

Tenure Year 1 Supportive Evaluation Form Instructions (Spring 2021 Hires Only)

This document provides the instructions for completing the Spring 2021 *Tenure Year 1 Supportive Evaluation* form, which is available at http://www.afa-srjc.org/Forms/Faculty_SuppTR1_S21.pdf. (See District-AFA Nov 25 2020 Side Letter.) This option is not available to faculty in Years 2-4 of Tenure Review or to Fall 2020 hires.

The provisions of the Spring 2021 *Tenure Year 1 Supportive Evaluation* differ from existing provisions in District-AFA Contract Article 30. In particular:

- Team members may use the *Observation Report Form*, but that form will not be included in the Evaluatee's portfolio.
- Student evaluations (§30.08.C.3.a) are not allowed.
- Formal evaluations for all faculty members in Year 1 will take place in Fall 2021 and be included in the 2021-2022 tenure report.

The form is one page and has four sections. The Team will complete all sections except for Section IV, which will be completed by the Evaluatee. Here are the instructions for completing each of the five sections of the form.

Section I Evaluatee

The Team will enter the information as indicated on the form.

Section II Student Contact Observation

Each of the Team members will arrange a date and student contact activity (specific class or other activity) with the Evaluatee for a student contact observation by Week 5 or as soon as possible. All observations will be completed by Week 8.

After the observation, each member of the team will confer with the Evaluatee about the observation. In this context, "confer" means in person, by phone, or by video technology. This discussion should be an informal, positive, and supportive exchange between the team member and the Evaluatee. This conferring should be completed by Week 9.

Section III Team Review and Signatures

The Team will determine whether the Evaluatee has satisfied the Year 1 Tenure Review obligations for Spring 2021, which in this context means that the Evaluatee has been accessible and cooperative with respect to the Team's requests for observations and for conferring and that the Team has no major concerns based on their observations.

- a) If the Team's consensus is that the Evaluatee has satisfied the Year 1 Tenure Review obligations for Spring 2021, then the Team will sign the form.
- b) If the Team's consensus by the end of week 9 is that formal observations per Article 30 are necessary during weeks 10-15, then the Team will attach a document that explains the specific reasons for that necessity and sign the form.
- c) If the Team is unable to reach that consensus by the end of week 9, then the Team will attach a document to the form that explains the specific reasons preventing that consensus and sign the form. The Team Chair will return the *Tenure Year 1 Supportive Evaluation Form* with attachment (if any) to the Evaluatee with Section III completed by Week 9. If a document from c) above is attached to the form, then the Team Chair will also forward the form with the attachment to the TREG co-chairs.

Section IV Evaluatee's Acknowledgement of Team Review

The Evaluatee will sign the form in Section IV and return it to the Team Chair within a week of receipt. The Evaluatee's signature does not imply agreement or acceptance with the team's findings; it only signifies acknowledgement of receipt.

Completion of the Process

If the Team's consensus is that the Evaluatee has satisfied Year 1 Tenure Review obligations for Spring 2021, then the evaluation process is completed; nothing else is required of the Evaluatee. The Supervising administrator then delivers the form, attachments (if any) and the self-assessment to the Dean of Curriculum and Educational Support Services.

If the Team's consensus is that formal observations are necessary during weeks 10-15, they will follow the process outlined in Article 30.

If the Team has been unable to reach consensus by week 9, then the evaluation will be reviewed by TREG. The Team and Evaluatee will be advised of TREG's recommendation in a timely manner.