

Memorandum of Understanding
 “Capstone,” Language Regarding Evaluations

On December 9, 2014, the District and Association met and agreed to the following MOU regarding the nature, limits, and documentation of the faculty evaluation process currently described in Article V, Section 1 and following of the 2007-2010 Agreement.


1. Because full-time faculty members and faculty organizations have a professional responsibility for improving instruction and actively participating in the processes ensuring that the courses and programs provided by the College remain in compliance with accreditation standards, faculty participation in the development, assessment and review of goals, standards and outcomes (including Student Learning Outcomes) for courses, programs and the college as a whole remains an integral part of full-time faculty work.

2. Individual, full-time faculty members may be evaluated for their participation in these processes as part of their professional obligations in the classroom, division, and shared governance organizations, but never for their achievement of any kind of productivity quotas for student enrollment, retention or success in achieving outcomes. Where enrollment, retention, student success, student satisfaction and similar measures are assessed by Divisions or by the District as part of the program review, SLO processes, or processes for ensuring compliance with accreditation standards, they shall be published without identifiers of individual faculty members, and only in terms of assessing programs, divisions, and college-wide achievements as a whole.

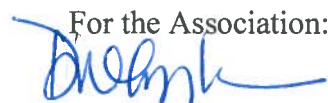
3. In full-time faculty evaluation, the tools for assessing or documenting such faculty work as part of the Administrative Evaluation are: a) course syllabi; b) the Professional Self-Evaluation Statement; c) records of division-level work on Student Learning Outcomes, Program Review, Course Outlines of Record, and other relevant processes; d) records of participation in shared governance committees; e) records of delivering faculty education via Flex and other presentations; f) records of conference and other participations outside the College itself, g) evaluation forms.

4. For all part-time and adjunct faculty members, whether for credit or non-credit instruction, participation in the development and improvement of learning outcomes, program review, and other processes relevant to accreditation shall be entirely at the faculty member's discretion, and shall not be made an obligatory subject of their evaluation in any fashion. However, part-time and adjunct faculty may opt to participate in these processes, in which case their positive contributions shall be taken into account as part of their Administrative Evaluation. The tools for assessing such optional work as part of the Administrative Evaluation shall be limited to a) course syllabi, b) the optional Self-Evaluation Statement, c) other record of work, conference participation, or other documentation as the faculty member may choose to supply, d) peer and administrative evaluation.

For the District:


12-24-14

For the Association:


12.24.14

Memorandum of Understanding
Modifications and Additions to the Faculty Evaluation Schedule, Procedures and Evaluation
Forms for Full-Time, Part-Time, and Adjunct Faculty

On Dec. ____, 2014, the District and Association met and agreed to the following MOU regarding the nature, limits, and documents of the faculty evaluation process currently described in Article V of the 2007-2010 Agreement.

1. It is the general intent of this MOU to "shorten," the evaluation timelines for full-time faculty, to outline the evaluable participation in the Student Learning Outcomes (SLOs) process for full-time and part-time faculty by modifying existing evaluation forms and procedures where necessary, to establish evaluation forms for faculty delivering instruction via "Distance Education" (i.e. correspondence) as well as ITV and online modes, to establish clearer evaluation procedures and forms for part-time and/or adjunct faculty, and to ensure timely and appropriate evaluation of part-time and adjunct faculty.
2. All teaching and counseling faculty, whether full-time, part-time, or adjunct (including counsellors, administrators, and retirees employed as an adjunct or for "overload" outside their primary assignment) are to be evaluated during their first semester of employment whether this takes place during the Fall or Spring semester. Subsequently, full-time faculty are to be routinely evaluated during the Fall semester, and part-time/adjunct faculty are to be routinely evaluated during the Spring semester, in the absence of identified emergencies or a faculty member's explicit request in the course of any "remediation," process. All such "emergency," modifications of the evaluation schedule require agreement of the affected full-time, part-time, or adjunct faculty member.
3. All faculty are to be evaluated according to the yearly schedule already set forth in the Agreement with regard to progress towards tenured status, the evaluation of tenured faculty, and the evaluation of part-time/adjunct faculty; i.e. probationary full-time faculty are evaluated during their first, second, third and fourth years of employment and every three years thereafter, while part-time/adjunct faculty are evaluated during their first semester of employment and every three years thereafter.
4. For all teaching and non-teaching faculty undergoing evaluation, the evaluation process begins with notification of upcoming evaluation between the first (1st) and third (3rd) weeks of the semester, continues with a) the human resource manager preparing the evaluations packets for pickup by faculty by the end of the fourth (4th) week of the semester, b) the division chair meeting individually with the evaluatee during the fifth (5th) week (a meeting that is optional for part-time and adjunct faculty, and may be carried out via e-mail and other media), c) the division chair's completing the Faculty Evaluation Committee Statement for delivery to the appropriate Vice President by the end of the sixth (6th) week), d) the selection of peer evaluators and scheduling the classroom visit by the end of the sixth (6th) week, e) the evaluatee completing the Professional Development Self-Evaluation Statement (optional for part-time and adjunct faculty) for delivery to the Division Chair by the end of the seventh (7th) week, f) the administration of student evaluations by the end of the eighth (8th) week, g) the evaluatee meeting with the division chair and/or peer evaluators by the end of the tenth (10th) week, h) the Vice President's staff delivering summaries and tabulations of the student evaluation forms to all members of the faculty Evaluation

Committee by the end of the tenth (10th) week, i) the division chair or peer evaluators delivering completed evaluation documents to the appropriate Vice President by the end of the twelfth (12th) week, j) the Vice President completing and delivering their Administrative Evaluation by the end of the fifteenth (15th) week, and k) and any conferences regarding the evaluation process and outcomes between the Vice President and faculty concluded by the end of the sixteenth (16th) week of the semester.

5. For all full-time teaching and non-teaching faculty undergoing the remediation process pursuant to an unsatisfactory evaluation, the appropriate Vice President shall a) include a clear identification of the reasons for the unsatisfactory evaluation, b) include a clear statement of the goals for the remediation process, c) include a “deadline,” date no later than the sixth (6th) week of the following semester for the conclusion of the remediation process, and d) have been conveyed to the affected faculty member no later than the last day of the semester during which the evaluation shall have taken place. The Administration shall inform the affected faculty member of the success or failure of the remediation process no later than March 1 of the Spring semester.
6. The District and the Association agree to the appended changes and additions to the appropriate forms (specifically, the "Palo Verde College Evaluation Forms, Face to Face;" the "Palo Verde College Evaluation Form, Correspondence Education/Distance Education Form;" the "Administrative Evaluation, Full-Time Faculty: Overall Assessment Form;" the "Administrative Evaluation, Part-Time Faculty: Overall Assessment Form;" and the "Peer Observation Report") for the evaluation of full-time, part-time and adjunct faculty. For the purposes of evaluation, all ITV and online instruction shall be evaluated employing the peer review, student evaluation, and administrative evaluation forms employed for face-to-face modes of instruction.
7. The District and Association agree that all full-time teaching faculty are evaluated only in terms of the appropriate "peer observation," "student evaluation," "self-evaluation," and "administrative assessment," forms intended for full-time faculty in their discipline or assignment. In particular, Nursing faculty evaluation forms remain as previously negotiated.
8. The District and Association agree that all part-time/adjunct faculty are evaluated, a) only in terms of the "peer observation," and "administrative assessment," forms intended for part-time faculty, and b) the various student evaluation forms intended for full-time faculty in the various modes of instruction , and that this includes all part- time/adjunct faculty in non-credit programs. However, all part-time/adjunct faculty may at their own discretion submit the Professional Self-Development Self-Disclosure Form employed by full-time faculty, or a letter describing added work and/or development for consideration as part of their administrative evaluation.
9. The District and Association agree to the following additional changes to the evaluation process and its procedures: a) in Article V, Section 1, C (3), faculty may be evaluated, where appropriate, for their use of the Bridge, course websites, “chat rooms,” and other “virtual,” means of providing instruction, student conferences, and office hours, while the use of all other “electronic media,” such as Rate My Professor, Twitter, or personal communications from off-campus sites remains prohibited; b) in Art. V, Sec. 1, D, all new and/or modified negotiations forms and documents are added to the current list; c) throughout Art. V, titles such as “Vice President of Instructional services,” and “Vice President of Student Services,” may be modified as needed to reflect current District

organizational structure; c) throughout Article V, descriptions of the "Blythe main campus," shall be changed to the "Blythe campus."

10. Unless specifically cited in this MOU, all other processes, procedures, and forms involved in faculty evaluation remain as previously negotiated, and included in the 2007-2010 Agreement and earlier amending MOUs.

For the District:

Jon Wallace
12-24-14

For the Association:

D. [Signature]
12.24.14