

CONTRACT FACULTY
Improvement of Instruction
Fall Semester

Process to be completed by TBA

Contractual Process Detail:

1. Committee Membership [Article XI, Section C, 1a]

Forms **NFA1st-1E, NFA234-1E, NFA-2E, NFA-3E**

The committee shall form and meet during the first six weeks of employment.

This committee shall serve as a *standing committee* until tenure is granted or the contract is not renewed.

The evaluation committee shall consist of four (4) individuals:

1. **Two (2) tenured faculty members** in the contract faculty member's discipline or a closely related field
2. **Department Chair or designee**
3. **Academic administrator** → Committee Chair

The department and/or discipline shall appoint the tenured faculty members to the committee. Please keep in mind, though, tenured faculty members “may serve, but are not required to serve, on more than two (2) committees” (XI, C, 1a).

2. Scope and Process [Article XI, Section C, 1b]

Form **NFA-4O, NFA-5R**

The contract faculty member must be present at all committee meetings.

The committee's primary duty: “make a recommendation regarding the contract faculty member's continued service to the District” (XI, C, 1b).

At the Scope and Process meeting, the committee will schedule the final meeting.

The scope and process **must** include:

- o All committee members will submit written reviews from classroom visitations (preferably typed)
- o Student surveys from *all* classes (alternative instruments may be used for non-teaching faculty)
- o Review of syllabi as a mandatory component during the faculty evaluation process

- Establishment of tentative professional growth goals, evidence of subject matter proficiency (**1st year faculty only**)
- Job description (**for new hires only**) to be **reviewed** by all committee members and included in the evaluation.
- Faculty shall submit to the committee a written report of professional activities relevant to their performance at the college during the past year. (**For faculty in their 2nd, 3rd, and 4th years**)

The scope and process may include, but is not limited to:

- Adherence to course outlines of record
- Oral and written communications skills
- Exploration of alternative delivery methods (e.g. computer, video, etc.)
- Timeliness and accuracy of census reports, positive attendance, grade rosters, and others reports for which he/she is responsible.
- Participation in student learning outcomes assessment processes (SLO assessment results for individual instructors will not be included)
- Fulfillment of flex-time obligations, program review, discipline activities, department meetings, or evaluations such as committee work or involvement in student activities

Optional materials for discussion and informational purposes only:

- *Upon completion* of the formal review, the committee may review the contract faculty member's grade distribution and retention statistics

3. Written Report [Article XI, Section C, 1b-d]

Form **NFA-6R (tenure track)**, **OFA-6R (one semester/one year temps)** or **Oc-6R (Categorically funded)**

The contract faculty member must sign the report and receive a *copy* of the report.

The written report shall consist of:

1. Cover Sheet:
 - For Tenure-Track faculty members: A cover sheet where each committee member shall recommend a "Renewal" or "Non-Renewal" of contract faculty member's District contract. [**NFA-6R**]
 - For One Year Temporary and One Semester Temporary faculty members: A cover sheet where each committee member shall state whether the contract faculty member's performance is "Satisfactory" or if there is a "Need for Improvement." [**OFA-6R**]
 - For Categorically Funded faculty: A cover sheet where each committee member shall state whether the contract faculty member's performance is "Satisfactory" or if there is a "Need for Improvement." [**Oc-6R**]
2. *All* committee members must submit a written narrative (preferably typed) that supports his/her overall judgment of the contract faculty member's fulfillment of the job responsibilities

3. Contract faculty members in their 2nd, 3rd, and 4th years of service must submit a written report of their profession relevant to their job performance
4. Student surveys from *all* classes (alternative instruments may be used for non-teaching faculty) – include the Department's Survey Instrument