



# UPDATE

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## Regular Faculty Evaluations

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Here is a quick review of the essential elements of the Regular Faculty evaluation process and, on the back, a flow chart showing the timing of the process over the three-year cycle. This process applies to all Regular Faculty after they receive Tenure. As per the Education Code, the process is legally required to be administered on a three-year cycle, with a peer review occurring in Year Three of the cycle. There are only a few features that are different from the old process, notably: the establishment of only three firm deadlines (identified on the back), the elimination of the ability to reject any Additional Department Peer requested, the ability of a department to ask their Probationary Faculty (after Year One) to participate as Department Peers in the evaluation process, and the elimination of the Department Chair (DC) from the Rotation List for Department Peer Appointments for Regular Faculty evaluations.

### THE PLAYERS:

**Evaluee:** Person being evaluated

- **Evaluee:** Submits *Team Choice* form and *Self-Assessment* to DC by the end of Week Four of Fall in the observation year, along with schedule and course syllabi. **First Firm Deadline.**

1. Note: Evaluee may reject, in writing, one Department Peer appointment only (any requested Additional Department Peers may not be rejected.)
2. Note: if the Evaluee opts for a Non-Department Peer, that appointment may not be rejected.

**Core Team:** (2 people: Peer (Department or Non-Department) and Department Chair, DC)

- **DC:** Evaluation Team member:
  1. Coordinates the process and appoints Department and Additional Peers from the Rotation List
  2. Calls Team meetings
  3. Communicates with the Evaluee
  4. Does not do observation (unless DC/SA joint option is implemented, see below)
  5. Required to do *Department Chair Report*
  6. Required to write, or assign the writing of, the *Final Report*
  7. Required to forward Portfolio to SA at end of Spring semester
- **Peer:** (either Department or Non-Department): Evaluation Team member
  1. Performs observation and completes the *Observation Report w/Student Evaluations*
  2. Meets with Team and Evaluee as needed and
  3. Participates in the decisions of the *Final Report*.

**Evaluee option:** Additional Department Peer (Peer) and/or Supervising Administrator (SA) Team members

- **Peer, SA:** performs observation and completes the *Observation Report with Student Evaluations*, meets with Team and Evaluee as needed and participates in the decisions of the *Final Report*.

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# Regular Faculty Evaluation *(continued)*

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## **Department Chair (DC)/Supervising Administrator (SA) joint option:**

- **DC:** performs observation and completes the *Observation Report with Student Evaluations*.

## **Supervising Administrator (SA) option:**

- **SA:** Writes *Direct Knowledge Report* as needed; if so, becomes a Team member and meets with Team as needed and participates in the decisions of the *Final Report*.
- **SA:** Reviews Portfolio, destroys student evaluation raw data, and forwards Portfolio to Vice President Academic Affairs at the end of Year Three.

## **Dean of Instruction, General Education (DOIGE):**

- **DOIGE:** Becomes involved to perform research and write *Final Report* when only Minority Reports are received from the Team.

Essentially the DOIGE replaces the Team in this rare occurrence.

## **Vice President of Academic Affairs (VPAA) and/or Student Services (VPSS):**

- **VPAA** (with DTREC Chair) randomly assigns Non- Department Peers
- **VPs** review final Portfolio documents
- **VPAA** tracks evaluation process and completions
- **VPAA** forwards complete Portfolio to HR

## **District Evaluation and Tenure Review Committee (DTREC):**

- **DTREC:** Available for consultation and responds to queries, upon request.
- **DTREC:** Reviews and updates official forms periodically.
- **DTREC:** Coordinates the review and updating of the evaluation process periodically.

*(See flow chart/timeline -- separate document)*



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