

Article 6 EVALUATION AND TENURE OF FULL-TIME FACULTY (continued)

- h. Evaluation Summary Meeting: Meeting to present the Evaluation Team Summary to the evaluatee, recognize faculty strengths, suggest areas for improvement and development, and inform the evaluatee of the committee recommendation. Committee members and evaluatee sign form A/FT no later than the end of the term of evaluation.
 - i. President Review (Vice Presidents may also review the packet or be delegated as the president’s reviewer): This is a final campus administrative review of the evaluation packet with a recommendation concerning employment status including:
 - Mode A years 1 through 4 or Mode B with commendations, recommendation to rehire or make improvements, or
 - Mode A years 1, 2, and 4 not to rehire.
 - j. Chancellor Review or designee: Final district administrative review of the evaluation packet and recommendation concerning employment status including:
 - Mode A years 1 through 4 or Mode B with commendations, recommendation to rehire or make improvements, or
 - Mode A years 1, 2, and 4 not to rehire.
 - k. Board Approval: Board of Trustees review and finalize the decision concerning the faculty member including final decision to rehire with commendations, or suggestions for improvement, or decision not to rehire.
3. **Ratings:**
- a. **Satisfactory:** In the case of an evaluation report of “satisfactory,” the employee shall be retained and the evaluation is concluded.
 - b. **Needs to Improve:**
 - 1) In the case of a Mode A evaluation report of “needs to improve,” the recommendation for reappointment shall be given with specific recommendations for improvement and shall include a plan for remediation of any deficiencies. The plan shall include a timeline for remediation, observation, and re-evaluation. The District shall provide assistance to remediate any deficiencies enumerated by the evaluation team.
 - 2) In the event of a “needs to improve” evaluation rating during the Mode B Brief Evaluation process, the faculty member moves to a Mode B Comprehensive Evaluation the following semester. In the event of a “needs to improve” on the Mode B Comprehensive, the faculty member moves to a Mode B Remediation for items that may be corrected before the beginning of the next semester (i.e., including but not limited to updating syllabi, SLOs, or course materials). Mode C may be more appropriate for remediation involving classroom or service observation and student evaluation.
 - c. **Unsatisfactory:** In the case of an evaluation report of “unsatisfactory,” the Mode A employee in years one (1), two (2), or four (4) is terminated. In the event of an unsatisfactory evaluation during Mode A, year 3, a remediation plan shall be given with

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Process and Suggested Timelines: Mode B Brief Evaluations

Activity A 1, 2, 3, 4	Suggested Timeline
Pre-Observation Meeting	Weeks 3-5 of Spring term
Student Evaluations	Weeks 5-9 of Spring term
Report compiled	Weeks 9-11 of Spring term
Complete file submitted to Vice President/President	By week 12 of the Spring term
Complete materials submitted to Chancellor	On or before May 15
Materials submitted to Board of Trustees for action	On or before the June Board meeting, the College President shall make the final recommendation to Board of Trustees. A “needs to improve” evaluation shall result in a Mode B Comprehensive Evaluation the following semester. An unsatisfactory rating may result in a Mode C evaluation.

Process and Suggested Timelines: Mode B Comprehensive Evaluations

Activity	Suggested Timeline
Pre-Observation Meeting	Weeks 3-5 of Spring term
Observations	Weeks 5-11 of Spring term
Student Evaluations	Weeks 7-9 of Spring term
Report compiled	Weeks 9 – 12 of Spring term
Evaluation Summary	Prior to week 12 of Spring term
Complete file submitted to Vice President/President	Prior to week 14 of Spring term
Complete materials submitted to Chancellor	On or before May 15
Materials submitted to Board of Trustees for action	On or before the June Board meeting, the College President shall make the final recommendation to Board of Trustees. In the event of a “needs to improve” on the Mode B Comprehensive, the faculty member moves to

Process and Suggested Timelines: Mode B Comprehensive Evaluations

Activity	Suggested Timeline
Materials submitted to Board of Trustees for action	a Mode B Remediation Evaluation for items that may be corrected before the beginning of the next semester (i.e., including but not limited to updating syllabi, SLOs, or course materials). For remediation involving classroom or service observation and student evaluations, a Mode C may be more appropriate. An unsatisfactory rating may result in a Mode C evaluation.

- Mode B Remediation:** In the event of a “needs to improve” rating on the Mode B Comprehensive, the faculty member moves to a Mode B Remediation Evaluation for items that may be corrected before the beginning of the next semester (i.e., including but not limited to updating syllabi, SLOs, or course materials).

2023-26 CCA Collective Bargaining Agreement

Agreement between KCCD & KCCD CCA/CTA/NEA
July 1, 2023 through June 30, 2026

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Process and Suggested Timelines: Mode B Remediation Plan:

Mode B Remediation	Suggested Timeline
Evaluation Summary recommends Mode B Remediation	Prior to week 12 of Spring term
Faculty and Association representative meets with Educational Administrator and agree upon remediation plan	On or before May 15
Faculty completes remediation plan and meets with Educational Administrator and Association representative. If remediation plan is successful, Educational Administrator recommends “needs to improve” be changed to “satisfactory.” If remediation plan is unsuccessful, Educational Administrator recommends Mode C Evaluation.	On or before Aug. 1
Educational Administrator submits a remediation memorandum to Vice President/President	On or before Aug. 10
If Vice President/President approves the memorandum, a “satisfactory” rating shall be attached to the Mode B Remediation plan to reflect the faculty member’s successful remediation. If the faculty member’s remediation is	On or before Aug. 20

unsatisfactory, the Vice President/President shall change the “needs to improve” rating to “unsatisfactory” and commence the Mode C Evaluation process.	
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H. Mode C: A Mode C evaluation may be called by the College President in the event of a needs to improve or an unsatisfactory evaluation rating during the Comprehensive Mode B process, or if in the College President’s judgment circumstances warrant evaluation other than the normal cycle. At that time the College President shall enumerate and describe the reasons for the Mode C in writing to the faculty member. The College President shall provide notice to the Association President that a Mode C has been declared. This shall supersede a Mode B evaluation.

1. **Committee:** Within two (2) weeks of the receipt of the notification letter by the evaluatee, a committee composed of tenured faculty members shall be appointed. The faculty members on the committee shall include the faculty chair, one (1) member chosen by the evaluatee in consultation with the Association President or designee, one faculty member chosen by the faculty chair, and one (1) Educational Administrator appointed by the College President or designee. In the event that a faculty chair cannot serve, an area does not have a chair, or the faculty chair is undergoing a Mode B evaluation, the Educational Administrator will meet with the faculty in the area to select a suitable substitute. Committee members shall disclose potential conflicts of interest and recuse themselves from serving on the committee if they cannot be fair and impartial. In the event that the Mode C is declared near the end of the term, the committee members will be appointed the first two (2) weeks of the next semester. It is recommended that faculty committee members be experienced in teaching, college service and leadership. See District’s portal, “Employee Forms” tab for forms **S-1/FT** and **S-2/FT**.
2. The faculty member and the committee shall consult to develop a **remediation plan** to address the enumerated deficiencies. The plan shall:
 - a. include a timeline for remediating deficiencies.
 - b. delineate the process and the measures for determining performance improvements.
 - c. be submitted and approved by the appropriate Vice President.
3. The remediation plan shall be implemented, and the District shall provide assistance to remediate deficiencies enumerated by the Mode C evaluation committee. At the conclusion of the established timeline, the committee and the administrator shall meet with the evaluatee to review the summary form. It is recommended that an Association representative be present at this meeting.
4. **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.

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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: