



**SOUTHERN WEST VIRGINIA  
COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS**

<b>Number:</b>	<b>SCP-2218</b>
<b>Origination:</b>	<b>August 17, 1984</b>
<b>Effective:</b>	<b>August 17, 1984</b>
<b>Reviewed:</b>	<b>April 2006</b>

**SUBJECT: Evaluation Process For Full-time Faculty**

**REFERENCE:**

**1. PURPOSE**

To establish guidelines for the evaluation of full-time faculty.

**2. SCOPE AND APPLICABILITY**

This policy applies to all full-time faculty of Southern West Virginia Community and Technical College.

**3. DEFINITIONS**

A. Full-time Faculty — An individual employed on a full-time year to year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.

**4. POLICY**

A. Full-time faculty shall receive an evaluation summary prior to the end of each spring semester. Faculty shall be given a written summary as well as an evaluation conference to discuss the summary.

B. All full-time faculty shall be evaluated on classroom performance and advising. Evaluation of classroom performance shall be based upon classroom visits, which shall occur at a frequency determined by the rank or years of experience of the faculty.

1. Newly hired faculty shall have a classroom visitation at least once per semester for their first three years.
2. Faculty at the rank of instructor or assistant professor with three to five years of service shall have a classroom visitation at least once per year.
3. Faculty at the rank of associate professor with fewer than ten years of service shall have a classroom visitation at least once every other year.
4. Faculty at the rank of instructor or assistant professor with at least five but fewer than ten years of service shall have a classroom visitation at least once every other year.
5. Faculty at the rank of professor shall have a classroom visitation at least once every three years.
6. Faculty at any rank with ten or more years of service shall have a classroom visitation at least once every three years.

7. Faculty may request that visitations be performed on a more frequent schedule.
- C. Full-time faculty shall be evaluated on at least three of the following categories as chosen by the faculty member:
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.
- D. Time Line
1. September 15 – Faculty submit a Goals and Priorities form to the Division Chair.
  2. March 15 – Faculty submit Self Evaluation form to the Division Chair.
  3. April 15 – May 15 – Division Chair schedules meeting with faculty for evaluation conference and distribution of evaluation summary.

**5. BACKGROUND OR EXCLUSIONS**

None.

**6. GENERAL PROVISIONS**

None.

**7. RESPONSIBILITIES AND PROCEDURES**

- A. It shall be the responsibility of the faculty to submit Goals and Priorities and Self Evaluation Forms at the appropriate times.
- B. It shall be the responsibility of the division chair to schedule classroom visits and evaluation conferences consistent with the Time line.
- C. Division chairs shall be evaluated by the Vice President for Academic Affairs in a manner consistent with faculty evaluation by division chairs. This evaluation shall be for the division chairs' faculty responsibilities and shall not include the chairs' administrative responsibilities.

**8. REVIEW STATEMENT**

All policies shall be reviewed on a three-year cycle by the President or President's designee. Upon such

review, the President or the President's designee may recommend that the policy be amended or repealed. SCP-2218 is scheduled for review during the 2009-2010 academic year.

**9. CANCELLATION**

None.

**10. SIGNATURES**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            SCP-2218.A, Supervisor's Evaluation of Faculty Member Form

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**Revision Notes:**        April 2006 — Revisions reflect changes to the evaluation policy to better serve the needs of the institution.