

# NEW RIVER COMMUNITY AND TECHNICAL COLLEGE PROCEDURE NO. 7

**TITLE:** Faculty Evaluation

**EFFECTIVE DATE:** April 1, 2007

## GENERAL GUIDELINES FOR FACULTY EVALUATION

**By September 30** of each academic year, each faculty member will complete a self-study report. The report will reflect the faculty member's activities during the past academic year.

The **Evaluation Committee** shall be comprised of the six Department Chairs and two faculty members from each Department. Representatives from each department shall be elected by department members at Faculty Institute. Each Department Chair will head the sub-committee of department members who will review the self-studies and all other documents provided by the faculty members and the Academic Deans. Each campus must be represented on the Evaluation Committee. If not, an election shall immediately be held (at the Faculty Institute) to add an additional member or members to the committee to assure that each campus has representation. Elected representatives will become members of the subcommittee from their department.

Faculty evaluations will be based on five general areas:

Teaching effectiveness	50%
College service	15%
Academic Dean's evaluation	15%
Student evaluations	15%
Other outside services	5%

**By October 31** of each year, the Evaluation Committee will submit a faculty evaluation report to the Vice President and Chief Academic Officer. This report will contain a packet for each faculty member that includes: a self-study, the Academic Dean's evaluation, the Evaluation Committee's evaluation, and any other pertinent documents.

### I. Teaching Effectiveness

Faculty members may submit any evidence of teaching effectiveness that they choose, such as student evaluations (required), class room observations, student work, course syllabus, power point presentations, field trips, innovative teaching strategies, etc.

## **II. College Service**

Service to the college includes committee memberships, conferences attended, papers presented, publications, grants funded, graduate credit earned, or any other evidence of service to the college.

## **III. Academic Dean's Evaluation**

The Academic Dean's evaluation will include the following information:

Does the faculty member meet classes on time?

Does the faculty member meet office hours?

Does the faculty member turn in required paper work in a timely manner?

Is the faculty member an active participant in college activities?

## **IV. Student Evaluations**

Student evaluations completed at the end of each semester may be included with the self-study, if available.

## **V. Other Outside Services**

Community service includes membership in various community organizations, service to needy populations, volunteer work with non-profits, or any other volunteer work within the college's service region.

**RELATED POLICIES AND/OR PROCEDURES:** Board of Governors Policy No. 19

**RESPONSIBLE OFFICE:** Vice President for Academic Affairs

# Faculty Evaluation Report

August 15 20\_\_ through August 14, 20\_\_

Name \_\_\_\_\_ Rank \_\_\_\_\_

## I. TEACHING

### A. Semester Course Load

Department _____ Course Number _____	Credit Hours	Contact Hours	Number Enrolled
Fall Semester _____ Classes taught			

(Also indicate laboratory classes, if applicable)

Department _____ Course Number _____	Credit Hours	Contact Hours	Number Enrolled
Spring Semester _____ Classes taught			

(Also indicate laboratory classes, if applicable)

Department _____ Course Number _____	Credit Hours	Contact Hours	Number Enrolled
Summer Semester _____ Classes taught			

(Also indicate laboratory classes, if applicable)

B. What did you do to improve the effectiveness of your teaching during this period?  
(Describe any unique activities, approaches, etc. and their effectiveness. Add any changes in textbook, references, or other resource materials.)

C. Number of advisees \_\_\_\_\_

## II. COLLEGE SERVICE/ PROFESSIONAL ACTIVITIES

- A. College-wide activities and committee assignments.
- B. Department level activities and committee assignments.
- C. Grants, Research and/or Publications
- D. Graduate credits earned during this period (institution and course titles)
- E. Membership in Professional Organizations
- F. Attendance at professional meetings and conferences (indicate program participation)

## III. ACADEMIC DEAN'S EVALUATION

Academic Dean's evaluations will be sent to Department Chairs and added to the self-study.

## IV. STUDENT EVALUATIONS

To be added to the faculty members' self-study as soon as available.

## **V. OTHER OUTSIDE SERVICES**

- A. Include civic and social service activities, memberships, talks, etc.
- B. Any other relevant information that would help the peer review committees in evaluation your performance or service.