

Changes to Article 7, Evaluations and Appendix G, Evaluation Timelines

The intent of opening this article and appendix of the CBA during the 2025-2026 academic year was to make important adjustments changes to timelines and processes so that evaluations could be conducted smoothly during a 16-week semester. The changes were almost entirely driven by faculty.

While the edits were primarily about timelines and process, we did make changes to a few unrelated items in Article 7. The changes were reviewed by the CCFT Exec Board, the CCFT Council of Reps, and faculty on the Institutional Tenure and Review Committee (ITRC).

The clean copy of the document includes numerous formatting and bullet changes that are not shown in the red-line version for clarity. Minor typographical changes are not highlighted below.

The CCFT Negotiations team offers its gratitude and appreciation to Katy Dittmer and the rest of the ITRC for their time and effort on this project.

Article 7

Below is a summary of the changes, mostly in order of occurrence.

Page 1:

1. References to specific weeks or dates were removed from Article 7 and are now exclusively in Appendix G (Evaluation Timelines). Appendix G was expanded to 6 separate pages to more easily document the timelines (see next section for changes to Appendix G).
2. Timelines are now more flexible for interim, substitute, and limited basis teaching.
3. The 3-working day requirement for submissions is removed.

Page 2:

4. Faculty now have 7 days to respond to their Peer Committee chair or the Dean/manager if they disagree with their evaluation (was 10 days).

Page 5

5. The Article now clarifies that the Administrator will complete the Plan for Improvement form and the relevant sections of the Administrator Evaluation form during an Off-Cycle evaluation.

Pages 8-9

6. Most changes on this page are to remove timelines from the Article and instead have them in Appendix G.
7. Canvas learning modules or units are specifically mentioned and are now considered similar to a single class meeting in terms of observations

Page 9

8. The change to remove the option of early tenure granted during the first semester of FT employment was recommended by the faculty on the ITRC. It was rarely used. Faculty are still eligible for early tenure granted during their 2nd year of FT employment.

Appendix G

Appendix G is so different from the original that we are not presenting a red-line version in track changes.

The goal of the timeline changes were to:

- a. Start the evaluation process earlier in the semester
 - b. Allow more time for student evaluations and post-evaluation conferences
 - c. Finish the evaluation process by the end of week 16 (finals week)
 - d. Not compress the evaluation process even though the semester is 2 weeks shorter.
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1. Appendix G is now organized into 6 different sections with slightly different timelines:
 - a. G-1, Regular Full-Time tenured and Part-Time (temporary) instructional faculty
 - b. G-2, FT-Tenure Track and FT-Temporary instructional faculty
 - c. G-3, Short-term courses for instructional faculty
 - d. G-4, Regular Full-Time tenured and Part-Time (temporary) service faculty
 - e. G-2, FT-Tenure Track and FT-Temporary service faculty
 - f. G-3, Short-term courses for service faculty

Changes that apply to all sections of Appendix G:

- a. List of faculty to be evaluated sent to chairs Tuesday prior to opening day (or as soon as possible for newly hired faculty)
- b. Peer committee roster submitted by chairs to the Dean or manager by the end of week 3
- c. Longer window for student evaluations
- d. The time for faculty responding to their evaluations is dropped from 10 business days to 7.

G-1 Regular Full-Time tenured and Part-Time (temporary) instructional faculty

- e. Pre-evaluation conferences finish by end of week 6
- f. Student evaluations can start after pre-evaluation conference, finish by end of week 10
- g. Wrap up by end of week 16

G-2, FT-Tenure Track and FT-Temporary instructional faculty

- h. Pre-evaluation conferences finish by end of week 6
- i. Student evaluations can start after pre-evaluation conference, finish by end of week 10 in fall, week 14 in spring
- j. DTC meets with dean by end of week 13
- k. Post evaluation conferences end by week 14
- l. Final submission of evaluations by end of week 16
- m. ITRC meets to discuss tenure recommendations in January, finalize 7 days before February Board of Trustees meeting

G-3, Short-term courses for instructional faculty

- n. Provides structure and flexibility for short term classes.

G-1 Regular Full-Time tenured and Part-Time (temporary) service faculty

- a. Pre-evaluation conferences finish by end of week 6
- b. Student evaluations can start after pre-evaluation conference, finish by end of week 11 (6 week collection window instead of 2 weeks)
- c. Wrap up by end of week 16

G-2, FT-Tenure Track and FT-Temporary service faculty

- d. Pre-evaluation conferences finish by end of week 6

- e. Student evaluations can start after pre-evaluation conference, finish by end of week 10 in fall, week 14 in spring
- f. DTC meets with dean by end of week 13
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- h. Final submission of evaluations by end of week 16
- i. Student evaluations can start after pre-evaluation conference, finish by end of week 11 (6 week collection window instead of 2 weeks)
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- k. Provides structure and flexibility for short term classes.