

DAY UNIT
STUDENT EVALUATION AND SUMMARY EVALUATION PROCESS

STUDENT EVALUATIONS

1. **MEDIAN SCORES** - Only the median score for the first four questions for each section evaluated is transferred to the summary evaluation. All faculty in an evaluation or in a non-evaluation year should receive the Instructional Assessment System data printout for each section evaluated.
2. **AVERAGE SCORE** - The average score for all classes located on the Summary Evaluation Form (E-6) is a mean (average) of the median scores. Day distance education courses are noted on the summary evaluation; however, the scores from distance education student evaluations may not be averaged with the student evaluation scores from the University of Washington forms as the rating scales are incompatible
3. **EVALUATOR'S COMMENTS** - Evaluator's comments on the summary evaluation may include comments on questions 1-22 (1-13 for form J).
4. **DECILE RANKINGS AND COLLEGE AVERAGES** - There should be no evaluator's comments and/or comparisons regarding decile ranks, department averages, division averages, and/or college-wide averages.

SUMMARY EVALUATIONS

1. **EVALUATOR'S RATINGS** - The evaluator's ratings of your median scores and overall average of all median scores should be limited to the ratings on the student evaluation instrument. Example:
 - Excellent = 5.0,
 - Very Good = 4.0 - 4.9
 - Good = 3.0 - 3.9
 - Fair = 2.0 - 2.9
 - Poor = 1.0 - 1.9
 - Very Poor = 0.0 - 0.9.
2. **UNSATISFACTORY SUMMARY EVALUATION** - No faculty member should receive an unsatisfactory summary evaluation due solely to unsatisfactory student evaluations. Remember, there are six weighted components in the summary evaluation and all components must be considered with their respective weights in determining an unsatisfactory evaluation. For professional staff, there are 3 weighted components.

FACULTY SUMMARY EVALUATION

Student Evaluations	= 25%
Course Materials	= 15%
Classroom Observation	= 25%
Student Advisement	= 10%
College Service	= 10%
Personnel File	= 15%

PROFESSIONAL STAFF EVALUATION

Work Performance	= 75%
College Service	= 10
Personnel File	= 15%

3. **RATINGS** - The only component in the summary evaluation process that has a rating is the student evaluation component (excellent, very good, good, fair, poor, or very poor). There are no overall ratings for any of the other 5 components on the summary evaluation and there is no overall performance rating. The evaluator must state "unsatisfactory" if a component or the overall performance is unsatisfactory. Overall ratings such as satisfactory, excellent, very satisfactory, good, etc. for any component or for the overall performance are not acceptable and are in violation of the contract and a 1986 arbitration decision. If a unit member is "other than unsatisfactory", then the evaluator's comments should be in the form of a narrative. The evaluator may use adjectives in the narrative, but may not, for example, state the overall classroom observation was satisfactory, or very satisfactory, or good, or excellent. The same is true for the professional staff summary evaluation and its components.

GRIEVANCES - If any of the above violations are occurring at your college, please begin the grievance process with informal discussions with the administration. An official grievance has to be filed within 30 days of receipt of the evaluations. The Summary Evaluations should have been distributed on February 1 for faculty and will be distributed on June 1 for professional staff.

If you have any questions, do not hesitate to contact me.

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