



## FULL-TIME PROBATIONARY FACULTY EVALUATION PROCESS

*(This procedure can be found in the Human Resources section of the MCC website under "Policies & Procedures".)*

This procedure is consistent with, and is intended to fulfill, the relevant language in the MCCEA Collective Bargaining Agreement (Articles IX.A.2 and B and Article X.Q). Nothing in this procedure alters or changes the CBA. This procedure documents the process for identifying, notifying and monitoring probationary faculty employees, outlines who is responsible for each step of the process, and provides samples of applicable forms and documents.

1. Human Resources Office sends offer letter *[Attachment A]* to full-time faculty new hire, including explanation of probationary status. Copy also forwarded to employee's supervisor and Union.
2. Human Resources Office follows up with new hire to ensure that offer letter is signed and returned prior to employee's start date. Copy of signed letter provided to employee and original placed in employee's personnel file.
3. Human Resources Office updates Probationary Faculty Review Dates worksheet *[Attachment B]* when new faculty member is hired, e-mails copy to all supervisors, and posts worksheet in the Human Resources section of the MCC website under "*Supervisor Information*".
4. Human Resources Office prepares/updates Schedule of Reviews *[Attachment C]* for new hire probationary faculty members.
5. Human Resources Office sends memo *[Attachment D]* outlining requirements of the collective bargaining agreement regarding probationary faculty, the employee's Schedule of Reviews, and a copy of the Evaluation Report form *[Attachment E]* to supervisor. Copies of memo and Schedule of Reviews forwarded to employee, Union, and the Office of Vice President of Academic Affairs or Dean of Student Services Office. Copy also placed in employee's personnel file. *(The Evaluation Report form can be found in the Human Resources section of the MCC website under "Printable HR Forms".)*
6. Supervisor discusses the Schedule of Reviews with each new probationary faculty member and reminds the probationary faculty member of his/her mutual responsibility with the supervisor to accomplish this evaluation in accordance with the Academic Affairs Probationary Faculty Evaluation Procedure. *(See Academic Affairs Procedures database.)*
7. Upon completion of the evaluation, the supervisor/Evaluation Committee meets with the faculty member to share the findings of the evaluation. If there are serious concerns about the performance of a probationary faculty member, the supervisor and evaluation committee will provide the Vice President of Academic Affairs or Dean of Student Services with a written summary of concerns. *(The Dean of Student Services will provide this information to the Vice President of Administration & Student Services.)* The probationary faculty member's services may be discontinued in accordance with Article IX-B of the bargaining agreement.

8. Evaluations During First Two Years of Employment (Article IX:B):

- a. Evaluation Committee completes written performance evaluation no later than forty-five (45) calendar days after probationary employee's anniversary hire date. If the committee fails to provide such written documentation, the immediate supervisor is required to provide a written evaluation no later than sixty (60) days after the employee's anniversary hire date. Evaluation Committee (or supervisor, if committee fails to provide a written evaluation) completes and signs the Probationary Faculty Evaluation Report form, attaches form to a copy of the written evaluation, and forwards to Vice President of Academic Affairs or Dean of Student Services. (The Dean of Student Services will provide this information to the Vice President of Administration & Student Services.)
- b. Upon completion of the evaluation, the supervisor/Evaluation Committee meets with probationary faculty member to share the results of the evaluation.
- c. Vice President of Academic Affairs or Vice President of Administration & Student Services and Dean of Student Services meets with probationary employee to discuss the evaluation report and the process (Article X.Q-4) and complete the appropriate section of the Evaluation Report form. The Vice President of Academic Affairs or Vice President of Administration & Student Services signs the evaluation form, obtains signature of probationary employee, and provides copy of signed form and Rubric Summary to employee. (*Failure to submit a written performance evaluation at least sixty [60] days after employee's anniversary hire date will be considered as conclusive evidence that the faculty member's work is satisfactory.*)
- d. Office of Vice President of Academic Affairs or Dean of Student Services Office keeps a copy of the Rubric Summary and Evaluation Report form, forwards a copy of the summary and form to the Human Resources Office (and the Vice President of Administration & Student Services if coming from Dean of Student Services), and returns all originals (detailed evaluation report, summary and form) to the supervisor.

9. Evaluation During Third Year of Employment (Article IX:B):

- a. Evaluation Committee completes a written performance evaluation no later than thirty (30) calendar days prior to the end of the employee's probationary period. If the committee fails to provide such written documentation, the immediate supervisor is required to provide a written evaluation.
- b. Upon completion of the evaluation, the supervisor/Evaluation Committee meets with the faculty member to share the findings of the evaluation with the probationary faculty member.
- c. Evaluation Committee (or supervisor if committee fails to provide a written evaluation) completes and signs the Evaluation Report form, which includes a recommendation to either issue a continuing contract or terminate employment.
- d. Division/Department Office forwards a copy of the performance evaluation and Evaluation Report form, (including the recommendation) to the Vice President of Academic Affairs or Dean of Student Services. (The Dean of Student Services will provide this information to the Vice President of Administration & Student Services.)

- e. Vice President of Academic Affairs or Vice President of Administration & Student Services and Dean of Student Services meets with employee no later than one week prior to the end of the probationary period and notifies employee of his/her decision to either retain or terminate. *(If this notice is not delivered, the employee's probationary employment will be extended for sixty [60] calendar days. Failure to deliver notice within that period of time will result in the faculty member being granted a continuing contract.)*
  - f. Vice President of Academic Affairs or Vice President of Administration & Student Services completes and signs appropriate section of the Evaluation Report form, obtains signature of employee, and provides copy of signed form and Rubric Summary to employee.
  - g. Office of Vice President of Academic Affairs or Vice President of Administration & Student Services and Dean of Student Services Office keeps a copy of the Rubric Summary and Evaluation Report form, forwards a copy of the summary and form to the Human Resources Office and returns all originals (detail evaluation report, summary and form) to the supervisor.
10. Upon receipt of the final Evaluation Report form recommending continued employment, Human Resources issues the full-time faculty member a Continuing Contract *[Attachments F & G]*.
11. Human Resources Office obtains appropriate signatures on Continuing Contract, places the original in the employee's personnel file, and sends copies to the employee, supervisor and Vice President of Academic Affairs or Dean of Student Services *[Attachment H]*. (The Dean of Student Services will provide this information to the Vice President of Administration & Student Services.)

**(ATTACHMENT A)**

**PROBATIONARY FACULTY OFFER LETTER**

This confirms our contingent offer of employment with Mott Community College in the position of < > Instructor. Your effective date of hire is <date>. This offer is contingent upon successful completion of a drug screen. As we discussed previously, arrangements have been made for you to take the drug screen at the McLaren Occupational Health Center.

Your annual base salary will be <\$>. This salary represents Step <step> in the <degree level> pay grade. When establishing this starting pay, the College considered your previous experience and internal pay equity. Once the salary is agreed upon, the College is not in a position to re-negotiate starting pay.

Your first three years of employment are probationary. Probation is a trial period, and you may be terminated at any time during the probation period. You will receive at least one evaluation each year for the next three years. These evaluations will determine whether you should (a) continue on probation, (b) be given a continuing contract upon completion of probation, or (c) not be re-employed.

You will be provided the standard benefits contained in the Faculty collective bargaining agreement and are subject to the provisions of that labor agreement, including, but not limited to, the probation period mentioned above. In order to learn more about your benefits and the available options, please make arrangements to meet with our Compensation & Benefits Administrator, Susan Praski. She can be reached in Human Resources at (810) 762-0503.

As a new employee, you are invited to attend the <month> Board of Trustees meeting, which will be held on Monday, <date> at 7:30 p.m. in the Pahl Center Ballroom. If you attend, you will be introduced and welcomed as one of the newest members of the Mott organization. You will also be invited to attend an orientation session in Human Resources. You will be notified once the date has been established.

<Name>, we wish you the best of luck in your new position. If the terms of this letter are consistent with the College's earlier discussions with you, please indicate your acceptance of this offer by your signature below and return to me.

Sincerely,

Sharon Ewles  
Senior HR Generalist/Recruiter

I, <Employee Name>, accept the position of < > on the terms indicated above.

\_\_\_\_\_  
<Employee Name>

\_\_\_\_\_  
Date

cc: <Supervisor>  
Sylvia Green  
Susan Praski  
Steve Robinson

**(ATTACHMENT B)**

**Probationary Faculty Review Dates Worksheet  
(As of January 2003)**

Employee	Division	Full-time Faculty Hire Date	Adjusted Hire Date (If TFT Service Immediately Prior to Hire) *	1st Evaluation		2nd Evaluation		3rd Evaluation		Comments
				Due from Committee No Later Than	Due from Supervisor No Later Than	Due from Committee No Later Than	Due from Supervisor No Later Than	Due from Committee or Supervisor No Later Than	Vice President Notice Must Be Received by Faculty No Later Than	
Block, Janis	Humanities	08/28/02	N/A	10/12/03	10/27/03	10/11/04	10/26/04	07/28/05	08/20/05	
Cain, Thomas	Info Tech	08/29/01	N/A	10/13/02	10/28/02	10/13/03	10/28/03	07/29/04	08/21/04	
Cunningham, Bernard	Science & Math	09/03/02	N/A	10/18/03	11/02/03	10/17/04	11/01/04	08/03/05	08/26/05	
Degroot, Frederick	Science & Math	08/28/02	N/A	10/12/03	10/27/03	10/11/04	10/26/04	07/28/05	08/20/05	1 sem TFT not immediately prior to hire
Dempsey, John	Fine Arts	08/28/02	N/A	10/12/03	10/27/03	10/11/04	10/26/04	07/28/05	08/20/05	
Doane, Kim	Info Tech	08/19/02	N/A	10/03/03	10/18/03	10/02/04	10/17/04	07/19/05	08/11/05	
Greenfield, Philip	Humanities	08/28/02	N/A	10/12/03	10/27/03	10/11/04	10/26/04	07/28/05	08/20/05	1 sem TFT not immediately prior to hire
Gupton, Anne	Counseling	01/08/03	N/A	02/22/04	03/08/04	02/21/05	03/08/05	12/08/05	12/31/05	
Gutgesell, George	Technology	09/04/01	09/04/00	N/A (TFT)	N/A (TFT)	10/19/02	11/03/02	08/05/03	08/28/03	Plus 2 sem TFT immediately prior to hire
Harris, Glenn	Humanities	06/25/02	N/A	08/09/03	08/24/03	08/08/04	08/23/04	05/25/05	06/17/05	
Juchartz, Larry	Humanities	01/03/01	N/A	02/17/02	03/04/02	02/17/03	03/04/03	12/04/03	12/27/03	
Livingston, Robert	Fine Arts	08/28/02	08/28/01	N/A (TFT)	N/A (TFT)	10/12/03	10/27/03	07/28/04	08/20/04	Plus 2 sem TFT immediately prior to hire
Montpas, Michelle	Health Sciences	08/29/01	N/A	10/13/02	10/28/02	10/13/03	10/28/03	07/29/04	08/21/04	
Muldrew, Deloris	Counseling	01/08/03	N/A	02/22/04	03/08/04	02/21/05	03/08/05	12/08/05	12/31/05	
Newberry, Rhonda	Health Sciences	01/02/02	N/A	02/16/03	03/03/03	02/16/04	03/02/04	12/02/04	12/25/04	
Pickens, Candice	Health Sciences	08/29/01	N/A	10/13/02	10/28/02	10/13/03	10/28/03	07/29/04	08/21/04	
Rishoi, Christy	Humanities	08/28/02	N/A	10/12/03	10/27/03	10/11/04	10/26/04	07/28/05	08/20/05	
Ruterbusch, Melissa	Social Science	01/07/02	01/07/01	N/A (TFT)	N/A (TFT)	02/21/03	03/08/03	12/08/03	12/31/03	Plus 2 sem TFT immediately prior to hire
Sobie, Frank	Social Science	01/29/01	N/A	03/15/02	03/30/02	03/15/03	03/30/03	12/30/03	01/22/04	
Spademan, Thomas	Humanities	01/03/01	N/A	02/17/02	03/04/02	02/17/03	03/04/03	12/04/03	12/27/03	
Thigpen, Lynn	Info Tech	01/18/01	N/A	03/04/02	03/19/02	03/04/03	03/19/03	12/19/03	01/11/04	
White, Vidella	Social Science	08/29/01	N/A	10/13/02	10/28/02	10/13/03	10/28/03	07/29/04	08/21/04	
Young, Robert	Social Science	01/08/03	N/A	02/22/04	03/08/04	02/21/05	03/08/05	12/08/05	12/31/05	
Zink, Lynn	Health Sciences	08/28/02	N/A	10/12/03	10/27/03	10/11/04	10/26/04	07/28/05	08/20/05	

**Interpretation of Article IX:A-1&2:** Any temporary full-time service immediately preceding regular hire counts toward the probationary period.

(ATTACHMENT C)



**PROBATIONARY FACULTY SCHEDULE OF REVIEWS**

John Doe August 28, 2002  
**Employee Name** **Hire Date**

Fine Arts Jessie Sirna  
**Division** **Supervisor**

<b>Committee Evaluation</b> <i>(Due no later than this date)*</i>	<b>(or) Supervisor Evaluation</b> <i>(Due no later than this date)*</i>	<b>Notification to Faculty Member</b> <i>(Due no later than this date)*</i>
<u>October 12, 2003</u>	<u>October 27, 2003</u>	<u>N/A</u>
<u>October 11, 2004</u>	<u>October 26, 2004</u>	<u>N/A</u>
<u>July 28, 2005</u>	<u>July 28, 2005</u>	<u>August 20, 2005</u>

\* Per Article IX.B.1 of the MCCEA Bargaining Agreement

**(ATTACHMENT D)**

***Mott Community College***  
**Interoffice Memo**

***Office of Human Resources***

**To:** <Supervisor>

**From:** Sylvia D. Green

**Date:** <Date>

**Subject: Probationary Employee:** <Name>

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As you know, “all full-time faculty members in the bargaining unit shall be deemed on probation” during their first three academic years (CBA, Article IX-A-2). To assist you in managing the review process of the above-named probationary employee, the following information is being provided:

- **Schedule of Reviews** – Indicates when each of the three evaluations must be completed by the committee, as well as the due dates for the supervisor if the committee fails to complete the evaluation(s).
- **Probationary Faculty Evaluation Report Form** – This form should be attached to the completed Rubric Summary/evaluation and signed by the each committee member. After meeting with the Vice President, this form should be signed by both the Vice President and the employee. A copy of the signed form should be forwarded to the Human Resources Office, and another returned to the Division office along with the original Rubric Summary/employee evaluation. *(This form, as well as documentation of the entire Probationary Faculty Evaluation process, is also available in the Human Resources section of the MCC website.)*

According to Article IX.B.1 of the collective bargaining agreement, “...failure to submit a written performance evaluation shall be considered as conclusive evidence that the faculty member’s work is satisfactory...”.

cc: <Employee>  
<Union>  
<Personnel File>

**(ATTACHMENT E)**

**PROBATIONARY FACULTY EVALUATION REPORT FORM**

Employee Name \_\_\_\_\_ Hire Date \_\_\_\_\_

**COMMITTEE RECOMMENDATION\***: We have prepared the attached evaluation and agree with its contents. Therefore, our recommendation is that the above-named employee:

- should be continued on probation for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.
- should be continued on probation conditionally; needs Individual Improvement Plan (must be attached).
- should be given a continuing contract upon completion of the probationary period on \_\_\_\_\_.
- should not continue to be employed.

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/Supervisor

\_\_\_\_\_  
Date

**VICE PRESIDENT**: I have met with the above-named employee and have determined that he/she:

- should be continued on probation for the period beginning \_\_\_\_\_ and ending \_\_\_\_\_.
- should be continued on probation conditionally; needs Individual Improvement Plan (must be attached).
- should be given a continuing contract upon completion of the probationary period on \_\_\_\_\_.
- should not continue to be employed.

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**EMPLOYEE**: I have read the evaluation report and understand that I have the right to respond in writing as provided in Article X, Section Q(4) of the Faculty Bargaining Agreement:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**(ATTACHMENT F)**

***Mott Community College***  
**Interoffice Memo**

***Office of Human Resources***

**To:** <Employee>

**From:** Sylvia D. Green

**Date:** <Date>

**Subject:** **Continuing Contract**

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Congratulations! You have been granted a continuing contract per the Faculty Master Contract, Article IX-A-3. Your continuing contract status is effective <date>. The compensation listed in paragraph five of the continuing contract is reflective of your <academic year> base annual salary.

Please sign and return the attached contract to me in the Office of Human Resources as soon as possible. I will obtain the signature of "President or Designee" and return a copy to you.

Thank you.

Attachment

cc: Personnel File  
<Supervisor>

**(ATTACHMENT G)**

**CHARLES STEWART MOTT COMMUNITY COLLEGE  
FACULTY MEMBER'S CONTINUING CONTRACT**

THIS AGREEMENT, made this month of <month & year> by and between the BOARD OF TRUSTEES of the CHARLES STEWART MOTT COMMUNITY COLLEGE, Flint, Michigan, hereinafter called the "Board", and <employee>, hereinafter called the "Faculty Member";

**WITNESSETH:**

1. **MASTER CONTRACT.** This contract is subject to all the terms and conditions of the Master Contract already in existence at the date of this contract, or any contract subsequently negotiated by this Board and the bargaining agent of its employees.

2. **QUALIFICATIONS.** The Faculty Member represents that he/she has all the qualifications required by law to teach in the Charles Stewart Mott community College. In the event that it shall be determined by proper legal authority that the Faculty Member is not qualified to teach in the Charles Stewart Mott Community College, this contract shall terminate.

3. **LENGTH OF CONTRACT.** The Board hereby employs the Faculty Member to teach in the Charles Stewart Mott Community College for the period beginning \_\_\_\_\_ and continuing thereafter during each school year until this contract is terminated.

4. **EMPLOYMENT AND DUTIES.** The Faculty Member hereby accepts such employment and agrees to perform the duties of a Faculty Member in the Charles Stewart Mott Community College required by law and by the Board subject to the provisions of the Master Contract and of this contract.

5. **COMPENSATION.** The Board agrees to pay basic annual salary to the Faculty Member in the amount of \$. The salary is to be paid in installments commencing \_\_\_\_\_. The Board is authorized to make such payroll deductions as required by law or as approved by the Board and requested by the Faculty Member.

6. **EXTRA DUTIES AND/OR SUPPLEMENTAL COMPENSATION.** It is understood by the parties that any part of this contract or any supplemental contract between the parties as to extra duties and/or supplemental compensation shall be for one (1) year or a portion thereof only and shall not be included in the subject of any continuing contract.

7. **PUBLIC EMPLOYEES ACT.** Both parties agree to obey the provisions of the Public Employees Act (Public Act 379 of 1965).

IN WITNESS WHEREOF the parties hereto have set their hands and seals the day and year first above written.

BOARD OF TRUSTEES  
CHARLES STEWART MOTT COMMUNITY COLLEGE  
FLINT, MI

Faculty Member Signature: \_\_\_\_\_

Present Address: \_\_\_\_\_ (Include City, State and Zip Code)

Summer Address: \_\_\_\_\_ (Include City, State and Zip Code)

By President or Designee: \_\_\_\_\_

***(ATTACHMENT H)***

***Mott Community College***  
**Interoffice Memo**

***Office of Human Resources***

**To:** <Employee>

**From:** Sylvia D. Green

**Date:** <Date>

**Subject:** **Continuing Contract**

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Attached is a copy of your Continuing Contract for your records. A copy has also been forwarded to your Associate Dean/Supervisor and Vice President.

Congratulations!

Attachment

cc: Personnel File  
<Supervisor>  
<Vice President>