

FEATHER RIVER COMMUNITY COLLEGE OFFICE OF INSTRUCTION

MEMORANDUM

TO: Associate Faculty Evaluated Fall 2019 DATE: August 1, 2019

FROM: Derek Lerch, DEAN OF INSTRUCTION/CIO

SUBJECT: Timeline for Evaluation Process according to Article 6 of Associate Faculty Contract dated July 1, 2018 – June 30, 2021.

DATE	ASSOCIATE FACULTY EVALUATION PROCESS DEADLINES
August	The Chief Instructional Office (CIO) or his/her designee shall notify each associate faculty member who is subject to evaluation no later than August 31, 2019 .
September/October	<p>Candidate submits written self-evaluation materials (hard copy) to the Office of Instruction by October 31, 2019.</p> <p>Peer evaluation will be conducted by a faculty member from the teaching field of the evaluatee selected by the designee (Division Chair) with the approval of the CIO. In cases where a faculty member in the teaching field is not available, a faculty member from a related field will be appointed. Associate faculty performing peer evaluations will be compensated \$50 per evaluation.</p> <p>The peer evaluation report shall consider the faculty member's performance in meeting the responsibilities of his/her position. The peer evaluator will personally contact the associate faculty member prior to the evaluation. The peer evaluator will make at least one classroom visitation to evaluate classroom performance. This visitation will be scheduled so as not to coincide with the administrative evaluation.</p>
October	<p>At his/her option, the CIO (or his/her designee) may make a classroom visitation and evaluate the classroom performance of the associate faculty member as well as acceptance of professional responsibilities as outlined in D.2., of Article 6. This classroom visitation will be scheduled so as not to coincide with the peer evaluation (October 15 – 31, 2019).</p> <p>For in-person classes, the associate faculty member being evaluated will appoint a student to coordinate the student evaluation process. Please inform students of the importance of their evaluations by asking them to be open, honest, and constructive with their comments. The instructor</p>

will not review the evaluations until after grades have been posted. Blank student evaluation forms will be placed in the associate faculty member's mailbox **(October 15 – 31, 2019)**. The associate faculty member will bring the evaluations to the class and will then have the appointed student administer the evaluation by distributing the forms to class members, collecting the completed forms, then sealing the forms in an envelope and returning them to the Office of Instruction. The associate faculty member will leave the room at the time of student evaluations. ISP student evaluations will take place via correspondence and Distance Ed evaluations will take place via Survey Monkey; a link will be emailed to the appropriate faculty member in order for it to be sent to the students. Student evaluations are to be completed by **October 31, 2019**.

November

A written report of the findings will be prepared by the peer evaluator and delivered to the CIO within 2 weeks of the completion of peer evaluation activities and within the first 67% of the term (typically twelve weeks for a full-semester course – **(Due November 15, 2019)**).

November/December

Using information gathered throughout the process, the CIO (or his/her designee) shall prepare a written summary and meet with the evaluatee two weeks before finals. **(November 25 – December 13, 2019)**. The associate faculty member shall acknowledge through signature that he/she has reviewed a copy of the evaluation. The associate faculty member may attach a written statement of exception to any or all specific portions of the final evaluation.