

**Letter of Understanding
Between
San Joaquin Delta Community College District, And
The San Joaquin Delta College Teachers Association
Student Evaluations for Fall 2020/Spring 2021**

This Letter of Understanding ("LOU") is made effective as of October 1, 2020, and has been jointly prepared by representatives of the San Joaquin Delta College Community College District ("District") and the designated representatives of the San Joaquin Delta College Teachers' Association ("SJDCTA"), the exclusively recognized employee organization within the District for all full-time and part-time faculty, including librarians and counselors; and collectively referred to as the "Parties". The District and SJDCTA agree to the following:

Whereas, the Parties agree faculty evaluations are an important tool for faculty professional growth and development;

Whereas, the Parties agree that student input in the evaluation process is an important aspect of faculty professional growth and development;

Whereas, the Parties have met regarding the distribution and evaluation process to solicit student input and feedback for faculty **online** student evaluations; and

Whereas, the Parties are interested in creating a clear process to solicit student feedback for courses being taught via online and/or hybrid modality format for the Academic Fall term 2020.

Now therefore, the Parties do hereby agree as follows:

1. For all faculty teaching online and hybrid courses, excluding counselors and librarians, online Student Evaluations shall be distributed through Canvas as a survey;
2. For counselors and librarians student evaluations shall be distributed through the Office of Institutional Research and Effectiveness (IRE) as a survey;
3. In all instances, regardless of distribution method (i.e., via Canvas or from IRE), students shall be afforded 7 calendar days to complete the evaluations;
4. All student responses (gathered online or in person) will be shared solely with the faculty member, and their peer reviewer;
5. A line will be added to the Peer Review Verification Form (page 106) in the current CBA that states Review/Discussion of Student Evaluations:
6. For all faculty on tenure track, all student responses (gathered online or in person) will be shared solely with the faculty member and two (2) tenure track committee members;
7. For the term of this LOU section 16.3.6 shall be suspended;
8. The limitation of solely peer reviews terms described within this LOU, shall ***not*** apply to any faculty member currently under a Performance Improvement Plan

APPENDIX E
EVALUATION FORMS
PEER REVIEW VERIFICATION FORM

The undersigned verify that peer review was completed per Article XVI. No other material shall accompany this form when submitted upon completion of peer review.

Please initial the following to indicate completion:

| Faculty | Peer Reviewer |
|--|---------------|
| _____ Pre Review conference | _____ |
| _____ Peer Review | _____ |
| _____ Review of Course(s) (where applicable) | _____ |
| Course Name | Date |
| _____ | |
| _____ | |
| _____ Review of participation in collaborative SLOA process | _____ |
| _____ Post Review Discussion (including written suggestions) | _____ |
| _____ Self-Evaluation | _____ |
| _____ Classroom Visit (To be completed if administrative visit is done) | _____ |
| _____ Review/Discussion of Student Evaluations | _____ |

Faculty Name (Please Print)

Peer Reviewer Name (Please Print)

Faculty Signature (Date)

Peer Reviewer Signature (Date)