



MOU Between the  
MiraCosta Community College District &  
MiraCosta Community College District – Faculty Assembly  
22-03

---

This MOU modifies the terms of Article H: Evaluation and Tenure Review of the Faculty Assembly 2022-2025 collective bargaining agreement as specified below.

The District and the Assembly hereby agree as follows:

1. Section *H.4.6 Other Evaluation Components for Tenure Candidates*, under “Candidate Self-Study,” will be revised as follows:

- Each candidate shall compose a succinct 3 to 5-page self-study. Candidates should describe how they have met each of the five Criteria for Evaluation specified in section H.1.4 in the performance of their job functions. While candidates must address each of the five (5) major criteria in each evaluation cycle, they may provide a distinctive means of emphasis on the various elements contained under each of the five (5) criteria, including any specific areas of focus as outlined in the Tenure Review Committee Report or elements related to their professional growth goals.

The self-study should also include a reflection that outlines contributions to diversity, equity, and inclusion on an individual, departmental or institutional level. Candidates shall also address recommendations from their most recent observation reports, survey responses, and evaluation reports, including specific strategies for resolving any identified issues or concerns during the next evaluation cycle. In addition, they shall assess whether or not they have met the goals identified in the previous evaluation and identify future goals. The candidate’s self-study must be submitted by the end of week thirteen (13) of the fall semester with the evaluation packet.

2. Section *H.4.8 Tenure Review Meetings*, under “Tenure Evaluation Meeting,” will be revised as follows:

- Within three (3) business days thereafter, the tenure coordinator shall ~~attach~~ upload a copy to the candidate’s portfolio and forward the original *Tenure Review Committee Report* to Human Resources. ~~Human Resources sends the *Tenure Review Committee Report* to the candidate to review and sign, uploads the signed copy to the candidate’s portfolio, and provides a signed copy to the appropriate vice president who will send it to the superintendent / president. Human Resources shall be responsible for ensuring that signatures are collected according to the required timelines.~~

3. Section *H.5.2 Components of Evaluation for Tenured Faculty Members*, will be revised as follows:

- The evaluation of the TFM shall consist of the following components:
  - Classroom or worksite observation
  - Student surveys, SGIDs, ~~or~~ *Constituent Surveys, as appropriate*
  - *Professional Growth and Activities Report*
  - *Self-Study*

4. Section *H.5.5 Student/Constituent Surveys for Tenured Faculty Members*, under “Classroom Faculty,” will be revised as follows:



- **Classroom Faculty** - a *Student Survey of Classroom Instruction* will be administered in two (2) courses or 40% of the TFM's teaching load (whichever is greater) during the evaluation period. The TFM may elect which courses will be surveyed, including at least two (2) separate preparations where possible. The district shall be responsible for distributing an electronic copy of the student surveys to all students in any course being surveyed.
    - A classroom faculty member with a non-teaching assignment that does not include substantial direct interaction with students may be surveyed using the *Faculty/Staff Survey of Non-Classroom Services* with the approval of the appropriate dean, in consultation with the appropriate vice president.
5. Section *H.5.6 Other Evaluation Components for Tenured Faculty Members*, under "Professional Growth and Activities Report," will be revised as follows:
    - The TFM shall prepare a *Professional Growth and Activities Report* describing their involvement in institutional service, collegial governance, all participation in department or work group or program functioning, and participation in professional activities since the last evaluation or granting of tenure. The TFM shall have the option to include their FLEX transcripts to demonstrate their participation in professional activities since their last evaluation or granting of tenure. ~~This report shall be completed by the end of week ten (10) of the semester.~~
  6. Section *H.5.6 Other Evaluation Components for Tenured Faculty Members*, under "Self-Study," will be revised as follows:
    - Each TFM shall compose a succinct 3 to 5-page self-study. Candidates should describe how they have met each of the five Criteria for Evaluation specified in section H.1.4 in the performance of their job functions. While TFM's must address each of the five (5) major criteria in each evaluation cycle, they may provide a distinctive means of emphasis on the various elements contained under each of the five (5) criteria or additional elements created in relation to professional development goals. TFM's may focus on all elements under each criterion, or a limited number of elements so long as the choices are consistent with their professional growth goals.

The self-study should also include a reflection that outlines contributions to diversity, equity, and inclusion on an individual, departmental or institutional level. TFM's shall also address recommendations from their most recent observation report, survey responses, and evaluation reports, including specific strategies for resolving any issues or concerns identified. In addition, they shall assess whether or not they have met the goals identified in the previous evaluation and identify future goals. The *Self-Study* must be submitted by the end of week twelve (12) of the semester with the evaluation packet.
  7. Section *H.5.7 Submission of Evaluation Packet*, last paragraph, will be revised as follows:
    - The TFM shall upload the evaluation packet to their portfolio and notify PRC members and Human Resources ([evalsupport@miracosta.edu](mailto:evalsupport@miracosta.edu)) that this has been completed. Human Resources will grant access to PRC members by the end of week twelve (12) of the semester. All PRC members shall review the packet prior to the Peer Review Meeting.
  8. Section *H.5.8 Peer Review and Evaluation Meeting*, under Peer Evaluation Meeting, will be revised as follows:
    - By Wednesday of week fifteen (15) of the semester, the PRC shall meet without the TFM present to determine an appropriate summary rating for the evaluation. The Peer Review Committee Report (PRC Report) and any Corrective Action Plans must be



finalized and approved by the PRC within five (5) business days of this meeting. The PRC shall select one of the following evaluation ratings [based on committee consensus](#).

- o Satisfactory
- o Improvement needed—Corrective Action Plan prescribed
- o Unsatisfactory

If consensus is not possible, the determination shall be made by the majority. The PRC may also request to consult jointly with a representative of the district and the Faculty Assembly during the deliberation process to discuss available options. The district representative and Faculty Assembly representative shall not also serve on ARC.

PRC members shall examine and sign the PRC Report.

9. Section *H.5.8 Peer Review and Evaluation Meeting*, last paragraph, will be revised as follows:

- The chair of the PRC shall forward the [PRC Report](#) to Human Resources where it will be securely stored. The TFM shall receive a signed copy of their [PRC Report](#). A copy of the completed evaluation will be placed in the TFM's personnel file. The TFM has the right to initiate a written response to the evaluation within ten (10) business days following receipt of the PRC report. Any written response shall be signed and dated by the faculty member. The response will be attached to the PRC Report and placed in the faculty member's personnel file.

10. Section *H.4.11 Appeals to TRC Recommendations* and Section *H.5.10 Appeals for Tenured Faculty Members*, will be revised as follows:

- **H.4.11:** If the tenure or rehire recommendation is negative, the notification shall inform the candidate of their right to appeal any such recommendation. A copy of the notification must be sent to the ~~ARC chair and the TREC~~ chair [and Human Resources \(evalsupport@miracosta.edu\)](#). Appellants shall complete an appeal form and submit it to the ~~ARC~~ TREC chair [and Human Resources \(evalsupport@miracosta.edu\)](#) within ten (10) calendar days of the written notification of the TRC's recommendation that generated the appeal. The tenure candidate may consult with the TREC chair regarding the appeals process.
- **H.5.10:** Appellants shall complete an appeal form and submit it to the ~~ARC~~ TREC chair [and Human Resources \(evalsupport@miracosta.edu\)](#) within ten (10) calendar days of the written notification of the PRC's recommendation that generated the appeal. The TFM may consult the TREC chair regarding the appeals process.

11. The following will be removed from Article H: Evaluation and Tenure Review:

- Section *H.4.5 Student Surveys for Tenure Candidates*, under Classroom Faculty: The method of delivery may be by either a student proctor or TRC member.
- Section *H.5.1 Peer Review Committee (PRC) Composition*: The TFM shall notify Human Resources of the PRC composition by the end of week two of the semester of the evaluation.
- References to Assistance Plans.

12. The following sentence will be added to Section *H.1.0 General Evaluation Principles*, "[The Faculty Assembly president and the Director of Labor Relations shall confer regarding any questions of interpretation arising from this section. If the Faculty Assembly president and the Director of Labor Relations disagree, the matter shall become a subject of negotiation between the district and the Faculty Assembly.](#)"

This agreement will become effective upon approval from the Board of Trustees. It shall expire on June 30, 2025.

Sunita V. Cooke, Ph.D.



---

Signature	Date
Superintendent/President	
MiraCosta Community College District	

Mary Gross, M.S.



---

Signature	Date
President	
MCCCD Faculty Assembly	