

**EASTERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
REGULATION NO. 5.14**

TITLE: EVALUATION FOR FULL-TIME FACULTY REGULATION

DEFINITION: The Evaluation for Full-Time Faculty regulation defines the guidelines, process and evaluation materials

By April 15: Division Chair or immediate supervisor submits written evaluation (Attachment B & C) to the Dean of Teaching and Learning for review and signature.

By April 30: Dean of Teaching and Learning reviews evaluations (Attachment B & C) and consults with Division Chair or immediate supervisor.

May 1 – June 1: Division Chair schedules a meeting with faculty for evaluation conference and distribution of evaluation summary.

Responsibilities:

1. It shall be the responsibility of the faculty to submit Goals and Priorities (Attachment A) and Self-Evaluation Form (Attachment B) and supporting materials at the appropriate times.
2. It shall be the responsibility of the Division Chair or immediate supervisor to conduct instructional evaluations and full-time faculty evaluation conferences consistent with the timeline. The Division Chair will retain the original evaluation materials in the faculty member's file and submit a copy of the final, signed evaluation to Human Resources for retention in the personnel files.
3. It shall be the responsibility of the Dean of Teaching and Learning (or designee) to review evaluation summaries prior to conferences. In the event a designee is involved, the same designee will be involved in all evaluations to assure consistency of implementation and standards across the departments.

The Dean of Teaching and Learning is responsible for the implementation of this regulation.

Dr. Thomas Striplin _____ 11/22/2021 _____
Date

Division Chair or Supervisor: _____
Attachment B
Adapted from SWVCTC

Date: _____

Full

Approved by Faculty Assembly: November 10, 2017; September 24, 2021
Approved by LOT: November 28, 2011; 12/18/2017; 9/30/21
Approved by Cabinet: 12/16/2011; 01/09/2018; 10/26/21

Evaluation Component	Completed			Comments
	Yes	No	NA	
Developed and prepared a proposal for a new course or course revision.				
Prepared national accreditation documents and/or conducted campus visits.				
Developed a federal or state grant application that was funded.				
Prepared course/program review materials and completed the assessment process.				
Developed a new training experience.				
Developed proposal for a new degree/certificate/emphasis in program area.				
Prepared public exhibit or demonstration.				
Mentored a new faculty member or adjunct faculty.				
Advisor to student organization, program or event. Name of organization, program or event:				
Organizer of lecture series (include title of lecture series).				
Leader of college-wide, professional, or community workshops, courses or presentations (include title, date, and place of workshop, course, or presentation).				
Participated in college-sponsored outreach activities – for example, campus visitation day, college/career days, etc.				
Serves as an academic advisor for program majors.				
4. Service to Profession				
Reads professional/trade journals to stay current with professional practices and field trends.				
Shares with colleagues effective teaching strategies and effective technology use. Continuing education beyond minimum professional requirements to advance				

