

# Mode A Faculty Evaluations

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KCCD CCA, BAKERSFIELD COLLEGE

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ANN TATUM AND PAM BOYLES



Introductions

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What Is the Process?

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# Your Presenters

Ann Tatum: English Professor, BC  
Campus Chair for KCCCD CCA, BC  
Negotiator  
[atatum@bakersfieldcollege.edu](mailto:atatum@bakersfieldcollege.edu)

Pam Boyles: English Professor, BC  
Grievance Officer and Chief  
Grievance Officer for KCCCD CCA  
[pboyles@bakersfieldcollege.edu](mailto:pboyles@bakersfieldcollege.edu)

# What Is “Mode A”?

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Mode A is the evaluation process used for non-tenured faculty members.

It is covered in Article 6 of the Collective Bargaining Agreement (CBA, also called “the contract”).

A digital version of the contract is available on our website:  
[kccdcca.com](http://kccdcca.com).

You can also request a printed copy of the contract from Human Resources.

# What Do You Need to Do?

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You will need to provide an Evaluation Packet (Article 6.C.2.a):

1. Goals and Accomplishments (Form PGA/FT)
  - First Year: “three measurable and achievable goals”
  - Years 2, 3, and 4: “three goals and three achievements”
2. “Teaching and/or service philosophy”
3. “Syllabi for courses taught in the current semester”

NOTE: If any person or document mentions the SLO Narrative, know that it is no longer required.



# Goals and Accomplishments

Any goal/accomplishments that fits in to the list on page 34 of the current contract is acceptable (“My goal is to develop a new grading contract to . . .” or “My goal is to develop a new class for . . .”)

However, you should not choose something considered to be part of your normal contractual duties (“My goal is to come to class on time”).

The goal does need to be measurable, so avoid vagueness, such as “I will improve my teaching.”

75% of our contractual duties are teaching/support, so goals involving teaching/support are acceptable and appropriate.

# One More Thing You Need to Do:

Your evaluation team will be made up of four members:

The Department Chair

A Tenured Faculty Member Chosen by the Department

A Tenured Faculty Member Chosen by You

The Educational Administrator

Article 6.F.3: “Committee members shall disclose potential conflicts of interest and recuse themselves if they cannot be fair and impartial.”

# What Is the Process?

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Mode A evaluations include the following:

A series of meetings

Classroom/workplace observations\*

Student surveys\*

A summary report from the evaluation team that includes a rating

\*Details will vary depending on your position

Article 6.C.2.b Pre-Observation Meeting

Article 6.C.2.c Peer and Administrative Materials Review and Classroom Observations

Article 6.C.2.g Evaluation Team Meeting (team only)

Article 6.C.2.h Evaluation Summary Meeting

Article 6.F.3 includes a suggested timeline

It is worthwhile to review this section of the contract carefully before beginning the process.

## Steps in the Process

# Pre-Observation Meeting

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From the contract (Article 6.2.b):

“Participatory meeting to clarify the evaluation process, review the faculty Evaluation Packet to provide a context for the evaluation process, answer questions, establish parameters (such as observations), determine who shall complete the Faculty Service Survey (if evaluatee has reassigned time or otherwise wishes to use this evaluation tool) and provide feedback from the committee about the materials presented. The evaluatee’s presentation of his/her Evaluation Packet shall take up to 20 minutes.”

# Observations and Student Surveys

All committee members should be involved in observations.

“To the extent practicable, observations should be made of all faculty instructional, counseling, and library assignments. Observations shall be distributed across different assignments, different courses, different delivery modes, and different sections for the semester. Timely feedback should be provided to the evaluatee prior to the Evaluation summary meeting. Student evaluations shall be completed for all assignments.” (Article 8.C.2.c)

# Observations and Surveys in Online Classes

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Forms for Online Observations and Student Surveys are different than those for face-to-face classes.

Evaluators may not spend any more time in an online class than they would a normal class. (Article 6.K.1)

“Technological failure” cannot count against the evaluatee. (Article 6.B.4)

# Evaluation Summary Ratings

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Article 6.C.3.a-c

Satisfactory: All Is Well!

Needs to Improve: Requires a Remediation Plan (including a timeline for re-evaluation)

Unsatisfactory:

- Years 1, 2, or 4: Termination
- Year 3: Remediation Plan is required (including timeline for re-evaluation)

If you would like to see these forms ahead of time, follow these steps:

Log on to insideBC

Click “Employees” tab

Click “Employee Forms”

Scroll down to “Human Resources” click “Faculty Evaluations”

Forms: Materials Review, Classroom Observations, Student Surveys

# Wrap-Up

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You can find a copy of the contract, information about meetings and officers, a link to join CCA, and more at our website:

[www.kccdcca.com](http://www.kccdcca.com)

If you have any questions about this presentation, please feel free to contact the presenters:

Ann Tatum: [atatum@bakersfieldcollege.edu](mailto:atatum@bakersfieldcollege.edu)

Pam Boyles: [pboyles@bakersfieldcollege.edu](mailto:pboyles@bakersfieldcollege.edu)