appraisal year, the appraisal process may be waived, except when the member wants to earn reemployment preference as an associate member (see Article 15.1.5). The member’s written letter of intent to resign or retire on file with the District will serve as notification to the appropriate Vice President who may approve the waiver.

24A.4 Criteria for Appraisal of Regular Members

All criteria appropriate to the member’s assignment included in this section will be used in the Performance Appraisal Process.

24A.4.1 Professional Criteria Category

Each member shall:

a. Demonstrate currency and depth of knowledge of the field in the performance of assignment.

b. Demonstrate the ability to communicate subject matter clearly, correctly and effectively.

c. Demonstrate an ability to achieve objectives in area of assignment.

d. Demonstrate an ability to adapt methodologies for students/clientele with special needs and different learning styles.

e. Demonstrate regular effective student contact for courses offered either fully or partially through distance education.

f. Utilize methods and materials appropriate to the subject matter.

g. Demonstrate evidence of careful preparation and organizational skills in area of assignment.

h. Provide clear assignments or directives to students and regularly inform students of academic standing in class.

i. Provide for each student a current course syllabus as required by Title 5 that includes SLOs, classroom procedures, requirements, and grading policies and provide a copy to the Division Office.
j. Demonstrate a commitment to student learning by beginning and ending classes according to schedule, holding regular office hours, and meeting student needs as professionally required.

k. Evidence currency in the field through participation in professional conferences, workshops, seminars, etc.

l. Meet Record-Keeping obligations on time, e.g., grades, requisitions, schedules, textbook orders, rosters.

m. Carry out budget responsibilities effectively if it is an agreed part of member’s assignment.

n. Supervise classified personnel appropriately if it is an agreed part of member’s assignment.

o. Participate in the process of SLO assessment and evaluation and using the results of these assessments in the process of continuously improving student learning.

24A.4.2 Collegial Criteria Category

Each member shall:

a. Work cooperatively within the college community.

b. Foster an environment that protects academic freedom within the college community.

c. Foster a positive working environment that is free from harassment, prejudice, and/or bias.

d. Demonstrate positive communication skills within the college community.

e. Demonstrate a respect for the dignity of each individual.

24A.4.3 Institutional Criteria Category

Each member shall:
Evidence a commitment to his/her department/division, college and district by fulfilling his/her institutional responsibilities as outlined in Article 21.

24A.5 Team Membership and Responsibilities

24A.5.1 Team Membership

Except in the case of a reduced appraisal process (see 24A.5.1.1) the appraisal team shall be composed of two regular faculty in Satisfactory status, within the member’s department, Division, or related discipline. The appraisal team members may not have been evaluated by the appraisee during the last or current appraisal cycle. On alternate evaluation years, one of the faculty members shall be a regular faculty from outside the appraisee’s department. The appraisal team has the exclusive right to include a non-voting external participant for content expertise if that content expertise is not available within the bargaining unit. The selection of the person having content expertise is subject to approval by the appraisee.

Except in the case of Lab Faculty Specialists and Librarians (see below) team members will be recommended by the Department Chair and forwarded to the Division Dean and the appropriate Vice President for approval. When the Department Chair is being evaluated, the Division Dean will recommend the appraisal team to the appropriate Vice President.

The leader of the team shall be elected by its members. The appraisal team leader will, whenever possible, be from the same area/department as the appraisee.

On an as-needed basis, the appraisal team leader may invite an appropriate administrator to serve as a non-voting member of the appraisal team. If a regular faculty member has received a Needs-to-Improve or an Unsatisfactory performance appraisal, the composition of the appraisal team varies. (See section 24.A.8 or 24A.12 as appropriate.)

In the case of Lab Faculty Specialists and Librarians, the college Academic Senate President will recommend appraisal teams from those areas and forward to the Vice President of Instruction for approval.

In those cases where the direct supervisor of the member is an administrator, as is the case with such positions as Librarians and Lab Faculty Specialists, the