

within five (5) working days of the committee meeting. The second review committee may conduct any type of administrative, peer, and/or student evaluation it deems necessary in assessing the faculty member's performance and providing guidance for improving instruction and/or professional performance that was identified as needing improvement by the original Improvement of Instruction review committee. Unless the faculty member requests and the second review committee agrees, the review shall begin in the semester following the semester in which the "need for improvement" rating is received. Faculty members with a "need for improvement" are not considered in good standing.

- f. The second review committee shall prepare a written report which shall provide a determination of "satisfactory" or "unsatisfactory." The overall rating shall be by majority vote, but each member of the second review committee shall designate the rating they believe is appropriate. Within 15 working days of the receipt of the written report, the faculty member may file a written disagreement. If a majority of the second review committee determines that the faculty member's performance is "satisfactory," the faculty member shall then be returned to good standing, the results of the review shall be included in the final report, and the faculty member shall return to their original evaluation cycle. If a majority of the second review committee determines that the faculty member's performance is "unsatisfactory," the second review committee has two options:
- 1) The second review committee may recommend one (1) final review, which shall begin in the following semester. Within fifteen (15) working days, the second review committee, in consultation with the faculty member, shall determine specific objectives and goals for a remediation plan. The purpose of the remediation plan is to help the faculty member remediate and eliminate the areas of deficiency or area(s) in need of improvement specified by the peer reviewers; or
  - 2) Provided the second review committee determines that a final review is not warranted, a written report shall be sent to the President of the College for an administrative determination, and a copy shall be forwarded to the faculty member.
- g. After the final review, if the majority of the second review committee determines that the faculty member's performance is "satisfactory," the faculty member shall then be returned to good standing, the results of the review shall be included in the final report, and the faculty member shall return to their original evaluation cycle.

If the majority of the second review committee determines the objectives and remediation plan have not been met, there shall be no further review. A written report shall be sent to the President of the College for an administrative determination, and a copy shall be forwarded to the faculty member.

### 3. For Associate Faculty

- a. Prior to initiating the associate faculty improvement of instruction process, Department Chairs shall notify associate faculty members that they are undergoing review.
- b. The scope and process for the associate faculty review shall include classroom observation (or observation of counseling, librarian, student activities coordinator sessions), student surveys of all classes, review of faculty syllabi as a mandatory component during the faculty evaluation, review of counseling and librarian services (as appropriate), and a Department Chair's report. The associate faculty review shall be directly related to the associate faculty member's performance and may include subject matter expertise, communication skills both written and oral, adherence to course outlines of record, and timeliness and accuracy of required census reports, positive attendance, grade rosters and other reports for which the faculty have responsibility. The associate faculty member under evaluation may be asked to provide examples of teaching and assignment materials to ensure that they adhere to the course outline of record.
- c. The Department Chair or designee shall conduct a classroom observation (or observation of counseling, librarian, student activities coordinator sessions) and complete a written report, which will include a review of the student surveys.
- d. The Department Chair shall prepare the final report that may include appropriate comments and recommendations to be discussed with the associate faculty member.
- e. After completion of the evaluation process, the Department Chair may review, for informational purposes only, the grade distribution and retention statistics of the associate faculty member under evaluation. This review shall not be part of the formal process or report.
- f. A copy of the evaluation review report shall be provided to the associate faculty member, who will sign it to indicate that they have received the report. The associate faculty member may submit a written disagreement to the Department Chair within fifteen (15) working days of receiving the report.
- g. The signed report (and written disagreement if submitted) shall be sent to the appropriate College Dean of Instruction and Vice President of Academic Affairs who will then forward to the Office of Human Resources and Employee Relations to be included in the associate faculty member's permanent file.
- h. If an associate faculty member, with at least four (4) fall and spring terms of service, receives a "needs improvement" evaluation, then the two (2) senior faculty members of the discipline within the Department shall review the evaluation and, if the two (2) senior faculty members find that the "needs improvement" was not

warranted, they will write a written report to be included in the final evaluation. If the “needs improvement” is warranted, the discipline/department may conduct an additional evaluation of the associate faculty member in the next term an assignment is provided. It is understood that a “needs improvement” evaluation does not in any way guarantee an assignment in the next term.

- i. Terms and processes for reemployment are delineated in Article X, Section R.

#### E. Miscellaneous Matters

1. A faculty member undergoing a second-level review as a result of a Needs Improvement or Unsatisfactory determination is not in good standing and is not eligible to be on an improvement of instruction committee and cannot be required to serve on any other college faculty review committee. Nor is a faculty member undergoing a second-level review eligible to receive overload assignments.
2. When possible, regular faculty members shall not be required to serve on more than one (1) improvement of instruction committee per semester in addition to the tenure review committees, except in those cases where voluntary participation is not sufficient to carry out the required evaluations. No faculty member shall be required to serve on an improvement of instruction committee during their semester of evaluation.
3. The Vice President of Academic Affairs or their designee in consultation with the disciplines will develop appropriate student surveys to be used during the faculty evaluation for courses using alternative delivery modes.
4. Only the process, and not the content, of the evaluation shall be subject to the full grievance arbitration process. In the event there is a “non- renewal” decision for a third or fourth year contract faculty member, the content of the evaluation may be grieved by the affected contract faculty member but such grievance shall not be subject to arbitration. In the event there is a decision of “unsatisfactory” for a regular faculty member, the content of the evaluation may be grieved by the affected regular faculty member but such grievance shall not be subject to arbitration.
5. Faculty shall submit syllabi for each course they teach during each term-(semester and intersession). Syllabi may not be used for evaluative purposes outside the established process detailed by the contract. Syllabi will be retained for a period of time and may be used for annual state audit purposes or in the event of a faculty member’s illness, death, or absence to ensure the course agreement with the student is maintained. To protect intellectual property rights, syllabi may not be given to other faculty without the written consent of the faculty member.