

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

SUBJECT: Evaluation of Full-time Faculty

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 8, *Personnel Administration*; Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*

ORIGINATION: August 17, 1984

EFFECTIVE: January 13, 2017

REVIEWED: September 7, 2016

SECTION 1. PURPOSE

- 1.1 To 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 fulfill 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 Full-time Faculty – 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 from their division head and/or program coordinator prior to the end of each spring term.
- 4.2 All full-time faculty shall be evaluated annually on the basis of their primary responsibilities in teaching performance, advising, and student relations. Evaluation of classroom performance shall be based upon classroom visits and other appropriate observations.
- 4.2.1 Newly hired faculty should have a classroom visitation at least once per semester for their first three years.
- 4.2.2 Faculty may request that visitations be performed on a more frequent schedule.
- 4.2.3 Division Heads and/or Program Coordinators 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 division head and/or program coordinator:

- 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 October 1 – Faculty submit the Evaluation Planning Document portion of Form SCP-2218.A to the Division Head and/or Program Coordinator.
- 6.1.2 March 15 – Faculty members will submit the Faculty Self-Evaluation portion of Form SCP-2218.A to the Division Head and/or Program Coordinator.
- 6.1.3 March 15 through April 30 – Division Heads and/or Program Coordinators schedule meetings with faculty members for evaluation conference and distribution of evaluation summary.
- 6.1.4 April 30 – Program Coordinators (if applicable) submit completed Faculty Evaluation portion of SCP-Form 2218.A to the appropriate Division Head.
- 6.1.5 May 15 – Division Heads submit completed Faculty Evaluation Forms to the Vice President for Academic Affairs.
- 6.1.6 June 30 – Vice President for Academic Affairs submits evaluations to Human Resources for inclusion in faculty personnel files.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 It shall be the responsibility of the faculty member to submit Evaluation Planning Documents and Self Evaluation Forms consistent with the prescribed time line.
- 7.1 It shall be the responsibility of the division head and/or program coordinator to schedule planning meetings, classroom visits and evaluation conferences consistent with the prescribed time line.
- 7.2 Division Heads shall be evaluated by the Vice President for Academic Affairs in a manner consistent with faculty evaluation by the division heads and/or program coordinators. This evaluation shall be for the division head's faculty responsibilities and shall not include the administrative responsibilities.
- 7.3 The division head's administrative responsibilities will be evaluated annually by the Vice President for Academic Affairs according to the time line established in this policy and the administrative performance management program of the institution.

SECTION 8. CANCELLATION

8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2218.A, *Faculty Evaluation Forms*

Distribution: Board of Governors (12 members)
 www.southernwv.edu

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

November 2011 – Revisions to SCP-2218, *Evaluation Process for Full-time Faculty*, reflect a moderate level of changes. Revisions reflect requirement for annual evaluations of full-time faculty per West Virginia Council for Community and Technical College Education’s policy Series 9; revisions were made to reflect current titles; and revisions indicate an emphasis on advising separate from classroom teaching performance. Titles of forms were modified to reflect a more collaborative approach to faculty evaluation. The policy format was modified by using the new format and moving policy statements to the appropriate sections.

September 2016 – Revisions made to the SCP-2218 and 2218.A are title changes only.