

SCC Academic Senate
Best Practices for Recommending Faculty to Performance Review Team (PRT) Committees
AS Approved 05.10.22

Rationale: Section 8.1 of the LRCFT Contract states:

“The primary goal of faculty performance review is to improve the quality of the educational program. The process should promote professionalism, encourage reflection, enhance performance, and be effective in yielding a genuinely useful and substantive assessment of performance.” <http://lrcft.org/wp-content/uploads/2021/03/LRCFT-Contract.pdf>

While the contract identifies the goals, it is silent on a number of areas that inform and shape these goals. Related to the PRT member recommendations and how those recommendations are generated, additional language could support and enhance the quality of the performance review process.

Currently, some departments allow faculty to choose their own committee members or include other processes to build committee recommendations which may or may not enhance the quality of the educational programs at our institution over time. Other departments and divisions, however, have established methods to build recommendations for the PRT committees which do appear to support a performance review process consistent with the above stated goals. For that, we commend them. Their practices have been used as inspiration.

Further, we also note that the quality of our educational programs and the services we provide to our students must move us toward the goals of equity-focused interventions, anti-racist instruction, and culturally relevant services.

In keeping with the above stated goals, this document attempts to bridge the identified gap by providing deans and chairs best practices for PRT committee member recommendations. This document is not intended to be prescriptive, but to assist and guide deans and chairs in their roles. Performance review--for all faculty--should be meaningful and authentic, and provide the opportunity for us to improve as professionals. We believe these recommendations help to move our processes in that direction.

Best Practices for Deans and Chairs:

First, review the contract language in detail before building recommendations.

Next, consider how you might diversify and build committee recommendations utilizing one or more of the following strategies, whenever possible:

1. Rotate membership throughout departments. Avoid recommending membership that is static through a faculty member's career. Also, full-time faculty have a contractual

obligation to serve on performance review committees and it also counts as college service.

2. Include a demonstrated equity practitioner on each committee. Extensive equity and anti-racism training and application to teaching or other work assignment could be useful as indicators.
3. Diversify committees where possible (race, ethnicity, gender, etc.).
4. Utilize faculty outside the discipline if needed (Contract allows for closely-related discipline faculty to serve, including from sister colleges. Please see contract for specific language.).
5. Avoid “circular” committees, in which Person A and Person B are both being evaluated and are recommended to serve on each other’s committees, especially within the same academic year.
6. Work with the LRCFT SCC Campus President to ensure processes are in compliance with contract.
7. Consult with the Academic Senate President as needed and with recommendations. Describe your efforts to utilize the best practices in the development of recommendations when you submit them for appointment.
8. Share with division and department faculty that you have been asked to diversify committee membership, so they are not surprised, especially if changes have not been the norm in your area.
9. Full-time faculty still have an opportunity for a peremptory challenge. Please see contract for details (Note: PT Faculty do not have a peremptory challenge.).
10. Per the Collective Bargaining Agreement (CBA), peer review team appointments by the Academic Senate President must be completed by the 3rd week of the semester. Please provide sufficient time in submitting recommendations for appointments.

Note: It may not be possible to implement all strategies in any given cycle. Additionally, some departments are quite small or have unique needs. These might be situations in which related discipline faculty or faculty from sister colleges may be utilized, if needed. Work with the Academic Senate President and LRCFT SCC Campus President for further recommendations in these cases.