

March 12, 2020

MEMORANDUM OF UNDERSTANDING
BETWEEN THE PALOMAR COMMUNITY COLLEGE DISTRICT
AND THE PALOMAR FACULTY FEDERATION

This Memorandum of Understanding ("MOU") is entered by and between the PALOMAR COMMUNITY COLLEGE DISTRICT ("District") and the PALOMAR FACULTY FEDERATION ("PFF"), collectively "the parties" and is in relation to Article 17- Evaluation Procedures.

Due to the procedural changes on campus necessitated by COVID-19 guidelines in the Spring 2020 semester, the parties agree to the following temporary changes to the faculty evaluation process. These changes apply only to the Spring 2020 semester.

For faculty whose courses move from a face-to-face to online environment, student evaluations and observations shall not be conducted for those specific courses after March 13, 2020. Departments/disciplines will not be held accountable for the incomplete evaluation activities for those courses. Courses that should be evaluated are detailed below.

Probationary Faculty

For Spring 2020, evaluations for probationary faculty will be based on a modified evaluation document that discusses and evaluates collegiality, dept/college service, and fulfilling contractual obligations. Student evaluations may be used in evaluation reports if one of the following conditions are met: (1) face-to-face student evaluations were completed before March 13, 2020 or (2) student evaluations come from online courses or appointments that are reasonably understood to have always been planned as online.

For probationary faculty on improvement plans, every reasonable accommodation should be made to complete improvement plan activities for Spring 2020 during Spring 2020. If the improvement plan activity requires feedback from students or observations, then those parts of the improvement plan activities are waived for Spring 2020 and will apply to Fall 2020.

For ECE Lab School faculty, online evaluations will continue, and respondents will be asked to base their evaluative comments on the first seven weeks of the semester.

Part-time Faculty

For part-time faculty evaluations scheduled for Spring 2020, evaluation reports should be completed for courses or appointments whose face-to-face student evaluations and class/workplace observations were completed before March 13, 2020 or student evaluations and class/workplace observations come from online courses that are reasonably understood to have always been planned as online.

For this period of time only, this language temporarily nullifies contract language 20.10.1.2 that states that part-time faculty seeking initial eligibility for preferential consideration receive a "standard" evaluation for an evaluation report that was not completed "in a timely manner." Instead, if no evaluation report is submitted, no rating will be given, and the semester will not count for acquiring preferential consideration. As well, departments/disciplines will not be held at fault for not submitting evaluation reports for part-time faculty who taught courses that transitioned from face-to-face to online and who did not have student evaluations and classroom/workplace observations completed before March 13, 2020.

For part-time faculty who are on an improvement plan during Spring 2020, every reasonable accommodation should be made to complete improvement plan activities for Spring 20 during Spring 2020. Per 17.3.4, improvement plans must be completed within one year of a "needs improvement" rating for part-time with a priority number. Therefore, part-time faculty with improvement plans that cannot be evaluated in Spring 2020 should be delayed to Fall 2020.

Peer Faculty

For peer faculty evaluations scheduled for Spring 2020, evaluation reports should be completed for courses and appointments whose face-to-face student evaluations and class/workplace observations were completed before March 13th or student evaluations and class/workplace observations come from online courses that are reasonably understood to have always been planned as online.

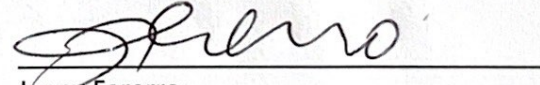
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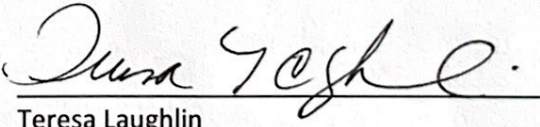
Lisa M. Norman, Ed.D., J.D.
District Chief Negotiator

Dated: 3/17/2020



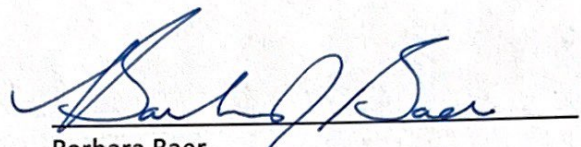
Jenny Fererro
Lead Negotiator, PFF

Dated: 3/17/2020



Teresa Laughlin
Co-President, PFF

Dated: 3/17/2020



Barbara Baer
Co-President, PFF

3/17/2020

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