



2018 KCCD New Faculty FAQ

What is the teacher evaluation process for new faculty?

The evaluation process will start between the third and fifth week of the semester by meeting with the evaluation committee. The committee is made up of the dean, department chair, and two faculty members (the chair picks one faculty member and you pick the other faculty member). During this first meeting, or pre-evaluation meeting, you would provide an evaluation packet, which consists of:

- A list of three measureable and achievable goals for professional growth that shall be achieved before the next evaluation.
- Teaching and/or service philosophy.
- Syllabi for courses taught in the current semester.
- A brief narrative summarizing assessment of SLOs in classes or service area. The faculty member shall explain how assessment findings influenced or informed his or her teaching or services.

The committee will set up dates and times to visit your classes. At that time, each committee member will observe your class and hand out student evaluations.

There will be a second evaluation meeting, a post-evaluation meeting, where the committee members will discuss their observations, the student evaluations, and a summary of the Mode A evaluation with you. The committee recommends one of three evaluation ratings:

- **Satisfactory:** This is the highest rating. The committee recommends you should be retained for the next school year.
- **Needs Improvement:** If the committee recommends “needs to improve,” the recommendation for reappointment shall be given with specific recommendations for improvement and shall include a plan for remediation of any deficiencies. The plan shall include a timeline for remediation, observation, and re-evaluation. You should complete the remediation plan and incorporate these changes into your teaching.
- **Unsatisfactory:** If the committee recommends “unsatisfactory,” you can be fired in years 1, 2, and 4. In the event of an unsatisfactory evaluation during year 3, a remediation plan shall be given to you with recommendations for improvement. The plan shall include a timeline for remediation, observation, and re-evaluation. You should complete the remediation plan and incorporate these changes into your teaching.

You will be asked at the post-evaluation meeting to sign a statement that says you understand you have 10 contract days to write a response to the committee’s findings. Signing this statement shows you have met with the evaluation committee and understand its rating. If you disagree with the rating, you can use this time to write a response.

Once the evaluation cover sheet is signed off by the college president or designee, the chancellor, and reviewed by the Board of Trustees, an electronic copy will be sent to you by district Human Resources. You will have 10 contract days to respond to any administrative comments on the evaluation cover sheet.

How involved should I become in campus projects and committees during my first year?

Bakersfield College hired you because of your teaching expertise and enthusiasm, and it is easy to “over-volunteer” during your first year here. Focus on being the best teacher possible for your students this first year as you meet department colleagues and learn about the college. Become involved in your department first. There will be plenty of time next year for campus committees and projects.

What should I do if I have a disruptive student?

Anytime you feel that a situation arises with a student that could cause an issue in managing your classroom, it is best to document the incident and notify your department chair. If you wish to meet with the student, do this outside of class and try to resolve the situation calmly. If the student behavior continues, consult with your department chair and contact the Director of Student Life, Nicky Damania.

In serious behavioral situations, a faculty member may suspend a student from his/her class for two consecutive class periods under provisions of Education Code Section 76032. The student can't return to class without your agreement during this suspension period. If you suspend a student from your class, report this immediately to your chair, dean, and the college president or designee for appropriate action.

If a classroom situation with a student creates a health and safety issue, contact Public Safety at (661) 395-4554 and ask an officer to come to your classroom immediately.

What if a student files a complaint against me?

Because student complaints are taken seriously, the complaint must be of a compelling, substantive, and verifiable nature.

BC follows a student complaint process if the complaint centers on allegations regarding the following: course content; access to classes; verbal or physical abuse by faculty, staff, or students; a faculty member's refusal to meet with a student; or harassment. Ideally a student complaint is resolved immediately between the instructor and student; however, a student has the right to pursue a complaint all the way to the college vice president's office, and if not resolved, the vice president assembles a hearing panel to try to resolve the issue.

If the complaint involves allegations of unlawful discrimination, sexual harassment, or assignment of grades, the college follows district policy. An employee or student may be subject to disciplinary action if the investigation finds that sexual harassment or unlawful discrimination occurred.

- **Unlawful discrimination:** District policy states that allegations of discrimination based on national origin, religion, age, sex (gender), race, color, medical condition, ancestry, sexual orientation, marital status, or physical or mental disability can be filed at the college or district level. These complaints can be resolved informally or they may involve a formal college or district investigation. If formal, both the student and the faculty member have the right to be accompanied by a representative throughout the complaint process.
- **Sexual harassment:** District policy states that when allegations of sexual harassment are made by a student, the college's Human Resource Manager, Dena Rhoades, shall investigate the situation and determine if the allegations are substantiated or unsubstantiated.
- **Grades:** District policy states students who believe they received an improper grade should take their concerns to their instructors within 10 instructional days after receiving the grade. If that meeting fails to resolve the student's concerns, the student can file a form requesting a grade change with the vice president's office. The burden of proof for the grade change falls on the student. District policy states the vice president shall meet with the faculty member and the student to investigate the issue and then decides whether the grade should be changed.

What if I am having a conflict with a faculty member in my department?

The best approach is to talk with the faculty member face-to-face and try to resolve your differences. Avoid communicating through texting and e-mails in these situations. If the situation remains unresolved, seek the advice of your department chair. Many times issues can be resolved at the chair level.

What if I have questions about a working condition or the faculty contract?

If you have a question or concern about these issues, feel free to contact your CCA representatives:

Bakersfield College:

Isabel Stierle BC Campus Chair CCA Membership Chair	istierle@bakersfieldcollege.edu 395-4234, SE 43A (Biology)
Ann Tatum BC Representative	atatum@bakersfieldcollege.edu (661) 395-4362, H 32 (English)
Nick Strobel BC Representative	nstrobel@bakersfieldcollege.edu 395-4526, MS 101A (Physical Science/Astronomy)
Angelica Vasquez BC Representative	angelica.vasquez1@bakersfieldcollege.edu (661) 395-4593, CSS 181 (Counseling – EOP&S)
Robert Boyles BC Adjunct Rep	robert.boyles@bakersfieldcollege.edu Physical Education
Ayan Hill NEA Representative	ayan.hill @bakersfieldcollege.edu (661) 395-4575, MS 162 (Health Information Technology – Director)
Michael Harvath Chief Grievance Officer	mharvath@bakersfieldcollege.edu (661) 395-4064, H35 (Economics)
Gloria Dumler CCA Secretary	gdumler@bakersfieldcollege.edu 395-4542, H 44 (English)
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Porterville College:

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Sherie Burgess
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Cerro Coso College:

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