

**LETTER OF AGREEMENT BY AND BETWEEN
LANSING COMMUNITY COLLEGE (LCC) AND
THE LANSING COMMUNITY COLLEGE
MICHIGAN ASSOCIATION OF HIGHER EDUCATION
(MAHE/MEA/NEA)**

The parties to this agreement, LCC and LCC-MAHE/MEA/NEA have agreed that it is necessary to allow a one-time modification to the provisions of Article XVI. Evaluation. This one time modification is necessary because the orientation and training on the Administrative Evaluation process have not yet been completed. In addition, the parties have not completed the forms or process for the Administrative Evaluation. The parties intend to complete the forms and process for the Administrative Evaluation of full-time and adjunct teaching faculty by December 21, 2007 and the forms and process for professional evaluation of service faculty by August 1, 2008.

The parties agree that the College will use the newly approved forms and process for Administrative Evaluation with the following exceptions to facilitate the transition to the new evaluation process for all bargaining unit members:

- I. full-time teaching and adjunct faculty members who will attain ACC or CC status at the end of the Fall 2007 semester, will be evaluated using the previous evaluation form and process during Fall 2007 semester only.
- II. if an Administrative Evaluation is conducted for a full-time teaching or adjunct faculty member during the Fall 2007 semester and results in a recommendation not to grant ACC or CC status, either the administrator, Human Resources, or MAHE may request to meet and discuss the possible extension of the probationary period for the faculty member.
- III. service faculty who will attain ACC or CC status during the Fall 2007, Spring 2008, or Summer 2008 semesters will be evaluated using the previous evaluation form(s) and process through the Summer 2008 semester.
- IV. if a professional evaluation is conducted for a service faculty member during the Fall 2007, Spring 2008, or Summer 2008 semesters and results in a recommendation not to grant ACC or CC status, either the administrator, Human Resources, or MAHE may request to meet and discuss the possible extension of the probationary period for the faculty member.
- V. new, probationary, and non-continuing contract full-time teaching and adjunct faculty members hired prior to Spring 2008 semester will be brought up to date with the observation and evaluation process using the following timeline:
 - A. initial meeting will be conducted for full-time and adjunct teaching faculty prior to the end of the:
 1. Spring 2008 semester if the faculty member is teaching Spring 2008 semester.
 2. next semester the faculty member is teaching if they do NOT teach Spring 2008 semester.
 - B. First Year Classroom Observation
 1. If a classroom observation has been conducted prior to Spring 2008, the "First Year" Classroom Observation requirement will be met.
 2. If a classroom observation has NOT been conducted prior to Spring 2008, the following timelines and adjustments will apply; and the "First Year" Classroom Observation will be conducted prior to the end of the faculty member's:
 - a. third (3rd) semester of teaching if the faculty member has taught one (1) semester prior to Spring 2008 at LCC
 - b. fourth (4th) semester of teaching if the faculty member has taught two (2) semesters prior to Spring 2008 at LCC
 3. The "First Year" Classroom Observation requirement is waived if the faculty member has taught at LCC three (3) or more semesters prior to Spring 2008.
 - C. Second Year Classroom Observation and Administrative Evaluation:
 1. If an Administrative Evaluation to determine ACC or CC status has been conducted and documented for the faculty member prior to Spring 2008, the "Second Year" Classroom Observation and Administrative Evaluation requirement will be met.

2. If an Administrative Evaluation to determine ACC or CC status has NOT been conducted and documented for the faculty member prior to Spring 2008, the following timelines and adjustments will apply:
 - a. for full-time faculty the "Second Year" Classroom Observation and Administrative Evaluation will be conducted prior to the end of the faculty member's:
 - i. fourth (4th) semester of teaching if the full-time faculty member has taught less than three (3) semesters prior to Spring 2008 at LCC
 - ii. fifth (5th) semester of teaching if the full-time faculty member has taught three (3) semesters but less than five (5) semesters at LCC prior to Spring 2008
 - iii. sixth (6th) semester of teaching if the full-time faculty member has taught five (5) semesters at LCC prior to Spring 2008
 - b. for adjunct faculty the "Second Year" Classroom Observation and Administrative Evaluation is conducted prior to the end of the faculty member's:
 - i. sixth (6th) semester of teaching if the adjunct faculty member has taught less than six (6) semesters at LCC prior to Spring Semester 2008
 - ii. eighth (8th) semester of teaching if the faculty member has taught six (6) semesters but less than eight (8) semesters at LCC prior to Spring 2008
 - iii. ninth (9th) semester of teaching if the adjunct faculty member has taught eight (8) semesters at LCC prior to Spring 2008

VI. The following sections, and any others not mentioned above as exceptions to the process are NOT subject to exception under this Letter of Agreement:

- A. beginning Spring 2008 semester anyone conducting a classroom observation must have received the approved orientation* on the evaluation process and the approved training** on classroom observation prior to conducting any classroom observation or Administrative Evaluation.
- B. beginning Spring 2008 semester, a faculty member must have participated in the Initial Meeting prior to any evaluation being conducted.
- C. Human Resources will maintain the official list documenting those Administrators and Faculty members who have completed the orientation and classroom observation training.

*The approved orientation is the orientation approved by the Evaluation Committee and conducted by members of the Evaluation Committee.

**The approved classroom observation training is the training approved by the Evaluation Committee and conducted by the external trainer on February 5, 2007 or training to be conducted by the CTE. The Evaluation Committee may make exceptions to this provision.

The parties agree that these modifications do not set precedent in any other area of the collective bargaining agreement.

Cindy Storie
MAHE President

Queen McMiller
LCC, Chief Human Resources Officer

Date: _____

Date: _____