

**Article XI  
Health and Welfare Benefits**

**Section 3. Early Retirement**

For employees retiring prior to June 1, 2008, the District shall pay up to a maximum of six thousand five hundred dollars (\$6,500) per fiscal year for the medical and dental insurance coverage of the retiring employee and her/his eligible dependent or eligible spouse or eligible domestic partner, providing the following conditions are met:

For employees retiring after June 1, 2008, the District shall pay up to a maximum of eight thousand five hundred dollars (\$8,500) per fiscal year for the medical and dental insurance coverage of the retiring employee and her/his eligible dependent or eligible spouse or eligible domestic partner, providing the following conditions are met:

A. The employee must have been employed on a contract basis one-half time or more for nine (9) consecutive years by the District immediately prior to retirement. An employee who has been granted a sabbatical leave or military leave during this period of service, shall have this leave time credited toward this employment requirement.

B. The employee must have been eligible and covered under one of the District's medical insurance plans in force immediately prior to retirement.

C. To be eligible for this benefit, the employee must retire at or after age fifty-five (55) but before age sixty-five (65). If an employee accepts early retirement through STRS due to disability, the employee must be at least fifty (50) years of age.

D. For employees retiring prior to June 1, 2008, the District shall pay premiums up to a maximum of six thousand five hundred (\$6,500) per fiscal year to an appropriate carrier toward the medical and dental plans then in effect or as directed in Paragraphs E, F, G and H below.

For employees retiring after June 1, 2008 The District shall pay premiums up to a maximum of eight thousand five hundred (\$8,500) per fiscal year to an appropriate carrier toward the medical and dental plans then in effect or as directed in Paragraphs E, F, G and H below.

Such payment shall begin for the retiring employee and his/her eligible dependent or eligible spouse or eligible domestic partner beginning at the time of retirement or at the beginning of the following year of coverage, whichever is applicable. The District shall cease payment of the premium when the employee reaches the age of sixty-five (65) or upon his or her death prior to age sixty-five (65) subject to the following exception:

A retiree who is eligible for medical and dental plans provided by another agency **other than the District**, and therefore chooses not to participate in the District's program, may choose to have **one of the following**:

1. the District pay the premiums of the CALPERS Long-Term Care Program for the retiring employee and his/her eligible spouse. In the event the premiums for the CALPERS program exceed \$6,500 the employee must provide the District with a check for the difference prior to the payment of the annual premiums.
2. **A cash settlement set at fifty percent (50%) of the value of the existing medical/dental allowance. The cash settlement shall be paid in two installments occurring in January and July. Each payment shall be for the previous six month period.**

**An employee/retiree wishing to begin this cash in lieu benefit program shall notify the district at least 45 days before the benefit is to begin. Retiree participation always begins on the first day of a month and ends on the last day of a month of either the retiree's death or his/her sixty-fifth birthday.**

**In the event a retiree loses his/her medical benefits from the other agency, he/she may re-enroll in the District's plan if notification is made within 30 days of loss of coverage from the other plan. The effective date of the re-enrollment will be on the first day of the following month. If notification is provided after the 30 day period, the retiree must wait until the next open enrollment period for coverage in the District's plan.**

E. A retiree sixty-five (65) years of age or older not eligible for Medicare benefits through Social Security, and whose spouse/domestic partner is not eligible for Medicare benefits, may apply the District medical benefit contribution only toward Medicare Parts A and B and a supplemental plan. Any of the District medical benefit contribution not expended in the purchase of Medicare Parts A and B and a supplemental plan shall revert to the District.

F. A retiree who is eligible for District-paid medical insurance premiums and who is personally eligible for Medicare, or whose spouse/domestic partner is eligible for Medicare, must apply for Medicare benefits. The District-provided medical benefit monies may only be utilized in payment for Medicare Part B and a supplemental plan shall revert to the District.

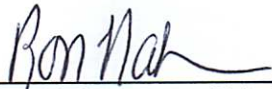
G. A retiree who, at the time of retirement, is not personally eligible for Medicare benefits, and whose spouse/domestic partner is not eligible for Medicare benefits, but who subsequently becomes eligible, or whose spouse/domestic partner becomes eligible, must apply for Medicare benefits. The District-provided medical benefit monies may be utilized only toward the purchase of Medicare Part B and a supplemental

medical plan. Any of the District medical benefit contribution not expended in the purchase of Medicare Part B and a supplemental plan shall revert to the District.

H. Eligible retiring employees who desire coverage under provisions of this program shall notify the appropriate District office of such desire at the time of termination of employment and annually thereafter. Where costs of the selected plans exceed the maximum amount contributed toward the approved plan by the District, the employee shall pay the excess amount directly to the District Accounting Office. The excess amount shall be paid annually, no later than September 15, for the ensuing year, or the retiree shall not be eligible for this benefit.

I. If, after retirement, an employee covered under this policy accepts employment where the employee is eligible to be, or is actually, covered by, in the Board's judgment, a plan of insurance comparable to the District's plan, such employee's rights and such employee's eligible spouse's/eligible domestic partner's rights under this policy shall terminate.

DATE: 5/29/14



\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District



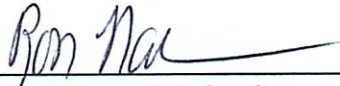
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Glendale College Guild

**Memorandum of Understanding between the  
Glendale College Guild and  
the Glendale Community College District**

The guild and the District agree to the following for student evaluations to be administered online:

- 1) Online student evaluations of faculty will be conducted for a trial period from July 1, 2014 to June 30, 2015.
- 2) Traditional (paper) evaluations shall remain an option for classes where online evaluations are determined to be less appropriate for reasons that include language barriers, computer skills, disabilities, etc.
- 3) Should no significant issues be identified during the trial period, modifications shall be made to Article IX of the Collective Bargaining Agreement to reflect the change in procedures.

DATE: 5/29/14

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District


  
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Glendale College Guild

**Memorandum of Understanding between the  
Glendale College Guild and  
the Glendale Community College District**

The Guild and the District agree to the following for a two year period starting July 1, 2014 and ending June 30, 2016:

If an adjunct faculty member is teaching in a unique program such as the Verdugo Fire Academy and only teaches during an intersession, his/her evaluation may be conducted in the intersession.

DATE: 5/29/14

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District


  
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Glendale College Guild

**A Tentative Agreement between the  
Glendale College Guild and  
The Glendale Community College District**

The Guild and the District agree to amend Section II of the Composite Non-Tenured Faculty Evaluation Rating Sheet as follows:

**II. FACULTY EVALUATION RATING SHEETS:** The committee has reviewed class materials (**if applicable**) and conducted observations of the class sessions, learning experiences or **other areas of responsibility**. The committee makes the following observations:

DATE: 5/29/14

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District

  
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Glendale College Guild



## ARTICLE IX EVALUATION PROCEDURES

### Evaluation of Faculty

~~Evaluations shall be conducted not less than annually for tenure track faculty members in accordance with Section 7.~~ For tenured faculty members, evaluations shall be conducted ~~not less than~~ **at least** once every three (3) years **in accordance with Section 5**. Evaluations are retained in the faculty member's file. For the tenured faculty members, evaluations which cannot be completed during the scheduled evaluation year due to the faculty member's approved leave shall be completed **during the Spring semester** of the following year.

**For tenure track faculty members, evaluations shall be conducted at least annually in accordance with Section 7.** For Tenure track faculty members whose evaluations cannot be completed during the scheduled evaluation semester (due to the faculty member's approved circumstance **leave**) shall **may** have their **evaluation in the spring**. ~~tenure timeline extended in a manner that is commensurate to the time missed. In cases where the faculty member takes a leave due to a pregnancy, **However**, the original four-year timeline shall be maintained without modification in compliance with federal and state law.~~

**For adjunct and hourly faculty members, evaluations shall be conducted in the first year of employment, and shall be done at least once every three (3) years of employment thereafter in accordance with Section 9.**

**For temporary contract faculty members, evaluations shall be conducted in the first year of employment in accordance with Section 8.**

**The above timeframes are not intended to limit or preclude, at any time, observations, and/or suggestions for improvement from the Division Chair, Dean, Superintendent/President or the appropriate Vice President in accordance with Section 17.**

### Section 1. Evaluation of Tenured Instructional Faculty Members

The Chief Human Resources Officer shall coordinate an evaluation schedule with the Vice President, Instructional Services. For each tenured regular instructional faculty to be evaluated, an Evaluation Committee shall be established, composed of the faculty member's division chairperson, a volunteer peer instructor selected by the faculty member, and the appropriate Vice President, or a designee. All peer evaluators must be tenured and have received a satisfactory rating in their last evaluation. ~~Whenever possible~~ ~~the~~ The peer evaluator shall be from the same discipline. If this is not possible, the peer evaluator shall be from the same division as the faculty member being evaluated. The administrator shall serve as Chairperson.

When a Division Chairperson is being evaluated as an instructor, the Committee shall be composed of the Vice President, Instructional Services or designee and a peer

selected by the Division Chairperson. Evaluation reports shall be subject to the guidelines of Sections 3, 4, 5 and 6.

The Evaluation Committee shall attempt to assess the faculty member's overall performance, including teaching ability, subject matter competence, participation in campus life, and whether the faculty member meets professional expectations. To this end, the evaluatee shall submit to the committee ~~an assessment of strengths and weaknesses in meeting his/her stated goals and professional growth~~, sample course overviews or syllabi, sample tests, and other material as determined by the division or discipline. **In addition, the evaluatee may submit a self-evaluation.**

### **Section 2. Evaluation of Tenured Student Services Faculty Members**

The Chief Human Resources Officer shall coordinate an evaluation schedule with the Vice President, Student Services. For each tenured Student Services faculty member to be evaluated, an Evaluation Committee shall be composed of the faculty member's division chairperson, a volunteer peer faculty member selected by the evaluatee and the appropriate Vice President or a designee. All peer evaluators must be tenured and have received a satisfactory rating in their last evaluation. ~~Whenever possible, t~~The peer evaluator shall be from the same unit as the faculty member being evaluated. The administrator shall serve as the Chairperson.

When the Division Chairperson is being evaluated as a faculty member, the Committee shall be composed of the Vice President of Student Services or designee and a peer selected by the Division Chairperson. Evaluation reports shall be subject to the guidelines of Sections 3, 4, 5 and 6.

The Evaluation Committee shall attempt to assess the faculty member's overall performance, including teaching ability, subject matter competence, **provision of student services**, participation in campus life and whether the faculty member meets professional expectations. To this end, the evaluatee shall ~~may~~ submit to the committee ~~an assessment of strengths and weaknesses in meeting his/her stated goals and professional growth~~**self evaluation**. And, ~~w~~When appropriate, the evaluatee shall submit sample course overviews and syllabi, sample tests, and other material as determined by the division or discipline.

### **Section 3. Observations and Conferences of Tenured Faculty Members**

Each Evaluation Committee member shall conduct as many performance observations as deemed necessary to assess the effectiveness of the faculty member. A two week minimum prior notification of the visits within a two-month period shall be given. Faculty to be evaluated shall notify the evaluators of dates that observations would not be appropriate due to scheduled tests, videos, or other such exercises. The ~~District~~ **appropriate faculty** ~~E~~evaluation ~~F~~form shall be completed by observers after census and **may be** forwarded to the other committee members no later than ~~40~~**15** working days before the end of the semester. ~~Copies of negative evaluations shall be sent to all committee members.~~ The ~~District~~**E**evaluation **F**form shall be forwarded to the faculty



member and Human Resources ~~no later than 15 working days after the end of the semester~~ by June 30th.

Committee members may consult together periodically to discuss the faculty member's performance and progress. When there are indications from one or more Committee members that the faculty member is not meeting the expected level of performance, assistance and counseling shall be provided. Such assistance/counseling may include, but is not limited to, consulting and advising from Committee members or others; requiring the faculty member to observe other faculty members or engage in independent reading; providing a review of the faculty member's classroom syllabus/program materials. A mentor may also be assigned to create a plan for improvement.

#### **Section 4. ~~Final Evaluation~~ Completion of Tenured Faculty Evaluation Cycle**

A final evaluation conference between the Committee and the faculty member may be held at the request of any one of the parties involved.

If the majority of the Committee members evaluate and agree that the faculty member's performance is satisfactory and there is no unsatisfactory rating and at least one set of student evaluations has been completed, the evaluation process shall be deemed completed.

If one or more Committee members find that the faculty member's work is "unsatisfactory," the Evaluation Committee, including the Division Chair, shall convene a special meeting of the Committee to attempt to arrive at a consensus. A "Composite Faculty Evaluation Rating Sheet" shall be completed by the Committee as a whole, and the faculty member shall have the right to append a written statement containing his/her views of the situation to the form(s). The current evaluation forms are attached hereto as Appendix "E". Any changes in the forms must be subject to agreement by the Guild and the District. If after completion of the above meetings, a consensus of Committee members concludes with an "unsatisfactory" rating of the faculty member, the reports of all Committee members and the evaluation forms shall be sent to the appropriate Vice President. The Vice President shall convene a meeting with the tenured faculty member, appropriate Division Chair and the evaluation committee. At that time, a mentor shall be assigned by the appropriate Division Chair in consultation with the Vice President to the faculty member to create a plan for improvement and subsequently a reevaluation in one year. If one or more of the committee members find the faculty member's reevaluation unsatisfactory, the appropriate Vice President shall immediately notify the Chief Human Resources Officer and the Superintendent/President. A final written decision shall be developed to determine further action as deemed appropriate, including possible discipline or termination (pursuant to applicable law) and/or reevaluation for the following year. All written records, findings, and reports shall be housed in the Office of Human Resources.

#### **Section 5. Evaluation Calendar - Tenured Faculty**

**Evaluations of tenured faculty shall be completed during the Spring semester for the academic year for which their evaluation is scheduled.** Each step in the evaluation calendar for tenured faculty shall be completed on or before the following dates:

**TENURED FACULTY EVALUATIONS**

|                     |             |
|---------------------|-------------|
| Faculty             | Time Period |
| All Tenured Faculty | Spring*     |

\*The District Evaluation Form shall be completed by the observer after census and forwarded to the committee members no later than ten working days before the end of the semester. Copies of negative evaluations shall be sent to all committee members. The District Evaluation Form shall be forwarded to the faculty member no later than 15 working days after the end of the semester.

**TENURED FACULTY EVALUATION TIMELINE**

| <b><u>Deadline</u></b>   | <b><u>Evaluation Procedure</u></b>  |
|--|---|
| <b><u>By November 1</u></b>  | <b><u>Office of Human Resources shall notify tenured faculty members scheduled to be evaluated</u></b>  |
| <b><u>By the end of the Fall semester</u></b>  | <b><u>Faculty member shall contact Human Resources with the name of their designated peer evaluator; committees shall then be formed</u></b>  |
| <b><u>After Spring census but at least 15 working days before the end of the semester.</u></b>             | <b><u>An evaluation observation and assessment shall be conducted by committee members.</u></b><br><br><b><u>Student evaluations for classroom duties of faculty or non classroom duties of Student Services faculty shall be conducted, summarized, and forwarded to the Division Chair.</u></b> |
| <b><u>Before the end of the Spring semester</u></b>  | <b><u>The evaluators shall present the evaluation to the evaluatee. If requested, a final evaluation conference will be scheduled (See Article IX Section 4.</u></b>  |
| <b><u>At the end of the semester (for all non classroom evaluations) or after grades are submitted</u></b> | <b><u>Student evaluation forms shall be returned to the evaluatee</u></b>   |

|                                |  |
|--------------------------------|--|
| <u>By June 30<sup>th</sup></u> | <u>The formal evaluation process shall have been completed and documents forwarded and placed in the faculty member's personnel file in the Office of Human Resources. The completed District Evaluation Form(s) shall be forwarded to the faculty member.</u> |
|--------------------------------|--|

~~A. Faculty members to be evaluated during the academic year shall be notified at the beginning of the fall semester by the office of Human Resources.~~

~~B. When notified faculty members shall contact Human Resources within 10 working days, with the name of their designated peer evaluator; committees shall then be formed.~~

~~C. After census and fifteen working days before the end of the semester, an evaluation observation and assessment shall be conducted by committee members.~~

~~D. Student evaluations for classroom duties of faculty shall be conducted and summarized, then forwarded to the Division Chair after census and not later than fifteen working days before the end of the semester.~~

~~E. Student evaluations for non-classroom duties of Student Services faculty shall be conducted after census and not later than fifteen working days before the end of the fall and/or spring semester.~~

~~F. The administrator evaluator shall conduct a final evaluation conference, if requested before the end of the semester. (See Article IX, Section 4.)~~

~~G. June 30—The formal evaluation process shall have been completed, and documents forwarded and placed in the faculty member's personnel file in the Office of Human Resources.~~

~~H. Student evaluation forms shall be returned to the evaluatee after grades are submitted or the end of the semester for all non-classroom evaluations.~~

## **Section 610. Student Evaluations**

### **Classroom Evaluations**

Evaluation by students is a relevant part of the faculty evaluation process. Faculty shall be notified in advance and with mutual consent (~~with a maximum of three dates~~) of the

date (with a maximum of three dates) on which the student evaluations shall be administered. **No student evaluation shall take place before census.**

Students shall write the faculty member's name on the form, the current forms are attached hereto as Appendix "E". Any changes to the form must be subject to agreement by the Guild and the District.

A. The District shall implement the student evaluation process for each instructional faculty member under review. The faculty member being evaluated shall not be present for the survey.

### STUDENT EVALUATIONS

| Faculty   | Time Period          | Procedure       |
|---|----------------------|-----------------|
| Adjunct, Instructional Faculty  | Fall*/Spring*        | See Section 409 |
| Adjunct, Student Services Faculty   | Fall*/Spring*        | See Section 10  |
| Tenure Track, Instructional Faculty   | Fall*                | See Section 87  |
| Tenure, Track, Student Services Faculty                                       | Fall*                | See Section 8   |
| Tenured, Instructional Faculty  | Spring*              | See Section 5   |
| Tenured, Student Services Faculty<br><b><u>Temporary Contract Faculty</u></b> | Fall* and/or Spring* | See Section 58  |

B. Student Evaluations for Student Services faculty members shall be distributed by Student Services staff to each student at the completion of an appointment or other meeting with each student. A minimum of fifty (50) evaluations or 30 percent proportion of a full time assignment shall be distributed, whichever is less.

1. Students shall complete the evaluation form in the reception area away from the faculty.
2. Students shall place the completed evaluation ~~from~~ **form** in a secured box.
3. ~~Student evaluations shall be administered according to individual schedules and services rendered.~~ Student evaluations shall be conducted anonymously so as to protect the identity of individual students.
4. When a Student Services faculty member is evaluated for classroom performance, ~~the student evaluations shall be submitted to a secure box in the~~

~~Instructional Services Office~~ **the process will follow the instructions in section 10.C. below.**

C. Student Evaluations for Instructional faculty members shall be completed on the College forms and administered by a staff member from Instructional Services or a student volunteer appointed by the faculty member. The ~~student shall then place the forms~~ **shall be placed** inside the designated drop box in the Instructional Services Office. **The** Instructional Services' ~~staff~~ **Office** shall ~~scan and~~ **be responsible to** summarize the forms. For tenure track faculty members evaluations shall be forwarded to the Chair of the Tenure Review Committee. For tenured, **adjunct and temporary contract** faculty members the evaluations shall be sent to the appropriate Division Chair **or designee, who shall review the information and forward it to the faculty member and to the Office of Human Resources within the timeframes identified.**

Student evaluation summaries shall be kept confidential; the data shall be shared only with the faculty member involved, the review committee, the appropriate Division Chair (Note: In Health Sciences, the Associate Dean acts in the capacity of the Division Chair), ~~Dean or Associate Dean, Associate Vice President, Vice President and/or the President~~ **and appropriate administrator.** The Student Evaluation data for tenure track faculty shall remain the property of the Chair of the Tenure Review Committee during the tenure review process. All student evaluation summary forms shall be retained in the Office of Human Resources. A copy of the student evaluation forms may be retained in the Division's Chair office. ~~No other duplicate copies may be retained in any other College office.~~

When a faculty member's work is deemed unsatisfactory the appropriate Vice President/**Dean** may retain a copy of the **student evaluations** in their office **until the next evaluation cycle.** ~~Upon completion of the tenure review process t~~ **The original** evaluations shall be returned to the evaluatee ~~during the following semester.~~ Regular (tenured) faculty shall receive the student evaluations in the semester after the evaluation has been conducted **and after grades have been posted.** A summary of the student evaluations shall be retained in the personnel file in the Office of Human Resources. The evaluatee may append a statement of clarification regarding the student summary. The evaluatee may have the option of having the individual student evaluations included in his/her personnel file along with the summaries.

**Other than for the circumstances described above, additional copies of the student evaluation forms shall not be retained in any other College office.**

## **Section 76. Evaluation of Tenure Track Faculty Members**

The official evaluation process for tenure candidates shall take place according to the provisions contained in this Article and as elaborated in the District Tenure Review Packet, a copy of which shall be given to each faculty member upon his/her employment in the District. Any change in the District Tenure Review Packet shall be subject to the negotiations process between the Guild and the District.

The Chief Human Resources Officer shall coordinate all tenure review activities including training and implementation of the Tenure Review Packet within the provisions of this Article. All written records, findings, and reports shall be housed in the office of Human Resources.

A. A Tenure Review Committee shall be formed for each tenure candidate as follows:

1. **Composition of the Tenure Review Committee:** The Committee shall be composed of the appropriate Vice President or designee, the Division Chair (Note: In Health Sciences, the Associate Dean acts in the capacity of the Division Chair) or designee and one tenured faculty member.
  
2. **Selection of Chair of the Tenure Review Committee:** By the second week of the fall semester, a tenured faculty member shall be chosen as the Chair of the Tenure Review Committee by the Academic Senate and **shall fulfill the role of peer evaluator during the candidate's tenure process** whenever possible. ~~This peer evaluator shall be from the same discipline as the tenure candidate unless there are no tenured faculty members within the discipline. If it is not possible, In the event no faculty member is available and willing to serve from the same discipline, a~~ the peer evaluator shall be **chosen** from the same division as the ~~faculty member being evaluated~~ **tenure candidate**. ~~In the event there is no division or discipline pool~~ **In the absence of a tenured faculty member from the same discipline or division to be assigned as peer evaluator, and only as a last resort,** the Academic Senate shall select its member from ~~the District's~~ **the District's** general faculty pool.
  
3. **Addition of a Fourth Member to the Tenure Review Committee:** ~~The Chair of the Tenure Review Committee shall be the Academic Senate appointee.~~
4. In the event a "needs to improve" or "unsatisfactory" rating is given a second peer evaluator with voting rights shall be added to the Tenure Review Committee by the Guild in consultation with the tenure candidate and the Tenure Review Committee Chair. The appointment of this peer evaluator shall be for the ~~duration~~ **remainder** of the **candidate's** Tenure Review Committee. The second peer evaluator must be tenured and have received a satisfactory rating in their last evaluation. ~~Whenever possible, The second peer evaluator shall be from the same discipline as the tenure candidate,~~ **unless there are no other tenured faculty members within the discipline to act in that capacity. In the event no faculty member is available from the same discipline, the second peer evaluator shall be chosen from the same division as the tenure candidate. In the absence of a tenure faculty member from the same discipline or division to be assigned as peer evaluator, and only as a last resort, the Guild shall select its member from the District's general faulty pool.** ~~If this is not possible, effort shall be made to find a second peer evaluator from the same division. The four-member committee shall coordinate with the tenure candidate to create a plan that addresses the recommendations in the composite report.~~



**B.4. Assignment of Mentor:** The Division Chair shall appoint with the tenure candidate's approval, a mentor for each tenure candidate preferably from the same discipline, by the second week of his/her first semester. The mentor shall be a resource person for the tenure candidate and shall be aware of the evaluation procedures and provide assistance to the tenure candidate when necessary. The mentor shall provide assistance to the tenure candidate in the development of the "Three Year Professional Growth Plans" And the "Self Evaluation Reports." The mentor may be invited by the tenure candidate to attend those Tenure Review Committee meetings that are attended by the candidate. The tenure candidate may request a change of mentor at any time in the process.

**CB. In-service Training for Members of the Tenure Review Committee:** Before beginning their evaluation duties, all committee members shall have completed a District-sponsored in-service training session specifically designed for Tenure Review Committee members. In-service training shall be conducted by the Chief Human Resources Officer and/or the appropriate Vice President, and the President of the Academic Senate or designee. Human Resources shall be responsible for publicizing the in-service training sessions and keeping track of attendees.

1. No faculty members except Division Chairs shall be required to serve on more than one Tenure Review Committee concurrently.
2. No faculty member shall be required to serve on a tenure committee against his/her will.

**DC. Duties of the Tenure Review Committee Chair.** The Tenure Review Committee Chair shall be responsible for calling initial meetings, for coordinating activities of the committee, representing the committee to the Chief Human Resources Officer, or to any management employees, and for accomplishing other officially designated duties.

**Should the Tenure Review Committee Chair fail to submit the completed composite evaluation form to the Office of Human Resources by the first working day of March, the Office of Human Resources shall notify the Senate President of any delinquent of incomplete composite evaluations.**

**ED. Evaluation Criteria.**

1. In addition to the District Board Policy "Tenure Review Process Policy Statement," criteria to be considered in the official evaluation itself are elaborated in the Tenure Review Packet.
- A2.** Criteria not included in this section or in the Tenure Review Packet shall not be used in the evaluation process nor be a part of the Tenure Review Committee's recommendations.
- B.3.** No anonymous material other than student evaluations shall be used in the tenure review process in any form nor shall such materials be referenced in any evaluation or Tenure Review Committee records.

G.4. No evaluation shall be based upon information unrelated to the candidate's performance as specified in this section, Board Policy, or the Tenure Review Packet. The private life of a tenure candidate, including religious, political, and organizational affiliations, or sexual orientation, shall not be a part of the tenure candidate's evaluation and tenure review process in any manner whatsoever. This rule does not preclude violations of state or federal statutes within or outside of the collegiate setting which address the ability of the individual to serve as a faculty member. **The Tenure Review Committee Chair may solicit relevant materials from faculty peers for consideration in the tenure review process if directly related to the evaluation. The tenure candidate shall have the right to respond to negative material that was solicited in this manner prior to its inclusion in the composite evaluation.**

~~D. Should the Tenure review Committee Chair fail to submit the completed composite evaluation form to the Office of Human Resources by the first working day of March, the Office of Human Resources shall notify the Senate President of any delinquent or incomplete composite evaluations.~~

**FE.** Due Process Complaints **and Procedures:**

**A.1.** Responsibilities of the Due Process Panel

a. The Due Process Panel shall exist to act as a hearing body in the event that a tenure candidate, Tenure Review Committee member or other staff member alleges that a due process complaint should be filed. A complaint may be so filed if it alleges that:

- i. a tenure candidate is being subject to biased treatment during the tenure review process; or
- ii. the established Board policy, guidelines and/or time lines are not being adhered to.

b. ~~¶~~The purpose of the Due Process Panel is to ensure that the tenure process is fair and equitable. The recommendations of the Due Process Panel shall be focused on remedying bias and/or violations of policy procedures, and timelines. The Due Process Panel shall not decide whether tenure will be granted, **must be limited to the tenure process for the specific tenure candidate and must not contradict the collective bargaining agreement.**

c. The Due Process Panel may make recommendations in the following areas:

- i. changes to the members of the tenure review Committee, including the addition of a fourth member according to the provisions of Section 7, 6 A, 3;
- ii. adjustments to the schedule or timeline of the tenure process that fall within the constraints of California Education Code **and/or;**

iii. other recommendations related to the tenure process.

~~d. The scope of the Due Process panel's recommendations must be limited to the tenure process for the specific tenure candidate and must not contradict the collective bargaining agreement.~~

2. During the Fall Semester of each academic year, the Guild, the Academic Senate, and College Administration shall each appoint two (2) persons to a Tenure Review Due Process Pool for the following academic year. Human Resources shall solicit appointments from the three groups for their respective representatives at the start of the academic year. The pool shall then elect its chair. All members of the Due Process Pool shall be provided with training specific to due process procedures. Training shall be coordinated jointly by the ~~g~~**G**uild, the Academic Senate, and Human Resources

3. In the event of a Due Process Complaint, ~~the~~ **the** Due Process Panel shall be appointed by the chair of the Due Process Pool. This panel shall consist of one representative each from the Guild, Academic Senate, and the College Administration, ~~which shall be appointed by the chair of the Due Process Pool~~ to serve as a hearing body.

4. The party filing the complaint shall provide a written statement specifying the charges of the alleged bias or procedural violation. The complaints shall be filed in written form and submitted to the Chief Human Resources Officer who shall forward the complaint and any additional relevant documentation to the **candidate, Due Process Pool due process pool** chair, the appropriate Vice President, the Guild President, the Senate President, and the tenure candidate's Division Chair. All requests for additional information by the panel must be submitted in writing to the Chief Human Resources Officer who shall respond as appropriate.

- a. If the Chief Human Resources Officer is part of the complaint, the complaint shall be filed directly with the pool chair who shall then notify the appropriate Vice President, the Guild President, the Senate President, and the tenure candidate's Division Chair.
- b. Due process complaints shall be filed before the end of the semester in which the evaluation is scheduled to be completed. If an untimely complaint is raised, the person filing the complaint must demonstrate why he or she could not have reported the alleged violation in a timely manner. The panel shall then make the **final** decision concerning this matter.

5. The college Due Process pool chair shall direct the three-member Due Process Panel as specified in Section 6 E 3, to act on the complaint..

- a. The Due Process Panel shall examine the complaint(s), meet with members of the Tenure Review Committee individually or as a group and other persons deemed necessary, and shall confer with the respective tenure candidate.
- b. The Due Process Panel shall not be required to conduct a "trial-type" evidentiary hearing
- c. All discussions, and deliberations ~~shall be held in strict confidence.~~ Information and/or information in writing or otherwise regarding an issue brought before the Due Process Panel shall not be shared with anyone unless they are directly involved in the process.
- d. Decisions to include others on a need-to-know basis shall be made by the panel.
- e. ~~No u~~Unsigned materials shall not be considered.
- f. Any person against whom allegations are made within the due process procedure has a right to examine the allegations and respond accordingly.

6. Except by agreement of the Tenure Candidate, the Guild President, and the Senate President, the Due Process Panel shall, within ~~ten~~21 working days following the filing of a complaint as specified in Section 6, E-4, render its findings and recommendations in a written report to the appropriate Vice President, the Chief Human Resources Officer, the Guild President, the Senate President, the Division Chair and the Chair of the Tenure Committee with a copy to the tenure candidate and the original party filing the complaint. In addition, copies shall be sent by certified mail to the tenure candidate and the original party filing the complaint.

- a. Any of the recipients listed above may request a review of the report, to be done by those members of the Due Process Pool not part of the original Due Process Panel. Within 10 working days of this request, the result of the review shall be issued, either accepting the original report or directing the original Due Process Panel to reconsider their report. If directed to reconsider their report, the Due Process Panel shall issue a final report within 10 working days.
- b. If the report unanimously finds the complaint to be valid, the appropriate Vice President shall, in a timely manner, direct the implementation of the recommendations contained in the report. ~~In the event of a recommendation~~ by **if replacement(s) to the tenure review committee is/are made, the names of the replacements shall be submitted to Human Resources within 15 working days.**
  - i. If the Due Process Panel recommends that the peer evaluator/chair of the tenure committee be replaced, the Academic Senate shall make a new appointment to the tenure committee. ~~If possible, t~~The new peer evaluator/chair shouldshall be from the same discipline as the tenure candidate, but if there is no other

tenured faculty member in the discipline or if the Due Process Panel finds extenuating circumstances which preclude faculty members in the same discipline from serving as peer evaluator/chair, then the peer evaluator ~~should~~ **shall** be chosen from the same division. If the Due Process Panel finds extenuating circumstances, the panel shall send a written explanation of this finding to the Guild President and the Senate President.

~~ii.~~ **If Similarly, the Due Process Panel recommends the replacement of the administrator, if directed by the Due Process Panel, the replacement shall be the purview of the administration.**

~~iii.~~ **The If the Due Process Panel recommends the replacement of the Division Chair ~~on the tenure committee shall take place in consultation between the Senate and the Guild~~ will be made for the replacement. ~~The names of the replacements shall be submitted to Human Resources within 15 working days.~~**

c. In all cases the complaint(s) ~~and the~~ **along with any** findings and recommendations of the panel shall be forwarded to the Board of Trustees by the Superintendent/ President at the time the appropriate Vice President makes his/her recommendations regarding the ~~continued~~ employment **status** of the candidate. Copies of all recommendations shall be transmitted to the Chief Human Resources Officer prior to any Board action.

7.F. Before presenting the evaluation report to the evaluatee, the Tenure Review Committee shall meet and prepare a "composite report" of the findings of the committee. This report along with any relevant documents shall be presented to the evaluatee no fewer than two working days prior to the Tenure Review Committee meeting. At that meeting, the tenure candidate shall sign the Composite Evaluation form and append a written response within one week. The Composite Evaluation, Three Year Plan, Self Evaluation and **any** Response to Student Evaluation forms shall be forwarded to the Office of Human Resources. Copies of any other written material forwarded to the Office of Human Resources shall also be given to the tenure candidate. In the event of a negative evaluation ("needs to improve" or "unsatisfactory"), the evaluatee shall have the right to review individual evaluation reports supporting the decision.

**G. A recommendation based on the evaluation shall be made by vote of the Tenure Review Committee**

1. A termination recommendation at the end of year one is by unanimous decision (3-0) only.

**2.3 A termination recommendation at the end of year two is by a majority vote of 3-1 or unanimous vote of 4-0 only** ~~if a tenure candidate receives a "needs to improve" or "unsatisfactory" recommendation in year one, then a termination recommendation at the end of year two is by a vote of 3-1 or 4-0.~~

**3.2.** If a tenure candidate receives a "meets or exceeds expectations" in year one and is deemed by the committee chair to be at risk to receive a "recommendation



for termination" in year two the committee chair shall notify in writing the tenure candidate, mentor, and Guild President that a fourth member will be added to the committee under the guidelines of this article. The committee chair shall convene a meeting ~~at least six weeks~~ prior to the end of the Fall semester with the tenure candidate, mentor, and all four committee members to discuss and implement an improvement plan. A "recommendation for termination" at the end of the second year shall only be possible provided the above time frame has been met and the efforts outlined in the improvement plan have been evaluated. The vote for such recommendation must be ~~either~~ 3-1 or 4-0. If a "recommendation for termination" is made, then a March 15th notice may be issued by the District, but shall be rescinded prior to the end of the Spring semester should the committee determine that significant improvement has occurred. The committee vote for "significant improvement has not occurred and the recommendation for termination stands" must be ~~either~~ 3-1 or 4-0.

4. There is no termination option at the end of year three. ~~If a tenure candidate is recommended to continue at the end of year two, the next decision for the committee is the final recommendation at the end of year four.~~

**5. A termination recommendation at the end of year four is by a unanimous vote of 3-0 or 4-0.**

H. A decision to grant tenure shall be based on a ~~unanimous vote~~ **of 3-0, 4-0 or 3-1, depending on the size of the committee** ~~in a three member committee and a minimum of a three to one vote in a four member committee.~~ Consideration shall be given to input from each tenure candidate's Division or Discipline prior to a decision being reached. The vote shall be in the discipline if there are three or more full-time, permanent faculty in the tenure candidate's discipline. The vote shall be by the division if there are fewer than three full-time, permanent faculty in the tenure candidate's discipline.

1. Before the Tenure Review Committee makes a final decision regarding either the termination or tenure of a tenure candidate, the Tenure Review Committee Chair shall request a "vote-of-confidence" from the Division or Discipline, as appropriate. In a meeting of only tenured, permanent faculty, discussion leading to a "vote-of-confidence or non-confidence" shall be held. The Tenure Review Committee Chair shall conduct this meeting.
2. The results of this vote shall be forwarded to the Tenure Review Committee and shall be considered ~~only~~ as a recommendation; ~~it shall in no way be binding on the Tenure Review Committee's final decision regarding tenure.~~
3. The written final composite evaluation by the Tenure Review Committee, written in summary form, shall be made available to the evaluatee.

I. In the event that a tenure candidate resigns before the tenure review materials are submitted to the Board of Trustees, the only material to be placed in the faculty member's personnel file shall be the last completed composite evaluation.

J. The Tenure Review Committee shall make its recommendation regarding the *continued* employment or tenure status of the tenure candidate to the appropriate Vice President and all materials involved in this recommendation, pursuant to this Article,



shall be in writing. Only these written materials together with the appropriate Vice President's written recommendation shall be presented to the Superintendent/President and the Chief Human Resources Officer. If the Superintendent disagrees with the findings, a report shall be sent to the Tenure Review Committee supporting that position. The Superintendent/President shall forward the Tenure Review Committee's final recommendation along with his/her comments to the Board of Trustees for its action. The decision by the Board of Trustees is final and non-grievable except as defined in Education Code §§ 87607 to 87611.

K. After the Board of Trustees has acted, only those materials presented to the Board shall be placed in the faculty member's personnel file. All other materials produced by the Tenure Review committee shall be given to the faculty member.

### Section 87. Evaluation Calendar - Tenure Candidates

The first evaluation for the spring and fall hires shall be in the fall of their first year and the last evaluation for the tenure process shall be in the fall of their fourth year.

#### Tenure Candidate Evaluations

| Faculty                                    | Time Period |
|--|-------------|
| Tenure Candidates Instructional Faculty    | Fall        |
| Tenure Candidates Student Services Faculty | Fall        |

A. By the end of the second week of the Fall semester, all tenure candidates shall be notified of the names of their Tenure Review Committee members. Spring hires shall be assigned a mentor by the second week of their first semester.

B. The student evaluations for classroom duties or non classroom duties for Student Services of faculty shall be conducted after census and not later than 15 working days before the end of the fall semester.

~~C. Student evaluations for non-classroom duties of Student Services Faculty shall be conducted after census and not later than 15 working day before the end of the fall semester.~~

~~DC.~~ The Tenure Review Committee shall conduct classroom or non-classroom observations after census and before final exams begin.

~~ED.~~ A final evaluation conference shall have been conducted, a composite evaluation summary prepared and reported to the evaluatee, and student evaluation summaries returned to the evaluatee by the second week of the spring semester.

~~FE.~~ The formal evaluation process shall have been completed by the first working day of March, and documents forwarded to files in the Office of Human Resources. During the final semester of the Tenure Review Process, the Tenure Review Committee shall conduct the Division review of the evaluatee and make a recommendation for Tenure. The decision to grant tenure shall be made in the spring of the final year of the Tenure

Review Process. Official tenure status shall be effective the beginning of the subsequent fall semester.

~~GF~~. The schedule of time lines within which the evaluation and tenure review process shall occur are elaborated within the Tenure Review Packet. While these time lines are not meant to be understood or interpreted as rigid and absolute, they are essential to a fair, professional, and objectively administered process. To provide needed flexibility the written time lines shall be adhered to within a period of five working days before and/or five working days after the stated times and dates, except for the conditions specified in ~~Section 67 C, L, and N~~.

~~HG~~. In the event of unusual or unforeseen circumstances that might cause the Tenure Review Committee to be unable to adhere to the time line schedule (specified in Section 7 and 8), and the Tenure Review Packet, the Tenure Review Committee Chair, after conferring with the tenure candidate, shall submit a written request to change the time line schedule, along with the tenure candidate's comments, to the appropriate Vice President and to the Chief Human Resources Officer. This request should outline the reasons and conditions for the request. The appropriate Vice President shall respond to the Chair's request within two working days stating reasons for either granting or denying the request. A copy of this written response shall be delivered to the tenure candidate and shall be entered in that faculty member's personnel file in the Office of Human Resources.

#### **Section 98. Evaluation of Temporary Contract Faculty Members.**

The Chief Human Resources Officer shall coordinate an evaluation schedule with the appropriate Vice President, ~~Instructional Services~~. For each temporary contract employee to be evaluated, an Evaluation Committee shall be established, composed of the faculty member's division chairperson, a volunteer peer faculty member selected by the evaluatee, and the appropriate Vice President, or designee. All peer evaluators must be tenured and have received a satisfactory rating on their last evaluation. Whenever possible the peer evaluator shall be from the same discipline. If it is not possible, the peer evaluator shall be from the same division as the faculty member being evaluated. **If it is not possible for a faculty member from the same division to be assigned, then the peer shall be selected from the tenured faculty pool.** The administrator shall serve as the Chairperson.

The Evaluation Committee shall attempt to assess the faculty member's overall performance, including teaching ability, subject matter competence, participation in campus life and whether the faculty member meets professional expectations. To this end, the evaluatee shall submit to the committee an assessment of strengths and weaknesses in meeting his/her stated goals and professional growth, sample course overview or syllabi, sample tests, and other material as determined by the division or discipline. In cases where a temporary contract faculty member is hired for a tenure track position the following academic year, the year that he/she worked as a contract faculty member shall serve as his/her first year of the tenure process. No more than one year of credit shall be counted towards the tenure process. The faculty member shall be required to fulfill all the requirements of the first year tenure process. See Article IX, Section 7 6 and 8 7 for more information.

The evaluation of temporary contract faculty members does not guarantee temporary contract faculty members any rights to a tenure track position.

### **Section 409. Evaluation of Adjunct (Hourly) Instructional or Student Services Faculty Members**

Evaluation schedules for the adjunct and hourly faculty members shall be coordinated by the Chief Human Resources Officer in cooperation with the appropriate Vice President or Dean. Adjunct and hourly faculty members shall be evaluated in the first semester-year of employment, and shall be done at least once every three (3) years of employment thereafter. If there is a break in service of two academic years, the faculty member shall be considered a new employee and shall be evaluated during the first semester of reemployment. The employee shall maintain their salary placement after returning from a break in service. Evaluations culminate in a written rating report which is retained in the faculty member's personnel file. Adjunct faculty members to be evaluated during a semester shall be notified during the first academic month of that semester.

All evaluation forms for adjunct faculty shall be found in Appendix "E."

Evaluations shall be conducted by the appropriate Division Chairperson, Associate Dean, Dean, or designee, and shall normally be from the same department/division or organizational unit as the faculty member being evaluated. The evaluator shall assess the faculty member's overall performance, subject matter competence, and meeting established performance factors and standards for evaluation. The evaluatee shall submit to the Division Chair, or designee, an overview or syllabus for each course (to demonstrate that the faculty member is teaching the master objectives), a sampling of tests, district self-evaluation form (completion of this form is optional by the faculty member) and other relevant material as determined by the Division Chair or designee. Student complaints or other indicators of less than satisfactory performance can trigger an evaluation at any time. ~~An adjunct faculty member receiving less than "exceeds" standards shall, upon written request, be granted one additional evaluation during the regular six-semester cycle. The additional evaluation shall not change the evaluation cycle itself, which begins with the first evaluation.~~

**An adjunct faculty member receiving an overall rating of either "needs to improve" or "meets professional standards" shall, upon his/her written request, be granted one additional evaluation during the regular six-semester cycle. The additional evaluation shall not change the evaluation cycle itself, which begins with the first evaluation.**

~~The adjunct faculty member working in a Student Services area shall be evaluated in accordance with the provisions of this section, as they pertain to the faculty member's job responsibilities.~~

The evaluator may conduct as many classroom observations as deemed necessary to assess the effectiveness of the instructor. The District Evaluation Form found in

Appendix "E" shall be completed by the evaluator after census and forwarded it to the faculty member not later than 15 working days after the end of the semester.

For Instructional adjunct faculty members, student evaluations shall be conducted in random classes if the faculty member is assigned more than one course during the semester of evaluation, using the approved college forms. For Student Services faculty, student evaluations shall be administered according to individual schedules and services rendered. (See Article IX, Section 610.B for more information.) Student evaluations shall be conducted so as to protect the identity of individual students.

The evaluatee has the right to attach written comments to the student evaluations. Such comments may explain unusual circumstances in the evaluated courses. Student evaluation summaries shall be kept confidential; the data shall be shared only with the faculty member involved, the evaluator and/or Division Chairperson, Associate Dean, or Dean. All original student evaluations shall be returned to the evaluatee at the end of the semester/term or after grades are submitted.

All evaluation data collected shall be forwarded to the Division Chairperson, or designee, who shall review the information and forward it to the faculty member and to the Office of Human Resources. Evaluation records, including the summary of the student evaluation, shall be retained in the Office of Human Resources and may not be duplicated without the consent of the faculty member.

In the event of an unsatisfactory evaluation, the adjunct faculty member may request an additional evaluation subject to Article II, Section 2.G. For this reevaluation, at least two (2) evaluators shall be selected, including the Division Chairperson, Associate Dean, or designee, and a tenured peer faculty member selected by the Academic Senate. No faculty member may act as a reevaluator if they wrote the original evaluation, unless requested by the evaluatee. All new evaluation data collected shall be forwarded to the appropriate Vice President, who shall review all the evaluation forms and written reports, and provide a final written decision. Any further action deemed appropriate may include, but shall not be limited to, reevaluation the following semester and/or possible loss of future employment. The appropriate Vice President shall also determine whether the unsatisfactory evaluation is to be placed in the faculty member's personnel file.

### **Section 11. Division Chair Administrative Evaluation**

Division Chairs shall be evaluated in both their areas of responsibility (i.e. Chair and faculty). In their role as faculty member, they shall continue to be evaluated on their normal three year cycle. In addition, each Division Chair shall be evaluated for their Chair responsibilities on the third year of each five year term that they serve.

The Chief Human Resources Officer shall coordinate the Division Chair evaluation schedule with the appropriate Vice President. An Evaluation Committee established to evaluate the Division Chair shall be composed of a Division Chair selected by the evaluatee, who shall serve as Chair of the Evaluation Committee, a full time faculty member and an adjunct faculty member from the Division Chair's division approved by

the Division Chair and appointed by the Guild/Senate, and a classified staff member approved by the Division Chair and appointed by the CSEA.

The Evaluation Committee shall assess the Division Chair's overall performance by completing the Division Chair Administrative Evaluation form. The Chair of the evaluation committee shall complete the composite Division Chair Administrative Evaluation form and submit the composite form to the Division Chair's immediate supervisor. All other supporting documents will be destroyed by the Chair of the evaluation committee. The immediate supervisor shall then, after discussion with the Chair of the evaluation committee, complete the assessment of the evaluatee on the Immediate Supervisor form. He/She shall then forward the completed form and the committee's composite evaluation to the appropriate Vice President who shall review the evaluation before placing it in the Division Chair's file in the Office of Human Resources. The evaluatee shall have the right to append a written statement containing his/her views of the evaluation before the evaluation is submitted to the Office of Human Resources.

## **Section 12. Faculty Involvement in Administrative Evaluation**

Administrative evaluation and procedures shall be a matter of Board Policy and Administrative Regulations of the District. The Board policy and procedures shall be developed in consultation with the Guild and the Academic Senate and shall provide for representative faculty involvement in the evaluation process, excluding the Superintendent President, who is evaluated by the Board. Any changes to the Board Policy and Administrative Regulations once adopted shall be made in consultation with the Guild and the Academic Senate.

## **Section 13. District Enforcement/Disciplinary Action**

It is mandatory that each faculty member use the Glendale Community College E-mail system to receive official notices and communication from administrators and their Division Chair. Such notices and communications shall be identified in a different manner than routine emails. Each faculty member must use the College Website to access and submit rosters.

The faculty member is responsible for meeting timelines for Census and Grade Rosters in accordance with the District policy, the California Community College Chancellor's office, and Title V5 of the California Education Code. Any faculty member who fails to meet the specified timelines shall be subject to enforcement/disciplinary action.

### **1. Full Time Faculty**

- a. The first time a faculty member fails to submit their Census roster and/or Grade roster, or Positive Attendance Summary (PAS) by the established deadline, the District shall issue a warning notice to the faculty member, Division

Chair, Division Dean and the appropriate Vice President. The notice shall not be placed in the faculty member's personnel file.

b. If the faculty member fails to respond to the warning within seventy two hours, the notice shall be placed in the faculty member's personnel file.

c. The faculty member shall have to submit either roster in the Admissions and Records Office or in the case of Non-Credit faculty, it shall be submitted to the Administrative Dean, Continuing and Community Education.

d. If the faculty member demonstrates a pattern of tardiness, two sessions in the previous two years, in getting their Census roster and/or Grade roster, or PAS submitted on time, then the faculty member shall earn a "Needs to Improve" in the appropriate criteria during the next evaluation.

## 2. Adjunct Faculty

a. The first time a faculty member fails to submit their Census roster and/or Grade roster, or PAS by the established deadline, the District shall issue a warning notice to the faculty member, Division Chair, Division Dean and the appropriate Vice President. The notice shall not be placed in the faculty member's personnel file.

b. If the faculty member fails to respond to the warning within seventy two hours, the notice shall be placed in the faculty member's personnel file.

The faculty member shall have to submit either roster in the Admissions and Records Office, or in the case of Non-Credit faculty, it shall be submitted to the Administrative Dean, Continuing and Community Education.

c. If the faculty member demonstrates a pattern of tardiness, two sessions in the previous two years, in getting their Census roster and/or Grade roster, or PAS submitted on time, the Division Chair shall do one of the following:

a. Not award an "exceeds" on the faculty member's next evaluation.

b. Not hire the faculty member for the next term.

## Section 14. Personnel Files

Information of a critical or derogatory nature shall not be entered into a faculty member's personnel file until the faculty member has been notified and given the opportunity to discuss the matter with the responsible administrator. If the item is then placed in the file over the objection of the faculty member, the faculty member shall have the right, within ten (10) working days, to also have included in the file her/his rebuttal to the item in question.



If the faculty member believes that the item is inappropriate, she/he may seek review and request that the item not be entered into the file, as follows:

A. The faculty member may first seek a recommended disposition from the appropriate Division Chair, Associate Dean, Dean, or Associate Vice President.

B. Whether or not the faculty member has sought the Division Chair's, Associate Dean's, Dean's, or Associate Vice President's view, and regardless of the substance of the recommendation, the faculty member may appeal the matter to the Superintendent/President. In order to be considered, this appeal must be filed within twenty (20) working days after the faculty member was notified of the item. The Division Chair's recommendation, if any, shall be attached to the appeal. The Superintendent/President shall make the final administrative determination within twenty (20) working days as to whether the material is to be entered into the file or excluded as inappropriate.

C. If the faculty member wishes to contest the matter further, she/he is entitled to present the matter to the Board of Trustees (in closed session) for final determination. In order to be considered, this appeal must be filed through the Superintendent/President's Office within ten (10) working days after the faculty member received the Superintendent/President's decision. The issue before the Board shall be whether the faculty member has demonstrated that the material is inappropriate. The Board shall make its determination within thirty (30) working days.

When dealing with Non-District persons or agencies, the District shall not furnish personnel file documents or copies, or permit physical access to personnel files, except upon permission from the faculty member or upon legal process. The District personnel who have access to personnel files are limited to the appropriate Division Chair, Associate Dean, Dean, Associate Vice President or Vice President, and the Superintendent/President. The faculty member shall be notified of any such action, unless the legal process requires otherwise.

### **Section 15. Released Time Evaluation**

Any evaluation done in relationship to any released time or extra pay assignment shall be applicable only to the specific task being evaluated and shall in no way impact on the faculty member's status within the District.

### **Section 16. Joint Evaluations**

If a faculty member other than the Division Chair is designated to perform the classroom observation portion of a faculty evaluation (full- or part-time) it is understood that the designated faculty member shall participate in preparing and co-sign the final evaluation before it is sent to the evaluatee. It is understood that in certain situations that there may not be perfect agreement between both the designated faculty evaluator and the Division Chair regarding the summary evaluation to be submitted. In those cases, the

Division Chair's evaluation will take precedence and the contrary opinion of the designated faculty evaluator will be noted.

**Section 17. Miscellaneous**


The above procedures are intended to deal with competency and overall performance effectiveness rather than with violations of law or instances of misconduct.

The above procedures are not intended to limit or preclude, at any time, observations, and/or suggestions for improvement from the Division Chair, Dean, Superintendent/President or the appropriate Vice President.

Grievances arising under this Article shall be limited to a claim that the procedures of this Article have not been complied with and shall not contest the standards or judgments of the evaluators or the District

Date: 5/29/14

  
\_\_\_\_\_  
Ron Nakasone, Chief Negotiator  
Glendale Community College District

  
\_\_\_\_\_  
Darren Leaver, Chief Negotiator  
Glendale College Guild