

(Draft Ideas)

A. Faculty Responsibilities

1. Faculty teaching in regular coordinated studies, programs, group contracts, and individual contracts must, within seven days of the last day of the last quarter in which the program or contract is offered, submit to her or his secretary either of: 1) a completed written evaluation of the student, 2) a report of an incomplete for the student, or 3) a report of no credit for the student.
 - a. In team-taught programs and contracts, it will be the responsibility of the coordinator to inform the deans of any missing evaluations, incompletes, or no credits for any student who is not the coordinator's responsibility. The coordinator will simultaneously in writing inform the deans of the name of the responsible faculty member and the faculty member of the names of the students.
 - b. An incomplete may be submitted only if the student, a field supervisor, a subcontractor, or a module sponsor has failed to submit an evaluation of the student. In all other cases, the faculty member must complete either an evaluation of the student or a no credit report.
2. Faculty teaching modules whether the faculty be regular, visiting or adjunct, must submit their evaluations of students by the last day of evaluation week.
3. Where a student has left a program or contract before its termination, it is the responsibility of the faculty to submit an evaluation, incomplete, or no credit as soon as possible after the faculty learns that the student is not continuing in the program and in no case more than three weeks after the student has submitted on the official form, a self-evaluation marking the completion of all required work through the last quarter of the student's attendance.

4. It will be the responsibility of the deans to notify in writing as soon as possible any faculty the deans determine not to have fulfilled the above requirements. Adequate notification will be deemed to have been made when the written statement has been placed in the faculty member's campus mail box and a copy mailed to the faculty member's official home address.

5. The faculty member receiving notice will have four working days to respond to the notification of failure to submit an evaluation, incomplete or no credit. If the faculty member has not in any of the previous three quarters failed to submit the required material as specified in A. 1, 2, and 3, the faculty member's explanation will be deemed sufficient pending a hearing as provided below.

a. Where the faculty member has been determined to have not completed the required work on one or more previous occasions for any of the three previous quarters, the penalty clause outlined below in F. 2 will automatically go into effect pending a hearing as provided below in E.

B. Secretary Responsibilities

C. Dean Responsibilities

D. Registrar Responsibilities

E. Hearing Procedure

1. If a faculty member does not agree to a determination of delinquency in completing the requirements of A. 1, 2, and 3, she or he may ask for a hearing before a board consisting of a dean, a representative of the faculty member, and a third person elected by the faculty at its first meeting of the academic year.

The dean and the representative of the faculty must agree in advance, before the hearing, to meet at any time during working hours, Monday through Friday during the week following the dean's determination of delinquency.

- b. The person elected by the faculty, if not on regular salary during the time of the hearing, shall be paid a pro-rata salary based on regular salary for the hearing, which must be completed in one day.

F. Penalties

1. Classified and exempt personnel other than faculty shall be subject to the penalties provided by law for failure to fulfill their job responsibilities.
2. Any faculty deemed to be delinquent in completing her or his work as provided in A. 1, 2, and 3 shall have her or his salary suspended pending completion of the required work.
3. Faculty ... shall be ...