

## Memorandum of Understanding

WHEREAS, the Association of Adjunct Faculty, IEA-NEA “Union” and John A. Logan College “JALC” have entered into a Collective Bargaining Agreement dated 2019-2024, which outlines the working conditions and wages of the parties; and

WHEREAS, the Union and the JALC desire to modify the terms of the use of student evaluations which is currently contained in Appendix B attached to the parties’ Collective Bargaining Agreement; and

Whereas, the parties desire to memorialize the understanding of the modification of the use of student evaluations during the academic year for the remainder of the current Collective Bargaining Agreement;

Wherefore, the Parties agree to the following:

1. Appendix B shall be modified to read as follows:

### **Appendix B- Process for Evaluating Adjunct Faculty**

#### **A. Administrative Evaluation of Instruction**

1. All new Adjunct Faculty will be evaluated during their first semester of teaching at John A. Logan College by the supervisory administrator or his/her designee.
2. Adjunct Faculty members will be evaluated for two consecutive semesters. If the faculty member receives two positive evaluations, he/she will then proceed to be evaluated every three years.
  - a. An Adjunct Faculty member who receives an unsatisfactory evaluation at any time will continue to be evaluated each semester until he/she receives two consecutive positive evaluations. He/she will then proceed to be evaluated every three years.
3. Adjunct Faculty members may be evaluated at any time without advance notice by the supervisory administrator or his/her designee.
4. The evaluation process shall consist of an administrative observation/evaluation of at least one full class session, an instructor's self-assessment, and student assessments (opinions) of the class session taught by the instructor each semester. A summary assessment session with the instructor and supervisory administrator will conclude the evaluation process. If corrective action or improvements are indicated, they shall be specified in writing, and a plan for remedy shall be outlined.
5. The original copies of the administrative assessment and the summary assessment forms shall be signed by the instructor and the designated college officials. The original will be provided to the instructor, and a copy will be placed in the instructor's personnel file.

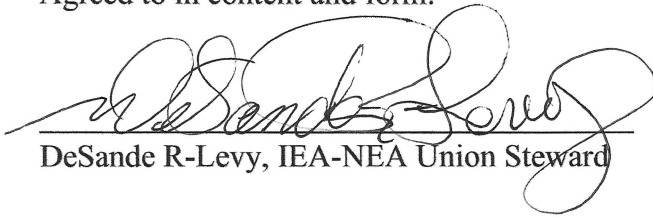
B. Reoccurring Student Evaluation of Instructor

1. Adjunct faculty shall distribute student evaluations to all classes each semester.

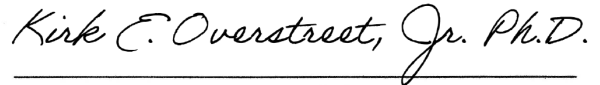
C. Hybrid/Online Course Evaluation

1. Adjunct Faculty teaching online courses will be evaluated by the Online Assessment Team (OAT) on a regular basis as determined by the OAT. The OAT 31 will complete a report, which will be shared with the course instructor, Department Chair, and the appropriate administrative supervisor. This online evaluation shall be considered in the overall evaluation process of adjunct faculty.

Agreed to in content and form:



DeSande R-Levy, IEA-NEA Union Steward



Dr. Kirk Overstreet, JALC President