



# UPDATE

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## New *Self-Assessment/ Duties Assessment* for Evaluations Due to Department Chair by September 9

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Evaluations at SRJC are organized to report on performance of defined job elements. All faculty have responsibilities in the area of **Student Contact** and related job duties. However, only Regular faculty have responsibilities in the other two job component areas: **College Service**, and **Professional Service & Development**. For a Regular faculty member, the combination of work performed in these areas accounts for 12.5% of their job (and pay). Adjunct faculty have no responsibilities in these areas as they are not part of an Adjunct faculty member's job. Article 17: Job Description, in the AFA/District Contract, defines faculty job duties and responsibilities. This Article has recently been revised. You may review it on line at [www.santarosa.edu/afa](http://www.santarosa.edu/afa).

There is a new *Self-Assessment/Duties Assessment (SA/DA)* form to be used for Adjunct faculty evaluations this year and Regular faculty evaluations starting next year. It replaces the old *Self-Assessment* form. The new form is to be used by Regular faculty for all evaluations **after** receiving Tenure, and by Adjunct faculty **after** the Initial Adjunct Probationary Evaluation. This is the first year that Adjunct faculty are required to submit this new report. On the other hand, Regular faculty have submitted a *Self-Assessment* for several years.

The *SA/DA* requires faculty to report on **Student Contact** job requirements. (For example, the results of the required Informal Student Feedback in years 1 and 2, or semesters 1-5, of the evaluation cycle as well as the faculty

member's response to them, is a required element for all faculty.) In addition, all faculty have the opportunity to present to his/her Evaluation Team information about **Student Contact** job performance from their point of view. This is where all faculty include comments and reflections related to performance of **Student Contact** activities and related job-duties. (See the revised Article 17.) Finally, all faculty have the obligation to respond to the suggestions or recommendations made during the prior evaluation cycle.

The *SA/DA* is the forum used only by Regular faculty to report on performance of both the **College Service** and **Professional Service & Development** job components, to identify professional development goals, and to subsequently report progress on them. (Since these job components are not part of an Adjunct faculty member's job, they are not required to report about them.)

There are optional elements for both Regular and Adjunct faculty. For both faculty groups, the *SA/DA* provides the opportunity to report on:

- Other Student Feedback activities
- Faculty Statement: Statement of Philosophy
- Faculty Statement: Statement of Strengths and Weaknesses

The optional Faculty Statement of Strengths and Weaknesses provides a way for faculty being evaluated to direct the evaluation process

*(continued on next page)*

## Thank you, Carol Ciavonne!

For the past seven years Carol Ciavonne, adjunct faculty member in the English department, has served on the Executive Council as an adjunct representative. For the past five years, she has served as Adjunct Negotiator, and, in addition, she has served as AFA Vice-President for the past four years.

Sadly, Carol is leaving both positions and the Executive Council. The members of the Council are exceedingly grateful to Carol for her untiring work on behalf of all faculty. In particular, Carol was instrumental in helping to procure and maintain the State-sponsored Adjunct Faculty Medical Benefits Program. Carol Ciavonne is an outstanding faculty colleague, union leader, and human being. We wish her well in all of her future endeavors.

## Adjunct Rep Vacancy

As a result of Carol Ciavonne's resignation, AFA is seeking an adjunct faculty member who is interested in serving on the Executive Council as an adjunct faculty representative for the remainder of Carol's 2004-06 term. If you are a current adjunct AFA member and have been one continuously for the past five months, you are eligible to be considered for this seat.

Council members are expected to attend regularly scheduled Council meetings (held on the second and fourth Wednesdays of each month from 3 - 5 p.m. in the Oak Room on the Santa Rosa campus) and to serve on at least one AFA-standing or District-wide committee.

If you are interested, call the AFA office at ext. 4731 or send an e-mail to [afa@santarosa.edu](mailto:afa@santarosa.edu) by Tuesday, September 27. In accordance with the AFA Bylaws, the appointment to fill this vacancy will be made by a vote of the Executive Council at a regularly scheduled meeting.

## Self-Assessment *(continued)*

— the Evaluee identifies the areas in which s/he wishes feedback, and the Team focuses attention on those areas.

Adjunct faculty have the option of providing a summary of **Professional Service and Development**, including the identification of Professional Development goals, and to subsequently report progress on them. However, as mentioned above, since **Professional Service and Development** is not a part of an Adjunct faculty member's job, they are not obligated to include this element in their *Duties-Assessment*.

If you are a Regular faculty member scheduled for an evaluation this year, you should have received the old *Self-Assessment* form last spring. You are **NOT** required to fill out another form. If you haven't already turned it in to your Department Chair, it is due September 9. If you are an Adjunct faculty member scheduled for any but the Initial Probationary Evaluation this semester, you will receive a copy of the new *SA/DA* form; it is due September 9. Please review Article 17 before you complete your report. If you have any questions about the *SA/DA*, please contact the AFA office at 527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu).

## AFDAF \$ for serving on Evaluation Team

In addition to compensating Adjunct faculty who serve on District-wide Committees and Councils, the Adjunct Faculty District Activity Fund (AFDAF) provides payment of up to 5 hours to Adjunct faculty members who serve on Evaluation Teams. For more information, log onto the AFA web site at [www.santarosa.edu/afa/](http://www.santarosa.edu/afa/) where you can download the application form or contact the AFA office at 527-4731 or [afa@santarosa.edu](mailto:afa@santarosa.edu).