

Subject: MOU on SPRING 2022 Faculty Evaluations

Date: January 27, 2022

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 Evaluations".

**Please read the information below and share it with all SPRING 2022 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 Spring

However, given the fact that many faculty are challenged by unpredictable modality changes and scheduling in this teaching and work environment for Spring 2022 on very short notice, faculty who are scheduled for Spring 2022 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 and providing them with recommendations, evaluators must take into consideration that many faculty members have faced unpredictable changes in class modality, 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 or adapt to changing needs. For classes that were switched from face-to-face to online, evaluators should consider that student evaluation responses may also be affected by the unexpected change in modality.

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 Spring 2022 semester.
- 2) Faculty may request a postponement of their scheduled Spring 2022 evaluation to the next semester in which they have an assignment under the following circumstances:
  - The faculty member is currently or was initially assigned a face-to-face class during Spring 2022, and
  - The faculty member is either full-time with tenure, or part-time with Seniority Rehire Preference (SRP), and
  - The faculty member's last evaluation was satisfactory.
- 3) Faculty will be provided with a copy of this MoU at the time that they are notified about their scheduled Spring 2022 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.

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



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Cornelia Alsheimer-Barthel  
President, Faculty Association



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Kathleen Scott  
Executive Vice President, Ed. Programs



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Raeanne Napoleon  
President, Faculty Senate



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