

**TENTATIVE AGREEMENT BETWEEN
THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
AND
THE PASADENA COMMUNITY COLLEGE DISTRICT
MAY 15, 2025**

**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 At the start of the evaluation process and prior to any observations taking place, the evaluation team will meet with the faculty member being evaluated to review the process.

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 the appropriate Evaluation Worksheet (e.g. classroom, library, etc.) and submit it to the chairperson of the committee within two weeks of the observation. At the discretion of the evaluator or evaluatee, the evaluator and faculty member can conduct a post-observation conference. Such a conference may include a review of the use of syllabi, teaching methods, grading practices, retention rates and other areas relating to instructional or non-instructional duties.

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

7.2.4.3 Evaluation by Students. Beginning in week three and prior to week fifteen, in the Fall semester, student evaluations shall be administered to each class of the employee who is a classroom instructor using the Student Evaluation form. When classes are face-to-face, the student evaluations may be administered during the class period. The results of the Student Evaluation shall be provided to the committee chairperson and the employee. After the end of the semester, the Student Evaluations shall be made available to the employee.

7.2.4.4 Self-Evaluation. Prior to the end of week twelve, the employee shall submit to the committee chairperson a Self-Evaluation Report on the appropriate form. The employee may include examples of orientation materials, learning objectives, quizzes, examinations, and other appropriate materials. The employee's Self-Evaluation Report must include consideration of an employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility DEIA-related competencies that enable work with diverse communities, as required by section 53425 and section 53602(b). District employees must have or establish proficiency in DEIA-related performance to teach, work, or lead within California community colleges. **Faculty shall have the ability to determine how to demonstrate or make progress toward proficiency in DEIA competencies.**

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

7.2.5 THE SUMMARY EVALUATION PROCESS

7.2.5.1 Satisfactory Summary Evaluation. Prior to writing the Summary Evaluation, the committee chairperson shall include the various documents dealing with the evaluation including appropriate Evaluation Worksheets (e.g. classroom, library, etc.), Student Evaluations, Deans Worksheet, and the Self Evaluation. If the Committee chairperson determines that there are no major negative judgments, the committee chairperson shall complete the Summary Evaluation Report and submit it, with the Preliminary Evaluation Reports and the Student Evaluation Summary, to the appropriate Vice President prior to February 20. After administrative review, the Summary Evaluation form shall be signed by the appropriate Vice President and returned to the committee chairperson for review with the employee prior to March 15. A copy of the Summary Evaluation Report shall be given to the employee at the Summary Evaluation Conference. The employee may submit an addendum to the evaluation. A copy of the Summary Evaluation Report, supporting documents, and addendum shall be submitted to the Office of Human Resources for inclusion in the employee's personnel file. The committee chairperson shall make every attempt to complete the Summary Evaluation Report and conduct the Summary Evaluation Conference prior to the

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

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

7.3 EVALUATION OF REGULAR EMPLOYEES

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

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

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

7.3.4 At the start of the evaluation process and prior to any observations taking place, the evaluation team will meet with the faculty member being evaluated to review the process.

7.3.4 COMPONENTS OF THE EVALUATION

7.3.4.1 The components of evaluation will include Student Evaluations (Two Classes), Self-Evaluation Report, appropriate Evaluation Worksheets, Conference (Instructor and D/C), Deans Worksheet.

7.3.4.2 Observation. The tenured peer and Vice President designee shall observe the employee in the performance of their principal assignment. The committee chairperson may also observe the employee. On the basis of the observation, the observers will complete the appropriate Evaluation Worksheet (e.g., classroom, library, etc.) and submit to the chairperson of the committee within two weeks of the observation. At the discretion of the evaluator, the tenured peer and the evaluator can conduct a post-

observation conference. Such a conference may include a review of the use of syllabi, teaching methods, grading practices, retention rates and other areas relating to instructional or non-instructional duties.

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

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

7.3.4.5 Self-Evaluation. A Self-Evaluation Report shall be given to the employee at week two of the first semester in order to prepare a self-evaluation. Prior to the end of week twelve in the evaluation semester, the employee shall submit the Self-Evaluation Report to the committee chairperson. The employee's Self-Evaluation Report must include consideration of an employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility DEIA-related competencies that enable work with diverse communities, as required by section 53425 and section 53602(b). District employees must have or establish proficiency in DEIA-related performance to teach, work, or lead within California community colleges. **Faculty shall have the ability to determine how to demonstrate or make progress toward proficiency in DEIA competencies**

7.3.5 THE SUMMARY EVALUATION

7.3.5.1 Satisfactory. The committee chairperson shall review the various documents pertaining to the evaluation including appropriate Evaluation Worksheets, Student Evaluations, the Deans Worksheet, and the Self-Evaluation. If there are no major negative judgments, the committee chairperson shall complete the Summary Evaluation Report and submit it to the appropriate Vice President with all supporting documents. After administrative review the Summary Evaluation Report shall be signed by the appropriate Vice President and returned to the committee chairperson for review with the employee. A copy of the Summary Evaluation Report shall be given to the employee at the Summary Evaluation Conference. The employee may submit an addendum to the evaluation. A copy of the Summary Evaluation Report, supporting documents, and addendum shall be submitted to the Office of Human Resources for inclusion in the employee's personnel file. The committee chairperson shall complete the

Summary Evaluation Report and conduct the Summary Evaluation Conference prior to the end of the academic year in which the evaluation occurred. A copy of the Summary Evaluation Report together with a copy of each supporting document shall be submitted to the appropriate Vice President and the Office of Human Resources for inclusion in the employee's personnel file.

7.3.5.2 Other Than Satisfactory. If the evaluation documents include any negative judgment that warrant a less than satisfactory evaluation, the committee chairperson shall call a meeting of the evaluation team for the purpose of reviewing the Summary Evaluation Report. The committee chairperson shall hold a Summary Evaluation Conference with the employee so that specific areas of concern shall be identified and discussed. The employee may attach an addendum to the Summary Evaluation Report if so desired. A copy of the Summary Evaluation Report, supporting documents and addendum shall be submitted to the appropriate Vice President and Office of Human Resources for inclusion in the employee's personnel file. The appropriate Vice President and the committee chairperson will develop a plan designed to improve the identified weaknesses. A copy of this plan shall be retained by the employee, the committee chairperson, and the appropriate Vice President and a copy sent to the Office of Human Resources. An employee receiving a less than satisfactory evaluation shall be evaluated each year until the deficiency is corrected or the employee is terminated. If termination is necessary, it shall be in accordance with the Education Code.

7.4 EVALUATION OF PART-TIME

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

7.4.2 The evaluation will be conducted by a designee of the appropriate Vice President.

7.4.3 The components of evaluation will include: Student Evaluations, Self-Evaluation Report, Conference, the appropriate Evaluation Worksheet, Summary Evaluation Report

7.4.3.1 Observation. The evaluator shall observe the employee in the performance of their principal assignment. On the basis of these observations, each member of the evaluation team shall complete the appropriate Evaluation Worksheet (e.g. classroom, library, etc.) and submit it to the chairperson of the committee within two weeks of the observation. At the discretion of the evaluator ~~or~~ and **evaluatee**, the evaluator and faculty member can conduct a post-observation conference.

Such a conference may include a review of the use of syllabi, teaching methods, grading practices, retention rates and other areas relating to instructional or non-instructional duties.

7.4.3.2 Evaluation by Students. Beginning in week three and prior to week fifteen, student evaluations shall be administered to each class of the employee being evaluated who is a classroom instructor using the Student Evaluation form. When classes are face-to-face, the student evaluations may be administered during the class period. The results of the Student Evaluation shall be provided to the employee's supervising administrator and the employee. After the end of the semester, the Student Evaluations shall be made available to the employee.

7.4.3.3 Self-Evaluation. Prior to the end of week twelve of the evaluation semester, the employee shall complete the Self-Evaluation Report and submit it to the supervising administrator. The employee's Self-Evaluation Report must include consideration of an employee's demonstrated, or progress toward, proficiency in diversity, equity, inclusion, and accessibility DEIA-related competencies that enable work with diverse communities, as required by section 53425 and section 53602(b). District employees must have or establish proficiency in DEIA-related performance to teach, work, or lead within California community colleges. **Faculty shall have the ability to determine how to demonstrate or make progress toward proficiency in DEIA competencies.**

The employee may include examples of syllabi, assignments, quizzes, examinations, and other appropriate materials if desired.

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

7.5 GRIEVANCE OF EFFECT OF EVALUATION

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

Signed and entered into this _____ day of _____, 2025.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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