

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2202**

SUBJECT: Personnel Assessment Philosophy and Practice Statement

REFERENCE: Title 135, Procedural Rule West Virginia Council for Community and Technical College Education, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; Title 135, Legislative Rule West Virginia Council for Community and Technical College Education, Series 53, *Human Resources Administration*, §135-53-14; West Virginia Code §18B-9-5(a) regarding merit salary increases for classified employees.

ORIGINATION: July 1, 1987

EFFECTIVE: May 19, 2016

REVIEWED: January 6, 2016

SECTION 1. PURPOSE

1.1 The purpose of this policy is to establish a philosophy of continuous personnel assessment and improvement. Regular assessment and feedback allow employees the opportunity to progress to their full potential, meet organizational needs, and attain individual development goals.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This policy is applicable to all classified, non-classified, and faculty employees.

SECTION 3. DEFINITIONS

3.1 The terms *evaluation*, *assessment*, and *appraisal* are used interchangeably in this policy and are defined as the act of determining the significance or condition of performance by careful study and analysis of an employee's work behaviors and outcomes, compared to established job responsibilities and standards of performance.

SECTION 4. POLICY

4.1 Each classified, non-classified, and faculty employee will receive a yearly written evaluation of performance directly related to duties and responsibilities of the employee's position and upon reasonable performance standards.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

6.1 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.

- 6.2 Public expectations for more rigorous evaluation of student performance are rapidly increasing, as 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.
- 6.3 With these statements in mind the following observations are in order:
 - 6.3.1 Students possess useful perceptions related to the effectiveness of the instruction they receive and should be fully enfranchised in the faculty evaluation process.
 - 6.3.2 Written records of all evaluations by both students and employed personnel should be maintained to assist in arriving at informed judgements in personnel.
 - 6.3.3 When merit salary programs for employed personnel are mandated by external bodies or adopted within the College community, merit raises may only be granted pursuant to fair and equitable performance appraisals based upon reasonable performance standards.
- 6.4 Performance appraisal programs and evaluation instruments developed and used by the College shall be consistent, objective, and incorporate the current industry best practices and include the following components: employee pre-assessment input, performance rating, evaluation of prior goals/objectives/expectations, professional development needs, comments by the employee, and future goal establishment.

SECTION 7. RESPONSIBILITIES

- 7.1 Supervisors have the responsibility to evaluate the performance of those who report to them.
- 7.2 The President or President’s designee is responsible for development of a faculty evaluation program to ensure annual evaluations of the faculty in compliance with the rules of the West Virginia Council for Community and Technical Education.
- 7.3 The President or President’s designee is responsible for developing performance evaluation programs for all non-faculty employee categories.
- 7.4 After a classified employee’s probationary period, during which 3-month and 6-month probationary performance evaluations are required, each employee shall receive a written evaluation of his or her job related to performance on an annual basis. A copy of the evaluation document shall be placed into the employee’s personnel file and must include confirmation, through a physical or an electronic signature of the employee, signifying that the employee has participated in the evaluation process.
- 7.5 Supervisors shall be trained in the best practices of conducting employee performance evaluations by the Human Resources Department.
- 7.6 Supervisors who fail to conduct evaluations of those employees who report to them may be subject to disciplinary action.

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: None

Distribution: Board of Governors (12 members)
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Revision Notes: August 21, 2000 – Policy converted to MAP format.

 August 2010 – Policy was revised to include requirements of the West Virginia Council for Community and Technical College Education’s Procedural Rule, Series 9, and WV Code §18B-9-5(a).

 January 6, 2016 – Policy revised to reflect requirements as set forth in West Virginia Council for Community and Technical College Education’s Legislative Rule, Series 53, concerning employee performance evaluations.