Memorandum of Understanding Regarding Evaluation Procedure for Retiring Faculty Members

Grand Rapids Community College and the Grand Rapids Community College Faculty Association agree to the following:

Retiring Faculty Members

Retiring GRCC faculty members have the option to participate in the standard evaluation process or an alternative evaluation process available to faculty members intending to retire within a year. This alternative process will include the Self-Evaluation and Student Questionnaire components of the standard evaluation process in addition to capstone activities at the beginning and end of the year. Cohort participation is encouraged with both capstone activities.

Alternative Evaluation Process

A. Capstone Reflection and Planning Experience

Each faculty member will complete and submit a Capstone Reflection and Planning Experience form to his/her Evaluator by October 1st. In lieu of completing the form, a faculty member has the option of videotaping and submitting responses. During the month of October the faculty member has the option to meet with his/her Evaluator or Dean, or meet in a round table discussion with a cohort of retiring faculty members. Discussions will focus on plans for the upcoming year as well as reflection on past work at GRCC. The Evaluator will contact the faculty member to determine his/her meeting preference. Round table cohort meetings will be coordinated by the Provost’s office.

B. Student Evaluation of Faculty

1. Classroom Faculty

   The faculty member will administer standardized student questionnaires in two sections during each semester of the first year of the three-year cycle. Special cases (e.g. OEOE classes, clinicals, etc) will be coordinated between the faculty member and Evaluator. The faculty member may opt to administer questionnaires to additional sections. Faculty members teaching one or two classes during an evaluation semester must have all of their classes complete student questionnaires.

   It is suggested that faculty members distribute questionnaires to their largest class(es). (For details, see Student Questionnaires - appendix.)

   A faculty member may also choose to collect additional feedback from students during the class. This additional collection can occur through use of other questionnaire tools, through classroom discussion or other methods.

   Written feedback is solely for the faculty member’s use and need not be submitted to the Evaluator.

2. Non-classroom Faculty
The faculty member will administer a pre-determined number of student questionnaires within a specified period during each semester of the evaluation year. (For details, see non-classroom student questionnaires and protocol - appendix). Written feedback is solely for the faculty member’s use and need not be submitted to the Evaluator.

C. Classroom Observation Evaluation

1. Classroom Faculty
   Each faculty member will have the option to be evaluated on his/her classroom performance. Special cases will be coordinated between the faculty member and Evaluator. (For details see Classroom Observation Full-time Faculty - appendix.)

2. Non-classroom Faculty
   Each non-classroom faculty member will have the option to be evaluated on his/her student interaction. Special cases will be coordinated between the faculty member and Evaluator. (For details see Observation Full-Time Faculty (non-classroom) – appendix).

D. Self-Evaluation

At the beginning of the year the faculty member will complete a self-evaluation form to evaluate his/her progress on his/her previous FGIP. (For details, see Self-Evaluation/Portfolio - appendix.)

E. Capstone Assessment Experience

Each faculty member will complete and submit a Capstone Assessment Experience form to his/her Evaluator by April 1st. In lieu of completing the form, a faculty member has the option of videotaping and submitting responses. During the month of April the faculty member has the option to meet with his/her Evaluator or Dean, or meet in a round table discussion with a cohort of retiring faculty members. Discussions will focus on assessing the final year’s work and tying up loose ends. The Evaluator will contact the faculty member to determine his/her meeting preference. Round table cohort meetings will be coordinated by the Provost’s office.

F. Timeline for Tenured Faculty

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<thead>
<tr>
<th>Fall Semester</th>
<th>Winter Semester</th>
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<tbody>
<tr>
<td>1) Self Evaluation/Capstone Reflection and Planning Experience</td>
<td>1) Student Evaluation of Faculty</td>
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<tr>
<td>2) Student Evaluation of Faculty</td>
<td>2) Classroom Observation Evaluation (optional)</td>
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<tr>
<td>2) Classroom Observation Evaluation (optional)</td>
<td>3) Capstone Assessment Experience</td>
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Jeff Spelman, Chief Negotiator
GRCC Faculty Association

Kathy Keating, General Counsel
GRCC

3/30/2011

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