

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

**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. Attach additional pages if needed.

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.

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

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

Program Coordinator Signature: \_\_\_\_\_

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

Division Head Signature: \_\_\_\_\_

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

## Faculty Self-Evaluation Form

(Due by March 15)

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

The purpose of this form is to provide Division Heads and/or Program Coordinators with information that will assist them in preparing yearly evaluations of faculty members. Faculty members should list 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. Attach additional pages if needed.

1. Classroom teaching performance.
2. Advising and student relations.
3. Instructional and curriculum development.
4. Professional growth.
5. Service to the College.
6. Service to the profession.
7. Service to the community.
8. Research and publication.

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

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

## Faculty Evaluation Form

(Due by May 15)

\_\_\_\_\_  
Name \_\_\_\_\_  
Position

\_\_\_\_\_  
Campus/Department \_\_\_\_\_ \_\_\_\_\_  
Academic Year \_\_\_\_\_  
Supervisor

### A. Classroom Teaching Performance

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

The following are criteria that may be considered by the Division Head and/or Program Coordinator: (Attach narrative using criteria below)

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. Encourages students to participate in class discussions.
7. Pursues all reasonable means of assisting students with special needs.
8. Adheres to course objectives as stated in course syllabus.

### B. Advising and Student Relations (Attach narrative for B, C, and D)

Division Heads and/or Program Coordinators 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 Division Head and/or Program Coordinator will evaluate the faculty member in three 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**

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

Employee Response:

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\_\_\_\_\_ I do not care to respond to the evaluation.

\_\_\_\_\_  
Signature of Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Head

\_\_\_\_\_  
Date