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**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
August 11, 2022**

The collective bargaining proposal presented herein by the Pasadena Area Community College District to the Pasadena City College Faculty Association and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Contract between the parties. The following article shall be deemed to remain unchanged in the Collective Bargaining Agreement except as set forth below:

**ARTICLE 7
EVALUATION PROCEDURES**

7.1 CRITERIA FOR EVALUATION

The primary criterion used in the evaluation of a bargaining member is performance in the classroom or primary assignment area. In all cases, additional criteria shall include the performance of all District-determined responsibilities, characteristics and duties.

7.2 EVALUATION OF CONTRACT AND TEMPORARY EMPLOYEES

7.2.1 Definitions. Contract academic employees are defined in Education Code Section 87602: A "contract" employee is a probationary employee. The evaluation of contract employees will be conducted according to the appropriate sections of the Education Code.

7.2.2 Frequency of Evaluation. Contract and temporary employees shall have at least one (1) formal evaluation each year, prior to March 1st. Additional evaluations shall be made at the discretion of the appropriate Vice President or Dean.

7.2.3 Evaluation Team. The evaluation team for each unit member shall be composed of three members: the appropriate Vice President or designee; an appropriate tenured peer member; and the manager most closely supervising the employee (who shall be the committee chairperson). The peer member is to be selected by the committee chairperson.

7.2.4 COMPONENTS OF THE EVALUATION

7.2.4.1 Observation. Each member of the evaluation team shall independently observe the employee being evaluated in the performance of his/her principal assignment. On the basis of these observations, each member of the evaluation team shall complete a Classroom Evaluation Worksheet within ~~four~~**two** weeks of the observation. Each member of the evaluation team shall independently hold a post-observation conference with the employee and provide the employee with a copy of the Classroom Evaluation Worksheet. The post-observation conference between the faculty member and evaluator will include a review of the use of syllabi, teaching methods,

52 grading practices, retention rates and other areas relating to
53 instructional or non-instructional duties. The employee will sign the
54 forms signifying receipt of the report. The copies of the Classroom
55 Evaluation Worksheet shall be submitted to the chairperson of the
56 committee **by week fourteen**.
57

58 7.2.4.2 Professional Responsibilities and Characteristics. Members of the
59 team are invited to provide written comments of the professional
60 responsibilities (syllabi, teaching methods, grading practices, retention
61 rate, etc.) and characteristics of the employee. Such comments will be
62 submitted to the chairperson of the committee **by week fourteen**.
63

64 7.2.4.3 Evaluation by Students. Beginning in week three and prior to week
65 **eleven fourteen**, in the Fall semester, student evaluations shall be
66 administered to each class of the employee who is a classroom
67 instructor using the Student Evaluation form. When classes are face-
68 to-face, the student evaluations may be administered during the class
69 period. The results of the Student Evaluation shall be provided to the
70 committee chairperson and the employee. After the end of the
71 semester, the Student Evaluations shall be made available to the
72 employee.
73

74 7.2.4.4 Self-Evaluation. Prior to the end of week twelve, the employee shall
75 submit to the committee chairperson a Self-Evaluation Report on the
76 appropriate form. The employee may include examples of orientation
77 materials, learning objectives, quizzes, examinations, and other
78 appropriate materials.
79

80 7.2.4.5 Deans Worksheet. Prior to completion of the Summary Evaluation
81 Report, the employee's supervising administrator shall complete the
82 Deans Worksheet. This form may be reviewed with and signed by the
83 employee at the Summary Evaluation Conference **by week sixteen**.
84

85 7.2.5 THE SUMMARY EVALUATION PROCESS

86
87 7.2.5.1 Satisfactory Summary Evaluation. Prior to writing the Summary
88 Evaluation, the committee chairperson shall include the various
89 documents dealing with the evaluation including Classroom
90 Evaluation Worksheets, Student Evaluations, Deans Worksheet, and
91 the Self Evaluation. If the Committee chairperson determines that
92 there are no major negative judgments, the committee chairperson
93 shall complete the Summary Evaluation Report and submit it, with the
94 Preliminary Evaluation Reports and the Student Evaluation Summary,
95 to the appropriate Vice President prior to February 20. After
96 administrative review, the Summary Evaluation form shall be signed
97 by the appropriate Vice President and returned to the committee
98 chairperson for review with the employee prior to March 15. A copy of
99 the Summary Evaluation Report shall be given to the employee at the
100 Summary Evaluation Conference. The committee chairperson shall
101 make every attempt to complete the Summary Evaluation Report and
102 conduct the Summary Evaluation Conference prior to the end of the

103 Fall semester. A copy of the Summary Evaluation Report together
104 with a copy of each supporting document shall be distributed to the
105 immediate administrator, the appropriate vice president, and the
106 Office of Human Resources for inclusion in the employee's personnel
107 file.
108

109 7.2.5.2 Other than Satisfactory Summary Evaluation. If the committee
110 chairperson determines that the evaluation documents warrant a less
111 than satisfactory summary evaluation, the committee chairperson
112 shall call a meeting of the Evaluation Team for the purpose of
113 reviewing the Summary Evaluation Report. The employee may attach
114 an addendum to the Report if so desired. A copy of the Summary
115 Evaluation Report, supporting documents and addendum shall be
116 sent to the immediate administrator, the appropriate Vice President
117 and to the Office of Human Resources by Friday of the third week of
118 February. The committee chairperson shall complete the Summary
119 Evaluation Report and conduct the Summary Evaluation Conference
120 prior to the end of the Fall Semester. If the Summary Evaluation
121 Report recommends "needs improvement," the appropriate Vice
122 President and committee chairperson will develop a plan designed to
123 improve the identified weaknesses. A copy of this plan shall be
124 retained by the employee, the committee chairperson, and the
125 appropriate Vice President and a copy sent to the Office of Human
126 Resources.
127

128 7.3 EVALUATION OF REGULAR EMPLOYEES 129

130 7.3.1 Definition. As stated in Education Code Section 87661, a "regular" employee
131 is a permanent employee.
132

133 7.3.2 Frequency of Evaluation. As stated in Education Code Section 87663, regular
134 employees shall be evaluated at least once in every three (3) academic
135 years.
136

137 7.3.3 Evaluation Team. The evaluation team of each employee shall be composed
138 of the appropriate Vice President or a designee; the manager most closely
139 supervising the employee who will serve as the committee chairperson; and a
140 tenured member of the division chosen by the faculty member being
141 evaluated.
142

143 7.3.4 COMPONENTS OF THE EVALUATION 144

145 7.3.4.1 The components of evaluation will include: Student Evaluations (Two
146 Classes) Self-Evaluation Report Classroom Evaluation Worksheets
147 Conference (Instructor and D/C) Deans Worksheet
148

149 7.3.4.2 Observation. The tenured peer and Vice President designee shall
150 observe the employee in the performance of his/her principal
151 assignment. The committee chairperson may also observe the
152 employee. On the basis of the observation, the observers will
153 complete a Classroom Evaluation Worksheet, review the observations

154 with the employee, and provide the employee with a copy of the
155 Classroom Evaluation Worksheet. Copies of the Classroom
156 Evaluation Worksheet shall be submitted to the committee
157 chairperson by week twelve.

158
159 7.3.4.3 Professional Responsibilities and Characteristics. Members of the
160 evaluation team are invited to provide the committee chairperson with
161 written comments on the professional responsibilities and
162 characteristics of the employee.

163
164 7.3.4.4 Evaluation by Students. Beginning in week three and prior to week
165 eleven fourteen of the semester, student evaluations shall be
166 administered to a minimum of two (2) classes if the employee is a
167 classroom instructor using the Student Evaluation form. One of these
168 classes is to be selected by the committee chairperson, the other by
169 the faculty member. When classes are face-to-face, the student
170 evaluations may be administered during the class period. By mutual
171 agreement between the faculty member and the committee
172 chairperson, additional classes may participate in the evaluation. The
173 results of the student evaluation shall be provided to the committee
174 chairperson and the employee. After the end of the semester, the
175 Student Evaluations shall be made available to the employee.

176
177 7.3.4.5 Self-Evaluation. A Self-Evaluation Report shall be given to the
178 employee at the beginning week two of the first semester in order to
179 prepare a self-evaluation. Prior to the end of week twelve in the
180 evaluation semester, the employee shall submit the Self-Evaluation
181 Report to the committee chairperson.

182 183 7.3.5 THE SUMMARY EVALUATION

184
185 7.3.5.1 Satisfactory. The committee chairperson shall review the various
186 documents pertaining to the evaluation including Classroom
187 Evaluation Worksheets, Student Evaluations, the Deans Worksheet,
188 and the Self-Evaluation. If there are no major negative judgments, the
189 committee chairperson shall complete the Summary Evaluation
190 Report and submit it to the appropriate Vice President with all
191 supporting documents. After administrative review the Summary
192 Evaluation Report shall be signed by the appropriate Vice President
193 and returned to the committee chairperson for review with the
194 employee. A copy of the Summary Evaluation Report shall be given to
195 the employee at the Summary Evaluation Conference. The
196 committee chairperson shall complete the Summary Evaluation
197 Report and conduct the Summary Evaluation Conference prior to the
198 end of the academic year in which the evaluation occurred. A copy of
199 the Summary Evaluation Report together with a copy of each
200 supporting document shall be submitted to the appropriate Vice
201 President and the Office of Human Resources for inclusion in the
202 employee's personnel file.

203
204 7.3.5.2 Other Than Satisfactory. If the evaluation documents include any

205 negative judgment that warrant a less than satisfactory evaluation, the
206 committee chairperson shall call a meeting of the evaluation team for
207 the purpose of reviewing the Summary Evaluation Report. The
208 committee chairperson shall hold a Summary Evaluation Conference
209 with the employee so that specific areas of concern shall be identified
210 and discussed. The employee may attach an addendum to the
211 Summary Evaluation Report if so desired. A copy of the Summary
212 Evaluation Report, supporting documents and addendum shall be
213 submitted to the appropriate Vice President and Office of Human
214 Resources for inclusion in the employee's personnel file. The
215 appropriate Vice President and the committee chairperson will
216 develop a plan designed to improve the identified weaknesses. A
217 copy of this plan shall be retained by the employee, the committee
218 chairperson, and the appropriate Vice President and a copy sent to
219 the Office of Human Resources. An employee receiving a less than
220 satisfactory evaluation shall be evaluated each year until the
221 deficiency is corrected or the employee is terminated. If termination is
222 necessary, it shall be in accordance with the Education Code.
223

224 7.4 EVALUATION OF PART-TIME

225
226 7.4.1 Part-time faculty will be evaluated during their first semester of employment
227 and, if still employed at the college, will be evaluated again prior to the
228 conclusion of their sixth semester so that they may be eligible for Part-Time
229 Reemployment Priority (see Article 18.1). Failure on the part of the District to
230 evaluate a part-time faculty member by the completion of the sixth semester
231 shall constitute a satisfactory evaluation. All other conditions for Part-Time
232 Reemployment Priority apply (see Article 18). After the sixth semester of
233 service, part-time faculty will be evaluated at least once every six (6)
234 semesters.
235

236 7.4.2 The evaluation will be conducted by a designee of the appropriate Vice
237 President appointed by the Division Dean.
238

239 7.4.3 The components of evaluation will include: Student Evaluations Self-
240 Evaluation Report Conference Classroom Evaluation Worksheet Summary
241 Evaluation Report
242

243 7.4.3.1 Observation. The evaluator shall observe the employee in the
244 performance of their principal assignment. The observer may review
245 syllabi, assignments, examinations, or other material as part of the
246 evaluation. On the basis of the observation, the evaluator shall
247 complete the Classroom Evaluation Worksheet, review the
248 observations with the employee, and provide the employee with a
249 copy of the Classroom Evaluation Worksheet.
250

251 7.4.3.2 Evaluation by Students. Beginning in week three and prior to week
252 eleven-fourteen, student evaluations shall be administered to each
253 class of the employee being evaluated who is a classroom instructor
254 using the Student Evaluation form. When classes are face-to-face, the
255 student evaluations may be administered during the class period. The

256 results of the Student Evaluation shall be provided to the employee's
257 supervising administrator and the employee. After the end of the
258 semester, the Student Evaluations shall be made available to the
259 employee.

260
261 7.4.3.3 Self-Evaluation. Prior to the end of week **12-twelve** of the evaluation
262 semester, the employee shall complete the Self-Evaluation Report
263 and submit it to the supervising administrator. The employee may
264 include examples of syllabi, assignments, quizzes, examinations, and
265 other appropriate materials if desired.

266
267 7.4.4 The supervising administrator shall review the Classroom Evaluation
268 Worksheet, Student Evaluations, and Self-Evaluation Report and prepare the
269 Summary Evaluation Report. A copy of the Summary Evaluation Report shall
270 be given to the employee at the Summary Evaluation Conference. If the
271 Summary Evaluation Report is "needs improvement" and the employee has
272 reemployment priority pursuant to Article 18, the supervising administrator
273 shall develop a written improvement plan to be discussed with the employee
274 and included in the evaluation packet. The employee may submit an
275 addendum to the evaluation. A copy of the Summary Evaluation Report,
276 supporting documents, and addendum shall be submitted to the Office of
277 Human Resources for inclusion in the employee's personnel file. If the hourly
278 employee receives a less than satisfactory evaluation, they shall be
279 evaluated in the first hourly assignment they receive following their less than
280 satisfactory evaluation.

281
282 7.5 GRIEVANCE OF EFFECT OF EVALUATION

283
284 Only violations of the evaluation procedure are subject to the Grievance Procedures (Article
285 11).

286
287 Signed and entered into this _____ day of _____, 2022.

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289 FOR THE COLLEGE DISTRICT FOR THE ASSOCIATION
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