



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

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TENTATIVE AGREEMENT

March 18, 2025

Pending CCFT Ratification and Board of Trustees Approval

The San Luis Obispo County Community College District and the Cuesta College Federation of Teachers have completed negotiations of Article 7, Evaluation Procedures and Tenure Review Process for the 2025-2026 and 2026-2027 academic years. The following article sections will be amended as follows:

## **ARTICLE 7: EVALUATION PROCEDURES AND TENURE REVIEW PROCESS**

The District and the Federation agree that the evaluation process is meant to be meaningful, collaborative, fair, and collegial. Evaluations should be centered on self-reflection, clear criteria, and provide actionable, constructive feedback. The primary focus of evaluation is to ensure improvement of instruction or service, promote professionalism, and increase success for all students.

### **Management of the Evaluation Process**

7.1 The assigned administrator or designee manages the evaluation process for faculty, including peer review and administrative components, pursuant to the provisions of this Article. The Division Chair (or designee) facilitates the coordination of the peer review process, including self and student components. For the purposes of this Article, the term designee shall mean the faculty designee of the assigned administrator if there is no Division Chair or the designee of the Division Chair. The designee shall be a tenured faculty member within the division if possible. If there is no tenured faculty in the division, the assigned administrator or Division Chair shall appoint a tenured faculty member from another division. The procedure for the rehiring of Probationary Faculty is contained in Administrative Procedure 7215, Academic Employees: Probationary Contract Faculty.

### **Cycle for Evaluation - Regular, Tenure-track, and Temporary Faculty**

7.2 All faculty shall be evaluated pursuant to the provisions in Article 7 at least once every three (3) academic years. The schedule of evaluations is the following:

- Tenure-track faculty are evaluated during the fall semester in each of their first four (4) years.
- Tenured faculty are evaluated in fall or spring once every three (3) academic years.
- Temporary (part-time) faculty are evaluated in each of their first two semesters of service and once every three (3) academic years after the initial evaluations.
- Full-time temporary faculty shall be evaluated at least once during each semester of service.



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- Tenure-track faculty who begin their full-time employment in spring semester shall have their Division Tenure Committee formed and will participate in student evaluations in their first term. Their first contract year and full evaluation cycle will begin in their first fall semester.
  - For emergency hires, a plan for evaluation will be determined by the assigned administrator and the division chair and submitted to the Office of Instruction for review. See Appendix G for evaluation timelines.
- 7.2.1 The District shall compile a list of faculty members to be evaluated during the current academic year.
- 7.2.2 The evaluation of faculty members who are scheduled for an evaluation during a given academic year shall be conducted in either the Fall or Spring semester (except tenure-track) of that year as determined by the assigned administrator. Timelines for evaluations of short-term courses will be arranged by the Office of Instruction and the peer evaluation committee.
- 7.2.3 The final evaluation report with accompanying documents shall be reviewed by the evaluator and the faculty member in a post-evaluation conference. See Appendix G for evaluation component deadlines.
- 7.2.4 The completed evaluation shall be forwarded to the Office of Instruction within 3 working days of the end of the semester in which the evaluation was conducted and shall include:
- The Faculty Self Evaluation form;
  - the Dean/Director Evaluation form;
  - The peer evaluation forms
  - Plan for Improvement form, if any;
- 7.2.5 A written statement of response from the faculty member, if any provided, shall be submitted to HR within ten (10) days of receipt of a completed evaluation.
- 7.2.6 The evaluation process for the academic year (semester for temporary faculty) is considered complete unless the overall evaluation rating is Needs to Improve or Unsatisfactory; there is a required improvement documented on the Plan for Improvement form, or a procedural deficiency is noted by the assigned administrator.

### **Peer Review Process**

- 7.3 The peer review process is comprised of three (3) operating modes, standard peer review, tenure-track peer review, and expanded peer review. The standard mode shall be utilized following the awarding of tenure for regular faculty and following the second evaluation of temporary faculty, except as set forth in section 7.12.1. No faculty member can evaluate their evaluator from the immediately preceding evaluation cycle. The expanded mode shall be utilized during the first two evaluations for temporary faculty. The tenure-track peer review mode which is utilized during the tenure process is set forth in section 7.14, inclusive.
- 7.3.1 For evaluations of tenure track and tenured faculty, the peer evaluation committee member(s) shall be tenured faculty who are appointed based on the following ranked priorities: a) same or related subject area within the division, b) within the division, c) volunteers from outside of the division. The peer evaluation committee for tenure track faculty is also known as the Division Tenure Committee (DTC) with further requirements set forth in Article 7.13. For evaluations of temporary faculty, peer review committee members shall be FT faculty following the ranked priorities above. .



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- 7.3.2 The standard peer review structure is comprised of one regular faculty member who is selected by mutual agreement between the Division Chair (or designee) and the faculty member who is being evaluated. The Division Chair (designee) may serve in this capacity.
- 7.3.3 The expanded peer review committee is composed of two regular faculty members, pursuant to section 7.3. 1. The first member is selected by the Division Chair (designee). The first member may be the Division Chair (designee) if agreeable with the faculty member who is being evaluated. The second member is selected by mutual agreement between the Division Chair (designee) and the faculty member who is being evaluated. The peer review committee chair shall be designated by the Division Chair (designee).
- 7.3.4 The Division Chair (designee), in collaboration with the assigned administrator, shall confirm all appointments to evaluation committees.
- 7.4 The committee chair is responsible for implementation of all components of the peer review process. A pre-evaluation conference shall be held between the peer review committee and the faculty member being evaluated by the end of the 6<sup>th</sup> week of the semester. See Appendix G for evaluation component deadlines. Items to be addressed in the pre-conference will include:
- Identification of the objectives of the peer review process.
  - Review of District-wide performance requirements such as committee participation, professional activities, and leadership experiences.
  - Selection by the person to be evaluated of one of the following peer review observation patterns: (a) schedule a specific hour or hours for the peer review visitation, or (b) schedule a one-week period for "drop in" visits or (c) identify the DE/Hybrid course for asynchronous peer review, determine the process for the committee to gain access to the course, the duration of access, and the process for an orientation to the course by the faculty member undergoing evaluation.
  - Review of the current and applicable evaluation instruments, in the following instructional or service area:
    - (a) Instructional Faculty:
      - (i) Peer Evaluation Form
      - (ii) Student Evaluation Form (in either Classroom/Lab or DE/Hybrid modality)
      - (iii) Visitation Form
      - (iv) Plan for Improvement, if applicable
    - (b) Service Faculty:
      - (i) Peer evaluation forms for Counseling, DSPS, Health Services, Library, and Student Development
      - (ii) Student evaluation for Counseling, DSPS, Health Services, Library, and Student Development
    - (c) Faculty Self-Evaluation form (the final draft to be submitted to the committee at least five (5) working days prior to the peer post-evaluation meeting).
  - Selection by mutual agreement of the peer and student evaluation forms as listed above. Specific evidence that shall be used by the peer evaluator(s) and the Division Chair (or Administrator's faculty designee where there is no Division Chair) is indicated on the current evaluation forms.
  - Establishment of a schedule of follow-up meetings and/or a post evaluation conference. See Appendix G for evaluation component deadlines.



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- 7.5 The time and the date of the actual peer review evaluation visit or visits, and administration of student evaluations, will be scheduled by the committee chair during the pre-evaluation conference. Each member of the peer review committee will visit a different class session or service area function. The visitation period will be at least 50 minutes for a course offered in a Classroom/Lab or synchronous DE/Hybrid mode. For asynchronous DE/Hybrid courses, the duration of the evaluation period will be agreed upon in the pre-evaluation meeting and will include a review of content comparable to a minimum of a 50-minute classroom/lab visit.
- 7.6 Student evaluations of teaching faculty in the standard peer review mode will be completed in one class section. Student evaluations of teaching faculty in the tenure-track mode and expanded peer review mode will be completed for the two class sections (two class sections per semester for contract faculty) mutually agreed to by the faculty member and the peer review committee. Student evaluations for DE/Hybrid courses will be made available to students via an anonymous on-line survey link administered by the Assistant Superintendent/Vice President Instruction Office. Evaluations for non-teaching faculty will be based on the appropriate evaluation form.
- 7.6.1 Student evaluations will be administered according to Appendix G. For face-to-face courses, they may not be administered during a 50-minute peer review visitation period but may be administered before or after a 50-minute period, if the class period is scheduled for more than 60 minutes. For DE/Hybrid courses, the date of the release of the survey link will be agreed upon between the Instructor being evaluated and the evaluators and will be available for two (2) weeks.
- 7.7 The post-evaluation conference shall communicate the peer review committee's assessment and evaluation of the faculty member who is being evaluated. The faculty member who is being evaluated shall be provided a copy of the peer review committee's written evaluation.
- 7.7.1 The completed written peer evaluation form, signed by the faculty member being evaluated, will be transmitted, along with the self-evaluation and student evaluations, to the Office of Instruction for use in the management evaluation process (if applicable). See Appendix G for evaluation component deadlines.
- 7.7.2 The faculty member may attach a written response to the peer review committee's evaluation provided it is submitted within ten (10) days of receipt of the completed peer evaluation.

### **Management Evaluation Component**

- 7.8 Management evaluations shall be conducted by the assigned administrator for regular (tenured), contract (tenure-track), and full-time temporary faculty in evaluation cycles and shall reference the results of the peer review committee process pursuant to section 7.2. See Appendix G for evaluation component deadlines.
- 7.8.1 Any unmediated elements of previous evaluations must be cited by the Administrator in completing the management evaluation process.
- 7.8.2 The selection of the assigned Administrator shall be determined by the District.
- 7.9 Management evaluation of temporary faculty will be conducted as deemed necessary by the District, as set forth in paragraph 7.2 inclusive. The administrator will notify the temporary faculty member, their division chair, and the assigned Vice President that a management evaluation has been scheduled and the reason(s) why the evaluation has been scheduled.
- 7.10 The assigned administrator shall schedule a pre-evaluation conference with the person to be evaluated. Areas to be addressed in the pre-conference include:



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- 7.10.1 For instructional faculty:
- (a) Those items covered in the Essential Functions set forth in the job description and on the evaluation form.
  - (b) Job performance related to classroom instruction, including subject matter competence, course content, DE/Hybrid modality recommended practices, if a DE course is being evaluated, and subject matter presentation.
  - (c) Job performance in lab, activity, clinical, or studio instruction, including subject matter and skills competence.
  - (d) Responsibilities to students as defined by Article 5.
  - (e) Responsibilities to discipline and division or service area, and participatory governance (for full-time faculty).
  - (f) Items to be included in the self-evaluation.
  - (g) Plan for or progress toward improvement (when applicable).
- 7.10.2 For service faculty: Those items covered in the duties and responsibilities for the position set forth in the job description and on the evaluation form as well as items (d), (e), (f) and (g) of paragraph 7.10.1.
- 7.11 The time and date of the observation visit will be scheduled by the assigned administrator during the pre-evaluation conference. If the course to be observed is in the DE/Hybrid mode, access to the course shall be made available to the administrator pursuant to section 7.5. The administrator and faculty member will attempt to reach mutual agreement as to the date. If there is no agreement, the faculty member will receive notification at least one week in advance of the visitation date and/or the conditions under which the instructor will make the DE course available to the administrator consistent with section 7.5.
- 7.12 The administrator will schedule a meeting with the DTC members after the peer observations and before any post-evaluation meetings to discuss evaluation process and commendations, considerations or recommendations identified during the evaluation process.
- 7.13 The post-evaluation conference between the administrator and the evaluatee will consist of reviewing the peer review committee evaluation, student evaluations, the self-evaluation, and the Administrator's findings based upon paragraphs 7.10.1 or 7.10.2, and the establishment of goals to improve performance (when applicable). The completed Administrator evaluation form shall be signed by the faculty member who is being evaluated (to acknowledge completion of the post-evaluation conference and by the assigned Director. A faculty who wishes to submit a written response to the Administrator may send the letter to the Administrator, HR, and the ITRC (for Tenure Track faculty) within ten (10) days of the post-evaluation conference.
- 7.14 Pursuant to Ed Code Section 87732 and 87734, an Administrator may initiate an off-cycle evaluation of a bargaining unit member based upon substantiated evidence that the bargaining unit member's performance is less than satisfactory in the areas delineated in the appropriate job description; or, when a bargaining unit member receives an overall Needs to Improve or Unsatisfactory rating during an evaluation).
- 7.15 Pursuant to Ed Code Section 87732 and 87734, an Administrator may initiate an off-cycle evaluation of a bargaining unit member with a reassignment position according to Article 7.21 (excluding reassignment positions for Academic Senate and CCFT), based upon substantiated evidence that the bargaining unit member's performance is less than satisfactory in the areas delineated in the appropriate job description; or, when a bargaining unit member receives an overall unsatisfactory rating during an evaluation of the reassigned position. Prior to initiating an off-cycle evaluation for reassigned time positions, the Administrator and the faculty shall meet to discuss job performance, expectations, and ways to improve communication and performance. Two consecutive unsatisfactory evaluations may result in removal of the reassigned time position. See Article 7.21 (or there abouts) for processes for evaluations of reassigned time positions.



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## **Evaluation Review and Follow-up**

- 7.16 A faculty member will be subject to an off-cycle evaluation review and follow-up (off-cycle evaluation) if the Overall Assessment of Performance as reported on the Peer Evaluation form or the Administrator Evaluation form was Needs to Improve or Unsatisfactory.
- 7.16.1 If a faculty member's overall Assessment of Performance as reported on the Peer Evaluation form or the Administrator Evaluation form is Needs to Improve or Unsatisfactory, the assigned Administrator, following consultation with the peer review committee chair, shall meet with the faculty member to clarify problem areas and complete the Plan for Improvement form. In addition, the appropriate Vice President will be informed.
- 7.16.1.1 An evaluation of the progress being made by the faculty member to resolve the Needs to Improve or Unsatisfactory areas of performance, as noted on the Plan for Improvement form, shall be conducted by the peer review committee and the assigned administrator. Off-cycle evaluations shall be limited in scope to those sections on the Peer Evaluation form or the administrator evaluation form which are identified as Needs to Improve or Unsatisfactory, and as noted on the Plan for Improvement form. Both the Peer Evaluation form and the Plan for Improvement will be completed during an off-cycle evaluation.
- 7.16.1.2 Appropriate evaluation procedures will be utilized until it is determined that satisfactory resolution has been achieved or an action pursuant to Education Code section 87660 et seq. and/or section 87730 et seq. is instituted.
- 7.16.2 Nothing in this Article precludes the responsible administrator from initiating a complete evaluation cycle at times other than as stated and as frequently as deemed necessary, as long as the appropriate procedures of this Article are followed.
- 7.16.2.1 If an off-cycle evaluation is initiated for a reason other than as provided in paragraph 7.15.1, inclusive, the faculty member shall be informed in writing of the reason or reasons which shall not be arbitrary or capricious.
- 7.16.3 An off-cycle evaluation for temporary faculty shall utilize a three-member peer review team. The Peer Review team for temporary faculty will be selected in the following manner. The first member will be selected by the Division Chair (designee). The second will be selected by the faculty member who is being evaluated. The third member will be selected by mutual agreement of the Division Chair (designee) and the faculty member who is being evaluated.
- 7.16.4 An off-cycle evaluation Peer Review team for tenure track faculty will be the Division Tenure Committee and the third member will be selected by mutual agreement of the Division Chair (designee) and the faculty member who is being evaluated.
- 7.16.5 An off-cycle evaluation team for tenured faculty will consist of the most recent peer evaluator, and the assigned administrator. A third member will be selected by the faculty member who is being evaluated. If the most recent peer evaluator does not wish to serve, or if the faculty member requests, the assigned administrator will choose a replacement.

## **Tenure Review Process**

- 7.17 The tenure review process is conducted by the Institutional Tenure Review Committee (ITRC) described in this Article. The ITRC shall review the peer evaluation component from the Division Tenure Committee (DTC), the self-evaluation, student evaluations, the Administrator evaluation, and the faculty self-maintained file.



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- 7.17.1 The DTC functions as the peer review committee in the evaluation of the contract (tenure-track) faculty member who is being considered for tenure and makes appropriate recommendations to the ITRC.
- 7.17.1.1 The DTC shall consist of two faculty members. The first member is appointed by the Division Chair (or the assigned administrator, if there is no Chair). The second member is appointed by the contract faculty member after consultation with the Division Chair (or administrator if no chair) and the first member. (If the Division Chair is a contract faculty member, the first member is appointed by the Academic Senate President (or designee) following consultation with the division faculty.)
- 7.17.1.2 DTC members shall be tenured faculty unless the contract faculty member, the Division Chair, and the chair of the ITRC mutually agree to the appointment of a contract faculty member.
- 7.17.1.3 A vacancy on the DTC shall be filled on the same basis as the initial appointment of the DTC member who vacated the position. Except as set forth in section 7.16.1.4, DTC members are encouraged to serve for the entire tenure review process.
- 7.17.1.4 The contract faculty member may appoint a replacement for the second member of the DTC in the second or third contract year (but not both). The appointment must be made prior to October 1 of the second or third contract year. The Division Chair and the Vice President of Instruction shall be informed of the replacement in writing not later than October 1 of the year in which the replacement is appointed.
- 7.17.1.5 Decisions and recommendations of the DTC shall be determined by mutual agreement of the members. If there is no mutual agreement, the tiebreaker shall be the Division Chair. If there is no mutual agreement and the Division Chair is a DTC member, the tiebreaker shall be a tenured faculty member who is chosen by majority vote of the division's tenured faculty.
- 7.17.1.6 The DTC may recommend that a contract faculty member be considered for early tenure as provided by sections 7.20.1(a) or 7.21.2(a). In order to receive consideration, the criteria of this section must be satisfied.
- The contract faculty member must have been tenured at another College or University or must have eight years (16 semesters) of service as a temporary faculty member in the District (SLOCCCD).
  - If previously employed in the District the contract faculty member must have a history of overall "excels" ratings on the peer evaluations.
  - The contract faculty member's current and previous (if applicable) peer evaluation(s) must have an overall evaluation rating of "excels."
  - The current student evaluations must be positive overall.
- 7.17.1.7 The DTC members will meet with the assigned administrator after the peer observations and before any post-evaluation meetings to discuss evaluation process and commendations, considerations or recommendations identified during the evaluation process.



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- 7.17.2 The ITRC functions as a reviewing body during the contract faculty member's first, second, and third contract years when the DTC recommends that the District enter into a second or third contract or that the District grants tenure at the end of the third contract as provided in Education Code sections 87608 and 87608.5.
- 7.17.2.1 The ITRC shall consist of five members who are appointed on a college-wide basis. Three of the members are tenured faculty appointed by the Academic Senate President but shall not be from the same division. Two of the members are management employees appointed by the Superintendent/President. The Academic Senate President may serve as an ITRC member. The ITRC chair shall be designated by the Academic Senate President following consultation with the Superintendent/President.
- 7.17.2.2 ITRC members shall serve three-year terms and may be reappointed. A vacancy on the ITRC shall be filled on the same basis as the initial appointment of the ITRC member who vacated the position.
- 7.17.2.3 Decisions and recommendations of the ITRC shall be determined by majority vote, although consensus is desirable. If a decision and recommendation made by the ITRC is contrary to the recommendation of the DTC, the matter shall be forwarded to the JTRC for resolution.
- 7.17.2.4 A vacancy may occur on the ITRC when a person is unable to serve. The Academic Senate President will fill a faculty vacancy or vacancies by appointing regular faculty member(s) or themselves as specified in the District-CCFT Agreement, section 7.13.2.2 to serve as substitute(s) as needed on the ITRC. The Superintendent/President will fill a management vacancy or vacancies by appointing management member(s) as specified in the District-CCFT Agreement, section 7.13.2.1 to serve as a substitute(s) as needed on the ITRC.
- 7.17.3 If the DTC and the ITRC do not agree on a recommendation that the District enter into a contract faculty member's second or third contract or a DTC recommendation that the District employ a contract faculty member as a regular (tenured) faculty member for all subsequent academic years, as provided in Education Code sections 87608 and 87608.5, a Joint Tenure Review Committee ("JTRC") shall be formed. The JTRC consists of two elements, the Division Tenure Committee ("DTC") and the Institutional Tenure Review Committee ("ITRC"). The JTRC also acts as a reviewing body during the contract faculty member's first contract and second contract if the DTC recommends that the District not enter into a second or third contract. Finally, the JTRC is responsible for making a recommendation during the period of the third contract that the District, pursuant to Education Code section 87609, either grant tenure or terminate the contract faculty member. The ITRC chair shall chair the JTRC.
- 7.17.3.1 Consistent with the provisions of this Article, the JTRC chair is responsible for coordination and communication with each DTC chair, establishing the agenda and conducting JTRC meetings, and communicating JTRC recommendations.





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- 7.17.3.2 Decisions and recommendations made by the JTRC shall be determined by majority vote, although consensus is desirable. If a JTRC vote ends in a tie and the deadlock cannot be broken, a majority vote of the DTC shall break the tie and shall constitute the final decision and recommendation of the JTRC.

### **Calendar for Evaluation - Contract (Probationary) Faculty**

- 7.18 Contract faculty are employed by the District pursuant to Education Code sections 87605, 87608(b), or 87608.5(b); first and second contracts are for a period of one academic year; a third contract is for a period of two academic years. Each contract faculty member who is being considered for tenure shall be evaluated on the following schedule:
- 7.18.1 Appointments to the contract faculty member's DTC should be made by the fourth week of the first semester of employment.
  - 7.18.2 The class sections, service area, or service function to be evaluated should be designated by the sixth week of the first fall semester of employment.
  - 7.18.3 The preliminary semester evaluation (including peer, student, and assigned administrator components) is conducted by the DTC between the appointment of the DTC and the 14th week of instruction. By the end of the 10th week of instruction (or at least one week prior to the post-evaluation conference), contract faculty member's self-maintained file shall be submitted to the DTC. Prior to the end of the 14th week of instruction, the preliminary semester evaluation should be completed and submitted to the contract faculty member for review and comment.
  - 7.18.4 Within ten (10) days (no later than the end of the 15<sup>th</sup> week of instruction) following the submission of the DTC's preliminary evaluation, the contract faculty member may respond to the DTC chair. The response may include a request for additions, deletions, or both.
  - 7.18.5 Within one calendar week of the contract faculty member's response to the DTC Chair (and no later than the end of the 16<sup>th</sup> week of instruction), the DTC shall submit a final evaluation for the semester with a recommendation to the ITRC. The ITRC should make a decision regarding the DTC's recommendation by the end of the semester of submission of the DTC's final evaluation and recommendation. Any recommendations made by a JTRC shall be submitted by the end of second week of the spring semester.
  - 7.18.6 The final evaluation of each contract faculty member, including the recommendation from the ITRC or JTRC shall be transmitted to the Superintendent/President for presentation to the Board of Trustees.
  - 7.18.7 If the recommendation of the ITRC or JTRC is that the District not enter into a subsequent contract as provided by Education Code sections 87608, 87608.5, or 87609, the Board of Trustees shall make a final determination regarding the recommendation prior to March 14 of the academic year.
  - 7.18.8 Evaluations and recommendations regarding contract faculty shall be forwarded to the Human Resources Office on the same basis as evaluations of other faculty.



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## **Evaluation Procedures - First Contract**

- 7.19 The evaluation of a contract faculty member for the period of the first contract shall consider five elements: a peer evaluation, student evaluation, assigned administrator evaluation, a self-evaluation, and a self-maintained file provided by the contract faculty member.
- 7.19.1 The peer evaluation shall be conducted in accordance with the provisions of sections 7.3 through 7.7 and 7.17, inclusive. Scheduling the pre-evaluation conference, the evaluation visits, and any follow-up meeting shall be the responsibility of the DTC. Each member of the DTC must observe the contract faculty member as set forth in section 7.5.
- 7.19.1.1 For instructional faculty, two different course meetings shall be selected for evaluation visits except when only one course is taught. The contract faculty member and the DTC shall mutually agree on the courses to be visited and which specific class meetings will be observed.
- 7.19.1.1.1 Specific class meetings to be observed shall be in different sections and different courses if possible. When only one course is taught, at least two separate class sections shall be observed.
- 7.19.1.1.2 If there is no mutual agreement, the contract faculty member and the DTC shall each select one course to be visited and/or specific class meeting to be observed.
- 7.19.1.2 For non-teaching faculty, the time, place, and manner of observation of the service or services to be evaluated shall be mutually agreed to by the contract faculty member and the DTC. Each evaluator will conduct at least two observations of services.
- 7.19.2 Student evaluations shall be conducted in accordance with the provisions of sections 7.6 and 7.6.1 inclusive.
- 7.19.3 The assigned administrative evaluation shall be conducted in accordance with the provisions of sections 7.8 through 7.13, inclusive.
- 7.19.4 The DTC will consider the following information to be provided by the contract faculty member:
- A current, detailed resume, including education, professional employment history, professional activities, campus activities and responsibilities (including committee assignments or college governance participation), awards and honors, and community activities;
  - A faculty self-evaluation;
  - A faculty self-maintained file, including documentation the contract faculty member deems appropriate (e.g., course syllabi, instructional materials, I.E.P.s, summaries of student evaluations, papers delivered at professional conferences, published papers, committee reports to which the contract faculty member contributed, and, when requested by the DTC, graded student work;



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- Optional letters of recommendation (no more than five). Letters of recommendation must be confidential and must be sent directly to the Human Resources Office by the author; and,
- Other information. If the contract faculty member wishes to gather supporting information from outside the District (other than as set forth in this section), prior approval must be obtained from the ITRC.

7.20 The DTC shall consider each element of the evaluation set forth in section 7.15 inclusive and shall issue an overall evaluation for the semester and a recommendation regarding future employment.

7.20.1 The DTC recommendation is restricted to one of three options: (a) that the District grant tenure to the contract faculty member, (b) that the District offer the contract faculty member employment under a second contract, or (c) that the District not offer the contract faculty member employment for the subsequent academic year.

7.20.1.1 If the DTC recommends option (a) or (c) and if the ITRC agreement is unanimous, the recommendation shall be forwarded to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code section 87608.

7.20.1.2 If the DTC recommends option (b), the recommendation shall be forwarded to the ITRC for a vote. Following the ITRC vote (or JTRC vote if the DTC and ITRC disagree), the recommendation shall be transmitted to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code sections 87608 and 87610(a).

7.20.2 Student evaluations will be conducted in the Spring semester on the same basis as during the Fall semester. Spring semester student evaluations will be considered by the DTC during the Fall semester of the second contract evaluation process.

### **Evaluation Procedures - Second Contract**

7.21 The evaluation of a contract faculty member who has been granted a second contract shall consider five to six elements: a peer evaluation, student evaluations (including the prior Spring semester evaluations), the administrative evaluation, a faculty self-maintained file provided by the contract faculty member, a self-evaluation, and whether problems that were identified or areas that were rated as needs improvement or unsatisfactory in prior evaluations have been addressed and resolved by the contract faculty member.

7.21.1 The provisions of sections 7.19 and 7.20, inclusive, shall apply to each evaluation made during the period of the second contract. The provisions of sections 7.21.2 through 7.21.3 complete the evaluation process for the second contract.

7.21.2 The DTC recommendation is restricted by provisions of the Educational Code to one of three options: (a) that the District grant tenure to the contract faculty member, (b) that the District offer the contract faculty member employment under a third contract, or (c) that the District not offer the contract faculty member employment for the subsequent academic year.

7.21.2.1 If the DTC recommends option (a) or (c) and if the ITRC agreement is unanimous, the recommendation shall be forwarded to the chair of the JTRC



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for transmittal to the Superintendent/President and presentation to the Board of Trustees for action as required by Education Code sections 87608.5 and 87610(a).

7.21.2.2 If the DTC recommends option (b), the recommendation shall be forwarded to the ITRC for a vote. Following the ITRC vote (or JTRC vote if the DTC and ITRC disagree), the recommendation shall be transmitted to the Superintendent/President for presentation to the Board of Trustees for action as required by Education Code sections 87608.5 and 87610(a).

7.21.3 Student evaluations will be conducted in the Spring semester on the same basis as during the Fall semester. Spring semester student evaluations will be considered by the DTC and the ITRC during the third contract evaluation process.

### **Evaluation Procedures - Third Contract**

7.22 The evaluation of a contract faculty member who has been granted a third contract shall consider five to six elements: a peer evaluation, student evaluations (including prior Fall student evaluations and the student evaluations from the Spring semesters of the second and third contracts), Administrator evaluations, a faculty self-maintained file provided by the contract faculty member, a self-evaluation, and whether problems that were identified or areas that were rated as needs improvement or unsatisfactory in prior evaluations have been addressed and resolved by the contract faculty member.. The procedures contained in sections 7.19 and 7.20, inclusive, shall apply to each evaluation made during the period of the third contract. The provisions of section 7.21, inclusive, complete the evaluation process for the third contract.

7.21 Following receipt of evaluation information and materials provided by the DTC, the ITRC shall assume the responsibility of the DTC and shall consider each element of the evaluation set forth in section 7.20 and shall issue an overall evaluation for each Fall semester.

7.21.1 For the Fall semester evaluation in the first year of the third contract, no recommendation will be made with regard to a contract faculty member's future employment with the District. The Spring semester student evaluation in the first year of the third contract will be conducted on the same basis as the Spring semester student evaluations made during the first and second contracts.

7.21.2 The ITRC shall attach a recommendation to the evaluation for the Fall semester of the second year of the third contract. The ITRC shall recommend one of two options: (a) that the District offer the contract faculty member employment as a tenured employee, or (b) that the District not grant tenure to the contract faculty member. There will be no student evaluation for the Spring semester of the second year of the third contract.

7.21.3 If the ITRC does not support the recommendation of the DTC, the JTRC will be formed to make a recommendation to the Superintendent/President for presentation to the Board of Trustees. However, if there is concurrence between the ITRC and the DTC and administrator recommendations, the ITRC recommendation shall be transmitted to the Superintendent/ President for presentation to the Board of Trustees for action as required by Education Code sections 87609 and 87610(b).



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## Evaluation of Reassigned Time Functions

- 7.22 The assigned administrator manages and coordinates the evaluation of that portion of a faculty member's assignment which is designated as reassigned time in positions such as Division Chair, North County Coordinator, and other Coordinator positions (excludes CCFT and Academic Senate Council positions). The assigned administrator Director manages and coordinates the evaluation of that portion of a faculty member's assignment which is designated as reassigned time in the position of Assistant Director. The evaluation of a faculty member's reassigned time functions is separate from the evaluation of the faculty member's teaching or service duties.
- 7.221 Evaluations of four-year positions shall be conducted during the second and fifth semesters of the term of office. Evaluations of two-year positions shall be conducted during the second semester of the first year of the term.
- 7.22.2 The evaluation team for each position shall be composed as follows:
- 7.22.2.1 For Division Chair the team shall consist of the assigned administrator, who shall serve as Evaluation Committee Chair, one full-time tenured faculty member of the division, and one classified staff member of the division.
  - 7.22.2.2 For North County Coordinator, the team shall consist of:
    - 1. One Dean of Instruction of a represented division, who shall serve as Evaluation Committee Chair;
    - 2. One Dean of Student Success and Support Programs;
    - 3. Two Division Chairs of represented divisions, one selected by the Coordinator and one selected by the Evaluation Committee Chair;
    - 4. A full-time tenured faculty member from a represented division, who is assigned to the North County Campus at least two days per week.
      - a. If no full-time faculty member of the represented divisions is assigned to the North County Campus at least two days per week, then a full-time or part-time faculty member of the represented divisions, who has taught at the North County Campus since the last evaluation of the Coordinator, may serve on the team, subject to the agreement of the Coordinator being evaluated.
  - 7.22.2.3 For Assistant Director, the team shall consist of the Director, who shall serve as chair, the appropriate Vice President or designee, and a full-time tenured faculty member of the division.
  - 7.22.2.4 The faculty member shall be designated by the full-time faculty of the division. If there is no full-time tenured faculty member in the division, the assigned administrator shall appoint a full-time tenured faculty member from another division.
- 7.22.3 The evaluation shall be made on the basis of the areas set forth on the evaluation form for the respective position, a self-evaluation, as well as the following:
- 7.22.3.1 For Division Chair, evaluations submitted by regular and temporary faculty members of the division, evaluations submitted by classified staff members of the division, and an administrative evaluation made by the Dean of Instruction.



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7.22.3.2 For North County Coordinator, evaluations submitted by regular and temporary faculty who work in the divisions represented by the Coordinator, an evaluation made by the evaluating Division Chairs, and an administrative evaluation made by the Evaluation Committee Chair, and the Dean of Student Success and Support Programs.

All regular or temporary faculty within the represented divisions, who have taught at the North County Campus since the Coordinator's last evaluation shall be invited to participate in the Coordinator's evaluation.

7.22.3.3 For Assistant Director, evaluations submitted by regular and temporary faculty who work in the area under the supervision of the Assistant Director, an administrative evaluation made by the Director, and an administrative evaluation made by the Vice President or designee.

7.22.4 The post-evaluation conference will review the items referenced in section 7.22.3 inclusive including commendatory statements and any concerns and/or problem areas that have been identified. In addition, there will be a discussion of suggestions for improving problem areas (if any), objectives for the next one or two years (as applicable) in the areas of professional development, management of the division or department (as outlined in the position description), leadership in program development, and areas in which suggestions for improvement have been noted.

7.22.4.1 The assigned administrator shall prepare a written summary and evaluation following the post-evaluation conference. The evaluation shall include major items discussed, conclusions reached, and objectives established. A minority report may be submitted. Each member of the evaluation team shall sign either the final evaluation or the minority report. The Division Chairs, North County Coordinator, or Assistant Director shall sign the evaluation and may submit a response.

7.22.4.2 If the evaluation report contains one or more ratings of needs improvement or unsatisfactory performance, the Division Chair, North County Coordinator, or Assistant Director shall meet with the assigned administrator and Assistant Superintendent/Vice President, Instruction to develop a plan for resolution. The evaluation cycle will be repeated in the following semester.

7.22.4.3 If, as a result of the subsequent evaluation, the conclusion of the evaluation team is that the needs improvement or unsatisfactory performance has not been resolved, a Division Chair shall be relieved of the position at the end of the current academic year. A North County Coordinator, or Assistant Director shall be relieved of the position at the end of the semester of service.

7.22.5 Initiation of an off-cycle evaluation of a reassigned time position is described in 7.14

## **General Provisions**

7.23 While a grievance may be filed alleging a violation of the procedural steps of this Article (except the steps contained in sections 7.3 through 7.7, inclusive), except as set forth in this section no grievance may be filed or considered regarding the contents of a written evaluation. There is one exception to the limitation on filing a grievance regarding the contents of an evaluation as follows:



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- The instance in which a grievance may be filed pursuant to the first sentence of Education Code section 87610.1(b).

ACCEPTED AND AGREED TO:

*Greg Baxley*

03/20/2025

Greg Baxley

Date

Lead Negotiator

CUESTA COLLEGE FEDERATION OF TEACHERS, AFT Local 4909

*Melissa Richerson*

03/20/2025

Melissa Richerson

Date

Assistant Superintendent/Vice President, Human Resources

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# Article 7- Tentative Agreement

Final Audit Report

2025-03-20

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