Contract Faculty and Long-Term Temporary Faculty

(One-Year, One-Semester and Categorically Funded)

Improvement of Instruction

Fall Semester

**Process to be completed by TBA**

**Contractual Process Detail:**

1. Committee Membership [Article XI, Section D, 1.a]

Forms **NFA1st-1E, NFA234-1E, NFA-2E, NFA-3E**

The committee shall form and meet during the first six weeks of employment.

This committee shall serve as a *standing committee* until tenure is granted or the contract is not renewed.

The evaluation committee shall consist of Five (5) individuals:

1. **Three (3) tenured faculty members** in the contract faculty member’s discipline or a closely related field if tenured faculty are not available in the District
2. **Department Chair or designee**
3. **Academic administrator,** or in the case of faculty coaches, the **Athletic Director →** Committee Chair

Department Chairs shall appoint the tenured faculty members to the committee. At least one tenured faculty member who served on the contract member’s initial hiring committee shall be appointed. Tenured faculty members may serve, but are not required to serve, on more than two (2) committees. (XI, D, 1a).

2. Scope and Process [Article XI, Section D, 1b]

Form **NFA-4O, NFA-5R**

The contract faculty member must be present at all committee meetings.

The committee’s primary duty is to make a recommendation regarding the contract faculty member’s continued service to the District. The committee should assist the contract faculty member in meeting and fulfilling the job-responsibility criteria set forth in the job announcement under which the contract faculty member was appointed, including but not limited to the basic function, duties, and responsibilities. Using the criteria in the advertised job announcement, the committee, in consultation with the contract faculty member, shall establish the scope and process that will be followed in evaluating the performance and professional competencies of the contract faculty member and the manner in which the contract faculty member can receive assistance during the evaluation process.

The committee chair will send a written record of the scope and process determined to all committee members and to the contract faculty member within five (5) working days of the committee’s initial meeting. At the request of the faculty member undergoing review or member(s) of the tenure and evaluation committee, the committee may convene during spring as a follow up to the formal review completed during the fall semester. (XI, D, 1b)

*At the Scope and Process meeting, the committee will schedule the final meeting.*

The scope and process **must** include:

* All committee members will submit written reviews from classroom visitations. For instructors teaching online, one of the classroom visitations must be an online section. (preferably typed)
* Student surveys from *all* classes (alternative instruments may be used for non-teaching faculty)
* Establishment of tentative professional growth goals
* Annual institutional service plan
* Annual FLEX obligation
* Evidence of subject-matter proficiency
* Review of syllabi as a mandatory component during the faculty evaluation process
* Faculty Expectations listed in Article XI.B.1
* Evaluation of distance education (online and hybrid) instruction if such instruction is part of the teaching assignment.

The scope and process may also include the following:

* Examples of teaching and assignment materials to ensure adherence to the course outline of record
* Professional traits such as time management, dependability, and respectful collegiality

Optional materials for discussion and informational purposes only:

* *Upon completion* of the formal review, the committee may review the contract faculty member’s grade distribution, equitable access and success, and retention statistics
* *Elective and representative duties can only be discussed for non-evaluative purposes. Discussion of duties associated with other reassigned time cannot form the basis for a needs improvement determination. Any other discussion of the report is limited by the scope of the evaluation.*

The faculty member under evaluation shall provide a self-reflective narrative statement that addresses how the faculty member fulfills institutional service obligations, including support of equitable student access and success. The narrative should also address other non-instructional duties for which the faculty receives reassigned time.

3. Written Report [Article XI, Section D, 1b-d]

Form **NFA-6R (tenure track), OFA-6R (one-semester/one-year temps) or OC-6R (Categorically funded)**

The contract faculty member must sign the report and receive a *copy* of the report.

The written report shall consist of:

1. Cover Sheet:

* + - For Tenure-Track faculty members: A cover sheet where each committee member shall recommend “Satisfactory” or “Need for Improvement” and “Renewal” or “Non-Renewal” of contract faculty member’s District contract. [NFA-6R] The final vote can only be cast by those present at the follow up meeting after careful deliberation of all agreed upon reports and materials. In the event that a majority of the committee determines that there is a “need for improvement,” the committee will write within 10 working days a plan for improvement with specific and measurable goals that they deem attainable in the time period set for improvement. Faculty members with a “Need for Improvement” are not considered in good standing. Upon agreement by the review committee and faculty member under review, a regular full-time faculty member will be assigned as a faculty mentor who will provide overall support and guidance in the remediation process as outlined in the measurable goals. Based on the areas needing improvement, the faculty mentor may be a member of the review committee, the discipline, or a faculty member on a professional development committee. The faculty mentor will provide to the review committee an overall written assessment and evaluation of the success of the faculty under review in attaining the needed improvement. This “need for improvement plan” shall begin in the Spring semester following the semester in which the “need for improvement” rating is received, and the plan shall become part of the tenure review and evaluation record. The committee shall meet in the spring semester following the semester in which the “Need for Improvement” is received to discuss if improvement was achieved based on the remediation plan provided to the faculty member under review.
    - For One Year Temporary and One Semester Temporary faculty members: A cover sheet where each committee member shall state whether the contract faculty member’s performance is “Satisfactory” or if there is a “Need for Improvement.” [**OFA-6R]**
    - For Categorically Funded faculty: A cover sheet where each committee member shall state whether the contract faculty member’s performance is “Satisfactory” or if there is a “Need for Improvement.” **[OC-6R]**

2. *All* committee members must submit a written narrative (preferably typed) that supports his/her overall judgment of the contract faculty member’s fulfillment of the job responsibilities

3. Student surveys from *all* classes (alternative instruments may be used for non-teaching faculty) – include the Department’s Survey Instrument

1. Tentative professional growth goals
2. Annual institutional service plan
3. Annual FLEX obligation
4. Evidence of subject-matter proficiency
5. Review of syllabi as a mandatory component during the faculty evaluation process
6. Faculty Expectations listed in Article XI.B.1
7. Evaluation of distance education (online and hybrid) instruction if such instruction is part of the teaching assignment.
8. Faculty member’s self-reflective narrative statement
9. Any other content as agreed upon in the Scope and Process Summary