Faculty Evaluation
Yuba Community College District
Woodland Community College
Yuba College

Yuba Community College District

- Agenda and Outcomes
  - Evaluation Philosophy
  - Development of Evaluation Process, Forms, and Philosophy
  - Evaluation Timelines
  - Evaluation Committees
  - Form Preview: How to use the new process
  - Other elements of the Evaluation process
    - Student Faculty Evaluations
    - Self Reflection
    - Right to Respond
    - Submission of Evaluations
- Questions

Evaluation Philosophy

- Purpose for Evaluation: These procedures are to improve instruction and delivery of student services, to provide a basis for professional growth, and to comply with California State/Community College laws and Regulations

“BUILDING STUDENT SUCCESS THROUGH FACULTY DEVELOPMENT”
Background

- Improving the faculty evaluation process has been a long-term goal. Our mission has been to ensure that the evaluation process is not a punitive activity, rather a productive opportunity.
- To achieve maximum benefit, we engaged with faculty, college academic and administrative leadership, and district services to contribute to the improvement process.
- This training and new evaluation forms are a direct result of this long-term project.

Timelines

**Fall Evaluation Cycle**
- August 1: Distribution of Faculty Evaluation List
- September 15: Peer selection and appointment for fall Evaluatees
- October 15: Chair conducts Initial Evaluation Committee meetings
- November 1: Peer Evaluators complete Evaluatee observations
- November 15: Chair completes Evaluatee observations
- December 15: Chair conducts Final Summary Evaluation Committee meetings
- February 15: Conclusion of Continued fall evaluation process to spring

**Spring Evaluation Cycle**
- February 1: Peer selection and appointment for spring Evaluatees
- February 10: Chair conducts Initial Evaluation Committee meetings
- April 7: Completion of Peer observations for spring Evaluatee
- May 12: Chair conducts Final Summary Evaluation Committee meetings

Committee Members

- **Non-Tenure/Tenure-Track Unit Member Committee**
  - 4 Member Team
    - Chair - Immediate supervisor or his/her designee.
    - One tenured Unit Member selected by the evaluatee and mutually acceptable to the immediate supervisor.
    - One tenured Unit Member selected by FT Unit Members within the same department or closely related discipline.
    - One tenured Unit Member selected by the Academic Senate.

- **Tenured Faculty Evaluation Committee**
  - 2 Member Team
    - Chair - Immediate or Secondary Level Administrator or his/her designee who shall serve as the chair of the committee.
    - A peer evaluator selected by the evaluator and mutually acceptable to the immediate supervisor.
Forms
Use only the approved new forms:

- Faculty Evaluation Form (new IE1)
- Self-Reflection
- Tenured Coversheet
- Tenure Track Coversheet
- Temporary Coversheet
- Addendums:
  - Coach
  - Counselor
  - Librarian
  - Program Director

Why use only new forms?
Because our focus is now on development and improvement!

Self-Reflection/Evaluation Process

Instructor Rating Sheet for Instructional Assignments:
- Peer consults with Evaluatee for dates and times to administer forms to students for in-class and on-line classes
- Peer shall attempt eighty percent (80%) of students enrolled in Evaluatee's classes or 100 or more students
- Peer shall administer the IE 2A or IE 2B forms to two (2) or more of the Evaluatee's classes to obtain at least the minimum percentage of students
- Peer shall type verbatim all student written comments from the Instructor Rating Forms

Counselor Survey Form for Non-Instructional Assignments:
- Peer shall attempt to eighty percent (80%) of students served or 100 or more students during the semester of evaluation
- Peer shall type verbatim all student written comments from the Counselor Survey Form
Individual Right to Respond

- The evaluatee has the right to respond and will be given a "reasonable" amount of time to write a response.

- Under normal circumstances, evaluatees should be given at least five (5) working days to respond, unless otherwise stated.

- If an evaluatee requests an extension of time to respond, it should be granted and documented.

Submission of Final Evaluation Forms to the Office of Human Resources

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<th>Tenured Unit Member 1st thru 4th Years</th>
<th>Non-Tenure Unit Member 1st thru 4th Years</th>
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<td>Tenured Coversheet</td>
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Any Questions?