

## Process and Checklist for Observation/Evaluation of Teaching Faculty

1. Initial Meeting	page 1
2. First Year Classroom Observation	page 2
3. Second Year Classroom Observation	page 3
4. Administrative Evaluation Process	page 3
5. Compensation	page 4
6. Timelines	page 5
7. Contract Language and LOA	page 6

### 1. Initial Meeting

No later than the end of the eighth (8<sup>th</sup>) week of a faculty member's first teaching assignment a meeting will be held with the department/division administrator. If the administrator is delegating the first year classroom observation, the classroom observer may be included in this Initial Meeting.

During the Initial Meeting, the faculty member will be given a packet that will include the following documents:

- LCC-MAHE contract language Article XVI. B. Faculty Administrative Evaluations
- The Process and Checklist for Observation/Evaluation of Teaching Faculty
- The Classroom Observation of Teaching Faculty Feedback Worksheet
- The First Year Classroom Observation Report Form
- The Administrative Evaluation of Teaching Faculty Report Form

Additionally, the faculty member and administrator will have an opportunity to discuss the criterion and expectations to address any questions or concerns related to the classroom observation and evaluation process for teaching faculty.

**Note:** Only an administrator or a faculty member who have received the approved orientation on the evaluation process and the approved training on classroom observation can conduct classroom observations.

- The First Year Classroom Observation:  
May be delegated to a trained faculty member or another trained administrator
- The Second Year Classroom Observation and Evaluation Process:  
Must be conducted by a trained administrator

## 2. First Year Classroom Observation

For professional growth and feedback

- a. Scheduling:** The faculty member and observer will collaborate to schedule the:
- Classroom observation during the first two (2) semesters of teaching
  - Pre-observation meeting at least one (1) week prior to the classroom observation
  - Post-observation conference should take place within two (2) weeks of the classroom observation. However, it is recommended that it take place within 48 hours following the classroom observation.
- b. Classroom Observation:** A Classroom Observation should be conducted utilizing the Classroom Observation of Teaching Faculty Feedback Worksheet. If possible, the observer should give the faculty member initial impressions and confirm the post-observation conference appointment immediately following the Classroom Observation.
- c. Pre-Observation Meeting:** The observer will have a pre-observation meeting with the faculty member to discuss the criteria listed on the First Year Classroom Observation Report Form.
- d. Post-Observation Conference:** A conversation will take place between the observer and the faculty member about what occurred in the classroom. Feedback will be provided to the faculty member by the observer using the Classroom Observation of Teaching Faculty Feedback Worksheet.
- e. Written Follow-up and Documentation:** Within two (2) weeks of the post-observation conference, the observer will provide the following completed documents to:
- **The Faculty Member:**
    - First Year Classroom Observation Report Form
    - Copy of the Process and Checklist for Observation/Evaluation of Teaching Faculty
  - **The Department Chair:**
    - First Year Classroom Observation Report Form
    - Copy of the Process and Checklist for Observation/Evaluation of Teaching Faculty
  - **Human Resources Department:** to be placed in the faculty member's personnel file
    - Copy of the Process and Checklist for Observation/Evaluation of Teaching Faculty

### 3. Second Year Classroom Observation

For professional growth, feedback, and administrative evaluation

- a. Scheduling:** The faculty member and administrator will collaborate to schedule the:
- Classroom observation for:
    - Full-time- prior to the end of the faculty member's fourth (4<sup>th</sup>) semester of teaching at LCC, not including summer semesters
    - Adjunct- prior to the end of the faculty member's sixth (6<sup>th</sup>) semester of teaching at LCC
  - Pre-observation meeting at least one (1) week prior to the classroom observation
  - Post-observation conference should take place within two (2) weeks of the classroom observation. However, it is recommended that it take place within 48 hours following the classroom observation
  - Evaluation Conference within six (6) weeks of the post-observation conference
- b. Classroom Observation:** A Classroom Observation should be conducted utilizing the Classroom Observation of Teaching Faculty Feedback Worksheet. If possible, the administrator should give the faculty member initial impressions and confirm the post-observation conference appointment immediately following the Classroom Observation.
- c. Pre-Observation Meeting:** The administrator will have a pre-observation meeting with the faculty member to discuss the criteria listed on the Administrative Evaluation of Teaching Faculty Report Form.
- d. Post-Observation Conference:** A conversation will take place between the administrator and the faculty member about what occurred in the classroom. Feedback will be provided to the faculty member by the administrator using the Classroom Observation of Teaching Faculty Feedback Worksheet. In addition, the faculty member will provide to the administrator any teaching materials they have produced or used in the course observed. The faculty member may also provide any teaching material they have produced or used in their other LCC courses.

### 4. Administrative Evaluation Process

- a. Completion of Administrative Evaluation of Faculty:** Within four (4) weeks of the second year post-observation conference, the administrator will complete the Administrative Evaluation of Teaching Faculty Report Form and send a copy of the completed form to the faculty member. The faculty member should have a copy of the completed form one (1) week before the evaluation conference.
- b. Evaluation Conference:** Within six (6) weeks of the second year post-observation conference, the administrator will meet with the faculty member and discuss the completed Administrative Evaluation of Teaching Faculty Report Form. The faculty member's written comments and signature should be completed and returned to the administrator within two (2)

weeks after the evaluation conference.

- c. Written Follow-up and Documentation-** Within one (1) week of receiving the faculty member's written comments and signature, the administrator will provide the following completed documents to:
- **The Faculty Member:**
    - Copy of the Administrative Evaluation of Teaching Faculty Report Form
    - Copy of the Process and Checklist for Observation/Evaluation of Teaching Faculty
  - **The Department Chair:**
    - Copy of the Administrative Evaluation of Teaching Faculty Report Form
    - Copy of the Process and Checklist for Observation/Evaluation of Teaching Faculty
  - **Human Resources Department-** original documents to be placed in the faculty member's personnel file:
    - The Administrative Evaluation of Teaching Faculty Report Form
    - The Process and Checklist for Observation/Evaluation of Teaching Faculty
- d. Outcomes of Evaluation:** Three possible outcomes from the administrative evaluation\*:
- 1) Satisfactory** - The evaluation is satisfactory, which will result in continuing contract status contingent upon satisfactory teaching and performance throughout the remainder of the probationary or non-associate continuing contract period.
  - 2) Additional Evaluation Indicated-** The evaluation indicates teaching or performance concerns have been identified for improvement. A faculty member will be identified to assist the faculty member. A second administrative evaluation may be conducted by the appropriate trained program/department administrator prior to the end of the faculty member's probationary or non-continuing contract period.
  - 3) Unsatisfactory-** The evaluation is unsatisfactory, which will result in termination.

*\*Note: It is understood that the College is not obligated to issue a contract to a non-associate continuing or probationary contract faculty member (Article XI Employment Practices).*

## 5. Compensation

- a. Full-time teaching faculty:** The initial meeting, pre-observation meetings, post-observation meetings, and evaluation conference are required, and will be scheduled collaboratively as part of the faculty member's reasonable mix.
- b. Adjunct/Part-time teaching faculty:** The initial meeting, pre-observation meetings, and post-observation meetings, and evaluation conference are required. The faculty member will be compensated for meeting time pursuant to Appendix H. section 4b. Miscellaneous Assigned Work Wage Rates.
- c. Mileage:** Per IRS policy.

## 6. Timelines

**Full-time Teaching Faculty-** Each activity below must be completed prior to the end of the indicated semester excluding summers

Semesters Worked Prior to January 2008	0	1	2	3	4	5
<b>Initial Meeting</b>	By the 8 <sup>th</sup> week of their 1 <sup>st</sup> Assignment	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*
<b>1<sup>st</sup> Year Classroom Observation</b>	2 <sup>nd</sup> Semester Teaching	3 <sup>rd</sup> Semester Teaching	4 <sup>th</sup> Semester Teaching	Waived	Waived	Waived
<b>2<sup>nd</sup> Year Classroom Observation and Administrative Evaluation</b>	4 <sup>th</sup> Semester Teaching	4 <sup>th</sup> Semester Teaching	5 <sup>th</sup> Semester Teaching	5 <sup>th</sup> Semester Teaching	5 <sup>th</sup> Semester Teaching	6 <sup>th</sup> Semester Teaching

**Adjunct/Part-time Teaching Faculty-** Each activity below must be completed prior to the end of the indicated semester

Semesters Worked Prior to January 2008	0	1	2	3	4	5	6	7	8
<b>Initial Meeting</b>	By the 8 <sup>th</sup> week of their 1 <sup>st</sup> Assignment	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*	Spring Semester 2008*
<b>1<sup>st</sup> Year Classroom Observation</b>	2 <sup>nd</sup> Semester Teaching	3 <sup>rd</sup> Semester Teaching	4 <sup>th</sup> Semester Teaching	Waived	Waived	Waived	Waived	Waived	Waived
<b>2<sup>nd</sup> Year Classroom Observation and Administrative Evaluation</b>	6 <sup>th</sup> Semester Teaching	6 <sup>th</sup> Semester Teaching	6 <sup>th</sup> Semester Teaching	6 <sup>th</sup> Semester Teaching	6 <sup>th</sup> Semester Teaching	6 <sup>th</sup> Semester Teaching	8 <sup>th</sup> Semester Teaching	8 <sup>th</sup> Semester Teaching	9 <sup>th</sup> Semester Teaching

\* or the first semester teaching after the Spring 2008 semester

## **ARTICLE XVI. EVALUATION AND PROFESSIONAL GROWTH OF BARGAINING UNIT MEMBERS**

It is agreed by the parties to this collective bargaining agreement that the evaluation process is intended to be a continual, collegial, and constructive process. The Chair/Supervisor shall provide regular opportunity to discuss professional evaluation and to offer assistance to bargaining unit members in the improvement of his/her professional performance.

### **A. Student Feedback**

Student feedback of all teaching faculty in all sections and all service faculty will be conducted at least once a year using a mutually approved process and mutually approved forms (Appendix Q. Evaluation and Professional Growth Forms). Feedback may be conducted for all bargaining unit members in the unit more often, at the Administration's discretion. Any data or comments extracted from the forms for any section where the return rate is 65% or greater of those enrolled in the class at the date of evaluation will be provided to the appropriate faculty member and the appropriate administrator simultaneously for evaluation purposes. Any data or comments extracted from the forms for any section where the return rate is less than sixty-five percent (65%) will be provided to the appropriate faculty member and administrator for discussion purposes. Student evaluation data will not be used as the sole source of information for personnel decisions.

### **B. Faculty Administrative Evaluations**

Evaluation of probationary full-time and non-continuing contract associate bargaining unit members will include a classroom observation conducted by the appropriate trained program/department administrator at least once during the bargaining unit member's first year of teaching (two semesters) to foster professional growth and provide feedback using the approved classroom observation procedure and form(s) (Appendix Q. Evaluation and Professional Growth Forms). An administrative evaluation of each teaching faculty member will be conducted by the appropriate trained program/department administrator during the faculty member's second year of teaching (two semesters) using the approved procedures and form(s) to foster professional growth and provide feedback. If a problem is identified and documented during the administrative evaluation, a faculty member will be identified to assist the faculty member. A second administrative evaluation may be conducted by the appropriate trained program/department administrator during the faculty member's third year of teaching (two semesters).

### C. Professional Growth

For all continuing full-time bargaining unit members, there will be a system for fostering professional growth. Continuing adjunct faculty may participate on a voluntary basis. Every three (3) years, each full-time faculty member will present either a written or oral teaching/service portfolio that will be discussed with the department full-time faculty and Chair. Any written comments resulting from the discussion will be given to the faculty member and will not become part of a permanent record. The portfolio would include: participation in activities for professional growth, new teaching/learning/service methods, curriculum vitae, statement of teaching/learning/service philosophy and goals including any resources needed to achieve the goals.

The first two academic years that the contract is in force after ratification will be used for education/training and to conduct a pilot with volunteers, with the goal of implementation during the third academic year. Resources will be provided to implement the program. Faculty will develop and discuss their portfolios every three years. The initial schedule of portfolio discussion will be determined jointly between the chair and full-time faculty in each department. The initial schedule will be used to determine a three year cycle for continuing professional growth, with some allowance given for special circumstances.

The form (see Appendix Q) indicating that the discussion of professional growth took place will be maintained in the faculty member's personnel file.

### D. Evaluation of Chair and Supervisors

The Association will coordinate with the AFT-Michigan to develop and agree to a procedure and appropriate forms for the evaluation of chairs and supervisors. Once developed, the procedure and forms will be incorporated into this Agreement.

If the AFT-Michigan evaluation process is modified, the Association and AFT Michigan will meet to attempt to reach an agreement on a new process. The new process will then be incorporated into this Agreement.

### E. Employee Achievement

The College and the Association agree that "Achievement Recognition" is important and will encompass a service award celebration, and a recognition and appreciation of achievements, for both full and part-time bargaining unit members.

**LETTER OF AGREEMENT BY AND BETWEEN  
LANSING COMMUNITY COLLEGE (LCC) AND  
THE LANSING COMMUNITY COLLEGE  
MICHIGAN ASSOCIATION OF HIGHER EDUCATION  
(MAHE/MEA/NEA)**

The parties to this agreement, LCC and LCC-MAHE/MEA/NEA have agreed that it is necessary to allow a one-time modification to the provisions of Article XVI. Evaluation. This one time modification is necessary because the orientation and training on the Administrative Evaluation process have not yet been completed. In addition, the parties have not completed the forms or process for the Administrative Evaluation. The parties intend to complete the forms and process for the Administrative Evaluation of full-time and adjunct teaching faculty by December 21, 2007 and the forms and process for professional evaluation of service faculty by August 1, 2008.

The parties agree that the College will use the newly approved forms and process for Administrative Evaluation with the following exceptions to facilitate the transition to the new evaluation process for all bargaining unit members:

- I. full-time teaching and adjunct faculty members who will attain ACC or CC status at the end of the Fall 2007 semester, will be evaluated using the previous evaluation form and process during Fall 2007 semester only.
- II. if an Administrative Evaluation is conducted for a full-time teaching or adjunct faculty member during the Fall 2007 semester and results in a recommendation not to grant ACC or CC status, either the administrator, Human Resources, or MAHE may request to meet and discuss the possible extension of the probationary period for the faculty member.
- III. service faculty who will attain ACC or CC status during the Fall 2007, Spring 2008, or Summer 2008 semesters will be evaluated using the previous evaluation form(s) and process through the Summer 2008 semester.
- IV. if a professional evaluation is conducted for a service faculty member during the Fall 2007, Spring 2008, or Summer 2008 semesters and results in a recommendation not to grant ACC or CC status, either the administrator, Human Resources, or MAHE may request to meet and discuss the possible extension of the probationary period for the faculty member.
- V. new, probationary, and non-continuing contract full-time teaching and adjunct faculty members hired prior to Spring 2008 semester will be brought up to date with the observation and evaluation process using the following timeline:
  - A. initial meeting will be conducted for full-time and adjunct teaching faculty prior to the end of the:
    1. Spring 2008 semester if the faculty member is teaching Spring 2008 semester.
    2. next semester the faculty member is teaching if they do NOT teach Spring 2008 semester.
  - B. First Year Classroom Observation
    1. If a classroom observation has been conducted prior to Spring 2008, the "First Year" Classroom Observation requirement will be met.

2. If a classroom observation has NOT been conducted prior to Spring 2008, the following timelines and adjustments will apply; and the "First Year" Classroom Observation will be conducted prior to the end of the faculty member's:
  - a. third (3<sup>rd</sup>) semester of teaching if the faculty member has taught one (1) semester prior to Spring 2008 at LCC
  - b. fourth (4<sup>th</sup>) semester of teaching if the faculty member has taught two (2) semesters prior to Spring 2008 at LCC
3. The "First Year" Classroom Observation requirement is waived if the faculty member has taught at LCC three (3) or more semesters prior to Spring 2008.

C. Second Year Classroom Observation and Administrative Evaluation:

1. If an Administrative Evaluation to determine ACC or CC status has been conducted and documented for the faculty member prior to Spring 2008, the "Second Year" Classroom Observation and Administrative Evaluation requirement will be met.
2. If an Administrative Evaluation to determine ACC or CC status has NOT been conducted and documented for the faculty member prior to Spring 2008, the following timelines and adjustments will apply:
  - a. for full-time faculty the "Second Year" Classroom Observation and Administrative Evaluation will be conducted prior to the end of the faculty member's:
    - i. fourth (4<sup>th</sup>) semester of teaching if the full-time faculty member has taught less than three (3) semesters prior to Spring 2008 at LCC
    - ii. fifth (5<sup>th</sup>) semester of teaching if the full-time faculty member has taught three (3) semesters but less than five (5) semesters at LCC prior to Spring 2008
    - iii. sixth (6<sup>th</sup>) semester of teaching if the full-time faculty member has taught five (5) semesters at LCC prior to Spring 2008
  - b. for adjunct faculty the "Second Year" Classroom Observation and Administrative Evaluation is conducted prior to the end of the faculty member's:
    - i. sixth (6<sup>th</sup>) semester of teaching if the adjunct faculty member has taught less than six (6) semesters at LCC prior to Spring Semester 2008
    - ii. eighth (8<sup>th</sup>) semester of teaching if the faculty member has taught six (6) semesters but less than eight (8) semesters at LCC prior to Spring 2008
    - iii. ninth (9<sup>th</sup>) semester of teaching if the adjunct faculty member has taught eight (8) semesters at LCC prior to Spring 2008

VI. The following sections, and any others not mentioned above as exceptions to the process are NOT subject to exception under this Letter of Agreement:

- A. beginning Spring 2008 semester anyone conducting a classroom observation must have received the approved orientation\* on the evaluation process and the approved training\*\* on classroom observation prior to conducting any classroom observation or Administrative Evaluation.
- B. beginning Spring 2008 semester, a faculty member must have participated in the Initial Meeting prior to any evaluation being conducted.

C. Human Resources will maintain the official list documenting those Administrators and Faculty members who have completed the orientation and classroom observation training.

\*The approved orientation is the orientation approved by the Evaluation Committee and conducted by members of the Evaluation Committee.

\*\*The approved classroom observation training is the training approved by the Evaluation Committee and conducted by the external trainer on February 5, 2007 or training to be conducted by the CTE. The Evaluation Committee may make exceptions to this provision.

The parties agree that these modifications do not set precedent in any other area of the collective bargaining agreement.

\_\_\_\_\_  
Cindy Storie  
MAHE President

\_\_\_\_\_  
Queen McMiller  
LCC, Chief Human Resources Officer

Date: \_\_\_\_\_

Date: \_\_\_\_\_