

## ARTICLE IX

### Evaluation and Tenure

The purposes of evaluation are to assure effectiveness in and improvement of instruction and educational services. Evaluation to the extent possible shall include sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds. The final granting of tenure is a Board of Trustees' right.

The evaluation of faculty shall be limited to the evaluatee's primary areas of responsibility. The main items for consideration in evaluation of faculty are:

1. Effectiveness in working with students.
2. Expertise in subject matter or areas of responsibility.
3. Techniques of instruction, guidance, student health services, or library practices.
4. Acceptance of responsibility.

All evaluation teams shall be conducted through the team approach and will include student evaluations. Evaluation teams vary from one to three members (see "composition of evaluation teams" under the respective faculty category).

1. Only tenured faculty shall act as members of an evaluation team for full-time faculty.
2. Tenured faculty shall be required to participate in up to two evaluations in their area of expertise each academic year. Additional participation shall be voluntary.
3. Any full-time or part-time faculty may evaluate part-time faculty.
4. The immediate supervisor of the evaluatee in coordination with the appropriate Faculty Lead will initiate and monitor the evaluation process for timeliness and due process.
5. Forms developed for the purpose of evaluation and tenure shall be mutually agreed to by the Association and the District.

#### Frequency of evaluation and composition of evaluation teams:

Regular (Tenure) faculty: Regular faculty will be evaluated every third year in keeping with the requirements of the Education Code relating to college faculty and evaluations.

The evaluation team will consist of one or more faculty members from an appropriate area of expertise chosen by the evaluatee.

Contract (Non-tenured, tenure track) faculty and temporary faculty: All contract and temporary faculty shall be evaluated at least once in each academic year. Contract faculty shall be evaluated at least once a year for four years, unless tenure is granted earlier.

The evaluation team will consist of the Faculty Lead or a discipline faculty selected by the Faculty Lead, a faculty member from an appropriate area of expertise selected by the evaluatee and the evaluatee's immediate supervisor or designee. The evaluatee shall be responsible for selecting a faculty member who is willing and able to serve as an evaluator.

Adjunct faculty: Adjunct faculty shall be evaluated in the first year of employment and thereafter at least once every three years.

The evaluation team will consist of a faculty designee from an appropriate area of expertise.

#### **ARTICLE XIV** **Faculty Lead**

1. Selection. Each Cohort shall select by secret ballot a Faculty Lead for the next academic year. To be selected, a candidate must receive a simple majority of the votes cast. All candidates must be tenured faculty members. Only a full-time faculty member may vote in the election of a Faculty Lead. A full-time faculty member may cast a total vote of one (1) in his/her primarily assigned Cohort only. The term of the Faculty Lead shall be one year. Thereafter, if the Faculty Lead position is retained into the next contract, terms shall be for two (2) years.

If the Faculty Lead is permanently vacated, a special election will be held and the newly elected Faculty Lead will serve the duration of the original term.

The term of Faculty Lead shall begin on July 1 of each academic year and end on June 30 of that same academic year.

2. Annual Workload and Compensation. The annual workload and compensation shall be standard for all Faculty Leads and is comprised of the following:
  - a. Length of contract – 175 days per year, corresponding to instructional days . The Faculty Lead (or designee) and the Dean may determine up to 18 hours per year to be worked during the summer break and/or winter break. These hours will be counted toward the faculty member’s flex hour obligation and therefore will be voluntary on the part of the Faculty Lead (or designee).
  - b. Compensation – 3 units of release time per semester. A Cohort may decide to split the 3 units amongst two Faculty Leads @ 1.5 units per Faculty Lead or may split the 3 units amongst three Faculty Leads @ 1 unit per Faculty Lead. The decision to split the Faculty Lead position must be decided by a majority of the Cohort members.

If a Cohort votes to have more than one Faculty Lead, the duties, as listed below, may be divided up amongst the Faculty Leads of the Cohort.

3. Responsibilities. The Faculty Lead will:

- a. Participate in evaluations of full-time tenure track faculty.

The Faculty Lead will serve as a member of the evaluation team for at most three tenured or tenure-track faculty members per semester. If more than three of this type of evaluation opportunity arises, the Faculty Lead may indicate a discipline designee to take his/her place on the evaluation team.

- b. Coordinate evaluations for adjunct faculty.

The process regarding Adjunct Evaluation and the Faculty Lead:

- (1) The Dean submits a list to the Faculty Lead indicating adjunct faculty to be evaluated.
- (2) The Lead seeks volunteers from the faculty for these evaluations.
- (3) The Lead sends the list of the volunteers to the Dean. If necessary, the Dean assigns faculty to fill vacant evaluator positions.
- (4) The Dean sends notification to those faculty members being evaluated.
- (5) The evaluator sets a time to meet with the adjunct faculty member and follows through with the process, eventually reporting back to the Dean.
- (6) The Dean monitors the entire process and ensures that all paperwork is complete.

- c. Work in consultation with the Dean and in conjunction with discipline faculty in the development of faculty workload, faculty class schedules and the schedule of courses.

- d. Participate in hiring adjunct faculty.

The Faculty Lead or designee participates in the hiring of adjunct faculty.

- e. Serve as a liaison between the faculty and Dean.

The Faculty Lead shall meet on a regular basis and as needed with his/her Area Dean. Any pertinent information gained through meetings or other means of communication, e.g. emails from the Dean/Administration will be forwarded in a timely manner by the Faculty Lead to the Cohort members.

The Faculty Lead or designee shall attend the monthly Instructional Council meeting and report back information to the Cohort members via email or through a meeting.

The Faculty Lead shall chair Cohort meetings – and develop the agenda through recommendations made by the faculty and Dean.

- 4. Recall and Resignation. A Faculty Lead may resign at any time or may be relieved of his/her duties by:

- a. The Superintendent/President of the College with the approval of the majority of the Cohort and/or the approval of the Board of Trustees, or
- b. The majority vote by secret ballot of the Cohort with the approval of the Superintendent/President and/or the Board of Trustees.

- 5. The Faculty Lead of a Cohort does not necessarily have to be a member of the Cohort.

- 6. Each Cohort shall have one (1) Faculty Lead (a total of 3 units or reassign time), except for the English Cohort which has two (2) Faculty Leads (a total of 6 units of reassign time) and the Guidance Cohort which may have a maximum of two (2) Faculty Leads (3 units of reassign time for each at a maximum of 6 units of reassign time). The Guidance Cohort, by majority vote, determines if it should have 1 or 2 Faculty Leads.

The Merced College Faculty Association and the Merced College District agree that the language pertaining to the Faculty Lead Article XIV and the Evaluation and the Tenure Article IX is valid from July 1, 2009 through June 30, 2010. This language sunsets on June 30, 2010. If both parties agree before June 30, 2009 then this language will not sunset.

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District Representative

Date \_\_\_\_\_

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Faculty Assn. Representative

Date \_\_\_\_\_

\_\_\_\_\_  
District Representative

Date \_\_\_\_\_

\_\_\_\_\_  
Faculty Assn. Representative

Date \_\_\_\_\_

Effective with the spring semester of 2008, MCCD and MCFA agree that tenured faculty ascending to the position of Area Dean have full retreat rights to their original discipline for a period of two years dated from the first day of employment as an Area Dean.

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Signature

\_\_\_\_\_  
Date

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Signature

\_\_\_\_\_  
Date

MCCD and MCFA mutually agree that until September 1, 2008, faculty members may submit service points earned in previous years, with a maximum of seven service points from previous years. (Those who are planning on withdrawing banked load during spring 2009 and using previous years' service points must turn in their report by May 23, the end of the spring 2008 semester.) Moreover, submittal of previous years' service points must be only for those activities specified in Article V of the current contract or on the list of "Service Point Additions" revised 3/6/08 and available on MC-NET. A separate service points reporting form will be developed for the time period up to September 1, 2008.

Starting in the academic year 2008-09 this side letter is the notification that all service points need to be submitted during the academic year claimed, no later than June 30 of that year.

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Caroline Dawson, MCFA President

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Date

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Larry M. Johnson, MCCD

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Date