

Associate Member

Performance Appraisal

108.1 Introduction

The primary goal of performance appraisal is the improvement of the quality of the educational program. The process should promote professionalism, enhance performance, recognize exemplary performance, and be effective in yielding a genuinely useful and substantive assessment of performance. To achieve this goal, it is necessary to identify, recognize and nurture competence; to identify standard performance and indicate areas where improvement is desirable; to identify

- **Student Survey Summary**
Form H2 Professional and Collegial Responsibility Criteria for Associate Faculty *(completed by Appraisal Team Leader in consultation with the Division Dean and Department Chair)*
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5. **Post Appraisal Conference** (Article 108.6.5)

Related forms are:

- Form J Appraisal Summary Conference/Recommendation**
- Form K Sign Off Sheet**

By mutual consent, videotapes or other recording devices may be used. Anonymous letters or materials, excluding student survey data, will not be used in the process.

108.2 **Definitions**

- A. The Academic Year begins July 1 and ends June 30.
- B. Faculty under this article is any bargaining unit member who is a part time employee hired semester to semester.
- C. Performance Appraisal is a written review of the member's performance.
- D. Satisfactory: Member is meeting the criteria as outlined in Article 108.4.
- E. Needs to Improve: Member is consistently not meeting the preponderance of the criteria listed in one or more of the criteria categories outlined in Article 108.4. It is anticipated that the behavior(s) can be improved and the member will be

- F. Unsatisfactory: Performance is judged to be so far below expectations that member will not be given further assignment.

108.3

Frequency of Appraisals

108.3.1.1 Associate Faculty during first 6 semesters of employment

All new associate faculty will be appraised during the first primary semester in which they teach and two additional times thereafter within the first six semesters of employment, consistent with the process set forth in Article

- D. An associate faculty member consistently fails to meet a significant number of the criteria for performance appraisal of regular members as outlined in Article 108.5.
- E. An associate faculty member consistently fails to meet usual Record Keeping obligations and timelines (grade, census roster, early progress reports, or SLO assessment results, etc.).
- F. An associate faculty member is given a new assignment that is significantly different from prior assignments.

These additional appraisals will have appropriate timelines developed as they occur.

108.4 Reassigned Time

Associate faculty who are reassigned with at least 20% Reassigned Time during any semester except if funded and supervised outside the District (e.g. WVMFT, AFT 6554 and State Academic Senate) will be appraised on the performance of Reassigned Time activities during the term of the assignment. If the Reassigned Time assignment continues for more than one academic year, the appraisal shall be on an annual basis. At the beginning of the semester when the Reassigned Time has been assigned, the member shall meet with the appropriate administrator to establish written goals for the Reassigned Time and set a date (or dates) for meeting to assess progress toward those goals. When a member is given Reassigned Time for a specific department, the member shall meet with the appropriate administrator and the Department Chair to establish written goals for the Reassigned Time and set a date (or dates) for meeting to assess progress toward those goals.

The Reassigned Time Appraisal shall include a Peer Survey. When the Reassigned Time is in the position of Department Chair, the survey shall be administered to all academic and classified members of the Chair's department. For all other Reassigned Time positions, the Peer Survey shall be administered to all division deans and department chairs that work with the member in that assignment. Results of any Reassigned Time appraisals shall be forwarded to the appropriate Vice President for inclusion in the next full performance appraisal of the member.

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- A. Satisfactory. If the outcome is Satisfactory, the assignment will continue.
- B. Needs To Improve. If the outcome is Needs To Improve, the appropriate administrator/faculty member will work with the member to develop a Plan for Corrective Action.
- C. Discontinuance. If the outcome is not Satisfactory, the Reassigned Time may be discontinued at the option of the appropriate administrator.

108.5 Criteria for Appraisal of Associate Faculty

All criteria appropriate to the associate faculty member's assignment included in this section will be used in the Performance Appraisal Process.

108.5.1 Professional Criteria Category

Each member shall:

- a. Demonstrate currency and depth of knowledge of the

- j. Provide for each student a current course syllabus as required by Title 5 that includes SLOs, classroom procedures, requirements, and grading policies and provide a copy to the Division Office.
- k. Demonstrate a commitment to student learning by beginning and ending classes according to schedule, holding regular office hours, and meeting student needs as professionally required.
- l. Evidence currency in the field through participation in activities such as professional conferences, workshops, seminars, webinars, presentations, professional activities, exhibitions, or publications. Currency in the field may also be demonstrated by the currency of course materials and teaching methods.
- m. Meet Record Keeping obligations on time, e.g., grades, requisitions, schedules, textbook orders, rosters.
- n. Work with classified personnel in an effective manner in those areas related to instruction and institutional goals.
- o. Participate in the process of SLO assessment and evaluate and use the results of these assessments in the process of continuously improving student learning.
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108.5.2 Collegial Criteria Category

Each member shall:

- a. Work cooperatively within the college community.
- b. Foster an environment that protects academic freedom within the college community.
- c. Foster a positive working environment that is free from harassment, prejudice and/or bias.

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For all Student Surveys, the Office of Instruction will ensure that the students' written comments are separated and forwarded only to the Appraisal Team Leader, who shall give them to the appraisee only after grades are submitted.

108.6.5 Post Appraisal Conference

At the conclusion of the appraisal, there will be a conference with the appraisee and the Appraisal Team to discuss the outcomes of the appraisal and other information such as commendations, Record Keeping documents, attendance, course syllabi and drop/retention rates, as well as a discussion of performance on professional, collegial, and institutional responsibilities.

If a preliminary indication from the Appraisal Team is that the result of the appraisal will be Needs To Improve in any of the criteria then the faculty member will be informed of that fact.

If the Department Chair or Division Dean is not a member of the Appraisal Team, he/she may be included in this Post Appraisal Conference at the request of the team leader or appraisee.

The Post Appraisal Conference shall be completed the Performance Appraisal Summary Form will be signed by all team members. At the Post Appraisal Conference, the Performance Appraisal Forms shall be present to the appraisee. This form, along with the forms listed in Article 108.1.1 will be forwarded to the appropriate Vice President prior to Finals Week.

108.6.6 Outcome

The possible outcomes are:

- A. Satisfactory: If the recommendation is Satisfactory in all areas, the appraisal is completed.
- B. Needs To Improve: If the appraisal recommends that the member needs to improve in any of the criteria categories listed in Article 108.5 the appraisee will be re appraised during his/her next semester of assignment. According to the stated process in Article 108, the Needs to Improve appraisal process team must include an administrator. Re employment preference shall be withdrawn if the appraisal of an associate member's performance is Needs to Improve a second time.

- C. Unsatisfactory. If the appraisal outcome is unsatisfactory the appraisee will lose REP and will not be given another assignment.

108.7 **Authorization**

Education Code Sections §87660 et seq. set forth the requirements for the performance appraisal of members. The legislative intent, as stated in AB 1725, provides