

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

SUBJECT: Evaluation ~~Process for~~ of Full-time Faculty

REFERENCE: Title 135, Procedural Rule, West Virginia Council for Community and Technical College Education, Series 9

ORIGINATION: August 17, 1984

EFFECTIVE: August 17, 1984

REVIEWED: November 2011

SECTION 1. PURPOSE

- 1.1 To ~~establish guidelines~~ communicate policy for the evaluation of full-time faculty ~~which establishes criteria and process by which faculty accomplishment may be planned, measured and maintained to improve performance and fulfil the mission of the academic department and institution.~~

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

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

SECTION 4. POLICY

- 4.1 Full-time faculty shall receive an annual evaluation summary ~~from their department chair~~ prior to the end of each spring semester term. ~~Faculty shall be given a written summary as well as an evaluation conference to discuss the summary.~~
- 4.2 All full-time faculty shall be evaluated annually on classroom teaching performance, and advising, and student relations. Evaluation of classroom performance shall be based upon in classroom visits ~~which shall occur at a frequency determined by the rank or years of experience of the faculty and other appropriate observations.~~
- 4.2.1 Newly hired faculty ~~shall~~ should have a classroom visitation at least once per semester for their first three years.
- 4.2.2 ~~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.~~
- 4.2.3 ~~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.~~

- ~~4.2.4~~ 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.
 - ~~4.2.5~~ Faculty at the rank of professor shall have a classroom visitation at least once every three years.
 - ~~4.2.6~~ Faculty at any rank with ten or more years of service shall have a classroom visitation at least once every three years.
 - 4.2.7 Faculty may request that visitations be performed on a more frequent schedule.
 - 4.2.8 Department Chairs may conduct classroom visitations more often than annually if necessary.
- 4.3 In addition to annual evaluation on teaching performance, advising, and student relations, full-time faculty shall be evaluated on at least three of the following categories as chosen by the faculty member and department chair:
- 4.3.1 Instructional and curriculum development.
 - 4.3.2 Professional growth.
 - 4.3.3 Service to the College.
 - 4.3.4 Service to the profession.
 - 4.3.5 Service to the community.
 - 4.3.6 Research and publication.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 Time Line
 - 6.1.1 ~~September 15~~ October 1 – Faculty submit a ~~Goals and Priorities form~~ the Evaluation Planning Document to the ~~Division~~ Department Chair.
 - 6.1.2 March 15 – Faculty ~~members will~~ submit ~~Self Evaluation forms~~ to the ~~Division~~ Department Chair.
 - 6.1.3 ~~April 15 – May 15 – Division~~ March 15 - May 15 - ~~Department~~ chairs schedule meetings with faculty ~~members~~ for evaluation conference and distribution of evaluation summary.
 - 6.1.4 May 15 - Department Chair submits completed evaluations to the appropriate academic dean.
 - 6.1.5 June 30 - Deans submit evaluations to Human Resources for inclusion in faculty personnel file.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 It shall be the responsibility of the faculty member to submit ~~Goals and Priorities~~ Evaluation Planning Documents and Self Evaluation Forms ~~at the appropriate times~~ consistent with the prescribed time line.
- 7.1 It shall be the responsibility of the ~~division~~ department chair to schedule planning meetings, classroom visits and evaluation conferences consistent with the ~~the~~ prescribed time line.
- 7.2 ~~Division~~ Department chairs shall be evaluated by their respective Dean ~~Vice President for Academic Affairs~~ in a manner consistent with faculty evaluation by ~~division~~ department chairs. This evaluation shall be for the ~~division~~ department chairs' faculty responsibilities and shall not include the chairs' administrative responsibilities.
- 7.3 The chair's administrative responsibilities will be evaluated annually by the appropriate dean according to

