

Memorandum of Understanding

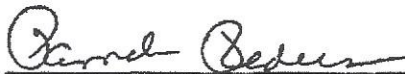
Evaluation of Faculty Who are Eligible for Good Faith Offers

The following addition is made to the 2015-2019 Collective Bargaining Agreement between the Board of Trustees of Community College District No. 532 and the College of Lake County Adjunct Faculty Organization, Local 504, IFT-AFT/AFL-CIO and shall be subject to the terms and provisions of the 2015-2019 Collective Bargaining Agreement between the parties.

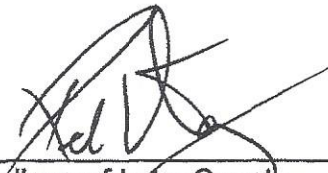
1. All adjuncts who achieve GFO designation will be evaluated on a regular basis and no less than once each 8 semesters (fall and spring) taught.
2. Each division will create a regular schedule of evaluations based on its needs, size, and GFO composition.
3. The Union will be informed of changes to the regular division evaluation schedule. This does not apply to observations or evaluations done by the administration at its sole discretion on an as needed basis.
4. If additional observations are to be made beyond the initially scheduled observation, the adjunct will be notified via email.
5. The evaluation will consist of not less than one classroom observation and a voluntary evaluation conference.
6. The adjunct will be notified in advance of the classroom observation.
7. Observations will be conducted by an administrator or designee (this designee may be a full-time faculty member).
8. A copy of the observation form used can be found on the College's intranet page.
9. After completing the final observation, the administrator (or designee) may schedule a meeting to discuss the adjuncts performance.
10. The evaluation conference will be scheduled in a timely manner. The conference is voluntary and the adjunct will not receive additional compensation for attending post observation evaluation conferences. If the dean or designee determines that the meeting must take place to discuss the evaluation, the meeting will be deemed mandatory and the adjunct will be compensated. There will be no payment made for any meeting to discuss performance that may result in termination or placement on remediation.
11. The evaluation and evaluation conference for the scheduled post-GFO evaluation generally will utilize information from the associated classroom observation and other materials created since the last scheduled post-GFO observation and may include, but is not limited to, student ratings of instruction (SRI's), student input made to the division, and/or professional development activities.
12. Copies of the completed Classroom Observation form and Administrative Evaluation form shall be provided to the adjunct, with an opportunity for the adjunct to add a written reply or rebuttal. The written reply or rebuttal must be

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- submitted within 15 business days of receipt of the written evaluation. Receipt of the reply/rebuttal by the College does not imply agreement with the content of the faculty member's reply/rebuttal.
13. The adjunct shall acknowledge receipt of such documents by signing them, but such acknowledgement shall not signify anything other than receipt of the material and does not imply agreement with the content of the evaluation form.
 14. A copy of the classroom observation and evaluation (and any reply from the faculty member) will be placed in the personnel file of the adjunct.
 15. The College, at its sole discretion, may conduct classroom observations and/or evaluations of adjuncts as it deems necessary.
 16. Nothing herein limits the right of the college to change its procedures for observing or evaluating adjunct upon due notice to the union. Nothing herein limits the rights of the college under the Collective Bargaining Agreement between the parties, including but not limited to its rights under Article 4.B. Nothing herein prevents the union from bringing its concerns regarding the evaluation procedures to the attention of the College.
 17. This MOU is non-precedential and cannot be cited by adjunct, the union, or the college in any grievance or claim to support or diminish a claim that any other meeting or responsibility of the adjunct is, or is not, compensable under the collective bargaining agreement.

 11/08/14

CLC-AFO, Lake County Federation of
Teachers
(Local 504), IFT-AFT / AFL-CIO
Date:

 12/8/16

College of Lake County,
Community College District No. 532
Date: