

## SUMMARY EVALUATION PROCESS

Summary evaluations are due on February 1, 2007, for full-time faculty and June 1, 2007, for full-time professional staff who are in their 1<sup>st</sup> through 6<sup>th</sup> years of service and full-time tenured faculty and professional staff in an evaluation year (every third year after receiving tenure).

**UNSATISFACTORY SUMMARY EVALUATION** - No faculty member should receive an unsatisfactory summary evaluation due solely to unsatisfactory student evaluations. Remember, there are six weighted components in the summary evaluation and all components must be considered with their respective weights in determining an unsatisfactory evaluation. These weights should be proportionally reallocated if instructional workload has been adjusted by assigning non-instructional activities.

### FACULTY SUMMARY EVALUATION

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

### PROFESSIONAL STAFF SUMMARY 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, very good, good, fair, poor, or very poor). There are no overall ratings for any of the other 5 components or on the summary evaluation. Statements placed in the overall performance section of the summary evaluation or in any component summary such as *the instructor's or professional staff member's overall performance is "satisfactory" or "very good" or "excellent"* are unacceptable and 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 use overall ratings. The evaluator must state "unsatisfactory" in the overall performance section of the summary evaluation if performance is unsatisfactory.

N.B. I received information last year that some evaluators simply state that a component is satisfactory with no narrative at all. Using the rating of satisfactory and not having a narrative are both in violation of the contract.

**RESPONSE, REASONS, & GIEVANCE**– Unit members have 7 workings days to respond in writing to the evaluation. These responses should be attached to the summary evaluation when placed in the personnel file. In accordance with Article 13.06, unit members may request a written statement of reasons for the evaluation. If the evaluation

and/or reasons are arbitrary, capricious, or unreasonable, a unit member may file a grievance within 30 days of receipt of the evaluation.

### **STUDENT EVALUATIONS**

Evaluation of faculty by students is the University of Washington evaluation process including a statistical analysis of the first four (4) questions, using median scores. The median score for the first four questions for each class is transferred to the summary evaluation (Form E-6) along with an average score (mean) of the medians for each class evaluated. The evaluator's ratings of your median scores and overall average of all median scores should be limited to the ratings on the student evaluation instrument:

excellent = 5.0,  
very good = 4.0 - 4.9  
good = 3.0 - 3.9  
fair = 2.0 - 2.9  
poor = 1.0 - 1.9  
very poor = 0.0 - 0.9

The evaluator may comment on questions 1-22 on the University of Washington forms except on Form J where comments are limited to questions 1-13. The "Decile Rank" columns on all University of Washington forms may not be used by the College for any purpose. College-wide, division, and/or department comparisons and averages may not be used.

**DISTANCE EDUCATION COURSES** – The University of Washington online evaluation form shall be used for day distance education courses. The online evaluation for the first two times a day distance education course is taught will be conducted but will only be used for the information of the faculty member and will not be used for purposes of evaluation.

**POST TENURE REVIEW** – In accordance with the contract, no faculty member is subject to post tenure review based solely on student evaluations (Article 13.02B1g).

**GRIEVANCES** - If there are any violations of the above-referenced procedures, please begin the grievance process with informal discussions with the administration. An official grievance has to be filed within 30 days of receipt of the evaluation.

If you have any questions, do not hesitate to contact me.

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