

New River Policy



POLICY NAME	Faculty Evaluation		POLICY NO.	NR 4.1	
RESPONSIBLE OFFICE	Academic Affairs	EFFECTIVE DATE	Fall 2021	DATE APPROVED	June 1, 2021
DATE OF LAST REVISION	March 26, 2021	DATE OF NEXT REVIEW	March 2023		

SCOPE

Annual evaluations are a requirement for all full-time faculty members. Annual evaluations are a mechanism for faculty members to have meaningful interaction with their Dean in conjunction with the Vice President for Academic and Student Affairs (VPA&SA) and/or the department chairs, program directors, or other designee with the intent to gauge performance, areas of success, and opportunities for improvement. Performance is assessed based on areas that support the College's Mission and Strategic Plan.

Compliance – Legislative Rule

W. Va. Code §18B-1-6, 18B-B-6, and 18B-7-4.

POLICY STATEMENT

Annually, each full-time faculty member will be required to complete the components of the faculty evaluation form and submit those to a designated member of the Faculty Evaluation Committee. The burden of proof of achievement for each component of evaluation is the responsibility of the individual faculty member. The Deans will then dedicate time to hold individualized meetings annually to discuss with each faculty member the components of the evaluation. During these meetings it is expected for the Dean(s) and faculty member to develop a plan that fosters professional development and addresses any deficits identified. While the Dean may assist with development of the plan, the individual faculty member is responsible for its implementation.

New full time faculty will have an evaluation of live instruction a minimum of once every academic year for the first 3 years or more if deemed necessary by the Dean or VPA&SAA.

PURPOSE

The faculty evaluation process is intended to be a realistic, practical, and meaningful experience for faculty and supervisors. Faculty members should expect that annual evaluations are used as a component when considering promotion and tenure, college advancement opportunities, and/or faculty scholarships for learning opportunities.

GENERAL PROVISIONS

Initial College-wide training on the process will be completed for all current full-time faculty members. The College will make faculty evaluation forms available to all full-time faculty. New full-time faculty will receive training on the process during New Faculty Orientation. Additional training on the process will be provided upon request or as determined by the Dean(s)/VPA&SA.

TERMS AND DEFINITIONS

TERM	DEFINITION
Community Service	The faculty member volunteers time to benefit the community. These are volunteer hours which can include churches, food bank, presentations to organizations on behalf of the college, and planned community events; however, it does not include contributions of money or materials.
Evaluation Committee Members	Department Chairs plus one delegated faculty member from each department, Program Directors, Deans, and VPA&SA.
Evaluation by Dean	This includes completing tasks such as common assessment data, tracking grids for assessments, turning in required items such as syllabi, and completing tasks on time.
Scholarship	The faculty member attends professional development offered by the college, national organizations, or organizations such as QM which are associated with education. The faculty member is proactive in improving the teaching and learning process at the college by revising materials such as syllabi, CCOs, and assessments.

SECTION 1: Tools for Evaluation

There are two essential components that work together to formulate faculty evaluation scores: The Faculty Evaluation Rubric and the Faculty Evaluation Excel Spreadsheet. The Faculty Evaluation Rubric explains how each level of scoring is earned. The Faculty Evaluation Excel Spreadsheet is a calculation tool used to determine the overall score awarded.

The Excel spread sheet is to be completed with scores from 0 to 4. Decimals of values .25, .5, and .75 are allowed. For example, one might use a score of 2.75 on a category if he/she feel the score is not quite equal to a 3 but much better than a 2. The categories of evaluation are:

- Exceeds Expectation (value of 4)
- Meets Expectation (value of 3)
- Progressing toward Expectation (value of 2)
- Does not meet Expectation (value of 0 or 1, depending on the level of unmet expectations)

Evaluation is based on the following criteria:

- Empowering all students to success-Teaching Effectiveness. This category is worth 50% of the evaluation and includes the following:
 1. Adaptive Instructions Improvement (15%). Faculty will evaluate their efforts to learn new teaching strategies and taking a leadership role in implementing those new strategies. This also includes collaboration with colleagues to work on instructional strategies.
 2. Teaching evaluation (15%). Faculty will be evaluated on a rotating bases by the dean of their department. Faculty will be evaluated on their preparation for the lesson, the variety of teaching methods used, active engagement by the students, and time allowed for feedback to students.
 3. Student evaluations (10%). This includes questions on the student course evaluation relating to faculty preparation, grading of items in a timely manner, availability during office hours, and faculty response to student evaluations to improve.
 4. Updated materials (10%). This includes updating syllabi, materials used, updating assessments given, and working with colleagues to update syllabi, Curriculum Course Outlines, and assessments.

- Enhancing Organizational Effectiveness and Accountability-Service to the College. This category is worth 45% of the evaluation and includes the following:
 1. Scholarship (15%). This includes further one's education through university coursework, attending conferences, and taking advantage of professional development opportunities. Proactively reviewing curriculum standards, maintaining consistent academic standards is also evaluated in this category.
 2. College service (15%). This includes seeking opportunities to serve on committees and to serve once appointed. Voluntarily supporting college-wide initiatives, presenting local information on the college, providing workshops to local schools and organizations on behalf of the college, and serving on a variety of committees over time are also included in this category.
 3. Academic Dean Evaluation (15%). This includes being flexible to meet departmental needs, participating actively in campus meetings, actively seeking opportunities to collaborate with colleagues, and completing required materials on time each semester (such as common assessments, syllabi, etc.)
- Engaging in Community and Economic Development-Community Service. This category is worth 5% and includes the following:
 1. Community Service (5%). This includes volunteering time to serve in the community such as teaching Sunday School, working at a food bank, helping Salvation Army during holidays, and other local charities and organizations which provide service to the community. Faculty members must give of their time in this category; monetary donations will not be considered community service, although they are encouraged.

SECTION 2: Faculty Evaluation Process

In each category, faculty should submit materials they believe are evidence of proficiency. Each faculty member is encouraged to work with members of the Faculty Evaluation Committee to compile evidence in preparation for their meeting annually with their respective Dean. The Dean will make a final determination of the score by evaluating the information submitted by the faculty member and using the Faculty Evaluation Excel Spreadsheet. Additional information to complete annual evaluations may be compiled by the Dean from other pertinent sources including Department Chairs, Program Directors, Personnel Files, or other sources as appropriate.

If a teaching evaluation is to be completed it is the responsibility of the individual faculty member to make arrangements for it to be completed in a timely fashion.

The Dean will schedule individual appointments with faculty members to complete annual evaluations.

SECTION 3: Faculty Development Plans

Once the evaluation process is completed, faculty will work with their respective Dean (or designee) to develop a plan for ongoing professional development. If a faculty member scores a cumulative evaluation of less than 70 then an improvement plan will be required. This process is not intended to be punitive, but rather an opportunity to develop and strengthen skills that best serve the faculty member, College, and community. Each faculty member is responsible for fulfilling their individual development plans.

EXCEPTIONS/EXCLUSIONS

Programs that have individual accrediting bodies may have requirements that fall outside of this policy. In such instances, the faculty evaluation process will still be followed, but will need to include the requirements that are necessary to maintain programmatic accreditation.

Part-time and adjunct faculty are not included in this policy however they may request to be a part of this evaluation process. Additionally, the Dean (or designee) may request a part-time or adjunct faculty member be evaluated using this process. Both exceptions are subject to approval by the VPA&SA.

REVIEW

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 that the policy be amended or repealed.

APPROVAL SIGNATURES

DocuSigned by:
Bonny B. Copenhagen
 03EC9CF006751F
 President _____ Date _____

RELATED POLICIES, OTHER REFERENCES AND ADDITIONAL NOTES

BOG Policy - Academic Freedom, Professional Responsibility, Promotion and Tenure

ASSOCIATED FORMS

Faculty Evaluation Excel Spreadsheet
Faculty Evaluation Rubric
Example of Completed Faculty Evaluation Excel Spreadsheet

HISTORY		
REVISION DATE	DESCRIPTION OF CHANGE	VICE PRESIDENT APPROVAL
4/5/21	Approved by Faculty Senate	
	Replaces New River Procedure 7	

New River Community and Technical College expects all faculty, staff, and students to be familiar with and adhere to all applicable college policies.