probationary faculty member's first, second and fourth contract years, the Provost shall forward the recommendation of the faculty member's Tenure Review Committee and Dean regarding the probationary faculty member's continued service, along with the Provost's recommendation regarding that matter to the Board of Trustees. The Provost's recommendation shall be based solely on the Tenure Review Committee's comprehensive evaluation summaries, accompanying materials in the evaluation file, any Special Administrative Evaluations that were performed, and the recommendations of the Tenure Review Committee and the Dean.
2. Except as provided in Section G.4, below, any recommendation forwarded during a probationary faculty member's first contract year shall be a recommendation to notify the faculty member that:
 - a. he or she will be employed for the following academic year as a second year probationary faculty member, or that
 - b. he or she will not be employed for the following academic year.
3. Except as provided in Section G.4, below, any recommendation forwarded during a probationary faculty member's second contract year shall be a recommendation to notify the faculty member that:
 - a. he or she will be employed for following two academic years as a probationary faculty member, or that
 - b. he or she will not be employed for the following academic year.
4. Notwithstanding Sections G.2 and G.3, the Provost may, during a probationary faculty member's first or second contract year, recommend that the faculty member be employed for all subsequent academic years as a tenured faculty member, but only in extraordinary circumstances where that recommendation has been initiated by the Tenure Review Committee on the basis of documented evidence that the probationary faculty member is performing at a level that warrants the granting of early tenure, and the Provost finds that there are clear and compelling reasons to conclude that the action will be in the best interests of the district. No recommendation made pursuant to this section, and no action accepting or rejecting any such recommendation, shall be grievable.
5. Any recommendation forwarded during a probationary faculty member's fourth contract year shall be a recommendation to notify the faculty member that:

- a. he or she will be employed for all subsequent academic years as a tenured faculty member, or that
- b. he or she will not be employed for the following academic year.

H. Mentors

1. Every probationary faculty member shall be encouraged to request a mentor. When a probationary faculty member requests a mentor, the Dean shall consult with the probationary faculty member and his or her Division Chair to identify and recruit an appropriate mentor. A mentor can be any tenured faculty member employed by either Compton or El Camino who volunteers to serve in that capacity, but he or she may not serve on the probationary faculty member's Tenure Review Committee.
2. A tenured faculty member may serve as a mentor to more than one probationary faculty member, but since effective mentoring often requires the investment of an extensive amount of time and effort, a single faculty member should not generally be designated as a mentor for more than two probationary faculty members at any time.
4. During the period of mentoring, the mentor shall consult and interact with the probationary faculty member for the purposes of enhancing the probationary faculty member's effectiveness and ability to perform his or her basic duties, and encouraging the probationary faculty member's professional growth. All mentors shall adhere to any mentoring guidelines adopted by the District.

I. Effective Date

These procedures became effective for probationary faculty members initially employed in probationary positions on or after July 1, 2007.

10.7 EFFECTIVE DATE

The initial use of the evaluation procedures set forth in the article to evaluate tenured and temporary faculty shall be phased in as follows:

1. Temporary faculty shall be evaluated in accordance with Section 10.5.a, with any employment at Compton College counting towards the interval between evaluations.
2. Tenured faculty members shall be initially evaluated using these procedures in three groups. Those who have social security numbers the final two digits of which are evenly divisible by three shall be evaluated during the 2007-2008 academic year; those who have social security numbers the final two digits of which are divisible by three with a remainder of 1, shall be evaluated during the 2008-2009 academic year; and those who have social security numbers the final two digits of

PORTFOLIO INFORMATION

For each distinctly different course you are currently teaching, please provide *examples* of the following materials you have prepared:

1. Course syllabus, including description of grading policy, textbook (title, author, publisher and date) and description of any supplemental material used in the course.
2. Sample quizzes, mid-terms, and final examination.
3. Key information handouts.
4. Assignments (e.g., typical assignments, key projects).

In addition, please provide any other information you think should be included to adequately describe the instructional strategies you employ in the course. Please be concise.

Finally, include the following in your portfolio:

1. A brief statement of your instructional and/or service philosophy.
2. A summary of your service in the following areas and what you contributed or gained by the service:
 - Committee work (departmental, shared governance, screening, district and state)
 - Staff development activities
 - Curriculum development
 - Program review
3. A brief narrative summarizing your student learning outcomes and assessment strategies. Your portfolio should reflect your unique contributions

Team Members' Signatures		
Print	Sign	Date

Dean's Acceptance of Evaluation Summary and Rating of Overall Performance		
___ Satisfactory	___ Needs Improvement	___ Unsatisfactory

Signed:	Date:
Comments:	

Faculty Member's Acknowledgment of Receipt of Evaluation Summary	
My signature, below, acknowledges receipt of this Evaluation Summary, but it does not necessarily indicate my agreement. I understand that I have a right to submit a written comment regarding the evaluation, and that if I do so, it will be appended to the copy of the evaluation contained in my personnel file.	
Signed:	Date:

COMPTON COMMUNITY COLLEGE DISTRICT
Basic Evaluation Summary

Name of Faculty Member:		
Div/Discipline or Program/Service Area:	Date:	Pages:

Performance Category: (Insert a brief narrative. Attach additional pages if necessary)	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Discipline Knowledge/Currency			
2. Effectiveness of Teaching [or other relevant service]			
3. Institutional Participation & Fulfillment of Professional Responsibilities			
4. Professional Development			

Formal Recommendations of the Evaluator (Attach additional sheets if necessary)		
Rating of Overall Performance		
___ Satisfactory	___ Needs Improvement	___ Unsatisfactory
Comments:		
Evaluator's Signature:		

Dean's Signature:

Faculty Member's Acknowledgment of Receipt of Evaluation Summary

My signature, below, acknowledges receipt of this Evaluation Summary, but it does not necessarily indicate my agreement. I understand that I have a right to submit a written comment regarding the evaluation, and that if I do so, it will be appended to the copy of the evaluation contained in my personnel file.

Signed:

Date:

CLASS OBSERVATION (TEACHING)

Faculty Member: _____ Observer: _____

Class/Section: _____ Date: _____ Scheduled Time: _____

Type of Class Observed (e.g., lecture, lab, demonstration, performance)

Number of Students Attending: _____ Time Class Began: _____

Subject Matter Covered (e.g., the primary subject matter focused upon during the session):

Method(s) of instruction (e.g., lecture, discussion, tutorial, seminar, demonstration, or a combination of methods):

Knowledge of subject matter (e.g., does the instructor show awareness of recent developments and research in the field; does the instructor show a sufficient understanding of the technical aspects of the field; does the instructor demonstrate a command of facts as well as interpretations of the material?):

Appropriateness of subject matter (i.e., does the subject matter relate to and contribute to the course objectives and achievement of the stated student learning outcomes?):

Appropriateness of assignments (i.e., is the work assigned during the observed class period commensurate with students' ability and the objectives of the course?):

Evidence of subject matter organization (e.g., has the instructor used the class period efficiently; has the instructor designed the lesson in a logical manner so that the objectives are clear and logical?):

Evidence of preparation (e.g., has the instructor provided necessary material for the class in an organized fashion; has the instructor anticipated students' questions about materials?):

Use of available resources (e.g., does the instructor appropriately and effectively use educational facilities — such as the board or seating arrangements — visual or audio aids, or other forms of technology; are teaching aids current?):

Instructional delivery (e.g., does the instructor speak clearly and modulate the pace of his or her speech appropriately; does the instructor show enthusiasm for the subject matter and the students through physical movement and speech?):

Evidence of creativity (e.g., has the instructor attempted to present the subject matter imaginatively in a way that engages students and increases their mastery of the lesson?):

Communication with students (e.g., does the instructor listen to the students; does the instructor answer questions clearly, pursuing discussion to ensure students' understanding; does the instructor encourage all students to participate in discussion and to express divergent opinions; is the climate conducive to promoting respect and confidence among the students and among the instructor and students; does the instructor encourage equal participation among students, regardless of ethnicity, cultural background, age, gender and lifestyle?):

Critical thinking skills (i.e., does the instructor stimulate critical thinking by presenting material inductively or otherwise promoting independent thinking and the precise evaluation of ideas or principles?):

OBSERVATION FOR ON-LINE TEACHING

Faculty Member: _____ Observer: _____

Course: _____ Date: _____

Subject Matter Covered: _____

Knowledge of subject matter (e.g., does the instructor show awareness of recent developments and research in the field; does the instructor show a sufficient understanding of the technical aspects of the field; does the instructor demonstrate a command of facts as well as interpretations of the material?):

Appropriateness of subject matter (i.e., does the subject matter relate to and contribute to the course objectives and achievement of the stated student learning outcomes?):

Appropriateness of assignments (i.e., is the work assigned commensurate with students' ability and the objectives of the course?):

Evidence of subject matter organization (e.g., has the instructor used the class period efficiently; has the instructor designed the lesson in a logical manner so that the objectives are clear and logical?):

Evidence of preparation (e.g., has the instructor provided necessary material for the class in an organized fashion; has the instructor anticipated students' questions about materials?):

Use of web site resources (e.g., do site materials show clear signs of planning and organization; does the site contain multiple instructional elements — text, graphics, links, media, chat; is the site easy to navigate; is the content presented in an effective, understandable manner).

Evidence of creativity (e.g., has the instructor attempted to present the subject matter imaginatively in a way that engages students and increases their mastery of the lesson?):

Communication with students (e.g., does the instructor provide an adequate opportunity for communication with students; does the instructor answer questions clearly, pursuing communication among students to ensure understanding; does the instructor encourage all students to participate in discussion and to express divergent opinions; is the climate conducive to promoting respect and confidence among the students and among the instructor and students; does the instructor encourage equal participation among students, regardless of ethnicity, cultural background, age, gender and lifestyle?):

Critical thinking skills (i.e., does the instructor stimulate critical thinking by presenting material inductively or otherwise promoting independent thinking and the precise evaluation of ideas or principles?):

OBSERVATION FOR COUNSELING, LIBRARY AND OTHER NON-CLASSROOM ACTIVITY
(Note: 'Class Observation' form for Human Development and similar classes)

Faculty Member: _____ Observer: _____

Type of Session: _____ Date: _____

The Faculty member:	Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
1. Is approachable.	○	○	○	○	○
Comments:					
2. Treats student(s) equitably and with respect.	○	○	○	○	○
Comments:					
3. Discusses academic needs, goals, information, and ideas with student(s).	○	○	○	○	○
Comments:					
4. Presents information clearly and sees to it that transitions between topics are effective.	○	○	○	○	○
Comments:					
5. Uses language that is understandable and at an appropriate level for the student	○	○	○	○	○
Comments:					
6. Encourages questions.	○	○	○	○	○
Comments:					
7. Answers questions clearly.	○	○	○	○	○
Comments:					
The Faculty member:	Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
8. Maintains a rate and tone of oral delivery that are effective.	○	○	○	○	○
Comments:					
9. Uses effective ways to communicate information to the student (e.g. discussion, handouts, technology).	○	○	○	○	○
Comments:					

10. Uses material that is appropriate for the setting and student level.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
11. Uses time effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
12. Shows appropriate interest in the student's needs and enthusiasm for the task.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
13. Demonstrates adequate, up-to-date knowledge of the topics discussed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					

Additional comments, if any:

COMPTON COMMUNITY COLLEGE DISTRICT
Survey Regarding Fulfillment of Professional Responsibilities

To Dean:	
From: Faculty Evaluation Team	Date:
Subject: Comprehensive Evaluation of	
	Period Covered: Beginning _____ Ending _____

A Faculty Evaluation Team is collecting data for use in a comprehensive evaluation of the faculty member listed above and is asking for your help in providing relevant information about his/her fulfillment of professional responsibilities. When you have completed this form, please return it to the person who sent it to you. Thank you in advance for your help!

The Faculty Member:	Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
1. Adheres to applicable district policies and procedures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
2. Submits grades no later than 8 business days following the last exam class date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
3. Submits census reports, adds, drops in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
4. Posts teaching/office hour schedule and submits a copy to Academic Affairs by the end of the second week of each semester	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
5. Attends and participates collegially in department/division meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					

The Faculty Member:	Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
6. Serves on committees (institutional, screening-selection, etc.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
7. Works collegially with division faculty and others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
8. Attends workshops and conferences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					
9. Keeps current in the field (eg: professional/technical journals)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Comments:					

Additional comments, if any:

Signature:	Date:
------------	-------

Thank you for your participation in this survey.

**COMPTON COMMUNITY COLLEGE DISTRICT
Faculty Service Survey**

To:	Leadership Position
From: Faculty Evaluation Team	Date:
Subject: Faculty Service Evaluation	
Committee/Task Force/Group:	Period Covered: Beginning _____ Ending _____

A Faculty Evaluation Team is collecting data for use in a comprehensive evaluation of the faculty member listed above and is asking for your help in providing relevant information about his/her contribution as a participant in the committee, task force or group listed above. When you have completed this form, please return it to the person who sent it to you. Thank you in advance for your help!

	Strongly agree	Agree	Disagree	Strongly disagree	Not Applicable
1. Attends meetings of the above group regularly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. Contributes to the overall efficacy of the above group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. Deals in a professional manner with colleagues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

4. What positive contributions has this individual made?

5. What, if anything, could this person do to contribute more?

Comments (feel free to attach additional comments)

Signature	Date
Position	

Thank you for your participation in this survey.

STUDENT SURVEY

Course Title:

Section Number:

Instructor:

Directions:

- Use a black number 2 pencil only
- Mark only one answer per question by completely filling in the appropriate circle.
- Erase completely any answer changes and stray marks
- Use the other side of the form for written comments.

Questions	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know/Not Applicable
1. The instructor clearly defined the course requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The instructor distributed a syllabus by the second class meeting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. The syllabus clearly outlined the course objectives and grading criteria.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The instructor is well prepared and organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. The instruction relates to the course objectives.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. The class starts on time and meets for the entire time specified in the class schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. The instructor regularly grades/evaluates or provides feedback on my performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. The instructor is available during posted office hours.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. The instructor interacts with students in ways that are free of discrimination.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. The instructor motivates me and encourages my interest in the subject.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. The instructor creates an environment in which it is safe to seek help, ask questions, or express opinions that differ from those of the faculty member.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. The instructor is knowledgeable in the subject area.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
13. The instructor treats students with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. The instructor maintains good class control.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

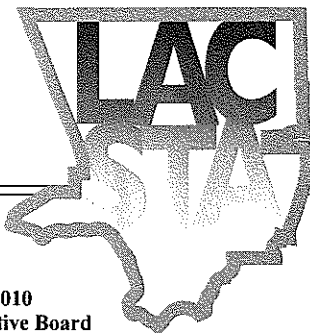
Comments:

**COMPTON COMMUNITY COLLEGE DISTRICT
Evaluation Summary**

Name of Faculty Member:		
Div/Discipline or Program/Service Area:	Date:	Pages:

Performance Category: <small>(Insert a brief narrative. Attach additional pages if necessary)</small>	Exceeds Expectations	Meets Expectations	Needs Improvement
1. Discipline Knowledge/Currency			
2. Effectiveness of Teaching [or other relevant service]			
3. Institutional Participation & Fulfillment of Professional Responsibilities			
4. Professional Development			

Formal Recommendations of the Faculty Evaluation Team <small>(Attach additional sheets if necessary)</small>
Recommendation regarding overall performance rating [optional]: ___ Satisfactory ___ Needs Improvement ___ Unsatisfactory



Los Angeles County School Trustees Association

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2009-2010
Executive Board

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District

Scott J. Svonkin
Secretary/Treasurer
San Gabriel Unified
School District

Robert F. Hidalgo
Rowland Unified School
District

Laura Santos
Bassett Unified School
District

Bob Bruesch
Garvey School
District

Shelley Weinstein
Sulphur Springs School
District

Carol Raines-Brown
Inglewood Unified School
District

Tom Jackson
Cerritos Community
College District

Fred Schambeck
Lowell Joint School
District

M. Janet Chin
Garvey School
District

Steven Llanusa
Claremont Unified School
District

Micah Ali
Compton Unified School
District

Frank Kwan
Executive Director

Bertha Evans
Association Assistant

August 31, 2009

TO: Chief Administrators
Los Angeles County School Districts
Attention: Executive Secretaries to Boards of Education

FROM: Nicholas Aquino, President

SUBJECT: **LACSTA FALL WORKSHOP/TRAINING**

The Los Angeles County School Trustees Association will be holding an interesting and informative Fall Workshop/Training Meeting on Saturday, October 24, 2009 at the Los Angeles County Office of Education. A flyer has been sent to each member of your Board via e-mail; please confirm that each member received the flyer. If they did not, please make copies and distribute the enclosed flyer to all of your Board members. Superintendents and other administrators are also welcome to attend, so please spread the word.

Registration instructions can be found on the flyer. If you have any questions, please contact Bertha Evans at (562) 922-6400, FAX (562) 803-6246, or e-mail to evans_bertha@laoe.edu.

NA:be

Enclosures: Flyer/Map

*NOTE: To visit our LACSTA website type in your browser: www.laoe.edu/lacsta and click on calendar of events and use the pull down arrow in calendar of events to change from 30 days to 60 days in order to view our upcoming training/workshop.

CC: Bd.



Fall Workshop

Saturday, October 24, 2009

Los Angeles County Office of Education

Clark Building, 12830 Clark Ave., Downey

Room 606 A/B

Agenda

8:30 – 9:00 **Registration/Continental Breakfast**

9:00 – 11:00
(606 A-1)

A1

Collective Bargaining Summit: Protecting Educational Programs

Hosted by: David Alvarez, Total School Solutions

Speakers: Brett McFadden, Association of California School Administrators and Ruben Ingram, School Employers Association of California

Key topics include:

A Big Picture Perspective

The fiscal, policy, and legal aspects that will impact out-year negotiations.

Outlooks and Projections for Negotiations

The out-year implications to collective bargaining in relation to employee benefits, student achievement, NCLB, and educational services.

Strategies for Board Member and Education Leaders

What to prepare for in upcoming negotiations, including board adopted principles and strategies, what data you will need, preparing for impasse and/or fact finding.

9:00 – 11:00
(606 A-2)

A2

H1N1 Pandemic Flu

Hosted by: Los Angeles County Dept. of Public Health representatives

This session will provide the latest update on the H1N1 virus, the latest information on the vaccine and what you need to know concerning school closures.

11:00 – 11:15 **BREAK**

11:15 – 1:15
(606 B-1)

B1

Collective Bargaining Summit: Protecting Educational Programs

(See session A1)

11:15 – 1:15
(606 B-2)

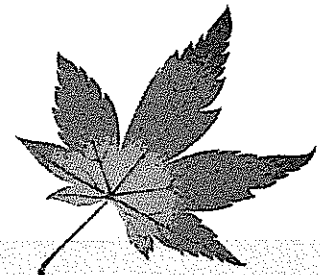
B2

AYP 101: Understanding Accountability

Sylvia Alvarez, Data and Accountability Expert

This session will help you understand the relationship between NCLB, AYP, and API scores; learn how Federal and State achievement goals can be met; and help you understand your school's data.

1:15 – 1:45 **LUNCH**



Cost \$20 per person

Deadline to register Monday, October 19, 2009

For more information, contact Bertha Evans at 562-922-6400
or E-mail evans_bertha@laoe.edu

Mail or jet completed form with check payable to LACSTA.
Los Angeles County Office of Education – Attn. Bertha Evans
9300 Imperial Highway, Downey, CA 90242, Room 103

LACSTA Fall Workshop • Registration

NAME _____ PHONE _____

DISTRICT _____ EMAIL _____

SESSION CHOICE (Before Break) _____ (After Break) _____

AMOUNT ENCLOSED _____



Los Angeles County
Office of Education

Leading Educators • Supporting Students • Serving Communities

Clark Bldg. • Education Center • Education Center East • Professional Reference Center

Information: 562.922.6360

