



AGREEMENT BETWEEN

**THE RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

AND

**THE FACULTY ASSOCIATION
OF RANCHO SANTIAGO COMMUNITY
COLLEGE DISTRICT**

Effective July 1, 2019 through June 30, 2022

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4. Colleague surveys (which must include all members of the department, plus other appropriate faculty, administrators and/or staff recommended by the peer evaluators and selected by the administrator): Numerical Data and Typed Written Comments
5. Administrative Summary Evaluation Report/Administrative Recommendation (by the supervising administrator)
6. A Performance Improvement Plan if necessary (see 8.8.5)
7. Additional evaluations if necessary (see 8.17)

8.4 SELF-EVALUATION - PORTFOLIO

- 8.4.1 The probationary faculty member will compile a self-evaluation portfolio to be kept in the supervising administrator's office which will include a written self-evaluation indicating her/his perceived strengths and/or areas for improvement, appropriate class materials (syllabi, sample assignments, etc.), and other pertinent documents (copies of publications, verification of staff development completion, awards, etc.)

8.5 STUDENT EVALUATIONS

- 8.5.1 Each fall semester, the supervising administrator will conduct student evaluations in all of the faculty member's classes. This may be done more frequently at the discretion of the administrator, the peer evaluators, or by request of the probationary faculty member.
- 8.5.2 For instructors, student evaluations will be completed by the seventh (7) week of the semester or by the third (3) week of the late-start 8-week classes. Counselors will be evaluated using a form given to a random sample of students selected from appointments and walk-ins between the third (3) and eighth (8) week of each semester. Student evaluation of reference librarians shall be conducted for one week between the fourth (4) and eighth (8) weeks of the semester.
- 8.5.3 Student narrative comments will be typed to preserve anonymity and will be included in the evaluation record. Identical responses may be tabulated and not retyped.
- 8.5.4 For Online Instruction, the Student Online Course Evaluation Survey Form will be utilized.

8.6 CLASSROOM/WORKSITE OBSERVATIONS

- 8.6.1 The supervising administrator and two tenured faculty peer evaluators from the department or related discipline will conduct classroom or online observations each fall. The peers will be selected by the department chair, or if necessary, in consultation with the academic senate. If an adequate number of tenured faculty are not available in the department to serve as peer evaluators, other tenured faculty may be selected in consultation with the academic senate. If the evaluatee teaches an online class, the peer evaluation team shall include at least one (1) peer evaluator with experience teaching online courses.

8.6.2 The supervising administrator will notify the faculty member that classroom visitations or appropriate observations will be conducted between the sixth (6) and the twelfth (12) weeks of the semester, inclusive. The faculty member will inform the observers if, during the announced period, there will be dates for exams, field trips or other scheduled events, which will preclude an observation of the interaction between the faculty and her/his students. Whenever possible, probationary faculty members whose teaching is done in more than one department should be observed in all disciplines.

8.6.3 For counselors, librarians and other non-instructional faculty, evaluation must include observation of their performance in the area of primary responsibility, as specified in their job description; classroom observation should be included when applicable.

8.6.4 Additional observations may be conducted, as the evaluators deem necessary. For online course, faculty are to be informed when a visitation, by Administration occurs at the time of the visitation, regardless of the purpose of the visit.

8.6.5 The criteria for classroom observations may include but not be limited to the following (See the appendix for the evaluation form to be used). The faculty member:

1. Plans for and is continually well prepared to teach.
2. Provides organized and effective delivery of instruction.
3. Is courteous to and approachable by students.
4. Is able to relate with students and command their respect.
5. Stimulates student participation.
6. Provides instruction consistent with the stated and approved goals and objectives for the class.
7. Shows enthusiasm for the subject matter.
8. Uses effective motivation to create desire in students to learn the subject/skill(s).
9. Makes effective use of teaching aids and materials.
10. Observes appropriate safety protocols.
11. Effectively manages student conduct to avoid disruption and maintains respect for the opinions of others.

8.6.6 The administrator and each peer evaluator will independently prepare a signed written classroom observation report on the approved District form. The observation reports will be collected by the administrator and utilized in the development of the summary evaluation report.

8.6.6.1 For Online-classes, the Online Classroom Observation and Evaluation form will be utilized and submitted to the supervisor to the supervising administrator.

8.7 COLLEAGUE SURVEYS

8.7.1 The supervising administrator will conduct an evaluation survey of all full-time members of the probationary faculty member's department, plus other appropriate faculty and staff who work with the faculty member as suggested by the peer evaluators. The format and procedure approved by the District will be used. Narrative comments will be typed to preserve anonymity and will be included in the evaluation record by the administrator.

8.8 SUMMARY EVALUATION

8.8.1 The supervising administrator will meet with the faculty peer evaluators to review all of the evaluation materials. At this meeting, the peer evaluators will make their recommendations to the administrator. The supervising administrator will prepare a narrative report, using the approved District form, which summarizes the results of all evaluation activities. The report will include, but not be limited to, the following criteria:

1. Competency
2. Work Attitudes
3. Initiative
4. Attitude toward students
5. Attitude toward staff
6. Participation in faculty/college governance, service on college committees, projects and/or supervising student organizations
7. Professional growth:
 - a. Course work taken
 - b. Conferences attended
 - c. Professional achievements
 - d. Participation in staff development functions
 - e. Visitations to other educational institutions or appropriate businesses, agencies or organizations
 - f. Other efforts to improve individual effectiveness

8.8.2 In the first and second years of employment, the report must conclude with one of the following recommendations:

1. Renewal of employment contract including recommendations for continued growth;

2. Non-renewal of contract (termination of employment);

3. Granting of Tenure.

8.8.3 No employment recommendation will be made in the third year of employment.

8.8.4 In the fourth year of employment, the report must conclude with one of the following recommendations:

1. Granting of Tenure

2. Denial of Tenure (termination of employment)

8.8.5 Unless the administrator's recommendation is to terminate employment, the evaluation report will include specific suggestions for improvement for any performance area in which the faculty member does not meet expectations. The administrator will develop a performance improvement plan to address these deficiencies. Development and monitoring of the performance improvement plan may include participation of the peer evaluators.

8.8.6 Prior to submission of the Administrative Summary Evaluation Report/Recommendation to the appropriate vice-president, the administrator will meet with the faculty member to review the evaluation record (student evaluation results and comments, colleague survey results and comments, classroom/worksite observation reports and supervising administrator's summary evaluation report/recommendation, and a performance improvement plan if necessary). Within three (3) working days of this meeting, the District will provide a copy of all of the documents in the evaluation record (See section 8.3.3) to the probationary faculty member. If the probationary faculty member disagrees with the summary evaluation, he/she shall have fifteen (15) working days from the summary evaluation meeting to submit a written response. This response shall be attached to the evaluation report and be sent to the appropriate vice-president for review. The response will be included in the employee's personnel file.

8.8.7 With the exception of student evaluation and colleague evaluation surveys, no anonymous oral or written material shall be used in the formal evaluation process in any form; nor shall such materials be referenced in any evaluation record.

8.9 INSTITUTIONAL TENURE REVIEW

8.9.1 The appropriate vice-president(s) will meet with representatives of FARSCCD and the college Academic Senate (1 representative each) to review the evaluation report and recommendations prior to submission to the college president. FARSCCD and Senate representatives will be provided with up to five (5) business days to review all evaluation documents prior to the meeting. The vice-president(s) will review the reports with the college president who will then forward the recommendation to Human Resources.

8.9.2 The supervising administrator must complete all evaluation(s) and recommendation(s) by the end of the fall semester. The college presidents will forward their recommendations to Human Resources by February 15. The Board will take action on all tenure review recommendations by March 15.

8.9.3 If warranted, an additional evaluation may be recommended or requested for the subsequent spring semester in accordance with the provisions of Section 8.17. The results of this additional evaluation will be considered in the subsequent fall semester and shall not alter the current recommendation in 8.9.2.

8.10 GRIEVANCE DURING THE TENURE PROCESS

8.10.1 The grievance procedure may be used if a Contract I or Contract II faculty member believes that the district, in a decision not to offer a second or third contract, violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract faculty member.

8.10.2 The grievance procedure may be used if a Contract III faculty member believes that the district, in a decision denying tenure, made a negative decision that to a reasonable person was unreasonable, or violated, misinterpreted, or misapplied any of its policies and procedures concerning the evaluation of the contract faculty member.

8.10.3 Pursuant to the provisions of Education Code Section 87610.1, FARSCCD_“shall have no duty of fair representation with respect to taking any of these grievances to arbitration, and the employee shall be entitled to pursue a matter to arbitration with or without the representation by the exclusive representative.”

8.11 PURPOSE OF EVALUATION – COLLEGE CREDIT

The purpose of evaluation is two- fold. First the objectives of evaluation for both tenured and non-tenured faculty are to acknowledge good performance, to strengthen satisfactory performance, and to help faculty improve performance through specific recommendations.

8.12 DEFINITIONS

8.12.1 Regular Employment with tenure status. (Associate and full Professor)

8.12.2 Non-Contract Employee serving on an hourly basis with no contract with the Board.

8.12.3 Substitute Employee filling a position of a regular employed person absent from service.

8.12.4 Temporary Employee, other than as a substitute, hired for a specific assignment of not less than one semester nor longer than a complete school year, or are hired as a faculty in a program conducted under contract in a categorically funded project.

8.12.5 Faculty will be assigned the following titles:

Instructor: Part-time, non-contract, and substitute faculty

Assistant Professor: Permanent tenure-track, Contract I, II, III faculty from hire date to approval of tenure. Temporary, non-tenure track, faculty specially funded.

Associate Professor: Upon district approval of tenure status.

Professor: Upon completion of five (5) years tenured service at RSCCD.

8.13 EVALUATION OF NON-CONTRACT FACULTY

8.13.1 Non-contract faculty shall be evaluated during the first two (2) semesters of employment and at least once (1) every third semester thereafter. If a part-time faculty member is assigned a class at a second college in the District within this cycle, that college shall have the right to evaluate the part-time faculty member in the first semester at that college. The evaluation at the second college shall reset the cycle.

8.13.2 Non-contract faculty shall be evaluated by the supervising administrator or Department Chair or a subject matter specialist from the discipline designated by the supervising administrator. If the evaluatee teaches an online class, the evaluation process will include one (1) evaluator with experience teaching online courses, preferably in the content area.

8.13.2.1 For Online classes the Online Classroom Observation and Evaluation Form will be utilized and submitted to the supervising administrator.

8.13.3 Student evaluations will be included as part of the evaluation process.

8.13.3.1 For Online instruction, the Student Online Course Evaluation Survey Form will be utilized.

8.13.4 Nothing in section 8.13 will be construed to imply that full-time faculty members teaching beyond contract loads within their department shall undergo additional evaluations solely because of this section.

8.14 EVALUATION OF INSTRUCTORS – TEMPORARY FACULTY

Temporary faculty shall be evaluated during each year of temporary status utilizing the procedures for Contract I faculty.

8.15 EVALUATION OF TENURED TEACHING FACULTY (ASSOCIATE PROFESSORS AND PROFESSORS)

Tenured faculty will be evaluated in the area of their primary responsibility at least once every three years. According to the terms of the evaluation timetable (8.18), the supervising administrator or designee will conduct an observation and consultation.

8.15.1 By the tenth (10) week of the semester preceding the year of the tenured faculty member's evaluation, she/he will select one of the following options for the peer review process:

Option 1: A colleague from his/her department/discipline/division, selected from the scheduled rotation chosen by the department chairperson, or by the division curriculum committee chair in the absence of a department chairperson will conduct a classroom visitation and subsequent consultation. If the department chairperson is the evaluatee, the division curriculum committee chair will select the peer. If the evaluatee teaches an online class, the evaluation process shall include one (1) peer evaluator with experience teaching online courses.

Option 2: or colleague from his/her department/discipline/division will meet to discuss issues related to the faculty member's normal assignment (e.g., counseling strategies, textbooks, course overviews, handouts, exams, teaching techniques, daily assignments, classroom assessment techniques, etc.). If the evaluatee teaches an online class, the evaluation process shall include one (1) peer evaluator with experience teaching online courses.

Option 3: or colleague will be involved in a process combining options 1 and 2 above. If the evaluatee teaches an online class, the evaluation process shall include one (1) peer evaluator with experience teaching online courses.

8.15.2 The faculty member has the option of adding one additional peer reviewer. Both peers will then consult with the faculty member to determine the number and timing of classroom observations or other evaluation elements and subsequent peer consultations.

8.15.3 Visitation of online classes will be conducted by the supervising administrator and a peer evaluator with experience teaching online classes.

8.15.3.1 For Online classes, the Online Observation and Evaluation Form will be utilized and submitted to the supervising administrator.

8.15.4 The faculty member will complete a self-evaluation by the first week in October. This evaluation is to be included in the faculty portfolio for both the supervising administrator and the peer(s).

- 8.15.5 In the case of classroom instruction, student evaluations will be collected by the supervising administrator or designee for inclusion in the portfolio.
- 8.15.6 Whenever there is more than one (1) evaluator, the peers must meet and reach consensus (agreement) about the review within ten (10) days of the completion of the peer review options. If agreement is not reached, another opinion may be attached to the report.
- 8.15.6.1 For Online instruction, the Student Online Course Evaluation Form will be utilized and submitted to the supervising administrator.
- 8.15.7 Within ten (10) days of the completion of the peer review report or the dean's evaluation, the peer(s) or the dean, respectively, will consult with the faculty member (see 8.18.3.4 below). The faculty member must sign each report. The signature does not necessarily indicate agreement with the report. The faculty member has ten (10) days to respond in writing to the formal peer report or the dean's evaluation. The written response will be included in the member's personnel file.
- 8.15.8 For each criterion marked as "Does not meet expectations," specific examples and suggestions for improvement must be made by the evaluator.
- 8.15.9 The peer(s) and the supervising administrator will send the evaluations to the appropriate president, who will forward them to the Human Resources Office to be included in the faculty member's personnel file.
- 8.15.10 After a regular faculty member's evaluation(s) indicate that he/she satisfactorily meets the requirements of his/her assignment, the employee may request that evaluations older than the two most current copies be sealed in the member's file. No duplicate copies shall be maintained elsewhere.
- 8.16 EVALUATION OF TENURED, NON-TEACHING FACULTY, COORDINATORS, COUNSELORS, LIBRARIANS AND HEALTH SERVICE STAFF.
- 8.16.1 Regular faculty members with non-teaching assignments will be evaluated using the same procedure as that used for instructors. The evaluation will focus on their primary responsibilities, as well as classroom instruction, if appropriate.
- The peer review process for a coordinator will include faculty working in areas served by the coordinator. The coordinator may add one regular faculty member for the peer evaluation process.
- 8.16.2 The portfolio items will reflect the primary responsibility of the evaluatee. Student evaluations will be required as appropriate; as well as self-evaluations which will be required for all faculty.

8.16.3 In the case of student evaluations:

Counseling services will be evaluated using a form distributed to a random sample of 100 students selected from appointments and walk-ins between the third and ninth week of the semester. In addition, classroom student evaluations will be collected when appropriate. Student evaluation of reference librarians will be conducted at the reference desk on the approved form for one week between the 10th and 15th weeks of the semester.

8.16.4 For each criteria marked as “Does not meet expectations,” specific examples and suggestions for improvement must be made.

8.16.5 The peer(s) and Designated Administrator will conduct separate evaluations. Within ten (10) days of the evaluation, a conference will be held and the evaluatee will sign and be able to respond to each evaluation statement. The signature does not necessarily indicate agreement with the report.

8.16.6 If a tenured faculty member disagrees with his/her evaluation, he/she has ten (10) days to respond in writing to the formal peer report or the designated administrator’s evaluation. The written response will be included in the member’s personnel file.

8.17 ADDITIONAL EVALUATIONS

8.17.1 Additional evaluations of faculty may be made at the request of the supervising administrator, students, or the faculty member.

8.17.2 If an additional evaluation is requested, the supervising administrator will consult with the department chair involved. The activities for the additional evaluations may include, but not be limited to, classroom or online visitation(s), peer review processes, and student evaluations.

8.18 EVALUATION TIMETABLE

8.18.1 The date and timelines for the various procedures described in this section are recommendations. Changes in the timeline appropriate to 8-week classes will be made by the supervising administrator. Unless there are extenuating circumstances, most procedures may normally be completed before the recommended deadlines.

8.18.2 Non-contract Faculty

8.18.2.1 Notification

By the end of the third week of each semester, the supervising administrator will notify all non-contract faculty due for evaluation that semester.

8.18.2.2 Student Evaluations

Student evaluations will be completed during the ninth (9th) or tenth (10th) week of the semester.

8.18.2.3 Visitation

The classroom visitation will be completed by the end of the fourteenth week of the semester.

8.18.2.4 Submission

The evaluation will be submitted to the appropriate vice chancellor within three weeks after the semester is completed.

8.18.3 Associate Professors and Professors (Tenured Faculty)

8.18.3.1 Notification

By the end of the fourth (4th) week of each semester, the supervising administrator will notify all tenured faculty due for evaluation the following semester. By the end of the tenth (10th) week of the semester prior to evaluation, the faculty member will notify the supervising administrator if he/she requests an alternative to a classroom visitation by the peer(s).

8.18.3.2 Student Evaluations

For Instructors, student evaluations will be completed during the ninth (9th) or tenth (10th) week of the semester.

For counseling services, a student evaluation form will be distributed to a random sample of 100 students selected from appointments and walk-ins between the third and ninth week of each semester. Student evaluation of reference librarians shall be conducted at the reference desk on the approved form for one week between the tenth and fifteenth weeks of each semester.

8.18.3.3 Visitations

The classroom visitations, or other observations, will be conducted between the fourth (4th) and the fourteenth (14th) weeks of the semester (inclusive).

8.18.3.4 Conference

The observation(s) and evaluation conferences with the peer(s) and/or the supervising administrator will be completed within ten (10) days of an observation. Option 2 peer evaluations must be completed by the end of the semester.

8.18.3.5 Submission

The evaluation(s) and suggestion(s) for improvement will be submitted to the supervising administrator and then to the Human Resources Office within three (3) weeks after the semester is completed.