



SUBJECT: Personnel Assessment Philosophy and Practice Statement

REFERENCE:

1. PURPOSE

To communicate institutional philosophy regarding assessment and evaluation of personnel.

2. SCOPE AND APPLICABILITY

All College employees.

3. DEFINITIONS

4. POLICY

5. BACKGROUND OR EXCLUSIONS

It is not uncommon in most organizations to ask “What are we doing?” and “How well are we doing it?” Certainly, in academia these questions should constantly be addressed as they relate to our practices and performance. There are two purposes for evaluating personnel within an institution. They are:

- A. Evaluation for personnel decision making; and
- B. Information for professional development.

With this in mind, Southern West Virginia Community and Technical College employees should be evaluated regularly in order to identify strengths and weaknesses relating to performance.

6. GENERAL PROVISIONS

Philosophy Statement:

- A. It has been said that we cannot improve ourselves without improving others. As strengths are shared and weaknesses are remedied, we will of necessity contribute to the development and improvement of others. The entire organization is enhanced and improved as each individual receives feedback helping them to perform better.
- B. The days of benign neglect and seat-of-the-pants evaluations are fast disappearing. Just as public expectations for more rigorous evaluation of student performance are rapidly increasing, so are the expectations for institutional accountability and professional performance. As educators, we believe that our “espoused theory” should be matched with our “theory in use”. Thus, we welcome an evaluation process that will promote professional growth and quality education.



- C. With these statements in mind the following observations are in order:
 - 1. Students possess useful perceptions related to the effectiveness of the instruction they receive and should be fully enfranchised in the evaluation process.
 - 2. Written records of all evaluations by both students and employed personnel should be maintained to assist in arriving at informed judgements in personnel.
 - 3. When merit salary programs for employed personnel are mandated by external bodies or adopted within the College community, evaluation results are useful in merit salary considerations.

7. RESPONSIBILITIES AND PROCEDURES

Supervisors have the responsibility to evaluate the performance of those who report to them. Policies and procedures found under separate cover will be utilized in administering the evaluation program for the each category of personnel designated in this policy.

8. CANCELLATION

None. Policy in MAP format 8/21/00.

9. SIGNATURE

President

Date

Attachments

Distribution

Revision Date

August 21, 2000