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## General Provisions

1. Where deficiencies in a faculty member's performance are identified, the faculty member is responsible for correcting the deficiencies, and the College will provide reasonable development opportunities and resources.[[1]](#footnote-1)
2. Corrective Evaluations (Article 37) and Corrective Opportunities (Article 34.5.6.2) shall not be initiated as a disciplinary step, and any disciplinary action flowing from them will be conducted within just cause principles and will result solely from failure to meet improvement plans and objectives.[[2]](#footnote-2)
3. Corrective Evaluations shall be the response to indications of performance deficiencies requiring significant intervention. Their outcome shall be a clarification of the validity of indications of performance deficiencies, a clarification of performance expectations and/or an improvement plan if indicated by the evaluation. [[3]](#footnote-3)
4. Corrective Evaluation Principles. Corrective Evaluations may be implemented at any time during an academic year. All such evaluations shall be developed within the following principles:
   1. Due Process. The investigation of performance and/or behavioral problems will be conducted using full due process.
   2. Thorough. Any resulting improvement plan will clearly state expectations, timelines and consequences of failure and success.
   3. Inclusive. The Corrective Evaluation and correction process will have, as its primary objective, the employment of the individual. Therefore, the College will provide reasonable resources in support of the Corrective Evaluation improvement plan.
   4. Respectful. All matters dealing with corrective evaluations will be conducted in such a way as to preserve the dignity of the individual involved, subject to the requirements of this Agreement.
   5. Timely. Corrective Evaluations will be conducted as soon as possible following the receipt of sufficient information regarding performance and/or behavioral problems. Decisions of non-renewal for probationary employees, based on failure to satisfy the objectives of the Improvement Plan, must be made prior to March 1.
   6. Consistent. Investigations, Corrective Evaluations and improvement plans will be conducted within these guidelines.
   7. Union Participation. The LCCEA will be expected to participate actively in all phases of the Corrective Evaluation process with the concurrence of the employee being evaluated, and be timely informed of the occurrence and results of every step, in any case.
   8. Discipline and Non-Renewal. Recommendations regarding discipline or non-renewal coming from this evaluation shall be appropriately based on the level of conformance to the performance expectations specified in the Improvement Plan.[[4]](#footnote-4)

## Step 1: Initiation

*Initiation. The appropriate vice-president or manager will initiate the Corrective Evaluation process when he/she is made aware of allegations of deficient performance that requires significant intervention. The manager will prepare a statement of the allegations and a statement of the scope of further inquiry, which will closely correspond to the specific allegations of poor performance. The employee will be informed of the initiation of this process and of his/her right to representation, and will be given a copy of the statement. [[5]](#footnote-5)Due to the potential for discipline arising from the Corrective Evaluation process, you have the right to have an Association representative attend any of the meetings.*

Faculty Member:       L#:

Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Allegations and related scope of this evaluation: | | | |
| When and where the evaluation planning session will be held[[6]](#footnote-6): | | | |
| * A copy of this notice has been provided to the faculty member * The faculty member has been notified of his/her right to Association representation * The Association shall be immediately notified of the initiation of this corrective evaluation | | | |
| Division Manager | . Date | Faculty Member | Date |

## Step 2: Planning the Investigation

Following a reasonable preparation time for the employee, the manager and the employee will meet to discuss the details of the allegation of poor performance, and the scope of further inquiry, including kinds and sources of data required for the inquiry, and the manner in which the data will be collected and analyzed. The results of this meeting will be reduced to writing. This meeting will be scheduled with at least one-week prior notice. [[7]](#footnote-7)

Faculty Member:      Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Attended by: | | | |
| Scope of the inquiry: | | | |
| Kinds and sources of data to be utilized: | | | |
| Manner by which data shall be collected and evaluated[[8]](#footnote-8): | | | |
| When and where the evaluation meeting will be held[[9]](#footnote-9): | | | |
| • A copy of this document has been provided to the faculty member.  • The Association shall be immediately informed of the results of this step of the evaluation. | | | |
| Division Manager | Date | Faculty Member | Date |
| I, the faculty member, wish to have a copy of this document sent to the Association. | | | |

## Steps 3-5: Working with the Data, Conclusions, and Employee Response

**Working with the Data.** Following receipt of the data, the manager and employee will meet to clarify any questions concerning the data and engage in an evaluation/developmental discussion. The intent of this discussion will be to identify strengths and weaknesses in the employee’s performance that fall within the scope of the inquiry, to suggest ways to enhance the employee’s performance, and discuss any constraints faced by the employee and ways to remove such constraints.

**Conclusions.** The results of this evaluation conference shall be reduced to writing and shall include statements of confirmed poor performance with attendant performance expectations and statements of exoneration for allegations that were not confirmed by the findings. Upon request of either the employee or the manager, a mutually acceptable third person may be selected to help interpret the data.

**Employee Response.** The employee shall be provided a written copy of the results of the evaluation conference and shall be afforded the opportunity to respond in writing; or, if the employee submits a timely request, he/she will be granted a second evaluation conference. If the employee chooses to respond, then he/she will be provided a reasonable time to do so. The response will be attached to the evaluation prior to the time that it is placed in the personnel file. In either event, the employee agrees to sign the evaluation. [[10]](#footnote-10)

Faculty Member:      Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Attended by[[11]](#footnote-11): | | | |
| Questions concerning data: | | | |
| Strengths and weaknesses of performance falling within scope of evaluation: | | | |
| Ways to enhance performance: | | | |
| Constraints and ways to remove them: | | | |
| Results[[12]](#footnote-12): | | | |
| When and where the Improvement Plan meeting will be held[[13]](#footnote-13): | | | |
| • A copy of this document has been provided to the faculty member.  • The Association shall be immediately informed of the results of this step of the evaluation. | | | |
| Division Manager | Date | Faculty Member | Date |
| I, the faculty member, wish to exercise my right to:  Have a second evaluation conference.  Prepare an addendum before this evaluation is placed in my personnel file.  Have a copy of this document sent to the Association | | | |

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## Step 6a: Improvement Plan[[14]](#footnote-14)

If following the Corrective Evaluation, the College determines that the performance of an employee is substandard, an improvement plan will be developed to provide an opportunity and support for the employee to improve his/her performance. The improvement plan will include: a) Measurable outcomes of improvement; b) Reasonable timelines for success; c) List of types of assistance that will be provided by the College; d) Support and direction by the immediate supervisor; and e) Schedule of frequent conferences with written progress reports. Following complete implementation of the improvement plan, the employee's supervisor shall prepare a summary of performance and a recommendation regarding retention, which shall be placed in the employee's personnel file.[[15]](#footnote-15)

Faculty Member:      Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Areas of Deficiency: | | | |
| Measurable outcomes sought: | | | |
| Timeline of the plan and schedule of conferences (*attach progress reports of each conference[[16]](#footnote-16)*): | | | |
| Types of assistance provided by the College: | | | |
| Support and direction provided by the division manager: | | | |
| When and where the first progress conference will be held[[17]](#footnote-17): | | | |
| • A copy of this document has been provided to the faculty member.  • The Association shall be immediately informed of the results of this step of the evaluation. | | | |
| Division Manager | Date | Faculty Member | . Date |
| I, the faculty member, wish to have a copy of this document sent to the Association | | | |

## 

## Step 6b: Progress Reports[[18]](#footnote-18)

Faculty Member:      Date:

|  |  |  |  |
| --- | --- | --- | --- |
| Attended by: | | | |
| Progress achieving the requirements of the Improvement Plan: | | | |
| Additional assistance needed from the College and/or the division manager:      . | | | |
| When and where the next progress conference will be held[[19]](#footnote-19): | | | |
| • A copy of this document has been provided to the faculty member.  • The Association shall be immediately informed of the results of this step of the evaluation. | | | |
| Division Manager | Date | Faculty Member | Date |
| I, the faculty member, wish to have a copy of this document sent to the Association | | | |

## 

## Step 7: Result of the Improvement Plan

Faculty Member:      Date:

|  |  |  |  |
| --- | --- | --- | --- |
| The result of the Improvement Plan includes:   Recommendation for renewal  Recommendation for non-renewal   A follow-up Developmental Evaluation | | | |
| This result is appropriate for the following reasons: | | | |
| • A copy of this document has been provided to the faculty member.  • The Association shall be immediately informed of the results of this step of the evaluation. | | | |
| Division Manager | . Date | Faculty Member | Date |
| I, the faculty member, wish to:  Exercise my right to respond in writing before this evaluation is placed in my personnel file.  Waive my right to respond in writing before this evaluation is placed in my personnel file.  Have a copy of this document sent to the Association | | | |

1. Art. 13.3.6 [↑](#footnote-ref-1)
2. Art. 13.3.7 [↑](#footnote-ref-2)
3. Art 37.1 [↑](#footnote-ref-3)
4. Art. 37.2 [↑](#footnote-ref-4)
5. Art. 37.3 [↑](#footnote-ref-5)
6. The faculty member must be provided with one-week notice of the scheduled meeting. [↑](#footnote-ref-6)
7. Art. 37.3 [↑](#footnote-ref-7)
8. A mutually acceptable third person may attend the meeting to help interpret the data. [↑](#footnote-ref-8)
9. Due to the potential for discipline arising from the Corrective Evaluation process, you have the right to have an Association representative attend any of the meetings. [↑](#footnote-ref-9)
10. Art. 37.3 [↑](#footnote-ref-10)
11. A mutually acceptable third person may help interpret the data. [↑](#footnote-ref-11)
12. Specify which of the initiating allegations, if any, are supported by the evaluations and the extent to which an improvement plan and/or statement of exoneration is needed. [↑](#footnote-ref-12)
13. *Due to the potential for discipline arising from the Corrective Evaluation process, you have the right to have an Association representative attend any of the meetings*  [↑](#footnote-ref-13)
14. An Improvement Plan is intended to provide an opportunity and support for employee performance improvement. The plan *shall not* be placed in the employee's personnel file unless it results in a recommendation for non-renewal. [↑](#footnote-ref-14)
15. Art. 37.3 [↑](#footnote-ref-15)
16. Use the progress report form in Step 6b. [↑](#footnote-ref-16)
17. *Due to the potential for discipline arising from the Corrective Evaluation process, you have the right to have an Association representative attend any of the meetings*  [↑](#footnote-ref-17)
18. Attach all progress reports to the evaluation plan (Step 6a). [↑](#footnote-ref-18)
19. *Due to the potential for discipline arising from the Corrective Evaluation process, you have the right to have an Association representative attend any of the meetings*  [↑](#footnote-ref-19)