

Summary Evaluations

Summary Evaluations are due on February 1 for:

FT faculty who are in their first through sixth year of FT employment,
FT Professional Staff in their 1st year of employment, and
Tenured faculty in their evaluation year (Not evaluated in the year tenure is received and evaluated every 3rd year from last evaluation).

The Summary Evaluation includes student evaluations (due January 23), a course material evaluation, a classroom observation evaluation, a student advisement evaluation, a college service evaluation, and a review of the personnel file since the last summary evaluation.

Unit members are required to sign the Summary Evaluation acknowledging that the unit member has read and received a copy of the evaluation. Signing the Summary Evaluation does not mean that the unit member agrees with the evaluation. Unit members have seven working days to respond to the evaluation and have the right to file a grievance.

Below is a summary of the process.

FACULTY SUMMARY EVALUATION

Student Evaluations = 25%
Course Materials = 15%
Classroom Observation = 25%
Student Advisement = 10%
College Service = 10%
Personnel File = 15%

PROFESSIONAL STAFF EVALUATION

Work Performance = 75%
College Service = 10%
Personnel File = 15%

RATINGS - The only component in the summary evaluation process that has a rating is the student evaluation component (excellent-5, very good-4, good-3, fair-2, poor-1, or very poor-0). Also note that in the last two columns on the student evaluation data sheets there are "Decile Rankings". In accordance with Article 13.02Bf, "The "Decile Rank" columns on all University of Washington forms may not be used by the college for any purpose." There are no overall ratings for any of the other 5 components on the summary evaluation and there is no overall performance rating. The evaluator must state "unsatisfactory" if a component or the overall performance is unsatisfactory. Overall ratings such as satisfactory, excellent, very satisfactory, good, etc. for any component or for the overall performance are not acceptable and are in violation of the contract and a 1986 arbitration decision. If a unit member is "other than unsatisfactory", then the evaluator's comments should be in the form of a narrative. The evaluator may use adjectives in the narrative, but may not, for example, state the overall classroom observation was

satisfactory, or very satisfactory, or good, or excellent. The same is true for the professional staff summary evaluation and its components.

Dennis Fitzgerald
MCCC Grievance Coordinator
170 Beach Road #52
Salisbury, MA 01952

email mcccfitz@comcast.net
tel 978-255-2798
fax 978-255-2896

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