



Subject: MOU on FALL 2020 Faculty Evaluations  
Date: September 4, 2020

Dear Colleagues,

This communication serves as a Memorandum of Understanding outlining the suspension of the timeline for the frequency of evaluations that are outlined in AP 7151 "Faculty Evaluation."

**Please read the information below and share it with all Fall 2020 evaluatees and evaluators in your department.**

The District, the Academic Senate, and the Faculty Association agree that evaluation is essential to the effectiveness of instruction, educational support, and student success and equity. As faculty adapt to what, for many, is a new environment in the online modality, evaluation provides faculty meaningful feedback on effective pedagogy and achieving student learning outcomes. All faculty are strongly encouraged to proceed with evaluation for Fall 2020.

However, given the fact that many faculty are new to the distance education environment and had to transition to this new teaching and work environment for Fall 2020 on very short notice, faculty who are scheduled for Fall 2020 evaluations may desire to postpone this evaluation.

During the course of this unusual academic year, the District, the Academic Senate, and the Faculty Association encourage all faculty to seek support for effective pedagogy as we work to serve students in the midst of pandemic responses.

When evaluating a faculty member, evaluators must take into consideration that when providing recommendations to evaluatees, many faculty members may be new to working in a fully online environment and may have had a very short time to complete the required training and transition of their courses and assignments.





The following guidelines apply to all credit faculty and details are outlined below.

- 1) AP 7151 clarifies that full time faculty will be notified of evaluation in the first week of the academic year by their area dean, and decisions about an evaluation semester if they are tenured faculty will be made by week two (AP 7151 allows full-time, tenured faculty the choice between semesters). Part-time faculty are to be notified in week two. This MOU will allow an extension for notification and

selection of semester for eligible faculty until the end of the third week of Fall 2020 semester.

- 2) All regularly scheduled evaluations for Fall 2020, as well as all postponed evaluations that were not completed in Spring 2020, will take place fall 2020. The following exception is allowed: **Part Time faculty with SRP** (Seniority Rehire Preference according to Art. 12 of the FA Contract) **whose last evaluation was satisfactory** may request a postponement of their Fall 2020 evaluation to the next semester in which they have an assignment.
- 3) Faculty are provided with a copy of this MoU at the time that they are notified about their scheduled Fall 2020 evaluation. The evaluatee is advised, by receiving this MoU, that they may consult with the Academic Senate President or Faculty Association President regarding any questions or concerns about the procedures outlined above.
- 4) Fall 2020 will be the final semester that allows for a postponement of evaluation based on the remote learning circumstances borne of COVID-19.
- 5) Year 3 probationary full-time faculty will be required to be evaluated either Fall 2020 or Spring 2021 and must notify their deans according to the timeline.

Communication for the procedures outlined above shall be made through the usual processes from deans to department chairs and with evaluation committee chairs.

Cornelia Alsheimer-Barthel	 <small>Cornelia Alsheimer-Barthel (Sep 4, 2020 21:34 GMT+2)</small>	Sep 4, 2020
President of Faculty Association	Signature	Date
Raeanne Napoleon		Sep 4, 2020
President of Academic Senate	Signature	Date
Dr. Pamela Ralston		9/4/2020
Executive Vice President, Ed. Programs	Signature	Date
Michael Shanahan		Sep 4, 2020
Vice President of Human Resources	Signature	Date