

**Faculty Evaluation**  
 Yuba Community College District  
 Woodland Community College  
 Yuba College

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**Yuba Community College District**

- ▶ Agenda and Outcomes
  - ▶ Evaluation Philosophy
  - ▶ Development of Evaluation Process, Forms, and Philosophy
  - ▶ Evaluation Timelines
  - ▶ Evaluation Committees
  - ▶ Form Preview: How to use the new process
  - ▶ Other elements of the Evaluation process
    - ▶ Student Faculty Evaluations
    - ▶ Self Reflection
    - ▶ Right to Respond
    - ▶ Submission of Evaluations
  - ▶ Questions

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**Evaluation Philosophy**

▶ Purpose for Evaluation: These procedures are to improve instruction and delivery of student services, to provide a basis for professional growth, and to comply with California State/Community College laws and Regulations

*“BULIDING STUDENT SUCCESS THROUGH FACULTY DEVELOPMENT”*

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## Background

- ▶ Improving the faculty evaluation process has been a long-term goal. Our mission has been to ensure that the evaluation process is not a punitive activity, rather a productive opportunity.
- ▶ To achieve maximum benefit; we engaged with faculty, college academic and administrative leadership, and district services to contribute to the improvement process.
- ▶ This training and new evaluation forms are a direct result of this long-term project.




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## Timelines

Fall Evaluation Cycle	
August 1	Distribution of Faculty Evaluation List
September 15	Peer selection and appointment for fall Evaluatees
October 15	Chair conducts Initial Evaluation Committee meetings
November 1	Peer Evaluators complete Evaluatee observations
November 15	Chair completes Evaluatee observations
December 15	Chair conducts Final Summary Evaluation Committee meetings
February 15	Conclusion of Continued fall evaluation process to spring
Spring Evaluation Cycle	
February 1	Peer selection and appointment for spring Evaluatees
February 10	Chair conducts Initial Evaluation Committee meetings
April 7	Completion of Peer observations for spring Evaluatee
May 12	Chair conducts Final Summary Evaluation Committee meetings

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## Committee Members

- ▶ Non-Tenure/Tenure-Track Unit Member Committee
  - ▶ 4 Member Team
    1. Chair - immediate supervisor or his/her designee.
    2. One tenured Unit Member selected by the evaluatee and mutually acceptable to the immediate supervisor
    3. One tenured Unit Member selected by FT Unit Members within the same department or closely related discipline.
    4. One tenured Unit Member selected by the Academic Senate
- ▶ Tenured Faculty Evaluation Committee
  - ▶ 2 Member Team
    1. Chair- Immediate or Secondary Level Administrator or his/her designee who shall serve as the chair of the committee.
    2. A peer evaluator selected by the evaluatee and mutually acceptable to the immediate supervisor

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Forms

Use only the approved new forms:

- Faculty Evaluation Form (new IE1)
- Self-Reflection
- Tenured Coversheet
- Tenure Track Coversheet
- Temporary Coversheet
- Addendums:
  - Coach
  - Counselor
  - Librarian
  - Program Director

Why use only new forms?

Because our focus is now on development and improvement!

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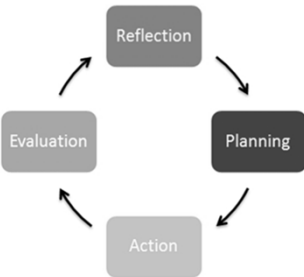
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Self-Reflection/Evaluation Process




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Student Evaluations

Instructor Rating Sheet for Instructional Assignments:

- ▶ Peer consults with Evaluatee for dates and times to administer forms to students for in-class and on-line classes
- ▶ Peer shall attempt eighty percent (80%) of students enrolled in Evaluatee's classes or 100 or more students
- ▶ Peer must administer the IE 2A or IE 2B forms to two (2) or more of the Evaluatee's classes to obtain at least the minimum percentage of students
- ▶ Peer shall type verbatim all student written comments from the Instructor Rating Forms

Counselor Survey Form for Non-Instructional Assignments:

- ▶ Peer shall attempt to eighty percent (80%) of students served or 100 or more students during the semester of evaluation
- ▶ Peer shall type verbatim all student written comments from the Counselor Survey Form

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### Individual Right to Respond

- The evaluatee has the right to respond and will be given a "reasonable" amount of time to write a response.
- Under normal circumstances, evaluatees should be given at least five (5) working days to respond, unless otherwise stated.
- If an evaluatee requests an extension of time to respond, it should be granted and documented.

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### Submission of Final Evaluation Forms to the Office of Human Resources

<u>Tenured Unit Member</u>	<u>Non-Tenure Unit Member 1st thru 4<sup>th</sup> Years</u>
• Tenured Coversheet	• Tenure Track Coversheet
• Peer Evaluation	• Peer Evaluation
• Supervisor Evaluation	• Academic Senate Evaluation
• Faculty Self-Reflection	• Department Evaluation
• Student Evaluations/Tally Sheets	• Supervisor Evaluation
	• Faculty Self-Reflection
	• Student Evaluations/Tally Sheets

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### Submission of Final Evaluation Forms to the Office of Human Resources

<u>Temporary Unit Member 1st thru 4<sup>th</sup> Years</u>	<u>Temporary Unit Member After 4<sup>th</sup> Year</u>
• Temporary Coversheet	• Temporary Coversheet
• Peer Evaluation	• Peer Evaluation
• Academic Senate Evaluation	• Supervisor Evaluation
• Department Evaluation	• Faculty Self-Reflection
• Supervisor Evaluation	• Student Evaluations/Tally Sheets
• Faculty Self-Reflection	
• Student Evaluations/Tally Sheets	

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**Need Info?**

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**Any Questions?**

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