

**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 School Deans will use this form to plan the “additional criteria” in each of the following categories on which faculty members will be evaluated at the end of the academic year. Attach additional pages if needed.

1. Teaching

2. Scholarship

3. Service

Faculty Member Signature

Date

Program Coordinator Signature

Date

School Dean Signature

Date

Faculty Self-Evaluation Form
(Due by March 15)

Name: _____

The purpose of this form is to provide School Deans 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 “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. Teaching.

4. Scholarship

5. Service

Faculty Member 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 School Deans 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)

School Deans 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 School Deans and/or Program Coordinator will evaluate the faculty member in the following categories agreed upon in the Evaluation Planning Document:

1. Teaching.
2. Scholarship.
3. Service

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:

_____ I do not care to respond to the evaluation.

Faculty Member Signature

Date

Program Coordinator Signature

Date

School Dean Signature

Date