

Evaluation Review Committee*

- A. No member of the instructional staff shall serve on more than one evaluation review committee during any academic year. The evaluation review committee shall consist of the following four members:
1. Two instructors chosen by the evaluated professional employee, to be designated in the written request for hearing submitted to the chief academic officer.
 2. An instructor from the same division as the evaluated professional employee, and the same discipline, if possible, chosen by the administration.
 3. The chief academic officer or the division chair (whoever was not involved in the original evaluation).
- B. The duties of the evaluation review committee shall be:
1. To conduct hearings according to ethical and professional practices.
 2. To determine if the evaluation process has been fairly implemented:
 - a. Did the evaluator note the areas in which the professional employee was adequate?
 - b. Did both the evaluator and the professional employee agree that there was a problem and agree to the nature of the problem?
 - c. Did the professional employee agree that the proposed recommendations for improvement were appropriate?
 - d. Did the professional employee receive cooperation from other employees and the administration?
 - e. Was there sufficient follow-up on the part of the evaluator to determine if the professional employee was meeting success or frustration?
 - f. Was there sufficient effort on the part of the professional employee to implement recommendations?
 - g. The evaluation review committee will consider whether or not to review the evidence that the college has been supportive in providing the conditions that would allow improvement, such as:
 - (1) adequate support for in-service workshops;
 - (2) adequate teaching environment, or
 - (3) adequate administrative support.

C. The evaluation review committee shall file its written results of deliberations and their recommendations with the president of the college within two weeks of being organized. The report will be signed by the chief academic officer and by the evaluated professional employee. A copy will be filed with the original evaluation and with the evaluated professional employee. The report will be based on whether the evaluation has been fairly administered and implemented.

1. The suggested procedures for improvement of instruction are being dealt with in a timely manner.

*Covered by PEA Negotiated Agreement

Revised: 1/10/13