

12.4.D. Notice of evaluation will be given and, whenever possible, at least two weeks before the site visit.

**12.5. Committee Composition and Process**

**12.5.A(1) Committee Composition**

The evaluation shall be conducted by an Evaluation Committee convened by the dean and consisting of the following members:

- a. The co-chairs shall be the dean and the faculty member selected by the faculty member being evaluated.
- b. The Department Chair/Coordinator or designee.
- c. Such a designee has the right to refuse designation to an evaluation committee. An evaluatee has the right to refuse the Chair's designee, but not more than once per evaluation.
- d. Unless a designee is appointed, the Department Chair/Coordinator or the Department Assistant Chair must serve as a member of the Evaluation Committee. The Chair/Coordinator cannot be removed by the evaluatee unless it can be demonstrated that the Chair/Coordinator may not be fair and impartial as determined by the Associate Vice Chancellor, Human Resources.
- e. Faculty evaluators shall come from the evaluatee's discipline. If there is not a sufficient number of faculty available in the evaluatee's discipline faculty from a related discipline on campus shall be considered. If there is not a sufficient number of faculty available in a related discipline at the college, faculty in the discipline or a related discipline from another District college shall be considered.
- f. A faculty member selected by the faculty member being evaluated.
- g. The Dean.
- h. The composition of the committee must include at least one regular faculty member.

**12.5.A(2) Process**

The process for faculty evaluation shall consist of the following procedures:

- a. A self-appraisal shall be reported on Form A1, located in Appendix D. (Hereafter, all evaluation forms referred to in this Article are located in Appendix D.) The self appraisal must be turned in before the final evaluation conference.
- b. Site appraisal(s) made by the members of the Evaluation Committee on Form A2 or A4