

**COVID Impacts Bargaining
AFT Proposal- Evaluations
10/28/2020**

-AFT agrees to withdraw the ULP about COVID-ERA evaluations, with prejudice, upon reaching an agreement with the District.

-The parties also agree to jointly develop a survey instrument to identify resources to continue to assist or improve the support provided faculty delivering remote instruction. The survey will be administered to all faculty.

SCOPE *(agreed 10/21)*

Fall 2020, Spring 2021 ~~and~~ or duration of Crisis Distance Education (CDE)

Note: District may refer to TDE in communications to be consistent with Curriculum Committee definitions.

SELF-EVALUATION *(agreed 10/21)*

Notwithstanding section 9.B.2.3.6, all faculty members may elect self-evaluation with peer review provided their last evaluation was peer or peer management with an overall rating of satisfactory.

EVALUATION COMMITTEES

1. Notwithstanding section 9.B.2.3.6, in recognition of faculty and department workload, evaluation committees for full-time tenured faculty shall be two faculty.

CLASSROOM OBSERVATION AND STUDENT SURVEYS/ PORTFOLIOS

Observation shall be optional for all Faculty for the term of this agreement, at the evaluatees discretion.

Observation

1. Asynchronous and Correspondence classes: through a review of the materials being provided to students under Article 9.A.2.

2. IOTL and in-person classes: process remains unchanged.

2. CDE “classroom” or “library workshop”: attendance during a synchronous session.

3. Synchronous CDE classes and library workshops: attendance during a synchronous session.

If attendance during a synchronous teaching session is not possible, then observation shall be conducted in any one (1) of the following formats, at the evaluatee’s choice:

- a. Observation of a recorded session.
- b. Review of the evaluatee’s Canvas shell via screen-share.
- c. Viewing the class in Canvas using the “reviewer” role. This role allows evaluators to see content for the class including discussions, modules, and announcements.

4. Asynchronous CDE classes: Evaluatee shall have the option of

- a. Review of the materials being provided to students under Article 9.A.2
- b. Review of the evaluatee’s Canvas shell via screen-share.

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- c. Viewing the class in Canvas using the “reviewer” role. This role allows evaluators to see content for the class including discussions, modules, and announcements.

For part-time, tenured and categorical:

1. Evaluation teams are not required to observe multiple classes/sections.
2. The evaluatee shall choose which assignment shall be available for observation/student surveys, including limiting observation/surveys to one class. Faculty shall have the option to request additional observations and/or student surveys.
3. Where possible, evaluation teams shall observe IOTL and in-person classes

Student Surveys for all faculty under observation:

1. Where student surveys occur for in-person and IOTL-certified classes, the surveys remain unchanged.
2. Student evaluations shall not be done for librarian faculty or classes being done through temporary correspondence education.
3. Student surveys shall be distributed in a fashion that is appropriate to the format of the class and the student population, as determined by the department.
4. Where student surveys occur in CDE and remote assignments, new COVID-19 Crisis Distance Learning Student Surveys shall be used.
 - Credit questionnaire
 - ESL Credit questionnaire
 - Noncredit questionnaire
 - ESL Noncredit questionnaire, as below. (note: per prior District-AFT agreement, student evaluations are not conducted in certain lowest-level noncredit ESL classes)

TENURE REVIEW PORTFOLIOS *(agreed 10/21)*

All materials for tenure review portfolios shall be accepted in physical or electronic format, or combination thereof. Faculty shall not be required to convert the original format of materials to other format

EVALUATION CRITERIA

During the Fall 2020 and Spring 2021, the parties recognize that modifications to delivery of instruction and other direct support to students occurred. In recognition of the abrupt change required of faculty during the state-wide shelter-in-place, the emphasis for faculty evaluations during this unprecedented time is for self and peer reflection of the delivery of remote instruction. Therefore, for Fall 2020 and Spring 2021

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only, ~~teaching~~ faculty evaluations shall consist of a self-evaluation, shared with their peer evaluators using the following guided questions:

1. **We know that all faculty are working extremely hard in this crisis environment.** What are you doing to reach out to students or work for the overall good of your students, your department, or of the college?
2. **Everyone's starting point and learning curve is different.** Please provide examples demonstrating how far you've come and adapted to remote delivery of services. (i.e. How have you adapted your teaching (library/counseling/etc) practice to working remotely?)

Faculty Undergoing Tenure Review:

All criteria sections shall replace the ranking of individual criteria with one overall ranking per section, except professional contributions. Professional Contributions shall not be ranked. All sections will allow for general comments. Example below.

A. PROFESSIONAL QUALITIES *(To be answered for ALL FACULTY.)*

1. Professionalism	Satisfact. Or Better	Satisfact. but Needs Improv.	Unsatis- factory	Not Observed	Not Applicable
a. Keeps current in discipline.					
b. Has good rapport with colleagues.					
c. Accepts criticism.					
d. Submits required departmental reports/information, including census, positive attendance, and/or grade sheets on time.					
e. Maintains adequate and appropriate records.					
f. Observes health and safety regulations.					
g. Demonstrates sensitivity in working with students, faculty, and staff from diverse academic, socioeconomic, cultural, sexual orientations, disabilities, and ethnic backgrounds.					
i. Attends required meetings (FT Tenured, LTS only), including scheduled office hours and mandatory departmental meetings.					

Rather than add a row to the form, committees will use the comment section to indicate overall rating.

Overall Professionalism of the Instructor					
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Comment on the professionalism of this instructor.

The overall rating for this section is _____.

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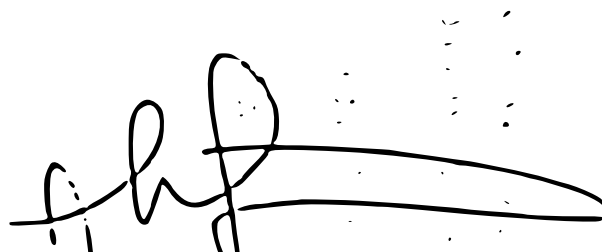
RETROACTIVE APPLICATION

For evaluations (including student surveys/observations/etc.) that occurred prior to the signing of this agreement, the following shall apply:

Evaluations: Faculty shall have the option of

- a. accepting the observation/evaluation **or**
- b. requesting that the evaluatee/team use the new COVID-19 Evaluation Criteria (only criteria) **or**
- c. choosing self-evaluation retroactively (where eligible)

Student surveys: responses to eliminated questions shall be redacted



Alayna Fredricks, AFT 2121

10/29/2020

Date

Dianna R. Gonzales

Dianna Gonzales, CCSF

November 12, 2020

Date

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Student Evaluation – Credit ESL

1. The teacher explains English well.
2. The teacher respects the students.
3. The lesson is organized.
4. The ~~books and instructional~~ materials help me learn English.
5. The teacher helps me understand my mistakes.
6. The teacher encourages students to ask questions.
7. ~~The teacher gives time for questions.~~
8. The teacher answers questions well.
9. The directions for assignments are clear.
10. The teacher returns my work quickly.
11. The grading system is clear and understandable.
12. ~~The teacher starts the class on time.~~
13. ~~The teacher ends the class on time.~~
14. ~~The teacher uses class time well.~~
15. The teacher likes to teach.
16. ~~The teacher speaks clearly.~~
17. The teacher is available and helpful in office hours or at other times.

18. What else would you like to say about this class? [space for text]

Student Evaluation – Noncredit ESL

1. The teacher explains English well.
2. The teacher respects the students.
3. The lesson is organized.
4. The ~~books and teaching~~ materials help me learn English.
5. The teacher helps me understand my mistakes.
6. ~~The teacher gives time for questions.~~
7. The teacher answers questions well.
8. The teacher checks my work.
9. ~~The teacher starts the class on time.~~
10. ~~The teacher ends the class on time.~~
11. ~~The teacher uses class time well.~~
12. The teacher likes to teach.
13. The teacher helps me learn English.

14. What else would you like to say about this class? [space for text]

STUDENT SURVEYS FOR TEMPORARY CRISIS DISTANCE EDUCATION, CONT.

Student Evaluation – Credit

- ~~1. Does the instructor organize the material well~~
- ~~2. Is the instructor's presentation of material clear and understandable?~~
3. Does the instructor seem to have adequate knowledge of the subject area of this course?
4. When possible does the instructor relate subject matter to other fields and situations?
5. Does the instructor respect your efforts and opinions as an individual?
- ~~6. Does the instructor try to interest you in the subject and encourage you to learn more about it?~~
7. Were your responsibilities in the course (exams, term papers, attendance regulations, etc.) clearly stated and explained?
8. Is the grading system fair?
9. Does the instructor follow his/her stated grading system?
10. Are the methods of testing (examinations, papers, etc.) a valid evaluation of the knowledge and or skills you have gained from this course?
11. Is the instructor sufficiently available to you during regularly scheduled office hours or at other times by appointments?
12. Are assignments relevant and helpful in understanding the subject area?
13. Is the instructor receptive to questions from students ~~either during or outside class?~~
- ~~14. Is the instructor enthusiastic about teaching this course?~~
- ~~15. Does the instructor meet and dismiss class at the scheduled time?~~
- ~~16. Does the instructor return exams and homework promptly?~~
- ~~17. Does the instructor speak clearly and understandably?~~
18. Does the instructor seem to be free of racial, sexual, religious, and political prejudices?
19. What is your overall evaluation of this instructor?

20. Comments: [space for text]

Does the instructor provide timely feedback on your work?

Student Evaluation – Noncredit

1. The instructor explains the goals of the course.

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2. The instructor prepares for class.
3. The instructor knows his/her subject.
4. The instructor presents material clearly.
5. The instructor returns assignments promptly.
6. The instructor makes the class interesting.
- ~~7. The instructor allows time for questions and discussions.~~
- ~~8. The instructor makes you feel comfortable in the classroom.~~
9. The instructor appears enthusiastic about teaching.
10. The instructor shows courtesy and respect to all students.
11. The instructor shows interest in your progress.
- ~~12. The instructor keeps sufficient order in the classroom.~~
- ~~13. The instructor starts and ends the class on time.~~
14. The instructor respects your individual efforts and opinions.
15. The instructor answers your questions and those of other students in the class.
16. The instructor shows respect for all racial, sexual, religious, and political groups.

~~17. Would you recommend this instructor to other students?..... Yes No~~

18. What is your overall evaluation of this instructor? [space for text]

19. Comments: [space for text]