

~~ARTICLE 12-~~ **ARTICLE 8 – EVALUATION, MEMOS OF EXPECTATIONS, AND PERSONNEL FILES**

~~42.4-~~ **8.1 Evaluation**

- (a) Each member shall undergo evaluation(s) pursuant to procedures and criteria promulgated by the College as outlined in this article and per the GPM and Faculty Evaluation Official Practices.
- (b) Right to Review: After each evaluation is completed by the College designated evaluator and discussed with the faculty member, the faculty member shall have the right to have a review team review any specific objection(s) to the designated evaluator's evaluation. A written request for such a review containing the specific objection(s) for such a review of their evaluation must be given to the faculty member's Instructional Dean and department chair within five (5) working days of the meeting between the designated evaluator and the faculty member held to discuss the member's evaluation. A copy of this written request may also be given to the Faculty Forum President, at the request of the faculty member.
- (c) Evaluation Review Team and Process: The evaluation review team shall be composed of one (1) faculty member chosen by the Faculty Forum Executive Committee (FFEC) and one (1) administrator chosen by the Vice President of Academic Affairs. This team should be assembled within five (5) business days of the submission of the faculty member's request for review, except by mutual agreement.
 - i. The team's review will be limited to investigating the objection(s) specified in the written request for a review, but it may replicate any part of the prior evaluation.
 - ii. The review process should result in clear and concrete written findings and recommendations within five (5) business days after the team has been assembled, except by mutual agreement. The team shall discuss its written findings and recommendations as soon as possible with the affected faculty member, the designated evaluator, and the faculty member's department chair. Finally, the team's written findings and recommendations shall be attached to the faculty member's evaluation record and may not be substituted for the original evaluation.
- (d) The review process shall not delay any action that the College would normally take in acting on the designated evaluator's evaluation.
- ~~(e) No grievances shall be allowed over any portion of this subject or this section.~~
- (e) Evaluation Practices:
 - i. The College will provide annual training for faculty on evaluation procedures, expectations, and timelines.
 - ii. To ensure consistency, the College will, at its discretion, deliver training to instructional administrators on how to evaluate.

8.2 Plans of Improvement Memo of Expectations

- (a) Where a faculty member demonstrates deficiencies in performance and/or behaviors, the College should may notify the employee via a written Memo of Expectations (MoE) place the employee on-

~~a Plan of Improvement (POI). The purpose of the MoE is to notify the employee of the POI is to correct deficiencies, and provide a reminder of performance and/or behavioral expectations, and set a clear path for additional growth and improvement. The MoE is not a replacement for disciplinary action as noted in Article 17 nor is it a required notification. Any other similar written document from the College to an employee that outlines expectations, directives and/or corrective action may serve as the equivalent of an MoE in terms of performance improvement notification.~~

- (b) If the College elects to notify an employee via an MoE, it should ~~may~~ include, in writing, and as applicable to the situation, a statement of the issues, deficiencies, and/or behaviors; expectations and corrective actions required; assistance to be provided by the College; timelines for the expected improvements; assessment criteria the employee must meet for success; and consequences for failure to make such improvements, up to and including disciplinary actions as noted in Article 17, Discipline and Dismissal.
- (c) MoEs ~~are not required~~ nor disciplinary in nature, although failure to meet performance or behavior expectations specified in a MoE may lead to other disciplinary actions, including but not limited to a disciplinary Plan of Assistance (see **Article 17.2[a]**).

~~The POI shall include, in writing, the following:~~

- ~~i. — **Deficiencies:** Statement of the deficiencies, including the specific criteria used to determine a deficiency and the evidence of substandard performance. These criteria must be connected to a faculty member's job description, a provision in the GPM, or some other criteria mutually agreed upon by the College and the Forum.~~
- ~~ii. — **Action:** Specific expectations and corrective steps the employee must take to correct their performance.~~
- ~~iii. — **Assistance:** A delineation of specific assistance to be provided by the College. The faculty member and/or the member's designee shall be given the opportunity to provide input on the type of assistance to be provided.~~
- ~~iv. — **Timeline:** A timeline for improvement which shall not be less than ninety (90) days.~~
- ~~v. — **Assessment:** Written criteria the employee must meet for success.~~
- ~~vi. — **Consequences:** Statement of the consequences for failure to meet performance expectations.~~

~~12.2.~~ 8.3 Personnel Files

- (a) Each faculty member shall have the right to review the contents of their own personnel file, which shall be exclusive of materials received prior to the date of employment by the College. One official personnel file for each faculty member shall be maintained by the College.
- (b) All material placed in a faculty member's personnel file upon the effective date of this Collective Bargaining Agreement must have the signature of the Vice President of Academic Affairs or an Instructional Dean and must be dated. The faculty member may request a copy of any materials in their personnel file with the exception noted in ~~12.2 (a)~~ 8.3(a) above at their own expense. The faculty member may also include in their personnel file a written response to any material in the file.
- (c) ~~No evaluative or disciplinary information reflecting unfavorably upon a faculty member shall be~~

placed in the personnel file without first presenting to the employee. The employee shall be given the option to sign such information and may request the following disclaimer: "Employee signature confirms only that the supervisor has discussed and given a copy to the employee and does not indicate agreement or disagreement." Should the employee refuse to sign, Human Resources will make a notation on the document regarding the refusal and the document will still be placed in the employee personnel file.

- (d) At any time, a faculty member shall have the right to indicate those materials in their own personnel file which they believe to be obsolete. Such identified materials may be sealed within the personnel file upon mutual agreement of the faculty member and the Vice President of Academic Affairs; the seal may be removed by the faculty member whose file it is or by the Vice President of Academic Affairs.
- (e) Each faculty member ~~may~~ has the right to initiate the review and removal of inappropriate student evaluation comments from their file, pursuant to College policies and procedures. ~~This right shall not be removed or altered during the terms of this Agreement.~~
- (f) Access to a faculty member's personnel file shall be limited to only the faculty member involved, such administrators of the College who are assigned to review or place materials therein, such clerical personnel whose duty it is to maintain personnel files, the Forum (pursuant to its rights under the PECBA [Public Employee Collective Bargaining Act]), the Board of Directors acting as a body, and such College committees as are charged by the College to consider personnel matters. All faculty member personnel files shall be stored in secure surroundings when not in use by those officially designated herein.