

ARTICLE SEVEN - EVALUATION, SECURITY, AND SENIORITY OF ADJUNCT FACULTY

A. Purpose

Quality faculty are essential to the academic excellence of an institution. Therefore, it is a mutual expectation of faculty and administration that regular and on-going feedback be provided to faculty regarding job performance.

To ensure that quality teaching and support services remain the core ingredients in undergraduate education, the adjunct faculty evaluation process assesses the performance of the full scope of all assigned duties according to the job assignment and relevant professional standards. The evaluation process identifies and validates strengths, identifies areas needing improvement, and suggests areas for growth. The process also provides a basis for retention decisions.

B. Requirements

1. **Uniform and Consistent:** There shall be a uniform and consistent evaluation policy for all adjunct faculty as specified in the procedures and forms within this Agreement.
2. **Truthful and Accurate:** Evaluation information shall be truthful and shall not include unsubstantiated information, including rumors, gossip, or anonymous information of any kind. Information shall not be obtained through the use of sources such as electronic media, listening or recording devices without the written permission of the adjunct faculty member.
3. **Limited to Contractual Duties:** Adjunct faculty will be evaluated only on contractual duties.
4. **Based on Performance not Technology:** A distinction shall be made between adjunct faculty performance and technological failure. Malfunctions of instructional equipment shall not adversely affect the evaluation.
5. **Timely:** All participants are cognizant of the importance of immediate formative feedback and are committed to providing feedback rapidly and completing the process in a timely manner.
6. **Content is not Grievable:** The content of evaluations collected in a manner consistent with this Article shall not be grievable.
7. **Allows for Faculty Response:** Faculty evaluatees shall have two opportunities to respond in writing during the evaluation process. At the Evaluation Summary Meeting, faculty members shall sign a statement that acknowledges evaluation findings have been presented to them and they have 10 working days to respond to the committee's findings. After receiving an electronic copy of the fully executed evaluation, the faculty

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member shall have 10 working days to respond to any additional administrative comments on the faculty evaluation coversheet.

C. Process

1. **Criteria:** Because adjunct faculty assignments are diverse, evaluation criteria appropriate to the assignment shall be used as specified in the procedures and forms within this Agreement.

These criteria include:

- a. Discipline Knowledge
- b. Creation and Facilitation of the Learning Environment
- c. Individual Professional Responsibility
- d. Effective Teaching Methods

2. **Timelines:**

Adjuncts shall be evaluated their first semester at a college. Upon receiving a satisfactory rating on the first evaluation, an adjunct shall be evaluated in the third year and every three years thereafter. The adjunct evaluation form shall note ADJ-1 for first semester evaluations and ADJ-3 for all subsequent evaluations.

Student evaluations shall occur in every section taught by an adjunct faculty member. During the first semester evaluation, peer observations shall occur in every section. In the third year and subsequent evaluations, peer observations will occur in one section, mutually agreed upon by the adjunct faculty member and the faculty chair/designee. The evaluation shall optimally occur between weeks 5-8 in semester length courses. In courses that run less than a full semester, the evaluation shall occur approximately 35% of the way through the course.

Upon completion of the evaluation, the evaluator will make a recommendation, based on the ratings in Article 7.C.4, either to retain or not retain the faculty member within the adjunct hiring pool.

In the case of an observation rating of “unsatisfactory,” the adjunct faculty member, who may consult CCA, will be observed again by a tenured faculty member chosen by the evaluatee, and the educational administrator. Where there are not sufficient department/program area members to conduct the observations, the evaluatee may choose a tenured faculty member from a related discipline. The evaluation will be completed by the end of the semester.

For disciplines with state licensing board requirements, additional evaluations may be conducted as required by the licensing board.

A decision regarding retention within the hiring pool will be made after the committee evaluation.

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3. **Components:** The purpose of the multiple components listed below is to get data from a variety of perspectives for diverse faculty assignments. Every effort should be made to integrate the data in its entirety in contrast to overemphasizing any individual component.
 - a. Peer and Administrative Materials Review and Classroom Observations: Announced and scheduled observations by committee members of adjunct faculty work and interaction with students. For ADJ-1, observation should be made of all instructional, counseling and library assignments. For ADJ-3, the faculty chair or designee shall observe one assignment, mutually agreed upon with the evaluatee. (Forms appropriate to adjunct assignment; see [Checklist](#) in Article 7 Appendix.)
 - b. Student Evaluations: Evaluative reviews by students about interactions with the evaluatee conducting various duties, such as teaching, counseling, library, and other support services. (Forms appropriate to assignment; see [Checklist](#) in Article 7 Appendix)
 - c. [Administrative Assessment Review](#): Evaluative review by Educational Administrator. (See Form Q/ADJ on District’s portal, “Employee Forms” tab.)
 - d. [Faculty Service Survey](#): Assesses the evaluatee’s contribution to the KCCD community from the unique perspective of peers outside the discipline area or in the community, concerning faculty service. (See Form P/ADJ on District’s portal, “Employee Forms” tab; all adjunct faculty with non-instructional duties that have no student contact hours, other optional.)
 - e. Evaluation Summary: Chair/designee or committee, as appropriate, develops the Evaluation Summary based upon data from the evaluation process and the elements of the evaluation packet. The narrative summary should include an assessment of the syllabi, observations and student surveys. The committee’s recommendation may include a minority report.
 - f. Evaluation Summary Meeting: Meeting to clarify the Evaluation Summary, recognize faculty strengths, suggest areas for improvement and development, and inform the evaluatee of the committee recommendation. Committee members and evaluatee sign form A/ADJ no later than the end of the term of evaluation.
4. **Ratings**
 - a. **Satisfactory:** In the case of a re-evaluation report of “satisfactory,” the employee will be retained within the hiring pool.
 - b. **Needs to Improve:** In the case of an evaluation report of “needs to improve,” any recommendation for reappointment shall be given with specific recommendations for improvement. This rating will result in a follow-up evaluation the following semester
 - c. **Unsatisfactory:** In the case of an evaluation report of “unsatisfactory,” the adjunct

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faculty member will not be eligible for rehire.

5. **Participants**

a. **The Evaluation Committee**

- 1) Faculty Chair will complete the following or designate another tenured faculty member to do so:
 - Make arrangements for observation dates.
 - Complete the observations and observation forms appropriate to assignment.
 - Give the evaluatee timely feedback upon completion of the observation.
 - Arrange for additional observations as required by Article 7.C.2.
 - Develop Evaluation Summary (except in the event of an unsatisfactory observation) and make a recommendation based upon data from the evaluation process. Summary may include a minority report.
 - Sign the final report.
- 2) Educational Administrator shall:
 - Complete administrative assessment form Q/ADJ.
 - In the event of an unsatisfactory observation or a special evaluation, complete the observations and observation forms appropriate to the assignment.
 - Coordinate the evaluation committee as it jointly completes the Evaluation Summary, based upon the majority opinion of the group.
 - Types summary report.
 - Sign the final report.
- 3) Tenured faculty member chosen by chair/designee (in the event the adjunct faculty member has multiple assignments to be observed, and at the discretion of the chair/designee) shall:
 - Make arrangements for observation dates.
 - Complete the observations and observation forms appropriate to assignment.
 - Give the evaluatee timely feedback upon completion of the observation.
 - Sign the final report.
- 4) Tenured faculty member chosen by evaluatee in the event of an unsatisfactory observation or special evaluation) shall:
 - Make arrangements for observation dates.
 - Complete the observations and observation forms appropriate to assignment.
 - Give the evaluatee timely feedback upon completion of the observation.
 - Sign the final report.

b. **Evaluatee** shall:

- Provide his/her Faculty Chair with the following prior to the observations:

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- Syllabi, including grading procedures, for courses taught in the current semester.
- Brief summary of how assessment of SLOs informs his or her teaching.
- Provide course materials for evaluation.
- When appropriate, send out faculty service survey to individuals the evaluatee chooses, with instructions to return the form to the Educational Administrator.
- Sign a statement that acknowledges the evaluation committee's findings have been presented at the Evaluation Summary Meeting and the evaluatee has 10 working days to respond to the committee's findings.
- After receiving an electronic copy of the fully executed evaluation, the evaluatee shall have 10 working days to respond to any additional administrative comments on the faculty evaluation coversheet.

D. Special Adjunct Evaluation: If in the College President's judgment circumstances warrant evaluation other than the normal cycle, he or she may declare a Special Evaluation. At that time the College President shall enumerate and describe the reasons for the Special Evaluation in writing to the faculty member. The College President shall provide notice to the Association President that a Special Evaluation has been declared.

1. Committee: Within two (2) weeks of the receipt of the notification letter by the evaluatee, a committee composed of one (1) educational administrator appointed by the College President or designee and two (2) tenured faculty members shall be appointed.

The faculty members on the committee shall include the faculty chair or designee and one (1) member chosen by the evaluatee in consultation with the Association President or designee. In the event that the Special Evaluation is declared near the end of the term, the committee members will be appointed the first two (2) weeks of the next semester.

2. Evaluation tools used to determine satisfactory progress may include but not be limited to:
 - Student Evaluation--at the suggestion of either the committee or the evaluatee, a standardized student evaluation or specialized student evaluation focusing on areas of deficiency.
 - Performance Observation--at the discretion of the Educational Administrator or at the election of the evaluatee, observations of performance by the evaluation committee.
 - Other Elements--at the election of the evaluatee or the committee, other evaluation elements appropriate to teaching or non-teaching assignments with focus on deficiencies.
3. Upon completion of this evaluation, the evaluation committee will make a recommendation, based on the ratings in Article 7.C.4., either to retain or not retain the faculty member within the adjunct hiring pool.

E. Mode R Evaluations: Mode R Evaluations shall be for those faculty members who have submitted their retirement notifications to Human Resources no later than January 15th of the

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evaluation year. The Mode R Evaluation consists of a short self-evaluation form that discusses three faculty accomplishments since the last evaluation, a short SLO narrative, and how to support teaching or service in the discipline in the future. Mode R does not include professional goals. Mode R also includes student evaluations but no classroom observations. The Mode R committee shall be the faculty member's chair and an Educational Administrator, and the process and timelines shall follow that of Mode B Brief Evaluations.

F. Online Faculty Evaluations

1. Observations of faculty teaching online classes shall be conducted at a scheduled time. CCA and the District agree to work with College Instructional Technology so online evaluators shall be limited to a set time to observe the class site, just as evaluators of face-to-face classes are limited to a set time. The time for evaluators to observe an online class shall not exceed that of an evaluator observing a face-to-face class.

G. Adjunct Faculty Security and Seniority

1. Process for Establishing Seniority Lists

CCA and the District mutually agree to form a work group comprised of CCA, administrators, DO IT, schedulers, and HR. HR is responsible for convening the work group.

The purpose of the work group is to make recommendation on most efficient and accurate way to generate seniority list data from Banner prior to October 15, 2017. The District and CCA mutually agree to meet and negotiate implementation of the seniority list by December 1, 2017.

Seniority shall be based on cumulative teaching or service semesters from spring 2012. To ensure data integrity, data used to compile the seniority list shall be based on Banner data from spring 2012 to present. If the data integrity cannot be assured dating back to 2012, the CCA and District mutually agree to meet and negotiate an alternative method of calculating seniority.

2. Seniority List Criteria: CCA and the District mutually agree to the following criteria for establishing adjunct seniority:

- Adjunct assignments are based on evaluations.
- The adjunct seniority list shall be implemented in spring 2019.
- Adjunct seniority does not transfer across colleges. Adjunct may have different seniority at each college.
- Seniority means adjuncts shall be offered preference/priority in assignment of load subject to evaluations and availability of work. Adjuncts shall be removed from the seniority list if they refuse an offer of teaching or service assignment in two consecutive semesters or if they receive an unsatisfactory evaluation. Exceptions may be made on a case-by-case basis.
- Summer appointments are excluded from seniority list calculations.
- Adjuncts shall provide their schedule or availability for teaching or service assignments to their department/division chairs upon request. After scheduling full-time faculty

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- assignments, chairs shall complete a preliminary master schedule and shall offer preference/priority in assignment of load to adjunct faculty based on seniority.
- Adjuncts shall complete the Seniority List Request form noting their intent to return no later than July 1 for retention on the seniority list for the spring of the following academic year. The form shall be submitted to HR and copied to dean. Adjuncts shall return the form by July 1 or their preference/priority in assignment of load shall not be guaranteed.
- 3. Maximum Full-Time Overload**
Full-time faculty members' semester workloads shall not exceed 0.67 above a full load if adjunct faculty members are available to teach additional classes that are offered.