Memorandum of Understanding between the Rancho Santiago Community College District and the Faculty Association of Rancho Santiago Community College District CCA/CTA/NEA

District-FARSCCD MOU 2026 Procedural Updates to Article 8

August 4, 2026

This Memorandum of Understanding ("MOU") is entered into by and between the Rancho Santiago Community College District ("District") and the Faculty Association of Rancho Santiago Community College District CCA/CTA/NEA ("FARSCCD"), and collectively "the Parties") and is expressly made pursuant to the Educational Employment Relation Act and the current Collective Bargaining Agreement ("CBA"). This MOU represents a one-time, non-precedent setting agreement between FARSSCD and the District.

The purpose of this MOU is to memorialize the Parties' agreement to make non-substantive revisions to Article 8 of the collective bargaining agreement. These revisions are intended to provide clarifying language in support of the evaluation process and to ensure consistency throughout Article 8. The agreed-upon revisions are reflected in Attachment A, which is incorporated into this MOU by reference.

This MOU represents the full and complete agreement of the Parties regarding the non-substantive revisions to Article 8 and shall not establish a precedent or practice regarding any other provision of the collective bargaining agreement unless expressly agreed to by the Parties in writing.

Upon ratification and execution of this MOU, the revised Article 8 language identified in Attachment A shall be incorporated into the collective bargaining agreement.

For the District:

Kristin Olson (Aug 4, 2026 17:01:35 PDT) Aug 4, 2026

Kristin Olson — Date
Vice Chancellor, Human Resources

For FARSCCD:

Madeline Grant Aug 4, 2026

Madeline A. Grant — Date
President, FARSCCD

Attachment A

ARTICLE 8
EVALUATION

8.1 PURPOSE OF EVALUATION

A. The excellence of the institution depends on the quality of its unit members. Unit member evaluation is a method of addressing performance. Meaningful evaluations can enhance unit member performance and promote excellence by providing positive reinforcement, constructive advice, and specific recommendations for improvement and professional growth. The evaluation process will follow the suggested evaluation plan, timetable, and Evaluation Appendices.

B. During the semester in preparation for participation, an evaluation team training shall be scheduled for all evaluators, and attendance is mandatory every three (3) years. The purpose of the training is to give the evaluators the skills and knowledge necessary to provide the unit member being evaluated with positive reinforcement, constructive advice, and specific recommendations for improvement or professional growth during the evaluation cycle. Training is developed and provided by the Academic Senate, FARSCCD, and the District.

8.2 DEFINITIONS

8.2.1 Unit member definitions

A. Tenured Unit Member: Employment with tenure status. (Associate and full Professor)

B. Probationary Unit Member: Employee who has not been granted tenure but has been hired to work full-time. Probationary unit members are employed in one of three categories:

i. Contract I - Employment during the first academic year.
ii. Contract II - Employment during the second academic year.
iii. Contract III - Employment during the third and fourth academic year.

C. Temporary Unit Member: Employee, other than as a substitute, hired for a specific assignment of not less than one semester and no longer than a complete school year or hired as a unit member in a program conducted under contract in a categorically funded project. Will be evaluated using the process for Probationary unit members.

D. Non-Contract Unit Member (a.k.a. Part-time/Adjunct): Employee serving on an hourly basis with no contract with the Board.

E. Substitute Unit Member: Employee filling a position of a regular employed person absent from service.

8.2.2 Unit Members will be assigned the following titles:

A. Instructor: Non-contract (Part-Time/Adjunct) and substitute unit member.

B. Assistant Professor: Permanent tenure-track (Contract I, II, III, unit member from hire date to approval of tenure), Temporary (non-tenure track) unit member, and/or Categorical and specially funded unit members.

C. Associate Professor: Upon district approval of tenure status.

D. Professor: Upon completion of five (5) years tenured service at RSCCD.

8.2.3 Evaluation Teams

A. Probationary Tenure Review Committee (PTRC) – The PTRC will be comprised of two (2) tenured unit members (assigned by the department chair, or if necessary, in consultation with the Academic Senate President), one of whom will be identified as the co-chair and the supervising administrator (committee co-chair).

B. Tenured Review Committee (TRC) – The TRC will be comprised of the supervising administrator and a tenured colleague from the unit member's department/discipline/division, chosen by the department chairperson or by the Academic Senate President in the absence of a department chairperson. If the department chairperson is the evaluee, the Academic Senate President will select the peer. An additional tenured unit member may be added to the TRC at the request of the unit member being evaluated.

C. Non-Contract (Part-time, Adjunct) Review Team (NCRT) – The NCRT will be comprised of the department chair or full-time unit member designee, and the supervising administrator.

8.3 EVALUATION COMPONENTS/DOCUMENTS

A. The following documents will be utilized to complete the unit member evaluations. The district approved documents utilized in the evaluation process will be dependent on the unit member's hiring status (non-contract, probationary, tenured, etc.) within the district.

B. With the exception of student ~~evaluation~~ reviews and colleague evaluation surveys, no anonymous oral or written material shall be used in the formal evaluation process in any form; nor shall such materials be referenced in any evaluation record.

C. Additional evaluations of unit members may be made at the request of the supervising administrator or the unit member. If an additional evaluation is requested, the supervising administrator will consult with the department chair involved. The activities for the additional evaluations may include, but not be limited to, classroom or online visitation(s), worksite observations, peer review processes, and student reviews.

D. The supervising administrator, under direction of the appropriate vice-president, is responsible for overseeing the evaluation process on behalf of the Board. The supervising administrator will oversee the collection of all evaluation materials and will prepare the annual evaluation report, which will include a recommendation regarding the continued employment of the unit member.

E. The unit member being evaluated is expected to sign all documents. The signature does not necessarily indicate agreement with the report.

F. Instructional, Worksite and Distance Education observation forms include the following evaluation delineations:

~~Outstanding – unit member demonstrates teaching/student support services that equal or exceed(s) current best practices in multiple areas.~~

~~a. Meets Expectations – unit member demonstrates teaching/student support services that reflect(s) best practices.~~

~~b. Needs Improvement – unit member demonstrates teaching/student support services that does not reflect(s) best practices and requires improvement.~~

~~c. Unsatisfactory – unit member demonstrates teaching/student support services that is well below best practices and requires significant improvement.~~

a. **Meets Expectations** – unit member's performance aligns with the criteria of their faculty duties. They demonstrate that they have met the expected level of performance for the faculty duties being evaluated.

b. **Does Not Meet Expectations** – the unit member's performance falls below the expected threshold of their faculty duties, requiring further development. They do not demonstrate that they have met the expected level of performance in the faculty duties being evaluated.

8.3.1 SELF-EVALUATION: PORTFOLIO

The full-time unit member will compile a self-evaluation portfolio which will include a written self-evaluation indicating the unit member's perceived strengths and/or areas for improvement.

The Portfolio should include examples of:

- Class materials (sample syllabi, assignments, etc.) when applicable.
- Campus involvement and institutional service.

- Examples of actions you have taken to improve understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) to enhance the educational experience for students.
- Professional development.
- Worksite presentation materials, promotional materials, etc.
- Other departmental, discipline, community, or industry related contributions.

8.3.2 STUDENT REVIEWS

Student reviews allow students with an opportunity to provide feedback related to unit member performance in the classroom or at their worksite whether online or in-person. The student may provide both scores and narrative feedback.

A. Each semester, the supervising administrator will ensure student reviews are initiated for all of the unit member's classes/worksites. This may be done more frequently at the discretion of the administrator, the department chair/designee, or by request of the unit member.

B. The unit member will bring student reviews to the class being evaluated. A student will be identified to proctor the ~~evaluations~~ student reviews while the unit member leaves the classroom. Evaluators may also proctor the student reviews.

C. For Instructional unit members, student reviews will be completed using the approved district form no later than the halfway point of the course (e.g. by the eighth [8th] week of sixteen [16]-week course, the fourth [4th] week of an eight [8]-week course, etc.).

D. For Counselors/Health Services/DSPS unit members, student reviews will be completed using the approved district form given to a random sample of students selected from appointments and walk-ins between the third (3) and eighth (8) week of each semester.

E. For Librarian unit members, student reviews will be completed using the approved district form for the four weeks between the eighth (8th) and thirteenth (13th) weeks of the semester.

F. Student narrative comments will be typed, unless completed electronically, to preserve anonymity and will be included in the evaluation record. Identical responses may be tabulated and not retyped.

G. For Online Instruction, the Student Online Course Evaluation Survey Form will be utilized.

H. When reviewing student reviews, the total number of students participating in the evaluation process will not be a basis of unit member performance.

8.3.3 INSTRUCTIONAL/WORKSITE OBSERVATION REPORT

Unit member peers and/or the dean/supervising administrator observe unit member performance in the instructional/worksite and provide constructive feedback related to unit member performance whether online or in-person.

A. The criteria for instructional/worksite observations may include but may not be limited to the following (See the appendix for the evaluation form to be used). The unit member:

1. Is well prepared to teach.
2. Provides organized and effective delivery of instruction.
3. Is courteous and engaged.
4. Encourages student participation.
5. Provides instruction consistent with the Course Outline of Record.
6. Makes effective use of teaching aids and materials, including visual, audio and various modalities.
7. Observes appropriate safety protocols, as applicable.
8. Demonstrates respect for students in general, creating a learning environment that is conducive to learning, setting an atmosphere of trust and sensitivity.
9. Conveys professionalism and civility.

B. Observation timeframe:

1. For in-person classes, observations are typically conducted for 45 to 90 minutes, depending on the length of the class session.
2. For online, hybrid, and remote live classes, access is provided to the evaluator over a seven (7) day period. The observation should focus on 1 week/module of instruction.
3. For non-instructional unit member worksites, observations are typically conducted for 45 to 90 minutes.

C. For ~~Online and Hybrid~~ all classes scheduled with an online component and requiring the instructor to have completed Online Teaching Certification, the Distance Education Classroom Observation and Evaluation form will be utilized. Both the faculty evaluator and supervisor/dean must have completed distance education training to complete this type of observation. The supervisor/dean will have at a minimum completed the supervisor DE training that may be available through the distance education offices.

D. For counselors, librarians, and other non-instructional unit members, evaluations must include observation of unit member performance in the area of primary responsibility as specified in her/his/their job description; a classroom observation should be included when applicable.

8.3.4 COLLEAGUE CONSULTATION MEMO

Unit member colleagues who will consult as part of Option 2 or Option 3 for a tenured unit member will utilize this form to provide constructive feedback related to unit member performance.

A. Issues related to the unit member's normal assignment will be included in the memo so that pertinent information may be included in the Summary Evaluation (e.g., counseling strategies, textbooks, course overviews, handouts, exams, teaching techniques, daily assignments, classroom assessment techniques, etc.)

8.3.5 COLLEAGUE SURVEYS

Colleague Surveys allow unit members, classified professionals, administrators and professional colleagues outside of the district with an opportunity to provide feedback related to unit member's professional performance. The colleagues provide both scores and narrative feedback.

A. For Probationary unit members, the supervising administrator will conduct an evaluation survey of all full-time unit members of the probationary unit member's department, plus other appropriate unit members and staff who work with the unit member as suggested by the PTRC, peer evaluators, or the unit member. The format and procedure approved by the District will be used. Anonymity of narrative comments will be preserved and will be included in the evaluation record. If more than 100 individuals are included in the list, additional survey keys may be necessary.

B. Colleague surveys will be conducted and scored by the District in a uniform and consistent manner for all unit members. The average scores will exclude "not applicable" and "I don't know" answers from the denominator.

8.3.6 SUMMARY EVALUATION

The Summary Evaluation allows members of the PTRC or the TRC an opportunity to take a holistic look at the performance of the unit member and provide a summarized overview of all evaluation materials and unit member portfolio including employment recommendation when appropriate.

A. A meeting of either the PTRC or the TRC will be called to review the results of all evaluation activities/materials.

B. Based on the PTRC or TRC meeting, the Supervising Administrator will prepare this form, which summarizes the results of all evaluation activities and PTRC or TRC observations.

C. This document ~~will include the administrative~~ is the summary ~~d~~of the evaluation ~~summary~~ and recommendation.

D. The peer evaluators will have an opportunity to review and sign this form for accuracy prior to submission to the probationary or tenured unit member.

E. The report will include, but is not limited to, the following criteria:

1. Competency in and delivery of subject matter
2. Professionalism and civility – respect of colleagues, staff, and students
3. Contribution to the institution and/or participation in faculty/college governance, service on college committees, projects and/or supervising student organizations
4. Actions taken to address understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA)
5. Professional development
6. Community/industry/discipline engagement and activities
7. Meets workplace responsibilities

F. Recommendations:

1. For Probationary unit members, the Summary Evaluation must conclude with one of the following recommendations:

   i. Renewal of employment contract (performance improvement plan if appropriate)
   ii. Non-renewal of contract (Not recommended for rehire)
   iii. Granting of Tenure

2. For Tenured unit members, the Summary Evaluation may conclude with the following recommendation:

   i. Special Evaluation Recommended (faculty performance improvement plan [FPIP] should be included)

8.3.7 FACULTY PERFORMANCE IMPROVEMENT PLAN (FPIP)

A Faculty Performance Improvement Plan may be created to enhance unit member performance and to promote excellence by providing positive reinforcement,

constructive advice, and specific recommendations for improvement and professional growth.

A. For any performance area in which the unit member's performance is marked as "Does Not Meet Expectations: ~~Needs improvement" or "Unsatisfactory,"~~ an FPIP will be developed to address these deficiencies with clear areas of improvement, objectives and timelines. This includes any sections noted on the instructional, distance education or worksite observation and/or summary evaluation.

B. An FPIP will not be generated if suggestions for improvement are added to the instructional, distance education or worksite observation forms and all areas of observation meet expectations.

C. The Supervising Administrator will prepare this form with input from all members of the PTRC, TRC or NCRT.

D. The unit member co-chair of the PTRC, TRC or NCRT will have an opportunity to review and sign this form for accuracy prior to submission to the unit member.

E. The supervising administrator will meet with the unit member to review the FPIP. The FPIP will be signed by the unit member, unit member co-chair and supervising administrator.

~~E.~~F. The supervising administrator may rely on members of the PTRC, TRC or NCRT to monitor unit member progress toward completion of the FPIP as needed.

~~E. The FPIP will be signed by the unit member, unit member co-chair and supervising administrator.~~

G. Upon completion of the FPIP, the PTRC, TRC, or NCRT will meet to discuss the progress of the unit member. The district approved FPIP form will be completed and signed by the team.

H. The supervising administrator will meet with the unit member to review the completed FPIP.

I. The unit member will sign the completed FPIP form in acknowledgement of receipt of the form.

J. The completed FPIP will be included as part of the next scheduled evaluation.

~~F.~~K. If the PTRC's recommendation is to terminate employment/not rehire a probationary unit member, an FPIP will not be completed.

G. ~~Upon completion of the FPIP, the PTRC, TRC, or NCRT will meet to discuss the progress of the unit member. The district approved FPIP form will be completed and signed by the team.~~

H. ~~The supervising administrator will meet with the unit member to review the completed FPIP.~~

I. ~~The unit member will sign the completed FPIP form in acknowledgement of receipt of the form.~~

8.3.8 INSTITUTIONAL TENURE REVIEW FORM (ITR)

At the Institutional Tenure Review level, the parties (FARSCCD, Academic Senate President and the appropriate Vice President[s]) agree to meet collectively to review the evaluation process for the probationary unit member. At the conclusion of this meeting, the parties will sign the ITR form. Each member of the ITR has the following responsibilities based on their role:

- FARSCCD — ensures that the Article 8 (Evaluation) processes and the CBA have been followed.
- Academic Senate — ensures that policies and procedures of the Academic Senate in regards to academic freedom (BP/AR 4030), curriculum and evaluation (as outlined in BP/AR 2410) have been followed.
- Appropriate Vice President — ensures that Board policies, Administrative Regulations, Title 5 and the CBA have been followed.

The completed ITR form will be included in the unit members tenure-track evaluation portfolio and forwarded to the ~~Appropriate~~ appropriate College President for review.

The ITR form will not be part of the permanent personnel file but will be maintained and managed in a confidential file in Human Resources.

8.4 EVALUATION OF PROBATIONARY UNIT MEMBERS

8.4.1 PROCEDURES & TIMELINE

Probationary unit members are expected to go through a four-year tenure process, not four one-year processes. At the end of the fourth year, a decision to grant or not grant tenure will be made based on the entire four-year evaluation process, which includes all evaluation materials. In exceptional cases, tenure may be recommended in fewer than four years.

Attachment A

When probationary unit members have assignments in more than one department/worksite, the unit members should have observations for all departments/worksites (e.g. Counseling/Coordinating/Instruction).

The supervising administrator, under direction of the appropriate vice-president, is responsible for overseeing the evaluation process on behalf of the Board. The supervising administrator will oversee the collection of all evaluation materials and will submit all completed and signed probationary tenure review materials, which will include a recommendation regarding the continued employment of the unit member.

A. UNIT MEMBERS: INSTRUCTIONAL ASSIGNMENTS

1. The Probationary Tenure Review Committee (PTRC) members will be determined. (Between weeks 1-2 of the semester).
2. Only ~~T~~the members of the PTRC will meet to review the Probationary Tenure Review timelines and process. At this meeting, the colleague survey distribution list will be determined and a calendar for future meetings will be developed. (by Week 3).
3. The Dean/Supervising Administrator will notify the unit member of the evaluation process and timeline including the membership of the PTRC. The unit member will provide a list of colleagues to be added to the colleague survey distribution list. (Between weeks 3-4 of the semester).
4. Each member of the PTRC will contact the probationary unit member to schedule an instructional observation. (Between weeks 5 - 12 of the semester).
5. Colleague surveys will be distributed to the agreed upon colleague survey distribution list. (Between weeks 8-11 of the semester).
6. Student Reviews are generated and distributed for all assigned classes per guidelines in 8.3.2. Timelines are dependent on course scheduling modality and must be completed by the midway point of each course [e.g. by the eighth (8th) week of sixteen (16) week course, the fourth (4th) week of an eight (8) week course, etc.].
7. The Probationary Unit member will submit their Self Evaluation-Portfolio to the dean/supervising administrator. (between Weeks 10-12).
8. Colleague Surveys and Student Reviews are completed, and data is compiled for the PTRC to review. (by Week ~~13~~12).
9. Each member of the PTRC will independently prepare a signed written instructional observation report on the approved ~~Evaluation~~ form. The observation reports will be collected by the supervising administrator and shared with the PTRC members in the collaborative development of the summary evaluation. (By week ~~14~~13).

Attachment A

10. The PTRC meets to discuss the evaluation materials and compose and sign the summary evaluation report and create and sign a Faculty Performance Improvement Plan (FPIP), if necessary. (Between weeks ~~14~~13-15).
11. Prior to submission of the Summary Evaluation Report/Recommendation to the appropriate vice-president, the supervising administrator will meet with the unit member to review the evaluation documents which will be provided at the meeting (student review results and comments, colleague survey results and comments, instructional observation reports and PTRC's summary evaluation report/recommendation, and a faculty performance improvement plan if necessary). (Between weeks ~~15~~14-16).
12. Within three (3) working days of this meeting, the District will provide a copy of all of the signed evaluation documents to the unit member.
13. ~~Probationary unit members may respond within fifteen (15) working days.~~
14. If the probationary unit member disagrees with the summary evaluation, the unit member shall have fifteen (15) working days from the summary evaluation meeting to submit a written response. This response shall be attached to the summary evaluation report and be sent to the appropriate vice-president for review. The response will be included in the employee's personnel file.
15. The Dean/supervising Administrator will make available the unit member's portfolio and tenure review materials from the current and previous years (as applicable) to the appropriate Vice-President. (Before the district closes for winter break).
16. The FARSCCD and Academic Senate representatives (1 representative each) will be provided with up to five (5) business days to review all evaluation documents prior to meeting with the appropriate Vice-President. The Dean/supervising administrator will make available the evaluation documents. (By the third (3rd) week of January).
17. The appropriate vice-president(s) will meet with representatives of FARSCCD and the Academic Senate to review the summary evaluation report, recommendations and will complete the Institutional Tenure Review Form. (By the fourth (4th) week of January).
18. The vice-president(s) will forward the summary reports and recommendation to the college president who will then forward the recommendation/acknowledgment and all evaluation documentation to Human Resources. (By February 15th).
19. The Board ~~will~~ may request access to the evaluation documents and will take action on all tenure review recommendations by March 15th.

20. If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.3.C

B. UNIT MEMBERS: NON-INSTRUCTIONAL ASSIGMENTS
(Counselors, Coordinators, Librarians, Health Services, Special Services Unit Members (e.g. DSPS Learning Specialists)

1. The Probationary Tenure Review Committee (PTRC) members will be determined. (Between weeks 1-2 of the semester).
2. Only ~~T~~the members of the PTRC will meet to review the Probationary Tenure Review timelines and process. At this meeting, the colleague survey distribution list will be determined and a calendar for future meetings will be developed. (by Week 3).
3. The Dean/Supervising Administrator will notify the unit member of the evaluation process and timeline including the membership of the PTRC. The unit member will provide a list of colleagues to be added to the colleague survey distribution list. (Between weeks 3-4 of the semester).
4. Each member of the PTRC will contact the unit member to schedule a worksite observation. The observation of their performance should be conducted in the area of primary responsibility as specified in their job description. (Between weeks 5 -12 of the semester). (NOTE: Observations need to adhere to all applicable privacy laws.) Classroom observations should be included when applicable (see timeline for instructional unit members).
5. Colleague surveys will be distributed to the agreed upon colleague survey distribution list. The peer review process for a coordinator will include unit members working in areas served by the coordinator. (Between weeks 8-11 of the semester)
6. Per 8.3.2 guidelines, student reviews are generated and distributed for unit member with direct student contact using a form distributed to a random sample of 25 - 100 students selected from appointments and walk-ins both in person and chat/online interactions for up to a four (4) week period. (Between weeks 3-9 of the semester).
   Student reviews of librarians will be conducted using the approved form distributed to a random sample of 25-100 students selected from appointments and walk-ins both in person and chat/online interactions for up to a four (4) week period. (Between weeks 8-13 of the semester).
   Student reviews for non-instructional unit members who also teach, will be collected utilizing the approved instructional observation form and timeline for all assigned classes.
7. The Probationary Unit member will submit their Self Evaluation-Portfolio to the dean/supervising administrator. (between Weeks 10-12).

Attachment A

8. Colleague Surveys and Student Reviews are completed, and data is compiled for the PTRC to review. (by Week ~~13~~12).
9. Each member of the PTRC will independently prepare a signed written instructional/worksite observation report on the approved ~~Evaluation~~ form. The observation reports will be collected by the supervising administrator and shared with the PTRC members in the collaborative development of the summary evaluation. (By week ~~14~~13).
10. The PTRC meets to discuss the evaluation materials and compose and sign summary evaluation report and create and sign a Faculty Performance Improvement Plan (FPIP), if necessary. (Between weeks ~~14~~13-15).
11. Prior to submission of the Summary Evaluation Report/Recommendation to the appropriate vice-president, the administrator will meet with the unit member to review the evaluation documents which will be provided at the meeting (student review results and comments, colleague survey results and comments, worksite/instructional observation reports and PTRC's summary evaluation report/recommendation, and a faculty performance improvement plan if necessary). (Between weeks ~~15~~14-16).
12. Within three (3) working days of this meeting, the District will provide a copy of all of the signed evaluation documents to the unit member.
13. ~~Probationary unit members may respond within fifteen (15) working days.~~
14. If the probationary unit member disagrees with the summary evaluation, the unit member shall have fifteen (15) working days from the summary evaluation meeting to submit a written response. This response shall be attached to the summary evaluation report and be sent to the appropriate vice-president for review. The response will be included in the employee's personnel file.
15. The Dean/supervising Administrator will make available the unit member's portfolio and tenure review materials from the current and previous years (as applicable) to the appropriate Vice-President. (Before the district closes for winter break) The Dean/supervising administrator will make available the evaluation documents.
16. The FARSCCD and Academic Senate representatives (1 representative each) will be provided with up to five (5) business days to review all evaluation documents prior to meeting with the appropriate Vice-President. (By the third (3rd) week of January).
17. The appropriate vice-president(s) will meet with representatives of FARSCCD and the Academic Senate to review the summary evaluation report, recommendations and will complete the Institutional Tenure Review Form. (By the fourth (4th) week of January).

18. The vice-president(s) will forward the summary reports and recommendation to the college president who will then forward the recommendation/acknowledgement and all evaluation documentation to Human Resources. (By February 15th).
19. The Board ~~will~~may request access to the evaluation documents and will take action on all tenure review recommendations by March 15th.
20. If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.3.C.

8.4.2 REQUIRED DISTRICT FORMS

The forms listed below as described in 8.3 will be utilized to complete the evaluation process for probationary unit members.

A. UNIT MEMBERS: INSTRUCTIONAL ASSIGNMENTS

1. Self-Evaluation Portfolio
2. Student Reviews
3. Instructional Observations
   i. In Person Classroom Observation and Evaluation form
   ii. Online Classroom Observation and Evaluation form
4. Colleague Surveys
5. Summary Evaluation
6. Faculty Performance Improvement Plan (if necessary)
7. Institutional Tenure Review Form

B. UNIT MEMBERS: NON-INSTRUCTIONAL ASSIGNMENTS

1. Self-Evaluation Portfolio
2. Student Reviews
   i. Counselor/Health Services/Coordinator form
   ii. Librarian form
3. Worksite Observation
4. Instructional Observations – where applicable
   i. In Person Classroom Observation and Evaluation form
   ii. Online Classroom Observation and Evaluation form
5. Colleague Surveys
6. Summary Evaluation
7. Faculty Performance Improvement Plan (if necessary)
8. Institutional Tenure Review Form

8.5 EVALUATION OF TENURED UNIT MEMBERS: INSTRUCTIONAL and NON-INSTRUCTIONAL ASSIGNMENTS

Attachment A

Tenured unit members are evaluated at least once every three years in the area of their primary responsibility. The supervising administrator or designee will conduct an observation and consultation. Student reviews will be collected in all classes assigned to the unit member for inclusion in the ~~portfolio~~ packet.

8.5.1 PROCEDURES & TIMELINE

The supervising administrator will notify the tenured unit member of the upcoming evaluation so by~~By~~ the twelfth (12th) week of the semester preceding the year of the tenured unit member's evaluation. The unit member ~~, they~~ will select from ~~of~~ the following options for the peer review process and report to the supervising administrator.

The supervising administrator, under direction of the appropriate vice-president, is responsible for overseeing the evaluation process on behalf of the Board. The supervising administrator will participate in classroom evaluations, oversee the collection of all evaluation materials, and will submit all completed and signed materials in the summary evaluation.

OPTION 1: The supervising administrator and ~~A~~a colleague from their department/discipline/division, chosen by the department chairperson, or by the Academic Senate President designee in the absence of a department chairperson will conduct a classroom/worksite ~~visitation~~ observation and subsequent consultation. If the department chairperson is the evaluee, the Academic Senate President or designee will select the peer. If the evaluee teaches an online class, the evaluation process shall include one (1) peer evaluator with experience teaching online courses or trained in online evaluation.

OPTION 2: A colleague from their department/discipline/division, chosen by the department chairperson, or by the Academic Senate President designee in the absence of a department chairperson will meet to discuss issues related to the unit member's normal assignment and, as appropriate, include the results of student reviews, with a focus on potential areas for improvement. The supervising administrator will conduct a worksite/classroom observation. If the evaluee teaches an online class, the evaluation process shall include one (1) ~~peer~~ evaluator with experience teaching online courses or trained in online evaluation.

OPTION 3: A colleague will be involved in a process combining Options 1 and 2 above. If the evaluee teaches an online class, the evaluation process shall include one (1) peer evaluator with experience teaching online courses.

The unit member has the option of adding one additional peer reviewer. Both peers will then consult with the unit member to determine the number and timing of classroom observations, if applicable, or other evaluation elements and subsequent peer consultations.

8.5.2 UNIT MEMBERS: INSTRUCTIONAL ASSIGNMENTS

1. The Tenured Review Committee (TRC) members, to include the supervising manager and at least one other unit member, will be determined. (Between weeks 1-2 of the semester).
2. Only ~~T~~the members of the TRC will meet to review the Tenured Review timelines and process. At this meeting a calendar for future meetings will be developed. (by Week 3).
3. The Dean/Supervising Administrator will notify the unit member of the evaluation process and timeline. (Between weeks 3-4).
4. ~~Each~~ The appropriate member(s) of the TRC will contact the unit member to schedule an instructional observation. If Option 2 is selected, a meeting between the unit member and colleague reviewer will be scheduled. (Between weeks 4 -12).
5. Student reviews are generated and distributed for all assigned classes. Timelines are dependent on course scheduling modality and must be completed by the midway point of each course [e.g. by the eighth (8th) week of sixteen (16) week course, the fourth (4th) week of an eight (8) week course, etc.].
6. The Tenured Unit member will submit their Self Evaluation-Portfolio to the dean/supervising administrator. (between Weeks 10--12).
7. Student Reviews are completed and data is compiled for the TRC to review. (by Week 13).
8. Each member of the TRC will independently prepare a signed written instructional/worksite observation report on the approved ~~Evaluation~~ form, or if Option 2 or 3 is chosen, the colleague will complete and submit the Colleague Consultation Memo that may include constructive criticism to the supervising administrator. (By week ~~14~~13).
9. The TRC meets to discuss the evaluation materials. The supervising administrator will complete the Summary Evaluation Form and create a Faculty Performance Improvement Plan (FPIP) if necessary. (Between weeks ~~14~~13-15).
10. Prior to submission of the Summary Evaluation Report to the appropriate vice-president, the administrator will meet with the unit member to review the evaluation documents which will be provided at the meeting (student ~~evaluation~~ review results and comments, Colleague Consultation Memo, Instructional Observation Reports, Summary Evaluation Report, and a FPIP if necessary). (Between weeks ~~15~~14-16).
11. Within three (3) working days of this meeting, the District will provide a copy of all of the signed evaluation documents to the unit member.

12. If the unit member disagrees with the summary evaluation, the unit member shall have fifteen (15) working days from the consultation meeting with the dean/-supervising administrator to submit a written response. This response shall be attached to the Summary Evaluation Report and be sent to the appropriate vice-president for review. The response will be included in the employee's personnel file.
13. The Dean/supervising administrator will send the unit member's summary evaluation materials (as applicable) to the appropriate Vice-President prior to the end of the semester.
14. The vice-president(s) will forward the reports and recommendations to the college president who will then forward their final decision to Human Resources.
15. If warranted, an additional evaluation may be recommended or requested for the subsequent semester in accordance with the provisions of Section 8.8.

8.5.3 UNIT MEMBERS: NON-INSTRUCTIONAL ASSIGNMENTS

1. The Tenured Review Committee (TRC) members, to include the supervising manager and at least one other unit member, will be determined. (Between weeks 1-2 of the semester).
2. Only ~~T~~the members of the TRC will meet to review the Tenured Review timelines and process. At this meeting a calendar for future meetings will be developed. (By Week 3).
3. The Dean/Supervising Administrator will notify the unit member of the evaluation process and timeline. (Between weeks 3-4 of the semester).
4. Each member of the TRC will contact the unit member to schedule a worksite observation of the unit member's primary duty. This may include counseling sessions, workshop presentations, or other duties. (NOTE: Observations need to adhere to all applicable privacy laws.) Classroom observations should be included when applicable (see timeline for instructional unit members). (Between weeks 5 -12 of the semester).
5. Student Reviews will be collected, when appropriate, from all students interacting with the unit member for a period of three (3) weeks and completed by week 11 of the semester.
6. The tenured unit member will submit their Self Evaluation-Portfolio to the dean/supervising administrator. (By Week 12).
7. Student Reviews are completed, and data is compiled for the TRC to review. (By Week 13).
8. Each member of the TRC will independently prepare a signed written instructional/worksite observation report on the approved form, or if Option 2 or 3 is chosen, the colleague will complete and submit the Colleague Consultation Memo that may include constructive criticism to the supervising administrator. (By week 13).

~~Each member of the TRC will independently prepare a signed written observation report on the approved evaluation form to the supervising administrator. (By week 14).~~

9. The TRC meets to discuss the evaluation materials. The supervising administrator will complete the Summary Evaluation Form and create a Faculty Performance Improvement Plan (FPIP) if necessary. (Between weeks ~~14~~13-15).
10. Prior to submission of the Summary Evaluation Report to the appropriate vice president, the supervising administrator will meet with the unit member to review the evaluation documents which will be provided at the meeting (student evaluation results and comments, worksite/instructional observation reports, Colleague Consultation Memo and Summary Evaluation Report and a FPIP if necessary). (Between weeks ~~15~~14-16).
11. Within three (3) working days of this meeting, the District will provide a copy of all of the signed evaluation documents to the unit member.
12. If the unit member disagrees with the summary evaluation, the unit member shall have fifteen (15) working days from the summary evaluation meeting to submit a written response. This response shall be attached to the Summary Evaluation Report and be sent to the appropriate vice president for review. The response will be included in the employee's personnel file.
13. The Dean/supervising administrator will send the unit member's summary evaluation materials (as applicable) to the appropriate Vice-President prior to the end of the semester.
14. The vice-president(s) will forward their recommendations to the college president who will then forward their final decision to Human Resources.
15. If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.8.

8.5.4 REQUIRED DISTRICT FORMS

The forms listed below as described in 8.3 will be utilized to complete the evaluation process for tenured unit members.

A. UNIT MEMBERS: INSTRUCTIONAL ASSIGNMENTS
   1. Self-Evaluation Portfolio
   2. Student Reviews
   3. Instructional Observations, as applicable
      i. In Person Classroom Observation and Evaluation form
      ii. Distance Education Classroom Observation and Evaluation form
   4. Colleague Consultation Memo with plans for continued improvement (if Option 2 or 3 was selected)
   5. Summary Evaluation Report
   6. Faculty Performance Improvement Plan (if necessary)

B. UNIT MEMBERS: NONINSTRUCTIONAL ASSIGNMENTS
1. Self-Evaluation Portfolio
2. Student Reviews
3. Worksite Observation
4. Instructional Observation, if applicable
   i. In Person Classroom Observation and Evaluation form
   ii. Distance Education Classroom Observation and Evaluation form
5. Colleague Consultation Memo with plans for continued improvement (if Option 2 or 3 was selected)
6. Summary Evaluation Report
7. Faculty Performance Improvement Plan (if necessary)

8.6 EVALUATION OF TEMPORARY UNIT MEMBERS

Temporary unit members shall be evaluated during each non-consecutive year of temporary status utilizing the procedures for Probationary Unit Members under Contract I status. See 8.4 for procedures, timelines, and required forms.
Should temporary unit members be hired into probationary status, their evaluations and recommendations shall be utilized to place them at the corresponding Contract status. (e.g. after one (1) year of temporary status, the unit member will begin in Contract II).

8.7 EVALUATION OF NON-CONTRACT/PART-TIME UNIT MEMBERS

8.7.1 Non-contract unit members shall be evaluated during the first two (2) semesters of employment and at least once (1) every third semester thereafter. If a non-contract unit member is assigned a class at a second college in the District within this cycle, that college shall have the right to evaluate the non-contract unit member in the first semester at that college. The evaluation at the second college shall reset the cycle.

8.7.2 Non-contract unit members shall be evaluated by the supervising administrator or department chair or ~~a subject matter specialist from the discipline designated by the supervising administrator~~designee. If the evaluee teaches an online class, the evaluation process will include one (1) evaluator with experience teaching online courses, preferably in the content area.

8.7.3 Nothing in section 8.7 will be construed to imply that full-time unit members teaching beyond contract loads within their department shall undergo additional evaluations solely because of this section.

8.7.4 PROCEDURES & TIMELINE

A. NON-CONTRACT: UNIT MEMBERS: INSTRUCTIONAL ASSIGNMENTS

Attachment A

1. The supervising administrator will notify all non-contract unit members due for evaluation in a given semester by the end of the third (3rd) week of the semester or within one (1) week of being hired when hired mid-semester.
2. A member of the Non-Contract Review Team (NCRT) will contact the unit member to schedule ~~an~~ one (1) instructional observation. (Between weeks 5 -12 of the semester).
3. Student Reviews are generated and distributed per 8.3.2 guidelines for all assigned classes. Timelines are dependent on course scheduling modality and must be completed by the midway point of each course [e.g. by the eighth (8th) week of sixteen (16) week course, the fourth (4th) week of an eight (8) week course, etc.].
4. Student reviews (data and comments) will be compiled and sent to the NCRT for review. (Between weeks 6-13 of the semester depending on the course timeline, see 2. above).
5. The observation form will be submitted to the dean/supervising administrator and division office. (Between weeks 6 – 14 of the semester).
6. Should the observation contain a "does not meet" expectations, the NCRT will meet to discuss the evaluation materials and create and sign a Faculty Performance Improvement Plan (FPIP) if necessary. (Between weeks ~~14~~13-15 of the semester).
   a. A meeting will be scheduled with the unit member and the NCRT to discuss the FPIP. (Between weeks ~~15~~14-16 of the semester).
   b. Unit members will have fifteen (15) working days to respond to the evaluation.
   c. Should the unit member not fulfill the FPIP, this is considered as an unsatisfactory evaluation.
7. If all areas of the evaluation meet expectations, the signed observation form and student reviews will be forwarded to the unit member~~. (Between weeks 15 – 17 of the semester).~~ no later than two(2) weeks after the end of the semester.
8. If the unit member disagrees with the evaluation, the unit member shall have fifteen (15) working days to submit a written response. The response will be included in the employee's personnel file.
9. The division office will submit the evaluation data in order to update the unit member's preference rights and the Priority List. (Within three [3] weeks of the end of the semester).
~~9~~10. The evaluation will be submitted to the vice chancellor of human resources. (Within three [3] weeks of the end of the semester).
~~10~~11. If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.3.C.

B. NON-CONTRACT UNIT MEMBERS: NON- INSTRUCTIONAL

Attachment A

ASSIGNMENTS (Counselors, Coordinators, Librarians, Health Services, Special Services Unit Members (e.g. DSPS Learning Specialists)

1. The supervising administrator will notify all non-contract unit members due for evaluation in a given semester by the end of the third (3rd) week of the semester.
2. A member of the Non-Contract Review Team (NCRT) will schedule a worksite observation. The observation of their performance should be conducted in the area of primary assignment. (Between weeks 5 -12 of the semester).
3. One (1) ~~C~~classroom ~~observations~~ observation- should be included when applicable (see timeline for instructional unit members).
4. Per 8.3.2 guidelines, student reviews are generated and distributed for unit members with direct student contact using a form distributed to a random sample of 25-100 students selected from appointments and walk-ins both in person and chat/online interactions for up to a four (4) week period. (Between weeks 3-9 of the semester).

   Per 8.3.2 guidelines, student reviews of librarians will be conducted using the approved form distributed to a random sample of 25-100 students selected from appointments and walk-ins both in person and chat/online interactions for up to a four (4) week period. (Between weeks 8-13 of the semester).

   Student reviews for non-instructional unit members who also teach will be collected for all assigned classes utilizing the approved form and timeline.
5. Student reviews (data and comments) will be compiled and sent to the NCRT for review. (Between weeks 6-13 of the semester depending on the course timeline, see 2. above).
6. The worksite observation form will be submitted to the dean/supervising administrator and division office. (Between weeks 6 – 14 of the semester).
7. Should the observation contain a ~~"needs improvement,"~~ "does not meet expectations" rating the NCRT will meet to discuss the evaluation materials and create and sign a Faculty Performance Improvement Plan (FPIP). (Between weeks ~~14~~13-15 of the semester).
   a. A meeting will be scheduled with the unit member and the NCRT to discuss the FPIP. (Between weeks ~~15~~14-16 of the semester)
   b. Unit members will have 10 working days to respond to the evaluation.
   c. Should the unit member not fulfill the FPIP, this is considered as an unsatisfactory evaluation.

8. If all areas of the evaluation meet expectations, the signed observation form and student reviews will be forwarded to the unit member no later than two(2) weeks after the end of the semester. ~~. (Between weeks 15 – 17 of the semester).~~
9. If the unit member disagrees with the evaluation, the unit member shall have fifteen (15) working days to submit a written response. The response will be included in the employee's personnel file.
10. The division office will submit the evaluation data in order to update the unit member's preference rights and the Priority List. (Within three [3] weeks of the end of the semester).

~~10~~11. The evaluation will be submitted to the vice chancellor of human resources. (Within three [3] weeks of the end of the semester).

~~11~~12. If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.3.C

8.7.5 REQUIRED DISTRICT FORMS

The forms listed below as described in 8.3 will be utilized to complete the evaluation process for non-contract unit members.

A. UNIT MEMBERS: INSTRUCTIONAL ASSIGNMENTS

1. Instructional Observations
   i. In Person Classroom Observation and Evaluation form
   ii. Online Classroom Observation and Evaluation form
2. Student Reviews
3. Faculty Performance Improvement Plan (if necessary)

B. UNIT MEMBERS: NON-INSTRUCTIONAL ASSIGNMENTS

1. Worksite Observation
2. Instructional Observations – where applicable
   i. In Person Classroom Observation and Evaluation form
   ii. Online Classroom Observation and Evaluation form
3. Student Reviews
   i. Counselor/Health Services/Coordinator form
   ii. Librarian form
4. Faculty Performance Improvement Plan (if necessary)

8.8 ADDITIONAL EVALUATIONS

8.8.1 Additional evaluations of unit members may be made at the request of the supervising administrator, students, or the unit member.

8.8.2 If an additional evaluation is requested, the supervising administrator will consult with the department chair involved. The activities for the additional evaluations may include, but are not limited to, classroom/worksite or online visitation(s), peer review processes, and student reviews.

8.9 GRIEVANCE OF THE EVALUATION PROCESS

Only the process, and not the content, of the evaluation shall be subject to the full grievance arbitration process. A contract unit member who has not been recommended for tenure may use the grievance procedures to determine whether a decision to not grant tenure was unreasonable (for Contract III employees) or that the district violated, misinterpreted, or misapplied (for Contract I, II, and III employees) any of its policies and procedures concerning the evaluation of the employee.

The grievance procedures may not be used to appeal any Board decision if such decision is a result of a State or Federal Regulatory commission or Agency, or State or Federal Law.

8.9.1 PROBATIONARY UNIT MEMBER

The grievance procedure may be used if a Contract I or Contract II unit member believes that the district, in a decision not to offer a second or third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract unit member.

The grievance procedure may be used if a Contract III unit member believes that the district, in a decision denying tenure, made a negative decision that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract unit member.

Pursuant to the provisions of Education Code Section 87610.1, FARSCCD "shall have no duty of fair representation with respect to taking any of these grievances to arbitration, and the employee shall be entitled to pursue a matter to arbitration with or without the representation by the exclusive representative."

8.9.2 TENURED, TEMPORARY, AND NON-CONTRACT UNIT MEMBER

If a tenured unit member believes the district violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation, a grievance may be filed in writing, within 20 days of the Summary Evaluation Report Meeting with the administrator, according to the process outlined in Article 9.

Attachment A

APPENDIX O

Distance Education Unit Member Evaluation Packet

This packet is designed to assist you in completing the process of unit member evaluations per FARSCCD contract, Article 8.

Attachment A

Distance Education Unit Member Evaluation Criteria

A. Title 5, Section 55202 - The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to in-person classes.

B. Title 5, Section 55204 - In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that: Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students, (and among students, if described in the course outline of record or distance education addendum), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.

C. "Substantive interaction" means engaging students in teaching, learning, and assessment, consistent with the content under discussion, and also includes at least two of the following:
   1. Providing direct instruction;
   2. Assessing or providing feedback on a student's coursework;
   3. Providing information or responding to questions about the content of a course or competency;
   4. Facilitating a group discussion regarding the content of a course or competency; or
   5. Other instructional activities approved by the institution's or program's accrediting agency.

D. Regular interaction between a student and instructor(s) is ensured by, prior to the student's completion of a course or competency:

   1. Providing the opportunity for substantive interactions with the student on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course or competency; and
   2. Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed on the basis of such monitoring, or upon request by the student.

E. Regular and substantive interaction is an academic and professional matter pursuant to sections 53200 et seq.

F. For purposes of calculating instructional time in the context of asynchronous distance education, a week of instructional time is any week in which:

   1. The institution makes available the instructional materials, other resources, and instructor support necessary for academic engagement and completion of course objectives; and
   2. The institution expects enrolled students to perform educational activities demonstrating academic engagement during the week.

G. Recognizing that a student-centered pedagogy increases student achievement and improves learning outcomes, a well- established policy of regular and substantive interaction (RSI) will be derived from the example methods from each of the three categories listed below, as applicable. The following are meant to assist the reviewer and are not a comprehensive list of RSI, nor do all of these examples need to be present to meet expectation.

Attachment A

Faculty Guided Interaction:

- Faculty-Initiated Announcements.
- Course is designed to ease students into the online environment utilizing instructor made videos, tutorials, and/or a well-developed course information module.
- Design summative and formative assessments that reflect the course outline of record and departmental guidelines.
- Create student engagement opportunities that promote interaction among all course participants.
- Participate regularly in discussion activities and/or provide individual feedback.
- Monitor activity to ensure that students participate and are engaged in course content.
- Provide a specific forum for unstructured student to student interaction.

Frequency of Interaction:

- Declare response time for student questions and/or assignment feedback.
- Maintain an active presence throughout the course.
- Give regular and substantive feedback throughout the course.
- Provided clear expectations to students regarding the frequency and quality of their interactions.
- Specify course policy in the syllabus regarding frequency and timeliness of all contact initiated by the instructor.
- Explain course policy regarding student-initiated contact.
- Clarify important dates, such as assignment and assessment deadlines.

Tools for Effective Contact:

- Course announcements.
- Personalized feedback via speed grader, or discussion boards.
- Discussion Boards (e.g., question and answer forums).
- Collaborative projects (blogs, discussion Boards, peer review, etc.).
- Instructor-created modules/units.
- Lectures and Videos (both instructor created and/or curated).
- Podcasts and webinars (both instructors created or curated).
- Zoom sessions and breakout rooms.
- Virtual office hours.
- Canvas Inbox.
- Pronto, Canvas Chat, etc.
- And other methods, not listed here, as deemed appropriate by the instructor.

Attachment A

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Unit Member Observation Report for Online Classes

Unit Member's Name: _____ Date: _____

(Please print) *(Date of observation)*

Unit Member's Employee ID #: _____ Semester: _____

Class/Assignment: _____

I. Demonstrates professional knowledge and prepares effective, current, and accessible course materials:	*Check one:* ____ ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ____ ~~Unsatisfactory*~~
II. Applies appropriate instructional design methods and RSI practices:	*Check one:* ____ ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ____ ~~Unsatisfactory~~*
III. Communicates effectively and provides regular, timely feedback:	*Check one:* ____ ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ____ ~~Unsatisfactory*~~
IV. Regular and Substantive Interaction (RSI) Checklist (check all that apply) ☐ Instructor-initiated contact is frequent and predictable ☐ Substantive feedback is timely and ongoing ☐ Discussion forums are monitored and guided by the instructor ☐ Virtual office hours or synchronous sessions are offered, or robust asynchronous interactions are evident ☐ Multimodal content delivery is present (e.g., video lectures, screencasts, narrated slides)	*Check one:* ____ ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ____ ~~Unsatisfactory*~~
V. Professional Responsibilities (for non-contract unit members — to be completed by the supervising administrator):	*Check one:* ____ ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ____ ~~Unsatisfactory*~~

**Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Attachment A

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required) (does not necessitate an FPIP):

Evaluator *(print name)*: _____ Date: _____

Signature: _____

Unit Member *(print name)*: _____ Date: _____

Signature: _____

Administrator (print name): _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.1.A.14 I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

RANCHO SANTIAGO
Community College District

Non-contract *(Part-time)* Unit Member Evaluation Packet

This packet is designed to assist you in completing the process of unit member evaluations per FARSCCD contract, Article 8 - Section 8.7 which primarily address *non-contract* (part-time*)* unit member evaluation procedures.

Attachment A

Non-contract Unit Members (Part-time) Evaluation
Instructional/Worksite Observation Criteria

Depending on the unit member role there are 2 forms to select from included in this packet:

1. Unit member: Instructional Assignments
    a. Use the classroom observation report for on campus classes.
    b. Use the DE Evaluation for online/hybrid classes.
2. Unit member: Non-Instructional Assignments (counselors, coordinators, librarians, health services and DSPS unit member)
    a. Use the worksite observation report

The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to, the following:

Currency and Depth of Knowledge

- Provides instruction consistent with the Course Outline of Record.
- Creates an environment conducive to discussion, analysis, and critical thinking

Methods and Techniques of Instruction/Responsiveness to Students

- Provides organized and effective delivery of instruction.
- Remains courteous and approachable by students.
- Stimulates student participation.
- Engages with students and encourages all to respect the opinions of others.
- Shows enthusiasm for the subject matter.
- Uses effective motivation to create desire in students to learn the subject/skill(s).
- Employs a variety of instructional materials.
- Makes effective use of teaching aids and materials, including visual, audio and various modalities.
- Demonstrates respect for students in general, creating a learning environment that is conducive to learning, setting up an atmosphere of trust and sensitivity.
- Evidence of understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) that enhances the educational experience for students.

Organization Skills

- Plans for and is well prepared to teach.
- Observes appropriate safety protocols.
- Manages student conduct to avoid disruption.
- Arrives on time and holds class for the assigned time.
- Provides sufficient time for responses to and from students.
- Utilizes group/individual activities that contribute to learning.

Relevance of Laboratory to Class Objectives: Safety of Students and Aides

- Maintains a safe learning environment.
- Aligns student laboratory assignments to the Course Outline of Record.

Professional Responsibilities/Professionalism and Civility – to be completed by the administrative supervisor

- Submits required materials (course syllabi, rosters, grades) in a timely manner
- Assesses effectiveness of student learning
- Participates in flex and other professional responsibilities as required

Attachment A

- Treats colleagues and students with respect and complies with the district civility code.

Attachment A

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Non-contract Unit member *(Part-time)* Evaluation

Instructional/Classroom Observation Report

Name: _____ Date: _____

(Please print unit member member's name) (Date of observation)

Unit Member's Employee ID #: _____ Site: _____

Class: _____

(Include class number & title)

I. Currency and Depth of Knowledge:	*Check one:* ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~
II. Methods and Techniques of Instruction/Responsiveness to Students:	*Check one:* ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations * ~~Needs Improvement*~~ ~~Unsatisfactory*~~
III. Organizational Skills:	*Check one:* ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~
IV. Relevance of Laboratory to Class Objectives/Safety of Students and Aides:	*Check one:* ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~
V. Professional Responsibilities and/or Professionalism and Civility: (to be completed by the ~~administrative supervisor~~supervising administrator)	*Check one:* ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~

** Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Attachment A

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required) (does not necessitate an FPIP):

Observer *(please print)*: _____ Date: _____

Signature: _____

Dean *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

Original – Return to Supervising Administrator *(Submit to Human Resources Department)*

Attachment A

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
Non-contract Unit member (*Part-time)* Evaluation
Non-instructional/Worksite Observation Report

Name: _____ Date: _____
(Please print unit member member's name) (Date of observation)

Unit member Member's Employee ID #: _____ Site: _____

Worksite: _____

I. Currency and Depth of Knowledge:	*Check one:* ~~Outstanding~~ Meets expectations Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~
II. Methods of Student Support Practices /Responsiveness to Students:	*Check one:* ~~Outstanding~~ Meets expectations Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~
III. Organizational Skills:	*Check one:* ~~Outstanding~~ Meets expectations Does Not Meet Expectations * ~~Needs Improvement*~~ ~~Unsatisfactory*~~
IV. Professionalism and Civility	*Check one:* ~~Outstanding~~ Meets expectations Does Not Meet Expectation* ~~Needs Improvement*~~ ~~Unsatisfactory*~~
V. Professional Responsibilities: (to be completed by the ~~administrative supervisor~~ supervising administrator)	*Check one:* ~~Outstanding~~ Meets expectations Does Not Meet Expectations* ~~Needs Improvement*~~ ~~Unsatisfactory*~~

* *Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Attachment A

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required) (does not necessitate a FPIP) :

Observer *(please print)*: _____ Date: _____

Signature: _____

Dean *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

Original – Return to Supervising Administrator *(Submit to Human Resources Department)*

Contract

(Probationary)

Tenure Review Packet

This packet is designed to assist you in completing the process of unit member evaluations per Article 8 of the FARSCCD contract.

Section 8.4 addresses contract *(probationary)* unit member evaluation procedures.

Contract *(Probationary)* Evaluation/Tenure Review Process

Checklist of materials to be forwarded to College Vice-Presidents:

1. Contract (Probationary) Tenure Review Activity Checklist

~~1.~~2. Self-Evaluation/Portfolio

~~2.~~3. Student Reviews: Numerical Data and Student Comments

~~3.~~4. Instructional/Worksite Observation Forms by:

a. Supervising Administrator

b. Two Tenured Faculty Peers

~~4.~~5. Colleague Surveys: Numerical Data and typed Written Comments

~~5.~~6. Summary Evaluation Report

~~6.~~7. Administrative Recommendation

8. Faculty Performance Improvement Plan *(if necessary)*

~~7.~~ 9. Unit member Evaluation Response

CONTRACT *(PROBATIONARY)* TENURE REVIEW
ACTIVITY CHECKLIST

1. **Notification to unit member of Evaluation and Timeline**
   Yes _____ No _____ Date: _____

2. **Initial Meeting with Peer Evaluators**
   Yes _____ No _____ Date: _____

3. **Notification to unit member of Classroom/Worksite Observation**
   Yes _____ No _____ Date: _____

4. **Receipt of Instructional/Worksite Evaluation by Peers**
   Yes _____ No _____ Date: _____

5. **Completion of Instructional/Worksite Evaluation by immediate supervisor**
   Yes _____ No _____ Date: _____

6. **Completion of Student Reviews**
   Yes _____ No _____ Date: _____

7. **Completion of Colleague Surveys**
   Yes _____ No _____ Date: _____

8. **Receipt of Self-Evaluation from Unit Member**
   Yes _____ No _____ Date: _____

9. **Meeting with Peer Evaluators to review all evaluation materials**
   Yes _____ No _____ Date: _____

10. **Finalization of Summary Evaluation Report (includes FPIP – if applicable)**
    Yes _____ No _____ Date: _____

11. **Meeting with unit member to review all evaluation materials**
    Yes _____ No _____ Date: _____

Instructional/Worksite Observation Criteria

Depending on the unit member role there are 2 forms to select from included in this packet:

1. Unit Member: Instructional Assignments
    b. Use the instructional observation report for on campus classes.
    c. Use the Distance Education Evaluation for online/hybrid classes.
3. Unit Member: Non-Instructional Assignments (counselors, coordinators, librarians, health services and DSPS faculty)
    a. Use the worksite observation report

Per Article 8.3.3, The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to, the following:

Currency and Depth of Knowledge

- Provides instruction consistent with the Course Outline of Record (COR).
- Creates an environment conducive to discussion, analysis, and critical thinking.

Methods and Techniques of Instruction/Responsiveness to Students and/or Professionalism and Civility

- Provides organized and effective delivery of instruction.
- Remains courteous to and approachable by students.
- Stimulates student participation.
- Engages with students and encourages all to respect the opinions of others.
- Shows enthusiasm for the subject matter.
- Uses effective motivation to create desire in students to learn the subject/skill(s).
- Employs a variety of instructional materials.
- Makes effective use of teaching aids and materials, including visual, audio and various modalities.
- Demonstrates respect for students in general, creating a learning environment that is conducive to learning, setting an atmosphere of trust and sensitivity.
- Evidence of understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) that enhances the educational experience for students.

Organization Skills

- Plans for and is well prepared to teach.
- Observes appropriate safety protocols.
- Manages student conduct to avoid disruption.
- Arrives on time and holds class for the assigned time.
- Provides sufficient time for responses to and from students.
- Utilizes group/individual activities that contribute to learning.

Relevance of Laboratory to Class Objectives: Safety of Students and Aides

- Maintains a safe learning environment.
- Aligns student laboratory assignments to the Course Outline of Record.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Contract *(Probationary)* Unit Member

Self-Evaluation Report

Name: _____ **Employee ID #** _____

(Unit member's name – please print)

Discipline: _____ **Dept:** _____ **Site:** _____

Current Probationary Status *(Check one)*: **Contract I** ____ **Contract II** ____ **Contract III A** ____ **B** ____

Temporary Unit Member (Long Term Sub ____

The Self-Evaluation should address perceived strengths and areas for improvement. This document shall be included in the self-evaluation portfolio along with class materials (sample syllabi, assignments, etc.) and other pertinent documents (publications, awards, verification of staff development activities, etc.).

The Self-Evaluation Report should describe your experience with:

- Student learning outcomes.
- Campus involvement and institutional service.
- Examples of actions have you taken to improve understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) to enhance the educational experience for students.
- Professional development.
- Other departmental, discipline, or industry related contributions.

(*Additional pages can be attached as needed)

(** Required)

Signature: _____ Date: _____

(include this signed document in the portfolio)

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Contract *(Probationary)* Unit Member

Instructional/Classroom Observation Report

Name: _____ Employee ID #: _____
(Unit member's name – please print)

Class: _____ Date: _____
(Include class number & title) *(Date of observation)*

Probationary Status *(Check one)*: Contract I ____ Contract II ____ Contract III A ____ B ____

Temporary Unit Member (Long Term Sub ____

I. Currency and Depth of Knowledge:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory~~*
II. Methods and Techniques of Instruction/Responsiveness to Students and/or Professionalism and Civility:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations: ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
III. Organizational Skills:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
IV. Relevance of Laboratory to Class Objectives/Safety of Students and Aides (if applicable)	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expecta ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~

**Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required) (does not necessitate a FPIP):

Observer *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.A.14, I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Contract *(Probationary)* Unit Member

Non-Instructional/Worksite Observation Report

Name: _____ Employee ID #: _____

(Unit member's name – please print)

Worksite: _____ Date: _____

(Date of observation)

Probationary Status *(Check one)*: Contract I ____ Contract II ____ Contract III A ____ B ____

Temporary Unit Member (Long Term Sub ____

I. Currency and Depth of Knowledge:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
II. Methods of Student Support Practices /Responsiveness to Students:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
III. Organizational Skills:	*Check one:* ____ Outstanding ____ Meets expectations ____ Does not Meet expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
IV. Professionalism and Civility:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does not Meet expectat ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~

**Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required) (does not necessitate a FPIP):

Observer *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.B.14 I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Contract *(Probationary)* Unit Member

Summary Evaluation Report

Per Article 8.4.1.B.10 the Probationary Tenure Review Committee (PTRC) will meet to review all of the evaluation materials and will make their recommendation. Based on the PTRC meeting, the Supervising Administrator will prepare this form, which summarizes the results of all evaluation activities and PTRC observations. This document will include the administrative summary and recommendation. The peer evaluators will have an opportunity to review and sign this form for accuracy prior to submission to the probationary faculty member.

Name: _____ **Employee ID #** _____

(Unit member's name – please print)

Discipline : _____ **Dept:** _____ **Site:** _____

Current Probationary Status *(Check one)*: Contract I ____ Contract II ____ Contract III A ____ B ____

Temporary Unit Member (Long Term Sub ____

I. Classroom/Worksite Performance *(attached Classroom/Worksite Observations)* e.g., instructional faculty, program coordinator, counselor, librarian, coach:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
II. Respect for students and colleagues:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~
III. Professional growth, responsibilities, and administrative summary:	*Check one:* ~~____ Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ~~____ Unsatisfactory*~~

**Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Recommendation/Acknowledgment (*Please check only one):*

Temporary/Long Term Substitute _____ Meets Expectation ____ Does Not Meet Expectation			
Current Contract I	__ Recommend for Contract II	__ Tenure (if applicable)	__ Not Recommended for Rehire
Current Contract II	__ Recommend for Contract IIIA	__ Tenure (if applicable)	__ Not Recommended for Rehire
Current Contract III A	__ Acknowledgment of Contract IIIB	__ Tenure (if applicable)	
Current Contract III B		__ Tenure (if applicable)	__ Not Recommended for Rehire

Administrator *(please print)*: _____ Date: _____

Signature: _____

Peer Evaluator *(please print)*: _____ Date: _____

Signature: _____

Peer Evaluator *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8 .3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.4.1.A.14 & 8.4.1.B.14, I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Administrative Recommendation Contract *(Probationary)* Unit Member

(Confidential)

Name: _____ Date: _____
(Unit member's name – please print) *(Of Institutional Tenure Review)*

Employee ID #: _____

FARSCCD Member (please print): _____ Date: _____

Signature: _____

Academic Senate Member *(please print)*: _____ Date: _____

Signature: _____

Vice President's Recommendation

Recommendation (*Please check only one)*

Contract II ____ Contract III _____ Tenure ____

Not Recommended for Rehire ____'

Acknowledgement: Contract IIIB _____

Vice President *(please print)*: _____ Date: _____

Signature: _____

College President's Recommendation

(Must be submitted to Human Resources by February 15th)

Recommendation (*Please check only one)*

Contract II ____ Contract III _____ Tenure ____

Not Recommended for Rehire ____

Acknowledgement: Contract IIIB _____

College President *(please print)*: _____ Date: _____

Signature: _____

Institutional Tenure Review (ITR) Form

Faculty Member/Evaluee: _____ ID# _____

Please print faculty member's name

FARSCCD and Academic Senate Members:

- The role of FARSCCD is to ensure that process has been followed in accordance with Article 8 of the CBA.
- The role of the Senate is to ensure that process has been followed in accordance with 10+1 Academic Senate Protocols

Academic Senate Protocols (10+1) followed: _____ Yes ___ No If not, please explain and specify.
Academic Senate Representative (please print): _____ Signature: _____ Date: _____
Article 8 followed: _____ Yes ___ No If not, please explain and specify.
FARSCCD Representative (please print): _____ Signature: _____ Date: _____

Received by Vice President: _____

Print Name

Signature: _____ Date of Review: _____

Approved 09/26/2018

RANCHO SANTIAGO
Community College District

Tenured Unit Member Evaluation Packet

(Includes Non-Teaching Unit Member, Coordinators, Counselors, Librarians, and Health Service Staff)

This packet is designed to assist you in completing the process of unit member evaluations per FARSCCD contract, Article 8. Section 8.5 and thereafter primarily address the evaluation of tenured unit members.

Classroom/Worksite Observation Criteria

Depending on the unit member role, there are 3 forms to select from included in this packet:

1. Unit Member: Instructional Assignments
    a. Use the instructional observation report for on campus classes.
    b. Use the DE Evaluation for online/hybrid classes.
2. Unit Member: Non-Instructional Assignments (counselors, coordinators, librarians, health services and DSPS unit members)
    a. Use the worksite observation report
3. Colleague Consultation Memo
    a. Use the colleague consultation memo if Option 2 or Option 3 are selected

Per Article 8.3.3, The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to, the following:

Currency and Depth of Knowledge

- Provides instruction consistent with the Course Outline of Record.
- Creates an environment conducive to discussion, analysis, and critical thinking.

Methods and Techniques of Instruction/Responsiveness to Students

- Provides organized and effective delivery of instruction.
- Remains courteous to and approachable by students.
- Stimulates student participation.
- Engages with students and encourages all to respect the opinions of others.
- Shows enthusiasm for the subject matter.
- Uses effective motivation to create desire in students to learn the subject/skill(s).
- Employs a variety of instructional materials.
- Makes effective use of teaching aids and materials, including visual, audio and various modalities.
- Demonstrates respect for students in general, creating a learning environment that is conducive to learning, setting up an atmosphere of trust and sensitivity.
- Evidence of understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) that enhances the educational experience for students.

Organization Skills

- Plans for and is well prepared to teach.
- Observes appropriate safety protocols.
- Manages student conduct to avoid disruption.
- Arrives on time and holds class for the assigned time.
- Provides sufficient time for responses to and from students.
- Utilizes group/individual activities that contribute to learning.

Relevance of Laboratory to Class Objectives: Safety of Students and Aides

- Maintains a safe learning environment.
- Aligns student laboratory assignments to the Course Outline of Record.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Tenured Unit Member Self-Evaluation Report

Name: _____ **Employee ID #** _____

(Unit member member's name – please print)

Discipline : _____ **Dept:** _____ **Site:** _____

The Self-Evaluation should address perceived strengths and areas for improvement. This document shall be included in the self-evaluation portfolio along with class materials (sample syllabi, assignments, etc.) and other pertinent documents (publications, awards, verification of staff development activities, etc.).

The Self-Evaluation Report should describe your experience with:

- Student learning outcomes.
- Campus involvement and institutional service.
- Examples of actions have you taken to improve understanding of Diversity, Equity, Inclusion, and Accessibility (DEIA) to enhance the educational experience for students.
- Professional development.
- Other departmental, discipline or industry related contributions.

(*Additional pages can be attached as needed)

Signature: _____ **Date**: _____

Note: *Article 8 Section 8.5.2.F of FARSCCD contract requires that the Self-Evaluation Report be completed the 12th week of the semester.*

Original – Return to Supervising Administrator

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Tenured Unit Member Classroom/Instructional Observation Report

Unit Member's Name: _____ Date: _____
(please print) *(Date of observation)*

Unit Member's Employee ID #: _____ Site: _____

Class: _____
(include class number & title)

I. Currency and Depth of Knowledge:	*Check one:* ____ ~~Outstanding~~ ____ Meets expectations ____ Does Not Meet Expectations* ~~Needs Improvement*~~ ____ ~~Unsatisfactory*~~
II. Methods and Techniques of Instruction/Responsiveness to Students and/or Professionalism and Civility:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
III. Organizational Skills:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
IV. Relevance of Laboratory to Class Objectives/Safety of Students and Aides (if applicable)	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*

**Does not meet Expectations: Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):

Suggestions for Improvement (Narrative Required) (does not necessitate a FPIP):

Observer *(please print)*: _____ Date: _____

Signature: _____

Unit member (*please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.5.2.L understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

Original – Unit member Copy – Supervisor *(Submit to Human Resources)*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Tenured Unit Member Non-instructional/Worksite Observation Report

Unit Member's Name: _____ Date: _____
(please print) *(Date of observation)*

Unit Member's Employee ID #: _____ Site: _____

Worksite: _____
(include class number & title)

I. Currency and Depth of Knowledge:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
II. Methods of Student Support Practices /Responsiveness to Students:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
III. Organizational Skills:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
IV. Professionalism and Civility:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*

**Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Strengths Observed (Narrative Required):
Suggestions for Improvement (Narrative Required) (does not necessitate a FPIP):

Observer *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.5.3.L understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

Original – Unit member Copy – Supervisor *(Submit to Human Resources)*

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Colleague Consultation Memo

Name: _____ **Employee ID #** _____

(Unit member's name – please print)

Discipline: _____ **Dept:** _____ **Site:** _____

The Colleague Consultation Memo should address perceived strengths and areas for improvement. This document should address areas relevant to the unit member's primary area of responsibility including but not limited to counseling strategies, textbooks, course overviews, handouts, exams, teaching techniques, daily assignments, classroom assessment techniques, etc.

Unit Member's Colleague *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. Per Article 8.5.3.2 & 8.5.3.L understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

Original – Return to Supervising Administrator

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Tenured Unit Member

Summary Evaluation Report

Per Article 8.8.1, the Supervising Administrator will meet with the unit member peer evaluators to review all of the evaluation materials. At this meeting, the peer evaluators will make their recommendations to the administrator. The supervising administrator will prepare this form, which summarizes the results of all evaluation activities. The peer evaluators will have an opportunity to review this form for accuracy and signature prior to submission to the evaluee.

Name: _____ **Employee ID #** _____
(Unit member's name – please print)

Discipline : _____ **Dept:** _____ **Site:** _____

I. Classroom/Worksite Performance (attached Classroom/Worksite Observations) e.g., instructional unit member, program coordinator, counselor, librarian, coach:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
II. Respect for students and colleagues:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*
III. Professional growth and responsibilities, and administrative summary:	*Check one:* ____ Meets expectations ____ Does Not Meet Expectations*

**Comments regarding performance that does not meet expectations should include specific citations of weakness. Specific recommendations for improvement should be included in the FPIP.*

Recommendation *(Check if applicable)* Special Evaluation Recommended ____

Administrator *(please print)*: _____ Date: _____

Signature: _____

Colleague *(please print)*: _____ Date: _____

Signature: _____

Unit Member *(please print)*: _____ Date: _____

Signature: _____

Note: *Per Article 8.3.E, my signature indicates that I have read this report but does not necessarily indicate that I agree with it. I understand that I must respond in writing within 15 working days in order for the response to become part of the official evaluation.*

MOU_FARSCCD Procedural Updates to Article 8_08042026

Final Audit Report 2026-08-04

Created:	2026-08-04 (Pacific Daylight Time)
By:	Alistair Winter (winter_alistair@rsccd.edu)
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"MOU_FARSCCD Procedural Updates to Article 8_08042026" History

Document created by Alistair Winter (winter_alistair@rsccd.edu)
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Document emailed to Madeline Grant (grant_madeline@sac.edu) for signature
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2026-08-04 - 5:01:35 PM PDT

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