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**TENTATIVE AGREEMENT
BETWEEN THE
PASADENA AREA COMMUNITY COLLEGE DISTRICT TO THE
PASADENA CITY COLLEGE FACULTY ASSOCIATION
April 10, 2023**

The tentative agreement between the Pasadena Area Community College District and 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

52 evaluator will include a review of the use of syllabi, teaching methods,
53 grading practices, retention rates and other areas relating to
54 instructional or non-instructional duties. The employee will sign the
55 forms signifying receipt of the report. The copies of the Classroom
56 Evaluation Worksheet shall be submitted to the chairperson of the
57 committee **by week fourteen**.
58

59 7.2.4.2 Professional Responsibilities and Characteristics. Members of the
60 team are invited to provide written comments of the professional
61 responsibilities (syllabi, teaching methods, grading practices, retention
62 rate, etc.) and characteristics of the employee. Such comments will be
63 submitted to the chairperson of the committee **by week fourteen**.
64

65 7.2.4.3 Evaluation by Students. Beginning in week three and prior to week
66 **eleven fourteen**, in the Fall semester, student evaluations shall be
67 administered to each class of the employee who is a classroom
68 instructor using the Student Evaluation form. When classes are face-
69 to-face, the student evaluations may be administered during the class
70 period. The results of the Student Evaluation shall be provided to the
71 committee chairperson and the employee. After the end of the
72 semester, the Student Evaluations shall be made available to the
73 employee.
74

75 7.2.4.4 Self-Evaluation. Prior to the end of week twelve, the employee shall
76 submit to the committee chairperson a Self-Evaluation Report on the
77 appropriate form. The employee may include examples of orientation
78 materials, learning objectives, quizzes, examinations, and other
79 appropriate materials.
80

81 7.2.4.5 Deans Worksheet. Prior to completion of the Summary Evaluation
82 Report, the employee's supervising administrator shall complete the
83 Deans Worksheet. This form may be reviewed with and signed by the
84 employee at the Summary Evaluation Conference **by week sixteen**.
85

86 7.2.5 THE SUMMARY EVALUATION PROCESS 87

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

103 conduct the Summary Evaluation Conference prior to the end of the
104 Fall semester. A copy of the Summary Evaluation Report together
105 with a copy of each supporting document shall be distributed to the
106 immediate administrator, the appropriate vice president, and the
107 Office of Human Resources for inclusion in the employee's personnel
108 file.
109

110 7.2.5.2 Other than Satisfactory Summary Evaluation. If the committee
111 chairperson determines that the evaluation documents warrant a less
112 than satisfactory summary evaluation, the committee chairperson
113 shall call a meeting of the Evaluation Team for the purpose of
114 reviewing the Summary Evaluation Report. The employee may attach
115 an addendum to the Report if so desired. A copy of the Summary
116 Evaluation Report, supporting documents and addendum shall be
117 sent to the immediate administrator, the appropriate Vice President
118 and to the Office of Human Resources by Friday of the third week of
119 February. The committee chairperson shall complete the Summary
120 Evaluation Report and conduct the Summary Evaluation Conference
121 prior to the end of the Fall Semester. If the Summary Evaluation
122 Report recommends "needs improvement," the appropriate Vice
123 President and committee chairperson will develop a plan designed to
124 improve the identified weaknesses. A copy of this plan shall be
125 retained by the employee, the committee chairperson, and the
126 appropriate Vice President and a copy sent to the Office of Human
127 Resources.
128

129 7.3 EVALUATION OF REGULAR EMPLOYEES 130

131 7.3.1 Definition. As stated in Education Code Section 87661, a "regular" employee
132 is a permanent employee.
133

134 7.3.2 Frequency of Evaluation. As stated in Education Code Section 87663, regular
135 employees shall be evaluated at least once in every three (3) academic
136 years.
137

138 7.3.3 Evaluation Team. The evaluation team of each employee shall be composed
139 of the appropriate Vice President or a designee; the manager most closely
140 supervising the employee who will serve as the committee chairperson; and a
141 tenured member of the division chosen by the faculty member being
142 evaluated.
143

144 7.3.4 COMPONENTS OF THE EVALUATION 145

146 7.3.4.1 The components of evaluation will include: Student Evaluations (Two
147 Classes) Self-Evaluation Report Classroom Evaluation Worksheets
148 Conference (Instructor and D/C) Deans Worksheet
149

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

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

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

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

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

183 184 7.3.5 THE SUMMARY EVALUATION

185
186 7.3.5.1 Satisfactory. The committee chairperson shall review the various
187 documents pertaining to the evaluation including Classroom
188 Evaluation Worksheets, Student Evaluations, the Deans Worksheet,
189 and the Self-Evaluation. If there are no major negative judgments, the
190 committee chairperson shall complete the Summary Evaluation
191 Report and submit it to the appropriate Vice President with all
192 supporting documents. After administrative review the Summary
193 Evaluation Report shall be signed by the appropriate Vice President
194 and returned to the committee chairperson for review with the
195 employee. A copy of the Summary Evaluation Report shall be given to
196 the employee at the Summary Evaluation Conference. The
197 committee chairperson shall complete the Summary Evaluation
198 Report and conduct the Summary Evaluation Conference prior to the
199 end of the academic year in which the evaluation occurred. A copy of
200 the Summary Evaluation Report together with a copy of each
201 supporting document shall be submitted to the appropriate Vice
202 President and the Office of Human Resources for inclusion in the
203 employee's personnel file.
204

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

225 7.4 EVALUATION OF PART-TIME 226

227 7.4.1 Part-time faculty will be evaluated during their first semester of employment
228 and, if still employed at the college, will be evaluated again prior to the
229 conclusion of their sixth semester so that they may be eligible for Part-Time
230 Reemployment Priority (see Article 18.1). Failure on the part of the District to
231 evaluate a part-time faculty member by the completion of the sixth semester
232 shall constitute a satisfactory evaluation. All other conditions for Part-Time
233 Reemployment Priority apply (see Article 18). After the sixth semester of
234 service, part-time faculty will be evaluated at least once every six (6)
235 semesters.
236

237 7.4.2 The evaluation will be conducted by a designee of the appropriate Vice
238 President appointed by the Division Dean.
239

240 7.4.3 The components of evaluation will include: Student Evaluations Self-
241 Evaluation Report Conference Classroom Evaluation Worksheet Summary
242 Evaluation Report
243

244 7.4.3.1 Observation. The evaluator shall observe the employee in the
245 performance of their principal assignment. The observer may review
246 syllabi, assignments, examinations, or other material as part of the
247 evaluation. On the basis of the observation, the evaluator shall
248 complete the Classroom Evaluation Worksheet, review the
249 observations with the employee, and provide the employee with a
250 copy of the Classroom Evaluation Worksheet.
251

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

256 student evaluations may be administered during the class period. The
257 results of the Student Evaluation shall be provided to the employee's
258 supervising administrator and the employee. After the end of the
259 semester, the Student Evaluations shall be made available to the
260 employee.

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

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

282 283 7.5 GRIEVANCE OF EFFECT OF EVALUATION

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285 Only violations of the evaluation procedure are subject to the Grievance Procedures (Article
286 11).

287 288 7.6 REOPENER REGARDING DEI EVALUATION CRITERIA

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290 The District and the Faculty Association agree that that the DEIA criteria for
291 faculty evaluations shall be a mutually agreed upon reopener for 2023-2024.
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Semester/Year _____
Pasadena Area Community College District

Self-Evaluation – Division Chair

Name _____ Date _____

Division _____

1. Please reflect and comment on what you have done in terms of your professional responsibilities as a Division Chair, including activities in your department, division, and the college and wider community.
2. Discuss your perception of your role as a Division Chair. If you have been previously evaluated, has it changed/developed since your last evaluation?
3. What experiences and achievements have you had this year that have informed your role as a Division Chair at PCC and demonstrated continued professional growth? This could include conference attendance, in-service education, continuing education, private study and/or travel, etc.
4. Provide a summary of your accomplishments as a Division Chair. What factors contributed to your success?
5. Provide a summary of any challenges you experienced in your role as a Division Chair. Identify any areas in which you were unable to realize your goals and the reasons why.
6. What are the professional development goals related to your role as a Division Chair you expect to undertake during the next evaluation period?
7. Describe your goals for the coming year. Indicate any needed resources or developmental opportunities that the college might provide to enable you to be more effective as chair.

Signed and entered into this 10th day of April, 2023.

FOR THE COLLEGE DISTRICT

FOR THE ASSOCIATION







