



**TENURE & EVALUATIONS
REVIEW BOARD**

MINUTES – February 3, 2020

A meeting of the Palomar College Tenure & Evaluations Review Board was held on February 3, 2020 in MD-155B.

Members Present: Melinda Carrillo, William Dalrymple, Kelly Falcone (via phone), Erin Hiro, Teresa Laughlin, Lawrence Hamilton Lawson, Russ McDonald, Julia Robinson, David Wright

Members Absent: Chris Sinnott, Shayla Sivert

Recorder: Lawrence Hamilton Lawson

I. Call to Order

The meeting was called to order at 4:00 p.m.

II. Approval of Minutes

To approve the minutes of January 27, 2020, Tenure and Evaluations Meeting.

MSC: Robinson/Laughlin **Abstentions:** Falcone/Dalrymple

III. Information

A. Evaluation Activities, Spring 20

- Lawson let the committee know that Spring 20 evaluation activities have begun as normal.

IV. Discussion

A. Probationary Faculty Class Scheduling Requests

- Lawson reported there was a concern in one department with scheduling for a probationary faculty member. It was reported that there have been concerns about a probationary faculty member attempting to modify their teaching schedule against departmental wishes and norms, and the department contact reached out to ask how to handle the situation. The TERB Committee suggests everyone involved review department by laws to determine how scheduling is done and look at past practice. If there are no bylaws on this issue, the TERB Committees suggests the department draft and approve some and, in the interim, rely on past practice to guide the process. A meeting with the department contact, the probationary faculty member, and the department chair to address the issue was also suggested.

B. Documentation for Item #12 from Probationary/Peer Eval Report

- Lawson noted that a peer review committee chair contacted him to ask how one might provide documentation for whether or not a tenured faculty member is “fulfilling the contractual requirements of the position” and whether approaching Payroll for documentation would be appropriate. The TERB Committee agreed that a peer eval chair approaching and/or obtaining documentation from Payroll would be outside the scope of the evaluation process emphasizing that if there were a possible discipline-related investigation related to absences or reported absences, that would be pursued by the faculty’s supervisor.
- The TERB Committee discussed types of documentation that could be utilized by a peer evaluator in regard to item #12, and they pointed out the following non-exhaustive list: committee minutes, student evals, and classroom and workplace observations. Observations need to be documented first hand by the peer review committee members.

Meeting adjourned to Executive Session: 4:18 p.m.

V. Executive Session

- Probationary Faculty Improvement Plans

Next Meeting: February 10, 2020 | Room MD-155B