

**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, Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; Series 55, *Human Resources Administration*; SCP-2686, *Promotion-in-Rank and Tenure Policy*

ORIGINATION: August 17, 1984

EFFECTIVE: January 17, 2020

REVIEWED: February 22, 2019

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 School Dean 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 School Deans 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 the following categories:

- 4.3.1 Teaching
- 4.3.2 Scholarship
- 4.3.3 Service

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 School Dean 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 School Dean and/or Program Coordinator.
- 6.1.3 March 15 through April 30 – School Deans 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 Form SCP-2218.A to the appropriate School Dean.
- 6.1.5 May 15 – School Deans submit completed SCP-2218.A, *Faculty Evaluation Forms*, to the Chief Academic Officer.
- 6.1.6 June 30 – The Chief Academic Officer submits evaluations to Human Resources for inclusion in faculty personnel files.

SECTION 7. RESPONSIBILITIES

- 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.
- 7.2 It shall be the responsibility of the School Dean and/or program coordinator to schedule planning meetings, classroom visits and evaluation conferences consistent with the prescribed time line.

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 SCP-2218, *Evaluation of Full-time Faculty*, and 2218.A, *Faculty Evaluation Forms*, are title changes only.

February 22, 2019 – Revisions were made to align this policy with SCP-2686, *Promotion in Rank and Tenure*, and SCP-2686.A, *Promotion in Rank and Tenure Criteria and Forms*; Revisions also reflect the discontinuation of Series 8 and the creation of Series 55, Legislative Rule of the West Virginia Council for Community and Technical College Education; update of employee titles, and the removal of faculty status for School Deans.