

Contract Interpretation between the  
All Faculty Association and the  
Sonoma County Junior College District regarding  
Article 14A: Regular Faculty Evaluations  
Article 14B: Adjunct Faculty Evaluations

December 5, 2014

**14A.06.A. Steps and Timeline:** The timeline below briefly explains the evaluation process step by step in chronological order. (For a complete description of the process, see the other provisions of this article.) The timeline below is for evaluations of full-semester assignments. This is a recommended timeline, and participants may vary from the timeline so long as they meet the three (3) mandatory dates. The three (3) mandatory due dates for this process include:

1. Week 2: Notification of the evaluation (District)
2. Week 5: Submission of the syllabi and schedule (Evaluatee)
3. Week 16: Meeting or conference with the evaluatee (District and Evaluatee)

The District's failure to meet the two (2) mandatory District deadlines could result in the evaluation being set aside if requested by the evaluatee. The evaluatee's failure to submit materials or to cooperate does not halt or delay the process. The remaining deadlines are simply recommended dates.

**14B.06.A. Steps and Timeline:** *(Language of this provision is identical to 14A.06.A.)*

**14A.21.E.5** In the event that the District has set aside an evaluation, an out-of-cycle evaluation will not be performed before the next in-cycle evaluation, unless the out-of-cycle evaluation is triggered by performance issues that have arisen since that evaluation was set aside.

**14B.21.D.5** *(Language of this provision is identical to 14A.21.E.5.)*

**FORMAL INTERPRETATION**

The District and AFA agree that with respect to Article 14A and Article 14B, the process of "setting aside" a faculty member's evaluation requires that (a) all contents of that evaluation, both physical and electronic, will be destroyed or deleted and (b) no reference to those contents will be applied formally or informally in any subsequent personnel actions (including but not limited to discipline, employment, or evaluations). Furthermore, the District will notify the evaluatee of the set-aside and will maintain a record of the date of the set-aside evaluation for the purposes of determining the semester of the faculty member's next evaluation.



Warren Ruud, Chief Negotiator  
All Faculty Association



Kris Abrahamson, Chief Negotiator  
Sonoma County Junior College District