

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2218.A**

**Goals and Priorities for the Academic Year Evaluation Planning Document**

(Due by October 1)

Name: \_\_\_\_\_

In addition to evaluation on “classroom teaching performance” and “advising and student relations,” faculty members and chairs will use this form to plan the three “additional criteria” on which faculty members will be evaluated at the end of the academic year.

The purpose of this form is to assist faculty members and chairpersons in establishing the agreeing on which major responsibilities a faculty member expects to undertake during the coming academic year. This form should be completed and sent to the division department chair by September 15 October 1<sup>st</sup> of each academic year. The three categories shown selected on this form are the “additional criteria” categories in on which faculty members will be evaluated at the end of the academic year, and in which they will be evaluated for promotion and tenure.

The faculty member may choose to write “normal performance” for a particular category. If a special project or activity is planned, a description should be provided under that category.

~~1. Classroom performance and advising.~~

1. ~~2.~~ Instructional and curriculum development.

2. ~~3.~~ Professional growth.

3. ~~4.~~ Service to the College.

4 ~~5.~~ Service to the profession

5. ~~6.~~ Service to the community.

6. ~~7.~~ Research and publication.

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~~Division~~ Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty Self-Evaluation Form**  
(Due by March 15)

Name: \_\_\_\_\_

The purpose of this form is to provide ~~division~~ department chairpersons with information that will assist them in preparing yearly evaluations of faculty members. Faculty members should list ~~any~~ significant accomplishments in categories 1 and 2. Also, list accomplishments in the three “additional criteria” designated in the Faculty Planning Document prepared at the beginning of the academic year. ~~the following categories that might not be obvious to the chairperson.~~ Attach additional pages if needed.

1. Classroom teaching performance ~~and advising.~~

2. Advising and student relations.

3.2 Instructional and curriculum development.

4. 3. Professional growth.

5.4. Service to the College.

6.5.: Service to the profession.

7.6. Service to the community.

8.7. Research and publication.

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Supervisor's Faculty Evaluation of Faculty Member Form**  
(Due by May 15)

Name	Position
Campus/ <del>Division</del> <u>Department</u>	<u>Academic Year</u> Supervisor

**A. Classroom Teaching Performance and ~~Advising~~**

Course Number(s) \_\_\_\_\_ Date(s) of Visits \_\_\_\_\_

The following are criteria that may be considered by the chairperson:

1. Exhibits instructional organization.
2. Facilitates learning as a lecturer, discussion leader, demonstrator, or guide.
3. Makes clear assignments.
4. Stimulates students intellectually.
5. Supplements the course texts with a variety of materials and information.
6. ~~Demonstrates an interest in students as individuals through academic advising and other informal meetings.~~
7. Encourages students to participate in class discussions.
8. ~~Makes effective use of office hours.~~
9. Pursues all reasonable means of assisting students with special needs.
10. Adheres to course objectives as stated in course syllabus
11. ~~Shows an interest in campus life and student activities.~~

**B. Advising and Student Relations**

Chairs will provide written comments on the effectiveness of the faculty member's advising, interest in student activities, effective use of office hours, etc.

C. In addition to the evaluation criteria herein described, faculty members whose teaching loads consist all or in part of web classes will receive a written evaluation of the effectiveness of their on-line instructional performance.

**D. Additional Criteria**

The chairperson will evaluate the faculty member in ~~at least three of the following~~ categories agreed upon in the Evaluation Planning Document:

1. Instructional and curriculum development.
2. Professional growth.
3. Service to the College
4. Service to the profession.
5. Service to the community.
6. Research and publication.

**Employee Response to Summary**

NAME	Position
Campus/Divison <u>Department</u>	Supervisor

The purpose of this form is to provide the employee being evaluated an opportunity to respond to statements made ~~on other parts of~~ in the evaluation.

Employee Response:

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Signature of Employee Date

I do not care to respond to the evaluation.

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Signature of Employee Date

Received: \_\_\_\_\_ Date: \_\_\_\_\_