

**Article 14 A&B: Comparison of Existing and Proposed Evaluation Articles**

#	Item	Existing Article 14A/B	Proposed Article 14A/B
1	Organization of the articles	Currently, there is only one article for regular and adjunct faculty; often this requires some guesswork as to how the article applies to adjunct faculty members. The current article repeats the same information in different ways and different sections, creating redundancy and sometimes contradictions.	There is a separate article for adjunct and regular faculty. Most of the language is exactly the same, except when there are good reasons for differences. A Table of Contents was added. . A timeline is included near the beginning. The provisions are arranged <b>chronologically</b> to be easier to navigate. Specialized information and exceptions are at the end.
2	Timeline	Timelines are <b>different</b> for adjunct and regular faculty. Adjunct evaluations are semester or summer based; regular evaluations stretch over an entire academic year and are not final until May. The SA may not discover until May that the evaluation was not done or is incomplete.	Timelines are <b>identical</b> for adjunct and regular faculty. Both are <b>semester</b> based. The Chair will assign <b>regular</b> faculty to either a fall or spring evaluation. If an evaluation is not completed in a timely way, the chair and SA will become aware of that sooner.
3	Evaluee is uncooperative	The existing contract is not always clear on what to do if an evaluee uncooperative, which sometimes delays the process.	The new article is clear that the process continues even without evaluee cooperation. If the evaluee fails to submit paperwork, fails to find a mutually agreeable observation time, or declines to sign the forms, the process still continues.
4	Adjunct probationary evaluations	Adjunct <b>probationary</b> evaluations are in semesters 1 or 2, and then 5. The Chair performs the first probationary evaluation (or identifies a department peer), but after that, the department peer is chosen from the rotation list. In choosing from the rotation list, it is possible that the peer would not have content expertise.	Adjunct <b>probationary</b> evaluations are in semesters 1 or 2, then 3 or 4, and then 5 or 6, if necessary. The probationary team consists of a <b>discipline expert</b> , chair, and SA. Both Chair and SA have the right to observe, but can waive that right. The disciplinary expert assures that content knowledge is evaluated during probation (for example, to evaluate a new adjunct instructor in ceramics, a ceramics instructor can be assigned).
5	Continuing Evaluation Team	The continuing evaluation team consists of the department chair and departmental peer. SA participates only if requested to do so by evaluee. The evaluee can request an additional faculty peer.	The continuing Evaluation Team consists of the departmental peer, department chair, and supervising administrator. There is no option for an additional peer. Regular evaluations have the option of a non-

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		Regular evaluations have the option of non-departmental peer, but adjunct faculty members do not. Dean serves as both chair and supervising administrator in Public Safety, Health Sciences, and Child Development.	departmental peer but adjunct faculty members do not (no change). Each member of the team performs only one role. Directors in Public Safety and Health Sciences perform the chair role. (DTREC will discuss any others.)
6	Rotation List	Rotation list may include adjunct faculty, if the department agrees. Adjunct can evaluate if compensation is pre-approved. The rotation list is based on the department, not the discipline.	Adjunct faculty will not be included on the rotation list (and compensation is often not available). The rotation list may be created by department or by discipline based on departmental decision.
7	Self-assessment	Self-assessment is required for regular faculty and optional for adjunct faculty.	Regular evaluations require self-assessment, including reflection on SLOs. Adjunct evaluations do <b>not</b> require self-assessment (not an option).
8	"Informal" student evaluations	Regular faculty evaluations require "informal" student feedback, but this is optional for adjunct faculty.	"Informal" student evaluation eliminated. (Note: this "informal" practice lacks objectivity and student anonymity may not be protected. It also creates more paperwork. )
9	Observation	The peer and the chair have the right to observe. (Note: Due to an inconsistency in the current contract, a DTREC interpretation says only the peer has the right, not the chair.) Observer meets with evaluatee. Supervising administrator participates only through "Direct Knowledge Report" and cannot observe.	The peer, chair, and SA have the right to observe. The chair and the supervising administrator can waive that right. Each observer meets with evaluatee. Both the chair and the dean can bring to bear knowledge of verified student complaints by participating in the evaluation process.
10	Categories that are evaluated	Regular faculty evaluations include ratings for Student Contact, College Service, and Professional Development. Adjunct evaluations ratings include only Student Contact.	Regular faculty evaluations include <b>four</b> categories – the new one is "other required duties." Adjunct evaluations include only student contact and "other required duties." Other required duties include such things as keeping office hours, regularly checking email, submitting census rosters, and submitting grade rosters in a timely way.

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11	Evaluation Ratings	Ratings are “commendable,” “satisfactory,” and “improvement needed.” “Improvement needed” triggers a follow up evaluation.	One new rating has been added: “Satisfactory, with minor improvement.” This rating does not trigger a follow-up evaluation.
12	Coordination of evaluation process	Department chair coordinates the process and retains the evaluation file until it is complete.	Department coordinates the process in the department. Supervising administrator maintains the evaluation file and coordinates the work of the team.
13	Final Report	The <i>Final Report</i> includes ratings in <b>three</b> categories. A narrative is required.  The chair rates the evaluatee on College Service and Professional Development.	The <i>Final Report</i> includes ratings in <b>four</b> categories. A narrative is <b>required if an</b> “improvement needed” rating is given in any category. A very brief narrative is required for “Satisfactory, with minor improvement needed” in any category. The Chair and the SA agree upon ratings in College Service, Professional Development, and “other required duties,” with disagreement resolved by the team.
14	Final Meeting with Evaluatee	Typically, the department peer is the only observer, and he/she meets with the adjunct or regular faculty member.	The departmental or non-departmental peer meets with evaluatee if all ratings are satisfactory or better. The Supervising administrator meets with evaluatee if any rating is “needs improvement.” The chair may choose to attend the meeting.
15	Out-of-cycle evaluation	Additional evaluation triggered by department chair, in consultation with SA.	Out-of-cycle evaluation triggered by mutual agreement of the chair and SA.
16	Follow up evaluation	Follow-up evaluation mirrors the full process.	Follow-up evaluation can focus on the <b>category</b> that needs improvement; such as college service or other required duties.
17	Team member does not perform their obligation	Currently, if a team member does not perform their obligation, the evaluation is then incomplete.	If a team member does not perform their obligation, he/she could be replaced, and the process should be completed the following semester.

SA = Supervising Administrator

Chair = Elected Department Chair

Disciplinary expert = an evaluator chosen for their expertise; for example a choral instructor could be identified for probationary evaluation of adjunct choral instructors and a Jazz instructor chosen for probationary evaluation of adjunct jazz instructors

Department peer = peer chosen from rotation list

Non-Departmental peer = a peer chosen by lottery from the group of regular faculty who have chosen the non-departmental peer option