

MPFA/Mendocino-Lake CCD  
Tentatively Agreed Upon Articles as of May 3, 2023  
Article 13

ARTICLE 13 – EVALUTION PROCEDURE

**13.01 Purpose: The purpose of this evaluation process is to recognize the strengths and achievements of the Instructor, Counselor, or Librarian and encourage improvement in job performance through a regular, formal review focusing on self-awareness, instructional effectiveness, and the practice of varied and effective instructional activities.**

~~13.01~~ **13.02** Unit members shall be evaluated once during their first semester of employment and a minimum of once each six semesters thereafter according to the appropriate part-time faculty evaluation process included in Exhibit 2 (Part-time Instructor), Exhibit 3 (Part-time Counselor), or Exhibit 4 (Hourly Librarian).

**13.03 Schedule:**

- ~~13.02~~ A. Unit members will be notified by the third week of a semester if they are to be evaluated, ~~and, where practicable,~~
- B. ~~e~~Evaluations being conducted shall be sent to the Part-Time Faculty **Instructors, Counselors and Librarians** for signature by December 15<sup>th</sup> for the Fall Semester and by May 15<sup>th</sup> for the Spring Semester. (See Evaluation Exhibits 2,3,4 for more on ~~p~~Process.) **Part-time faculty signature indicates awareness of the report only.**
- C. **Unit members will be evaluated once during their first semester of assignment and a minimum of once every six semesters thereafter. Evaluations conducted in the Fall Semester will be completed by January 31st and evaluations conducted in the Spring Semester will be completed by June 30th.**
- D. **If the evaluatee receives a rating other than “Continue on regular evaluation schedule,” they are entitled to a meeting with their supervising Dean, upon request, to discuss the evaluation prior to the completion dates. At their choosing, they may be represented by an MPFA representative. The evaluatee has the right to attach a response in writing to the evaluation following the meeting placed in the unit member's personnel file.**
- E. **“Completed” means that all processes are finished, and all required signatures obtained on the “Certification of Completion.”**
- F. **Unit members who receive a rating on their evaluation summary other than “Continue on regular evaluation schedule,” will receive a follow-up evaluation in their next Mendocino College teaching assignment, or the next semester for Counselors and Librarians.**

**13.04 Confidentiality:** To protect the rights of all unit members and all other participants, all aspects of the evaluation process are to be kept in the strictest confidence. Evaluatees may choose to

share documents with those outside the evaluation process (e.g. with MPFA).

### **13.05 Evaluator**

#### **A. Part-Time Instructors:**

- 1. Will be evaluated by a Faculty Peer, if available. The Faculty Peer must be a Full-Time Instructor in the same discipline as the Part-Time Instructor. If a Faculty Peer is available to participate in the evaluation process, they will complete the evaluation in cooperation with the Dean.**
- 2. If a Faculty Peer is not available to participate in the evaluation process, a Full-Time Faculty member will be assigned from a related discipline.**
  - a. A “related discipline” is one in the “Learning and Career Pathways” meta-major groups.**
  - b. P-T faculty shall have the right to disagree with a related discipline faculty assignment by notifying the Dean, the MPFA President, and the Academic Senate President by email within 2 weeks of being notified of their evaluator.**
  - c. In the event of such a disagreement, it shall be resolved in a meeting of the evaluatee, the MPFA President (or designee) and the Academic Senate President (or designee).**
- 3. If neither a Faculty Peer nor a Full-Time faculty in a related discipline is available, the Dean or an academic administrator assigned by the dean will conduct the evaluation.**
- 4. When an Instructor teaches at more than one college location, only one administrator and/or Faculty Peer, or faculty in a related discipline will be assigned and only one evaluation done.**
- 5. Whenever an evaluation is conducted by someone other than a Faculty Peer, the Dean will forward the evaluation documents to the Academic Senate for peer review.**

#### **B. Part-Time Counselors:**

**The Dean of Counseling and Student Programs will establish evaluation teams for Part-Time Counselors which will include one Full-Time Counselor and the Dean.**

**For Part-Time Counselors assigned to a college center, the center Dean will be added to the team or replace the Dean of Counseling and Student Programs.**

#### **C. Part-Time Librarians:**

Hourly Librarians will be evaluated by the Head Librarian once during their first semester of assignment and a minimum of once every six regular semesters thereafter. Evaluations conducted in the Fall Semester will be completed by January 31<sup>st</sup> and evaluations conducted in the Spring Semester will be completed by June 30<sup>th</sup>.

**13.06 Evaluatee**

- A. The Evaluatee will be responsive to email and other communications, including requests to schedule meetings throughout the process outlined in this Article.
  
- B. The Evaluatee will provide documents as required in this Article.

**13.07 Process**

**I. Face to Face Process**

- A. Prior to a classroom visit, the Evaluator, in consultation with the evaluatee, will select one class taught by the Instructor to be visited and schedule the classroom visit, and at least two weeks prior to the visit, provide the instructor with the following:
  - 1. The date of the classroom visit (not prior to Census date)
  - 2. A copy of Self-Assessment (Form B) to be completed and returned to the Evaluator by the classroom visit.
  - 3. A request that a copy of the syllabus, sample tests and supplementary instructional materials be presented to the Evaluator at the time of the classroom visit.
  
- B. If the evaluatee utilizes Canvas in their course to be evaluated, the evaluator will arrange Canvas access with the DE Coordinator for the week of the scheduled classroom visit.
  
- C. During the classroom visit, the Evaluator will:
  - 1. Visit the classroom for approximately one hour with the intent of completing the Evaluation Summary (Form A).
  - 2. Administer the Student Evaluation (Form C) during the classroom visit and collect the completed forms.
  - 3. Receive from the Instructor the completed Self-Assessment (Form B), the course syllabus, sample tests and supplementary instructional materials requested.
  
- D. Following the classroom visit, the Evaluator will:
  - 1. Review the completed Self-Assessment (Form B), referring to any

recommendations from the prior evaluation.

2. Review the course syllabus, sample tests, Canvas materials (if used) and supplementary instructional materials received, comparing them to the content and requirements of the official course outline of record.
3. Summarize the student evaluation results and comments (which may not be used as the sole basis for dismissal).
4. Complete Evaluation Summary (Form A) which is to be signed by the Evaluator; attach the Self-Assessment and a summary of the student evaluation results, including student comments.

## **II. Online Process**

- A. Prior to reviewing a Canvas course, the Evaluator, in consultation with the evaluatee, will select one class taught by the Instructor to be visited, agree to the materials to be reviewed, and schedule the two-week Canvas access. The Evaluator will refer to the "Online Instruction Evaluation Guide" for direction in evaluating the course.
  1. Communicate the course to be evaluated to the Instruction Office to arrange access and addition of the Student Evaluation form to the Canvas shell.
  2. Arrange a "tour" of the course with the evaluatee (subject to agreement and prior to the evaluation), which will not count as part of the evaluation.
- B. At least two weeks prior to the Canvas access, provide the instructor with the following:
  1. The dates of the Canvas access (not prior to Census date).
  2. A copy of Self-Assessment (Form B) to be completed and returned to the Evaluator prior to the week of access.
  3. A request that a physical copy of the syllabus be sent to the Evaluator prior to the week of access.
- C. During the weeks of Canvas access, the Evaluator will:
  1. Review the agreed-upon Canvas materials with the intent of completing the Evaluation Summary (Form A).
  2. Review the course syllabus, instructor feedback to students, tests/quizzes, and supplementary instructional materials available, comparing them to the content and requirements of the official course outline of record.
- D. Following the weeks of Canvas access, the Evaluator will:
  1. Review the completed Self-Assessment (Form B), referring to any recommendations from the prior evaluation.
  2. Receive from the Instruction Office a summary of the student evaluation results and comments (which may not be used as the sole basis for dismissal).

3. Complete Evaluation Summary (Form A) which is to be signed by the Evaluator, attach the Self-Assessment and a summary of the student evaluation results, including student comments.

### III. All Teaching Assignments

- A. As indicated in the Instructional Faculty Evaluation Guide, student comments will be used with caution. Individual student comments should not be emphasized if they are isolated; the evaluator will look for contextualizing pieces of evidence.
- B. If a rating of “B-Needs Improvement” is given, “Re-evaluate during next Mendocino College teaching assignment” will be checked unless a correction can be readily made (e.g. updating syllabus or other minor changes). In this case, the needed corrections will be specified and a due date for documentation of the correction will be established.
- C. If a rating of “Unsatisfactory” is given, the evaluator may recommend re- evaluation or no further assignment. As indicated in 13.03.d., the instructor may request a meeting with the supervising Dean.
- D. When an instructor teaches in more than one discipline, a rating of “B-Needs Improvement” will only apply to and impact assignments associated with the discipline being evaluated. A rating of “Unsatisfactory” may apply to any assignment if the deficiencies noted are not associated with the delivery of the specific content in the discipline.
- E. If requested by the Instructor, the Evaluator will conduct a post-evaluation conference with the evaluatee to discuss the results. (Other conferences may also be arranged as necessary to complete the evaluation process.)
- F. If the final recommendation is “Re-evaluate during next Mendocino College teaching assignment,” the evaluator will conduct a post-evaluation conference with the evaluatee to review needed improvements and provide a written corrective action plan.
- G. Forward the completed evaluation documents to the Instructor for review, comment, and signature (per 13.03. B.)
- H. Forward the signed evaluation documents to the Dean, who will then forward them to the President of the Academic Senate for review if the evaluation was conducted by a non-Peer.
- I. The Dean will forward the completed and signed evaluation documents to the Vice-President of Academic Affairs once the prior process is complete.
- J. The Vice-President of Academic Affairs will:
  1. Review and sign the evaluation documents.
  2. Forward the signed evaluation documents to Human Resources for inclusion in the instructor’s personnel file.

(Revised: ~~6/11~~**5/23**)

The Association and District Hereby agree to the edits through a tentative agreement to the language of Article 13 (Evaluations) stated above and edits to exhibits 2,3,4 as denoted in the attached documents

For the Union:

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For the District:

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