

MSCA Synopsis of 2012-2014 DGCE Contract Regarding Evaluation (Article IX)

Evaluations are conducted for the purposes of making personnel decisions, encouraging and assessing professional and pedagogical experimentation, and assisting members of the academic community in the improvement of performance and programs.

No written materials shall be used in the conduct of any evaluation except such materials as shall have been submitted at the commencement of the evaluation in accordance with Article IX, Section E. Every member of the bargaining unit who is the subject of any such evaluation shall be entitled to copies of all such materials. Under no circumstances shall an incidental observation of any unit member be used in whole or in part in conducting an evaluation pursuant to the provisions of this Agreement.

A. Criteria for Evaluations

1. Criteria for the Evaluation of Members of the Bargaining Unit

- i. teaching effectiveness in lectures, seminars, internships, independent studies and otherwise;
- ii. course advising, as it is prescribed in Section A(3) of Article VIII; and
- iii. other instructional obligations, as they are prescribed in Section A(1) of Article VIII.

2. Application of the Criteria

The criteria are to be used as a measure for each instructional period for which the evaluation is being conducted. The overall evaluation of each faculty member will be based upon the entire professional performance of the faculty member during each such instructional period and may include evaluations conducted in prior periods.

The basis for every evaluation shall be professional quality demonstrated with reference to each of the applicable criteria.

B. Frequency of Evaluation

Every faculty member shall be evaluated during the first instructional period and then during the instructional period in which the unit member is teaching any sixth subsequent course. Faculty cannot be required to be evaluated more than once in an academic year unless the Vice President shall require more frequent evaluation.

Every member of the bargaining unit shall have the right to be evaluated upon written request to the President but cannot request to be evaluated more than once in an academic year.

C. Review Periods

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"Review period" means the instructional periods the faculty member taught since the previous evaluation.

D. Materials to Be Used in the Conduct of Evaluations

The following written materials shall be used in the conduct of evaluations. Any faculty member who is being evaluated shall be entitled to copies of all written materials used in the conduct of the evaluation.

1. Student Evaluations

Student evaluations shall be used giving due consideration to the number of courses and sections taught during the review period and for which student evaluations are available; whenever in any such course or section such evaluations are completed by fewer than forty percent (40%) of the students enrolled at the time the evaluation was conducted, consideration shall also be given to the limited reliability the evaluations may have. Student evaluations should be used, to the extent possible, to discern the pattern or patterns evidenced with reference to teaching effectiveness.

The parties agree that no student evaluation shall be published or conveyed to any person except in accordance with this Article or Article XI.

Before the end of each instructional period, the DGCE Chair shall obtain student evaluations of the classroom effectiveness of each faculty member in every section of every course taught through such department.

A summary of the student evaluation results of each faculty member shall be provided as soon as practicable after the conclusion of the instructional period.

No faculty member shall be given a negative evaluation by sole reason of the fact that student evaluations are less favorable than those of another faculty member.

2. Classroom Observations

Whenever deemed appropriate the DGCE Chair and/or the Dean may observe the class or classes of any unit member for the purpose of evaluating teaching effectiveness. Said evaluation shall be conducted in accordance with the procedure set forth in Appendix D-2 (a) or D-2 (b). Prior to the conduct of any such observation, the member of the bargaining unit shall meet with the DGCE Chair or Dean in order to provide the Chair or Dean with a plan of the class to be observed and any materials intended to be used in class.

3. Comprehensive Resume

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Each faculty member shall use the resume form (Appendix D-3) and shall ensure that current official transcripts are in the Official Personnel File.

4. Course Documents

Faculty shall submit a course outline (including a syllabus and a bibliography, if applicable) for each course taught.

5. Other Relevant Materials

In addition to the foregoing, there shall be considered in the conduct of an evaluation

Any other relevant materials and information submitted by the faculty member being evaluated, the DGCE Chair of any department in which the faculty member is teaching, by the Dean and/or by the Vice President shall be considered in the evaluation, including any written self-evaluation submitted by the faculty member.

E. Procedures for the Conduct of Evaluations

Whenever a unit member is evaluated, said evaluation shall be conducted by the DGCE Chair of each department or program area through which the course is being taught.

1. Submission of Materials

A faculty member shall submit to the DGCE Chair those materials intended to be considered in the conduct of the evaluation, including the faculty member's current comprehensive resume and course documents.

2. Evaluation by the DGCE Chair

The DGCE Chair shall conduct an evaluation of the faculty member on the basis of the criteria set forth in Section A(1).

After completion of the evaluation, the DGCE Chair, or the designee thereof, shall transmit a copy to the unit member, who shall have the right to submit a written response within ten (10) calendar days after its receipt.

The DGCE Chair shall submit to the Dean a written report of the evaluation together with all written materials used in the evaluation and any written response submitted by the faculty member.

3. Role of the Dean

The Dean shall thereafter take such action with respect to the evaluation as the

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Dean deems appropriate.

4. Evaluation of a DGCE Chair's Teaching

Whenever a DGCE Chair is required to be evaluated the DGCE Chair shall submit to the Dean the required materials and the Dean shall conduct the evaluation.

F. Anonymous Complaints

The parties agree that anonymous complaints (see Appendix F) shall not be used in faculty evaluations.

G. Effectiveness of Prior Evaluations

Evaluations conducted under a previous collective bargaining agreement shall not be deemed to be invalid or to invalidate any personnel action taken on the basis of such evaluation.