

Faculty Evaluation Workshop

February 25, 2011

Presented by:

Yolanda Emerson, Director of Human Resources

Karen Koos, Dean of Math & Science

Adam Wetsman, RHCFA President



Welcome and Introductions

| Full-Time Faculty | Mentor(s) | Department |
|-------------------|------------------|-----------------|
| Kerry Farmer | Bill Korf | Arts & Cultural |
| Michelle Bean | Mary Ann Pacheco | Communications |
| Juan Fernandez | Jim Mathis | Communications |
| Libby Cunel | Lisalle Acevedo | Communications |
| Moises Mata | Gail Chabran | Communications |
| Tyler Okamoto | Gail Chabran | Communications |
| Mariano Zaro | Lydia Llerena | Communications |
| Alan Archambault | Matt Pitassi | Math |
| Manus Domean | Mike Deghera | Technology |

Academic Deans

- Kenn Pierson Communications and Languages
- Karen Koos Math and Science
- Joanna Downey Arts and Cultural Programs
- Mike Slavich Career and Technical Education

Flex Credit

- Flex Credit is given to your Mentor and Peer Review Committee for their participation in this process
- Flex Credit is given for attending this workshop
- More information can be found at www.riohondo.edu/staffdev/FLEX.htm

Purpose of the Workshop

- ◆ To help the contract unit member to be successful
- ◆ Make expectations clear
- ◆ Answer questions
- ◆ Alleviate and address concerns
- ◆ Provide an opportunity for meaningful discussions about teaching and learning



Why the Evaluation Procedure?

Ed Code 87663

- Contract employees shall be evaluated at least once in each academic year. Regular employees shall be evaluated at least once in every three academic years. Temporary employees shall be evaluated within the first year of employment. Thereafter, evaluation shall be at least once every six regular semesters, or once every nine regular quarters, as applicable.
- Whenever an evaluation is required of a faculty member by a community college district, the evaluation shall be conducted in accordance with the standards and procedures established by the rules and regulations of the governing board of the employing district.
- Evaluations shall include, but not be limited to, a peer review process.
- The peer review process shall be on a departmental or divisional basis and shall address the forthcoming demographics of California, and the principles of affirmative action. The process shall require that the peers reviewing are both representative of the diversity of California and sensitive to affirmative action concerns, all without compromising quality and excellence in teaching.
- The Legislature recognizes that faculty evaluation procedures may be negotiated as part of the collective bargaining process.

Definitions (continued)



• Full-Time Contract Unit Members

Ed Code 87601 For the purposes of this article:

(b) "Contract employee" means an employee of a district who is employed on the basis of a contract in accordance with Section 87605, subdivision (b) of Section 87608, or subdivision (b) of Section 87608.5

Ed Code 87602

For the purposes of other provisions of law: (a) A contract employee is a probationary employee

Ed Code 87661

(b) "Contract employee" or "probationary employee" means an employee of a district who is employed on the basis of a contract in accordance with Section 87605, subdivision (b) of Section 87608, or subdivision (b) of Section 87608.5

Definitions (continued)

• Full-Time Regular Unit Members

Ed Code 87601 For the purposes of this article:

(e) "Regular employee" means an employee of a district who is employed in accordance with subdivision (c) of Section 87608, subdivision (c) of Section 87608.5, or Section 87609

Ed Code 87602

For the purposes of other provisions of law: (b) A regular or tenured employee is a permanent employee

Important Terms / Information

- Evaluatee
- Evaluator
- Tenure = Regular
- Contract = Non tenure
- Instructional
- Non-Instructional
- Peer Review
- Full-Time
- Special Circumstances

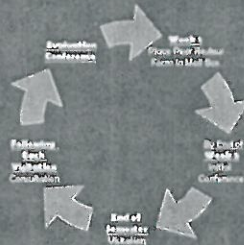


* If your dean/committee chair cannot evaluate you
* Assigned in more than one department / greater portion

Definitions (continued)

- Authorized Evaluators
 - Division Deans
 - Immediate Administrator, if not a Division Dean
 - Appropriate Dean
 - Vice President, Academic Affairs
 - Peer Review Committee

Administrative Review Process Full Time First Contract Year



Purpose of the Evaluation Process

- ◆ Mutually explore the expectation & roles for the specific faculty
- ◆ Identify teaching strengths & areas needing improvement
- ◆ Set a clear pathway for improvement
- ◆ Identify effective collegial behaviors
- ◆ Identify teaching techniques which are effective / ineffective
- ◆ Identify curriculum which needs to be reviewed or developed
- ◆ Address needed training and/or mentoring
- ◆ Identify concerns with contractual obligations
- ◆ Provide timely and constructive feedback
- ◆ Identify students behaviors which demonstrate the effectiveness of the lesson
- ◆ Evaluate the implementation of SLO



Conference Full Time First Contract Year



- Shall be evaluated during the first semester of their employment.
 - Includes two visitations made prior to the end of the fall semester or the end of the spring semester
- Letter from your Dean requesting a meeting.
 - See package for sample letter
 - Discuss roles & responsibilities
 - Schedule classroom visitations
 - Discuss student surveys
 - Discuss class syllabi, materials, & sample assignments

Visitation Full Time First Contract Year

- Observation during class time
- Observe classroom management techniques
- Teaching effectiveness
- Additional visitations may be arranged as appropriate



Visitation Guidelines Full Time First Contract Year

- Communication
- Classroom management/organization
- Teaching effectiveness
- Content & quality of lesson
- Student involvement / interaction



Consultation Full Time First Contract Year

- After the classroom visitations & prior to the end of each semester
 - Discuss observations made by the evaluator
 - Discuss recommendations, if any
 - Outline areas for commendation



Evaluation Conference Full Time First Contract Year

- Occurs prior to semester's end
 - Provide Evaluation Report
 - Provide Analysis of Student Instructional Reports
 - Review narratives of visitations
 - Review teaching/non-teaching objectives
 - Present written improvement strategies and timeline when necessary
- Deemed overall satisfactory or unsatisfactory
 - Sign the evaluation as an indication of its receipt
- Satisfactory with improvement plan

Other Considerations

- Attendance
- Collegiality
- Involvement
- Committee participation
- Comments/feedback
- Recruitment of students
- Contributions to respective department

BREAK



Peer Review - CA Educational Code Full Time First Contract Year

- Ed Code 87663

(c) Evaluations shall include, but not be limited to, a **peer review** process.

(d) The **peer review** process shall be on a departmental or divisional basis, and shall address the forthcoming demographics of California, and the principles of affirmative action. The process shall require that the peers reviewing are both representative of the diversity of California and sensitive to affirmative action concerns, all without compromising quality and excellence in teaching.

Peer Review - CBA Full Time First Contract Year

- **9.1.8 Peer Review:** A technique for evaluating the quality of performance of faculty, using faculty to evaluate other faculty and to provide for enhancing classroom teaching by giving feedback to one's colleagues.

Peer Review Process Full Time First Contract Year

- **Consist of three observations**
 - Two the first semester
 - Third prior to February 15
- **Committee Selection**
 - Two regular full-time faculty
 - One must be from your Faculty Service Area
 - Mutually agreed by District & Instructor
 - See form in your package
 - If not mutually agreed upon, another committee made up of two faculty members selected by the instructor and one selected by the District shall be formed



Peer Review Process Full Time First Contract Year

- **Process**
 - Within first four weeks of the first semester, meet with the committee to discuss:
 - Required observations
 - Teaching portfolio
 - Student evaluations which may consist of:
 - CAT's
 - Open ended survey at mid-semester
 - Semester's end questionnaire
 - Student evaluations may / may not be shared with committee at the option of the instructor
 - May discuss professional growth plan

Peer Review Process Full Time First Contract Year

- **After each performance observation and within ten working days:**
 - Observers will meet with instructor to discuss observation
 - Must meet no later than October 15th for a preliminary review
 - If improvement is needed:
 - Committee shall meet with instructor to develop an Academic Support Plan to be forwarded to the District

Academic Support Plan Full Time First Contract Year



- Academic Support Plan consist of
 - Classroom observations
 - Recommendations
- Instructor must complete support plan no later than February 15
- Committee will reconvene to discuss the plan
 - Following that meeting, the committee will notify HR that the evaluation is satisfactory
 - If evaluation is unsatisfactory
 - Mutually agreed upon Academic Support Plan will be forwarded to the District
 - Completion shall be contingent upon the instructor's employment status.

Peer Review Process Check-off sheet Full Time First Contract Year

| | | | | |
|---|---|---|--|--|
| 2nd week of the Fall Semester evaluation year Establish the review committee | 4th week of Fall Semester evaluation year Initial meeting to set schedule and procedures | 2 performance observations in the first Semester Preliminary review no later than October 15th to discuss observations | Prior to the 4th/5th week Spring Semester Final conference (if necessary) | Complete Peer Review Must be completed by February 15th |
|---|---|---|--|--|

Categorical Unit Members (non-tenured faculty)

- Will receive an evaluation each year of employment.



Questions and Review



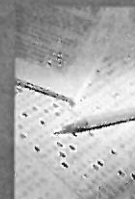
- Administrative Review
- Peer Review
- General Questions

Links To Website and Forms

- www.riohondo.edu
- Human Resources
- P: Drive – Rio Hondo's Public Drive

Workshop Evaluation

- Please complete the Training Evaluation Form
- We appreciate your feedback



RIO HONDO COLLEGE

