

**Memorandum of Understanding Between
The Antelope Valley Community College District**

And

The Antelope Valley College Federation of Teachers

This Memorandum of Understanding (MOU) is made as of the 28th day of August 2025 by and between the Antelope Valley College Federation of Teachers ("FEDERATION") and the Antelope Valley Community College District ("DISTRICT"), collectively known as the "PARTIES." This MOU expires on June 30, 2026, or at the completion of the successor agreement negotiations, whatever happens first.

RECITALS

Whereas, The PARTIES have identified the need to revise the method for conducting evaluations for all faculty evaluations.

Whereas, The PARTIES desire to work together to support the Evaluatee and their committees with a more secure and reliable process.

Whereas, the PARTIES have recognized problems with the peer input element of the current evaluation process and seek to work collaboratively and collegially to correct them.

Whereas, Title V has been amended to require that Faculty evaluations include Diversity, Equity, Inclusion, and Accessibility ("DEIA") competencies and criteria as a minimum standard for evaluating employee performance to support growth development and career advancement and contribute to an inclusive campus and classroom culture and equitable student outcomes.

IT IS NOW, THEREFORE, AGREED AS FOLLOWS:

- 1) Should the need for this Agreement extend beyond June 30, 2026, the PARTIES may mutually agree to modify this Agreement or portions thereof in writing.
- 2) This Agreement may be viewed by the PARTIES as a guide for changes to Article VIII upon the start of negotiations for the successor to the 2023-2025 collective bargaining agreement.
- 3) Faculty evaluations to be covered by this MOU are as follows:
 - a) Contract/Tenure Candidate (Probationary/Tenure-Track) faculty
 - b) Regular (Tenured) faculty
 - c) Adjunct (Part-time Temporary) faculty – pre-seniority list and on the POA

4) For the term of this MOU, Article VIII, Section 2.4 will be implemented as follows:

2.4 Peer Input

- 2.4.1 Faculty members work closely with peers, especially those in their department or division. Evaluation of the faculty member's respect for colleagues and the teaching profession must be obtained during contract faculty evaluations.
- 2.4.2 Input will be through a standardized *Peer Input Form*.
- 2.4.3 At the first meeting between the evaluator or evaluation committee, a list of 7-10 faculty peers to be contacted for input will be agreed upon. The majority of the faculty peer evaluators will come from the Evaluatee's department and/or division. If the final list cannot be agreed upon at this meeting, it must be decided by Week 3 of the work schedule. The due date for the submission of *Peer Input Forms* will also be determined at this meeting. The due date should allow the Evaluatee enough time to analyze the peer input data and include it in their self-evaluation report, so it should be no later than two (2) weeks before the completed self-evaluation report is due.
- 2.4.4 Once the list of 7-10 faculty has been agreed upon, the Evaluator or Chair of the Evaluation Committee will send copies of the standardized *Peer Input Form* to the faculty on that list by email; Evaluatee's will not be copied on the email correspondence. A request of the faculty on the list to complete the form can be made by the Chair/Evaluator or the Evaluatee in a separate email. These faculty will be directed to complete the *Peer Input Form* and return it to the Chair/Evaluator by the due date. Faculty submitting *Peer Input Forms* may submit them by email or on paper to the Chair/Evaluator and may complete them typed or handwritten. It is up to the Chair/Evaluator to determine if *Peer Input Forms* submitted after the due date may still be used.
- 2.4.5 As the Committee Chair or Evaluator receives the completed *Peer Input Forms* from the listed faculty, they should note the number of forms received as they pass them on to the Evaluatee. Any completed *Peer Input Forms* containing comments deemed defamatory or outside of the evaluation criteria established in Article VIII, Section 2.5 of the Faculty CBA may be removed at the discretion of the Committee or Evaluator without being forwarded to the Evaluatee.

2.4.6 The completed *Peer Input Forms* shall be submitted with all other documents at the completion of the evaluation process.

- 5) During formal evaluations, student evaluations are required, and each faculty member shall use the appropriate standardized evaluation instrument (see CBA Appendices I – M and O – P, R, T – W).
 - a) Teaching faculty conduct evaluations after the midway point of the course. Non- classroom faculty may conduct evaluations throughout the year. Surveys for courses being taught on a schedule other than the traditional 16-week schedule will be conducted at a mid-point based upon the length of the course. For courses taught on a schedule other than 16 weeks, within the first three (3) weeks of each semester the DISTRICT shall provide the dates to conduct evaluations. No evaluations shall be conducted and/or collected after the end date of the course. The DISTRICT will provide amended timelines for any course conducted in any length other than 16 weeks.
 - b) Faculty and Administration will strive to ensure student anonymity and the student survey procedure should not result in any manner of student intimidation.
 - c) Student surveys must be done in every unique class for tenure candidates. If a tenure candidate teaches course(s) in the Spring semester which were not taught during Fall semester, then student surveys and tenure committee evaluator observations must be completed for these courses. The student evaluations and observation reports will be included in the following Fall evaluation package. In the case of a unique spring course, not all evaluators may be able to complete an observation.
 - d) The evaluator/s, in consultation with the non-classroom evaluatee, will determine the number, and the time frame for gathering student evaluations.
 - e) Student surveys shall be conducted during a two-week period by e-mail sent directly to students from Class Climate, whether synchronous, asynchronous or face-to-face, at the midpoint of the course, without a faculty proctor present in the classroom. At the midpoint of the course, students will receive an email from Class Climate. Instructors will be notified of the timeframe and the VP of Academic Affairs Office will provide the release and close dates of the surveys to instructors. Instructors are expected to remind their students to complete the surveys. Students who have not yet completed the surveys will also receive reminders from Class Climate until the closing date.

For non-classroom faculty, Class Climate Surveys will also be provided for the evaluation, but the committee, in consultation with the tenure candidate, will determine how, and when, the student evaluations will be

administered.

For classes where use of electronic surveys with the survey link sent via email is not infeasible (e.g. classes taught at the California State Prison - Los Angeles County), the committee and tenure candidate should work with the VP of Academic Affairs Office to identify and utilize a different method to administer student evaluations, which may include use of paper surveys. Guidelines for these evaluations should use procedures already established in Article VIII unless superseded by this MOU or by mutual agreement of committee members and evaluatee.

- f) In the initial notification email to students generated by Class Climate, the following statement will be included, in addition to instructions (reviewed and agreed upon by AVCFT and the DISTRICT), to explain the purpose and value of evaluations:

You will be filling out an anonymous student survey as part of the evaluation process of (instructor's name). Please complete this student survey for your instructor as part of their evaluation process. There is space for your written comments, which are particularly helpful. Your input is important and valued by the college, as well as your instructor. Evaluations will be returned anonymously to the instructor for their use in the evaluation process.

Thank you for taking the time to complete these evaluations.
Antelope Valley College values your input.

- g) Student surveys will be opened in time to meet timelines of the evaluation process. Class Climate will automatically send a Results Report at the close of the survey, to the dean and the evaluatee. The dean must share the results with the chair of the tenure committee. Since surveys are conducted electronically, evaluatees will only be required to submit their Results Reports with their evaluations; paper copies are no longer in use. The evaluatee will address the evaluations in their self-evaluation.

- 6) For the term of this MOU, Article VIII, Section 2.6 shall be implemented as follows:

All faculty being evaluated shall complete a self-evaluation. Due dates may need to be amended by mutual agreement between evaluatee and evaluator or evaluating committee if a course under evaluation is being taught on a schedule other than the traditional 16-week schedule. Each faculty member shall submit a written narrative to the evaluator or evaluation team. In the self-evaluation narrative:

For clarity, Article VIII, Section 2.6 (a) through (k) remain unchanged.

- 7) For the term of this MOU, Article VIII, Section 5.2.2, Weeks 9-14 shall be implemented as follows:

Weeks 9-14. During Weeks 9-10, Student evaluations (surveys) for 16-week courses are completed after the midpoint of the course. Surveys for courses being taught on other than the traditional 16-week schedule will be conducted at a midpoint based upon the length of the course. Student evaluation reports are generated automatically in Class Climate and sent to the dean and evaluatee. The dean shall provide the report to the committee chair. If appropriate, peer input is conducted (see 2.4) prior to week twelve.

If additional information from peer input or student evaluations indicates areas that need improvement or are unsatisfactory, the committee chair and dean shall communicate these concerns to the tenure candidate in writing that summarizes the problems and suggests remedies. The evaluator(s) shall hold a discussion with the evaluatee. Evaluator(s) and evaluatee shall sign the memo to acknowledge receipt.

Areas that are unsatisfactory require the addition of a second person.

The adjunct instructor submits a self-evaluation (see 2.6) that must address comments from student evaluations and, if obtained, peer input.

- 8) In lieu of Article VIII, 4.4 criteria, tenure-candidate faculty shall only be evaluated in Fall 2025, unless said faculty teaches courses in Spring 2026 which were not taught in Fall 2025. In this case, the faculty member shall be evaluated in Spring 2026 for courses not taught in Fall 2025. Additionally, if the faculty member receives a mark of U or an NI on the Fall 2025 report, the tenure committee will reconvene in the Spring 2026 semester to conduct another full evaluation cycle (Observation reports, self-evaluation, Dean's report, student and peer survey results, final report).
- 9) The fully signed final report and all accompanying documentation with all required signatures (i.e., observation reports, self-evaluation, Dean's report, student and peer survey results) shall be submitted to the Tenure Coordinator by the last week of the Fall 2025 semester.
- 10) For the term of this MOU, Article VIII, Section 4.2.2 shall be implemented as follows:
- The tenure review committee for each probationary faculty shall be composed of three members: the educational administrator who supervises the faculty member and two tenured faculty. One faculty member will come from the

contract faculty's division (preferably from the same department/ discipline) and will be selected by the department chair and the educational administrator supervising the division. In spring, the supervising administrator will put out a call for full-time faculty from the division to serve on tenure review teams for all new positions and/or teams needing replacements by e-mail, or at a division meeting. Notice of confirmation (copies of e-mail or division minutes) will be sent to the Tenure Review Coordinator. The second faculty member of the committee will be selected by the academic senate from the faculty at large, but outside the division of the probationary faculty. Names of team members from the Senate and the Division shall be provided to the chair by the end of April (if possible) for the following year. Replacements made during the course of an evaluation year may be recruited and selected by the department chair and educational administrator.

Documentation for calls and selection shall be forwarded to the Tenure Review Coordinator.

Whenever possible, the division member will come from the same department/ discipline as the evaluatee. If no member from the same department/ discipline is available, a faculty member from a closely related field will be selected by the department chair and educational administrator. If there is no one from a closely related field, any tenured member of the division may serve.

The chair of the committee will be elected by the members of the committee if there is no discipline faculty member or the discipline faculty member cannot serve as chair, then the dean shall serve as chair of the committee. Tenure review committee members will serve for the duration of the evaluatee's probationary period with replacements made for members who retire, are removed, or resign. Faculty tenure committee members who resign must put their reasons for resignation in writing to the Tenure Review Coordinator. A meeting of the Tenure Review Coordinator, person resigning and the appropriate vice president will take place before the resignation is accepted.

Tenure committees already formed and scheduled will not be impacted by the new provisions to Part 10) of this MOU.

- 11) As evaluation instruments currently include specific questions regarding adherence to Title V, additional training regarding Diversity, Equity, Inclusion, and Accessibility (DEIA) competencies and criteria for evaluating employee performance to support growth development and career advancement and contribute to an inclusive campus and classroom culture shall be provided to evaluatees and evaluators by the District.
- 12) Unintended Consequences: Should an unforeseen issue arise, the FEDERATION and the Vice President of Academic Affairs will consult and come to a mutual agreement to resolve the issue.

- 13) Entire Agreement: This Agreement constitutes the entire agreement and understanding between the PARTIES. There are no other oral understandings, terms or conditions. All prior understandings, terms, or conditions are deemed merged into this Agreement.
- 14) Execution: This Agreement may be executed in one or more counterparts, including by signature pages delivered in electronic format, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Lauren Elan Helsper

Aug 29, 2025



Sep 3, 2025

Dr. Lauren Elan Helsper
AVCCD Lead Negotiator

Dr. Scott Lee
AVCFT Lead Negotiator



Sep 3, 2025

Dr. Jennifer Zellet
Superintendent/President



Peer Input Form

Name of Faculty Member being Evaluated:

Date:

Please check the box that most closely reflects your opinion.

	<i>Strongly Agree</i>	<i>Agree</i>	<i>Neither Agree nor Disagree</i>	<i>Disagree</i>	<i>Strongly Disagree</i>	<i>N/A</i>
1.) The faculty member is knowledgeable in his/her field of expertise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.) The faculty member shows enthusiasm for his/her job (teaching, counseling, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.) The faculty member strives for professional and academic growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.) The faculty member conducts him/herself in a professional manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.) The faculty member is receptive to new ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.) The faculty member responds to work-related phone calls, email or requests.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.) The faculty member is willing to resolve differences related to work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.) The faculty member works in a spirit of cooperation to develop and maintain a collegial atmosphere among faculty and staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.) The faculty member acknowledges and defends free inquiry in the exchange of criticism and ideas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.) The faculty member strives to be objective in his/her professional judgment of colleagues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.) The faculty member shares the responsibility of division-wide responsibilities (representation on college committees, hiring and evaluation committees, curriculum development and revision, program review, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.) The faculty member shows respect for all individuals regardless of national origin, religion, age, gender, gender identity, gender expression, race, or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, Vietnam Veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Per Column:

Please use the space below (and additional pages as necessary) to give specific examples that support the opinions expressed above.












Combined MOU with Peer Input Form

Final Audit Report

2025-09-03

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By:	Lauren Elan Helsper (lauren.elanhelsper@avc.edu)
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