

# LOS ANGELES TRADE-TECHNICAL COLLEGE

## Types of Formal Faculty Evaluations

Formal faculty evaluations are conducted and documented as prescribed in Article 19 of the AFT Agreement. They occur at intervals that are at least as frequent as those prescribed in Sections D, H, J, K and O of Article 19 and can take the form of a basic evaluation, a comprehensive evaluation, an administrative evaluation, or a specialized evaluation (for example, a Department Chair evaluation).

Below is a brief overview of the basic, comprehensive, probationary, and administrative forms of evaluations.

### **Basic Evaluation**

A basic evaluation is an evaluation that reviews a faculty member's performance with little, if any, structured data gathering, and without the establishment of a peer review committee.

Basic evaluations are recorded on the appropriate basic evaluation form (see Appendix C of the AFT Agreement) and are completed by the faculty member's Department Chair, or a tenured faculty member designated by the Department Chair in consultation with the Vice President or his or her designee.

### **Comprehensive Evaluation**

A comprehensive evaluation is an evaluation that reviews a faculty member's performance based on information derived from considerable structured data gathering under the supervision of a peer review committee.

Comprehensive evaluations are recorded on the appropriate comprehensive evaluation form (see Appendix C of the AFT Agreement) and are completed by a peer review committee.

The President or his or her designee shall appoint a peer review committee to conduct the evaluation. The committee shall consist of:

- a. the appropriate Department Chair or his or her designee;
- b. two tenured faculty members, one of whom shall be selected by the faculty member being evaluated, and one of whom shall be chosen by the department; and
- c. the appropriate Vice President or his or her designee, who shall be a non-voting member of the committee.

The Vice President or Department Chair may name as a designee to serve on the committee anyone who is an academic administrator or tenured faculty member at the college, or - with the approval of the President - anyone who is an academic administrator or tenured faculty member at another community college in California.

## **Probationary Evaluation**

The purpose of a probationary period is to give contract faculty members who are candidates for tenure the opportunity to demonstrate that they meet the needs and expectations of the college 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 of Trustees on whether to employ an individual as a permanent, tenured member of the faculty.

A probationary evaluation is conducted by a tenure review committee. Except as provided in Section B.2 and 3 of Article 42 of the AFT Agreement, the committee consists of:

- a. the appropriate Department Chair who, if he or she is not tenured, shall be a non-voting member of the committee;
- b. the appropriate Department Chair's designee, but only in the case where the Chair is not tenured;
- c. two tenured faculty members, one of whom shall be selected by the contract faculty member, and one of whom shall be chosen by the department (if neither of these faculty members is in the contract faculty member's discipline, a third tenured faculty member from the contract faculty member's discipline shall be chosen by the department);
- d. a tenured faculty member from a department other than the contract faculty member's department selected by the Academic Senate, who shall be a non-voting member of the committee; and
- e. the appropriate Vice President or his or her designee, who shall be a non-voting member of the committee.

The Vice President or Department Chair may name as a designee to serve on the committee anyone who is an academic administrator or tenured faculty member at the college.

Within twenty working days of a contract faculty member's first day of service at the college in a probationary position, the President or his or her designee appoints a tenure review committee to supervise the contract faculty member's tenure review and to evaluate his or her performance.

Probationary faculty are evaluated each year for four years as part of the tenure review process. At the conclusion of each year (except year three), the committee makes a recommendation as to the faculty members' tenure advancement as outlined in the table below.

<b>Year</b>	<b>Peer Review Committee Recommendation</b>
1	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 contract faculty member be given notice by the Board that he or she will be employed for the following academic year as a second year contract faculty member, or that the contract faculty member be given notice he or she will not be employed for the following academic year.
2	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 contract faculty member be given notice by the Board that he or she will be employed for the following two academic years as a contract faculty member, or that the contract faculty member be given notice he or she will not be employed for the following academic year.
3	During the third contract year the tenure review committee shall not forward any recommendation regarding the contract faculty member's continued service.
4	The tenure review committee shall forward its recommendation as to whether the Board should notify the faculty member that he or she will be employed for all subsequent academic years as a tenured faculty member, or that he or she will not be employed for the following academic year.

### **Administrative Evaluation**

An administrative evaluation is a review of a faculty member's performance conducted by an appropriate Vice President or his or her designee.

The President or his or her designee may initiate an administrative evaluation if:

1. a faculty member's overall performance on his or her comprehensive evaluation is rated "needs to improve" or "unsatisfactory;" or
2. the President cites identifiable issues about the faculty member's performance that are disclosed by the faculty member's basic evaluation, the faculty member declines the opportunity to receive a comprehensive evaluation, and the Department Chair concurs that the issues cited by the President warrant further review and documentation through an administrative evaluation; or
3. the President cites identifiable issues about the faculty member's performance that are disclosed by the faculty member's comprehensive evaluation, and the peer review committee concurs that those issues warrant further review and documentation through an administrative evaluation; or
4. the President determines that an 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 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.

If the administrative evaluation follows a basic or comprehensive evaluation, the Vice President or his or her designee shall solicit input from:

- a. the individual who completed the evaluation (in the case of a basic evaluation), or the peer review committee (in the case of a comprehensive evaluation);
- b. appropriate individuals the faculty member identifies as having relevant information about his or her performance; and
- c. any others the Vice President or his or her designee believes should have relevant information about the performance of the faculty member.