Faculty Evaluation Workshop
February 25, 2011
Presented by:
Volanda Emerton, Director of Human Resource
Karen Koo, Dean of Math & Science
Adam Webman, RHCSA President

Welcome and Introductions
Full-Time Faculty
Kerry Farmer
Michelle Bean
Juan Hernandez
Libby Cullif
Mica Milla
Tyrone Oktombo
Marinzo Zaro
Stacie Kowalczyk
Mitchel Danilin
Mentor(s)
Bill Kord
Mary Ann Pacheco
Jim Martinez
Liliana Aventado
Gary Chitman
Gary Chitman
Lydia Urena
Max Koo
Mike Deprima
Department
Arts & Cultural
Communications
Communications
Communications
Communications
Math
Technology

Academic Deans
- Karen Felson
  Communications and Languages
- Karen Koo
  Math and Science
- Joanna Cooney
  Arts and Cultural Programs
- Mike Stavish
  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.richonnd.edu/staffdev/FLEX.htm

Purpose of the Workshop
- To help the contract unit
  become thorough
- Make expectations clear
- Answer questions
- Alleviate and address
  concerns
- Provide an opportunity for
  meaningful discussions about
  teaching and learning

Why the Evaluation Procedure?
Sec. 97693
(a) The contract evaluation procedures for each academic
year shall be evaluated at intervals not exceed every three
academic years. The contract evaluation shall be conducted on
the basis of the procedures established by the rules
and regulations of the governing board or the employing
district.
(b) The personnel shall be conducted on a standard basis
and shall address the factors contained in this section and:
(c) The personnel shall be consistent with the principles of
professional ethics and principles of comprehensive
academic and professional conduct.
(d) The personnel shall be consistent with the principles of
comprehensive academic and professional conduct.
(e) The personnel shall be consistent with the principles of
comprehensive academic and professional conduct.

Achievement
Definitions (continued)

**Full-Time Contract Unit Members**
Ed Code 87601 For the purposes of this article:
(a) "Contract employee" means an employee of a district who is employed on the basis of a contract in accordance with Section 67603, subdivision (a) of Section 67600, or subdivision (b) of Section 87608.5.
Ed Code 87602
For the purposes of other provisions of law, (a) A contract employee is a permanent employee.
Ed Code 87601
(b) "Contract employee" or "probationary employee" means an employee at a district who is employed on the basis of a contract in accordance with Section 67603, subdivision (a) of Section 67600, or subdivision (b) of Section 87608.5.

Definitions (continued)

**Full-Time Regular Unit Members**
Ed Code 87601 For the purposes of this article:
(a) "Regular employee" means an employee of a district who is employed in accordance with subdivision (c) of Section 67609, subdivision (a) of Section 67608.5, or Section 87602.
Ed Code 87602
For the purposes of other provisions of law, (b) A regular or tenured employee is a permanent employee.

Important Terms / Information

- Evaluate
- 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

Administrative Review Process

**Full Time First Contract Year**

Purpose of the Evaluation Process

- Mutually explore the expectation & roles for the
  - 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 first 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
**Peer Review - CA Educational Code**

**Full Time First Contract Year**

- Ed Code 87653
  - (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 representatives of the diversity of California and sensitive to affirmative action concerns, all without compromising quality and excellence in teaching.

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**Peer Review - CBA**

**Full Time First Contract Year**

- 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.

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**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
  - Committee members shall be faculty
  - Mutually agreed by District & Instructor

- See form in your package.
- If not mutually agreed upon, another committee member will be faculty
- At least one member of the committee is selected out of the faculty and one selected by the District shall be formed.

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**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
    - CATs
    - Open ended survey at mid-semester
    - Semester's end questionnaire
  - Student evaluations may not be shared with committee at the option of the instructor
  - May discuss professional growth plan

- 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 referred to the District
- Completion shall be contingent upon the instructor's employment status

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