

Memorandum of Understanding  
Redwoods Community College District (District)  
College of the Redwoods Faculty Organization (CRFO)

In the interests of reducing the workload involved in Associate Faculty evaluations, while maintaining the quality of the evaluation process, and to facilitate the efficient administration of the Associate Faculty evaluation process, the District and the CRFO agree to the following contract revisions:

1. Section 11.2.4, second sentence, shall be revised to read as follows:

ASSOCIATE FACULTY EVALUATION – Each new associate faculty member will be evaluated in his or her first semester of instruction (excluding summer and winter intersessions) by an Associate Faculty Evaluation Committee (AFEC). Thereafter, the associate faculty member will be evaluated every 6<sup>th</sup> semester under contract with the District in a teaching assignment or the equivalent in hourly employment in a non-teaching assignment or as requested by the current AFEC. The AFEC assesses the associate faculty member's performance. The AFEC will submit its report and reemployment recommendation to the appropriate administrator. Recommendations are limited to the following:

- Satisfactory, recommend rehire with evaluation at the next regular interval.
- Needs improvement, recommend rehire with reevaluation in the next assigned semester.
- Unsatisfactory, recommend non-rehire.

These recommendations shall be based on peer evaluations (AF-2), student evaluations (F-3), direct supervisory administrator's evaluations (AF-2), self-evaluations (AF-4), and past evaluations (AF-5). All associate faculty evaluation documents shall be filed with the Human Resources Office and placed in the associate faculty member's personnel file.

2. Section 11.2.4.1 shall be revised to read as follows:

**STRUCTURE OF ASSOCIATE FACULTY EVALUATION COMMITTEE:**  
The Associate Faculty Evaluation Committee (AFEC) for the initial evaluation of an associate faculty member, consists of the associate faculty member's immediate administrative supervisor or designee, and one peer evaluator mutually agreed to by the administrative supervisor and the evaluatee. If the initial evaluation conference report records a recommendation of "Satisfactory," subsequent evaluations, and evaluation conference and report, (per section 11.2.4.6) shall be conducted by one person, a faculty peer, Administrative supervisor, or their designee.

The evaluatee, the immediate administrative supervisor or designee, or the faculty peer, has the option of requesting a two person evaluation committee.

If any recommendation other than “Satisfactory” is recorded at any evaluation, the subsequent evaluation committee shall again consist of two persons, the immediate administrative supervisor and one peer evaluator.”

For the purpose of evaluation committee membership, “Peer” is defined as a District faculty member preferably in the same or a related discipline. The immediate administrative supervisor functions as chair of the committee. The AFEC engages in a two-step procedure: (1) evaluation of the associate faculty member, (2) preparation of the Associate Faculty Evaluation Conference Report (AF-5) at the evaluation conference. Evaluation shall

- Assess the effectiveness and quality of instruction and related services;
- Assess the current level of success and, where appropriate, the need for improvement or change;
- Provide a framework for implementing new instructional objectives or service enhancements; and
- Provide associate faculty with an opportunity to document any additional contributions to the college or the community.

3. Unless otherwise mutually agreed to by the District and CRFO, this Memorandum of Understanding shall expire June 30, 2010.

For the District:

For CRFO:

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Date

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