

**Memorandum of Understanding  
Between  
Part-Time Faculty United, AFT Local 6262  
and the  
Santa Clarita Community College District**

**1/8/2021**

This memorandum of understanding establishes an agreement between the Santa Clarita Community College District (“District”) and the Part-Time Faculty United, AFT Local 6262 (“AFT”).

We hereby confirm that we have negotiated, in good-faith, the following agreement as related to Winter/Spring 2021 adjunct faculty course evaluations.

- a. The District and AFT agree that the **Appendix B: Online Visitation and Evaluation Report** instrument will be used only for 100% online (asynchronous) instructional classes, assigned to instructors that have completed the entire Introduction to Online Instruction (or IOI) course.
- b. All other instructional course evaluations, including OnlineLIVE classes that are taught via synchronous instruction, will utilize the **Appendix B: Classroom Evaluation Reports** instrument.
- c. All non-instructional adjunct faculty will be evaluated using the **Appendix E: Visitation and Evaluation Report for Non-Instructional Faculty** instrument. In addition, student surveys of adjunct counseling faculty will be conducted using the enclosed **College of the Canyons Student Evaluation Survey of Counseling Faculty** instrument (see attached). The use of the **College of the Canyons Student Evaluation Survey of Counseling Faculty** instrument will not impact the evaluation score of an adjunct.
- d. Instructional evaluations conducted for 100% online (asynchronous) instructional classes, using the **Appendix B: Online Visitation and Evaluation Report** instrument, will affect pool rankings as outlined in Article 6 of the AFT contract. The **Appendix B: Classroom Evaluation Reports** and **Appendix E: Visitation and Evaluation Report for Non-Instructional Faculty** instrument will not negatively impact pool rankings for in-person classes. However, if an adjunct receives an overall evaluation score of less than 3.5, that adjunct will be recommended to participate in necessary training and will be reevaluated either later in Spring 2021 or in Fall 2021 (at the discretion of the adjunct). The outcome of the second evaluation will impact the ability of an adjunct to receive an OnlineLIVE class in the future. If an evaluated adjunct is not found to conform to appropriate teaching standards as outlined in their teaching contract (e.g., proper synchronous meetings with students during assigned days and times), this could result in not receiving a teaching assignment in the future.

This language becomes effective as of the date signed below.

The above is agreed to by both AFT and the District.

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For the District: Diane M. Fiero

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Date

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For AFT: Dan Portillo

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Date