Purpose
The purpose of the evaluation of full-time faculty is to appraise and improve quality of performance and
determine employment status. The evaluation process encourages instructional excellence through
increased communication among students, faculty, and administrators.

Definitions
None

Procedure
Evaluation Process
There are five components that need to be completed during each academic year:

1. Self-evaluation form
2. Peer review form
3. Classroom observation form
4. Supervisor evaluation form
5. Student evaluations

Probationary and Continuing Status
Each new full-time faculty member will serve a probationary period of no less than two consecutive,
regular and complete academic years excluding summer or other special "sessions." See Policy 410
Employee Leaves and Holidays and related procedures for further information on Leave of
Absence/Breaks in Employment.

The Full-Time Faculty Evaluation Operational Procedures details the timeline and procedure for moving
from probationary to continuing status.

The contracts of probationary or continuing faculty members are renewed on the basis of excellent
performance, the promise of continued success, and program offerings. Although nonrenewal may take
place for the grounds set forth in Procedure 450-02 Terminations and Non-Renewal of Appointment, the
nonrenewal need not necessarily be construed as due to failure or poor performance of the faculty
member. Other considerations such as the need for a different area of specialization or for new emphasis
in course or program offerings; the lack of a continuing position; the need to shift a position or resources
to another department; or the need for an alternative instructional program or service may dictate
whether the individual is to be renewed.

The District Governing Board will decide upon any actions to be taken, concerning the full-time faculty
member’s status.

If the College does not complete the review process within the required time frame, employment for an
additional year will automatically occur.
If the employee disagrees with the Board’s decision, the employee may request a hearing, in writing, from the Executive Director of Human Resources. The President will appoint an independent hearing officer or other College official. The written request for the hearing must be received in the Human Resources Department within ten (10) working days of notice of the Board's decision. The request must contain a detailed statement of the basis for review, the reasons the employee believes the decision is improper, and the relief requested.

**References**
Procedural Guidelines 307-01 Full-Time Faculty Evaluation
Policy 410-00 Employee Leaves and Holidays (et.seq.)

**Procedure History**
04/2000      New
09/01/2006   Revised
11/09/2007   Revised
05/05/2010   Revised
12/08/2010   Renumbered from 443-09 and Approved by College Council
01/12/2011   Renumbered

**Legal Review**
None