

ATTACHMENT B

In light of the parties agreeing to use an electronic student evaluation platform and a new evaluation form, the parties agree to amend the existing Collective Bargaining Agreement's Article 13.02 B 1 and Article 13.07 B 1 by replacing the existing language of the sections with the following language:

13.02 B 1

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B. Procedure

The procedure for evaluating faculty members shall consist of six (6) processes: (1) student evaluation; (2) course materials evaluation; (3) classroom observation evaluation; (4) student advisement and college service evaluation (5) personnel file review and (6) summary evaluation. The foregoing procedure shall be implemented on an annual basis except as provided in 13.04.

1. Student Evaluation

- a. The President of the College or the President's designee shall be responsible for administering the student evaluation process.
- b. The student evaluation process will be conducted electronically on a platform agreed upon by the parties' Joint Labor Management Student Evaluation of Faculty Survey Instrument Committee and adopted by the parties. The electronic student evaluation process will be conducted via the College's designated learning management system platform or via a link that the College's administration shall distribute to students. Where technological, programmatic or reasonable accommodations under the Americans with Disabilities Act (ADA) dictate, in the discretion of the College, paper evaluations may be conducted. Should a College determine that a paper evaluation course is needed or required in a particular course, the determination of modality shall be discussed at the College's MACER. Should paper evaluations be used for a particular course, student evaluation packets for such a course shall be distributed to the unit member during the second or third to the last week of classes.
- c. It is expressly agreed that when paper evaluations are conducted, the faculty member being evaluated shall not be present in the classroom when the student evaluation is being administered and that all instruction to students with regard to such student evaluation shall be included on the evaluation instrument,
- d. The data from the student evaluation shall be tabulated and copies sent to the President of the College or the President's designee except that in a non-evaluation year, the tabulated data shall be sent only to the tenured faculty member by January 23. The raw data shall be retained by the College for a minimum of one (1) year during which time the faculty member shall have access thereto.
- e. The President of the College or the President's designee shall review the tabulated data and shall prepare a student evaluation as part of the summary evaluation.
- f. Evaluations of faculty by students shall use the questions contained in Form XIII-E1 attached to this Agreement.

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13.07 B 1

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B. Procedure

The procedure for evaluating part-time faculty members shall consist of five (5) processes: (1) student evaluation; (2) course materials evaluation; (3) classroom observation evaluation; (4) personnel file review; and (5) summary evaluation. Student evaluations and course materials evaluations shall be implemented once for each period of appointment. The classroom observation shall be implemented only once during every three (3) appointment periods, provided that, the summary evaluation shall be completed during the third (3rd) appointment period.

1. Student Evaluation

- a. The President of the College or the President's designee shall be responsible for administering the student evaluation process.
- b. The student evaluation process will be conducted electronically on a platform agreed upon by the parties' Joint Labor Management Student Evaluation of Faculty Survey Instrument Committee and adopted by the parties. The electronic student evaluation process will be conducted via the College's designated learning management system platform or via a link that the College's administration shall distribute to students. Where technological, programmatic or reasonable accommodations under the Americans with Disabilities Act (ADA) dictate, in the discretion of the College, paper evaluations may be conducted. Should a College determine that a paper evaluation course is needed or required in a particular course, the determination of modality shall be discussed at the College's MACER. Should paper evaluations be used for a particular course, student evaluation packets for such a course shall be distributed to the unit member during the second or third to the last week of classes.
- c. It is expressly agreed that when paper evaluations are conducted, the faculty member being evaluated shall not be present in the classroom when the student evaluation is being administered and that all instruction to students with regard to such student evaluation shall be included on the evaluation instrument,
- d. The data from the student evaluation shall be tabulated and copies sent to the President of the College or the President's designee. The raw data shall be retained by the College for a minimum of one (1) year during which time the faculty member shall have access thereto.
- e. The President of the College or the President's designee shall review the tabulated data and shall forward a data summary to the faculty member by January 23 for the fall semester and by June 15 for the spring semester.
- f. The faculty member shall have seven (7) working days in which to respond to such data.

14.04 Additional Qualifications

Eligible unit members who also meet at least one of the following four criteria since the last change in rank or date of hire, whichever is later:

- A. Evidence of significant relevant professional development;
- B. Significant contribution to the College or community service;
- C. Not receiving an unsatisfactory evaluation under Article XIII for the two most recent successive student evaluations.

- D. Highly effective instructional performance of a faculty member or highly effective performance of a professional staff member in the professional judgment of the President of the College; shall be accorded a change in rank.