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**PROPOSAL FROM THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION**

October 18, 2024

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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**

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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~~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, the evaluator and faculty member can conduct a ~~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. Such a conference may~~ between the faculty member

52 ~~and evaluator will~~ include a review of the use of syllabi, teaching methods,
53 grading practices, retention rates and other areas relating to instructional or non-
54 instructional duties. ~~The employee will sign the forms signifying receipt of the~~
55 ~~report. The copies of the Classroom Evaluation Worksheet shall be submitted to~~
56 ~~the chairperson of the committee by week fourteen.~~

57
58 **7.2.4.2 Professional Responsibilities and Characteristics.** Members of the team are
59 invited to provide written comments of the professional responsibilities (syllabi,
60 teaching methods, grading practices, retention rate, etc.) and characteristics of
61 the employee. Such comments will be submitted to the chairperson of the
62 committee by week fourteen.
63

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

72 **7.2.4.4 Self-Evaluation.** Prior to the end of week twelve, the employee shall submit to
73 the committee chairperson a Self-Evaluation Report on the appropriate form. The
74 employee may include examples of orientation materials, learning objectives,
75 quizzes, examinations, and other appropriate materials. The employee's Self-
76 Evaluation Report must include consideration of an employee's demonstrated, or
77 progress toward, proficiency in diversity, equity, inclusion, and accessibility DEIA-
78 related competencies that enable work with diverse communities, as required by
79 section 53425. District employees must have or establish proficiency in DEIA-
80 related performance to teach, work, or lead within California community colleges.
81

82 **7.2.4.5 Deans Worksheet.** Prior to completion of the Summary Evaluation Report, the
83 employee's supervising administrator shall complete the Deans Worksheet. This
84 form may be reviewed with and signed by the employee at the Summary
85 Evaluation Conference by week sixteen.
86

87 **7.2.5 THE SUMMARY EVALUATION PROCESS**

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

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

108 **7.2.5.2 Other than Satisfactory Summary Evaluation.** If the committee chairperson
109 determines that the evaluation documents warrant a less than satisfactory
110 summary evaluation, the committee chairperson shall call a meeting of the
111 Evaluation Team for the purpose of reviewing the Summary Evaluation Report.
112 The employee may attach an addendum to the Report if so desired. A copy of
113 the Summary Evaluation Report, supporting documents and addendum shall be
114 sent to the immediate administrator, the appropriate Vice President and to the
115 Office of Human Resources by Friday of the third week of February. The
116 committee chairperson shall complete the Summary Evaluation Report and
117 conduct the Summary Evaluation Conference prior to the end of the Fall
118 Semester. If the Summary Evaluation Report recommends "needs improvement,"
119 the appropriate Vice President and committee chairperson will develop a plan
120 designed to improve the identified weaknesses. A copy of this plan shall be
121 retained by the employee, the committee chairperson, and the appropriate Vice
122 President and a copy sent to the Office of Human Resources.
123

124 **7.3 EVALUATION OF REGULAR EMPLOYEES**

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126 **7.3.1 Definition.** As stated in Education Code Section 87661, a "regular" employee is
127 a permanent employee.
128

129 **7.3.2 Frequency of Evaluation.** As stated in Education Code Section 87663, regular
130 employees shall be evaluated at least once in every three (3) academic years.
131

132 **7.3.3 Evaluation Team.** The evaluation team of each employee shall be composed of
133 the appropriate Vice President or a designee; the manager most closely
134 supervising the employee who will serve as the committee chairperson; and a
135 tenured member of the division chosen by the faculty member being evaluated.
136

137 **7.3.4 COMPONENTS OF THE EVALUATION**

138
139 **7.3.4.1** The components of evaluation will include Student Evaluations (Two
140 Classes) Self-Evaluation Report Classroom Evaluation Worksheets
141 Conference (Instructor and D/C) Deans Worksheet.
142

143 **7.3.4.2 Observation.** The tenured peer and Vice President designee shall
144 observe the employee in the performance of his/her/their principal
145 assignment. The committee chairperson may also observe the employee.
146 On the basis of the observation, the observers will complete a
147 Classroomthe appropriate Evaluation Worksheet (e.g., classroom, library,
148 etc.) and submit to the chairperson of the committee within two weeks of
149 the observation. At the discretion of the evaluator, the tenured peer and
150 the evaluator can conduct a post-observation conference. Such a
151 conference may include a review of the use of syllabi, teaching methods,
152 grading practices, retention rates and other areas relating to instructional
153 or non-instructional duties, review the observations with the employee,

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

157
158 7.3.4.3 **Professional Responsibilities and Characteristics.** Members of the
159 evaluation team are invited to provide the committee chairperson with
160 written comments on the professional responsibilities and characteristics
161 of the employee.

162
163 7.3.4.4 **Evaluation by Students.** Beginning in week three and prior to week
164 ~~fourteen-fifteen~~ of the semester, student evaluations shall be
165 administered to a minimum of two (2) classes if the employee is a
166 classroom instructor using the Student Evaluation form. One of these
167 classes is to be selected by the committee chairperson, the other by the
168 faculty member. When classes are face-to-face, the student evaluations
169 may be administered during the class period. By mutual agreement
170 between the faculty member and the committee chairperson, additional
171 classes may participate in the evaluation. The results of the student
172 evaluation shall be provided to the committee chairperson and the
173 employee. After the end of the semester, the Student Evaluations shall be
174 made available to the employee.

175
176 7.3.4.5 **Self-Evaluation.** A Self-Evaluation Report shall be given to the employee
177 at week two of the first semester in order to prepare a self-evaluation.
178 Prior to the end of week twelve in the evaluation semester, the employee
179 shall submit the Self-Evaluation Report to the committee chairperson. The
180 employee's Self-Evaluation Report must include consideration of an
181 employee's demonstrated, or progress toward, proficiency in diversity,
182 equity, inclusion, and accessibility DEIA-related competencies that enable
183 work with diverse communities, as required by section 53425. District
184 employees must have or establish proficiency in DEIA-related
185 performance to teach, work, or lead within California community colleges.

186 187 **7.3.5 THE SUMMARY EVALUATION**

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

205
206 7.3.5.2 Other Than Satisfactory. If the evaluation documents include any
207 negative judgment that warrant a less than satisfactory evaluation, the
208 committee chairperson shall call a meeting of the evaluation team for the
209 purpose of reviewing the Summary Evaluation Report. The committee
210 chairperson shall hold a Summary Evaluation Conference with the
211 employee so that specific areas of concern shall be identified and
212 discussed. The employee may attach an addendum to the Summary
213 Evaluation Report if so desired. A copy of the Summary Evaluation
214 Report, supporting documents and addendum shall be submitted to the
215 appropriate Vice President and Office of Human Resources for inclusion
216 in the employee's personnel file. The appropriate Vice President and the
217 committee chairperson will develop a plan designed to improve the
218 identified weaknesses. A copy of this plan shall be retained by the
219 employee, the committee chairperson, and the appropriate Vice President
220 and a copy sent to the Office of Human Resources. An employee
221 receiving a less than satisfactory evaluation shall be evaluated each year
222 until the deficiency is corrected or the employee is terminated. If
223 termination is necessary, it shall be in accordance with the Education
224 Code.

225 226 **7.4 EVALUATION OF PART-TIME**

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

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

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

243
244 7.4.3.1 Observation. The evaluator shall observe the employee in the performance of
245 their principal assignment. On the basis of these observations, each member of
246 the evaluation team shall complete the appropriate Evaluation Worksheet (e.g.
247 classroom, library, etc.) and submit it to the chairperson of the committee within
248 two weeks of the observation. At the discretion of the evaluator, the evaluator
249 and faculty member can conduct a post-observation conference. Such a
250 conference may include a review of the use of syllabi, teaching methods, grading
251 practices, retention rates and other areas relating to instructional or non-
252 instructional duties~~The observer may review syllabi, assignments, examinations,~~
253 ~~or other material as part of the evaluation. On the basis of the observation, the~~
254 ~~evaluator shall complete the Classroom Evaluation Worksheet, review the~~
255 ~~observations with the employee, and provide the employee with a copy of the~~

Classroom Evaluation Worksheet.

7.4.3.2 Evaluation by Students. Beginning in week three and prior to week ~~fourteen~~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. District employees must have or establish proficiency in DEIA-related performance to teach, work, or lead within California community colleges. 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 Classroom 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 hourly employee receives a less than satisfactory evaluation, they shall be evaluated in the first hourly 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).

~~**7.6 REOPENER REGARDING DEI EVALUATION CRITERIA**~~

~~The District and the Faculty Association agree that that the DEIA criteria for faculty evaluations shall be mutually agreed upon reopener for 2023-2024.~~

Signed and entered into this _____ day of _____, 2024.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION

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