

**FACULTY PROFESSIONAL PLAN AND EVALUATION**  
**PROCESS AND TIME LINES**

**Administrative Procedure – Effective January 2011**

- I. The evaluation cycle will run January 1 – December 31. Faculty will submit the Faculty Professional Plan and Evaluation annually to the Division Chair by January 28. This includes:
  - a. Status Report to include load analysis,
  - b. Faculty Accomplishment Report
  - c. Faculty Goals Plan
  - d. Faculty Self-Evaluation of the Position Description
  - e. Student Course Evaluation Report
  - f. Faculty Merit packets (if applying for merit)
- II. The Chair and the Faculty will review evaluation packet together and come to a consensus and make any improvement recommendations by February 15<sup>th</sup>. An Improvement Plan may be implemented if any area in the Faculty Position Description/Evaluation is rated as “1”.
- III. The Chair will submit to the VPAA by February 20<sup>th</sup>
  - a. Effectiveness of Teaching (Organization and Observation)
  - b. Faculty Professional Plan and Evaluation packets
  - c. Improvement Plan (if applicable)
  - d. Faculty Merit Packets
- IV. Eligibility for merit will be based on scores of 9 or 10 from the evaluation process.
- V. Merit will be based on activities above and beyond the Faculty Position Description/Evaluation and must include current required forms and documentation.
- VI. VPAA verifies merit eligibility and forwards merit packets to Merit Committee by March 1<sup>st</sup>.
- VII. Merit Committee will award merit points and turn documentation over to VPAA by March 30<sup>th</sup>.
- VIII. In the rare occasion that an Improvement Plan is implemented
  - a. The year the evaluation period is for will not be counted towards promotion or merit.
  - b. The year the improvement plan is implemented, the faculty member may be eligible for promotion or merit, provided that the stipulations of the Improvement Plan have been met successfully.
- IX. VPAA will provide final approval of Faculty Professional Plan and Evaluation and turn packets over to Human Resources by March 30<sup>th</sup> for employment notification process.

**Full-time faculty are evaluated annually based on the criteria below:**  
**All materials listed below must be submitted on time and on correct forms.**

	<b><u>SCORE</u></b>
Faculty Accomplishment Report	_____ (out of 3)
<ul style="list-style-type: none"> <li>• Faculty Status Report and load analysis</li> <li>• Faculty Goals</li> </ul>	
Faculty Position Description/Evaluation (Self & Supervisor)	_____ (out of 3)
Evaluation of Teaching Effectiveness (Organization and Observation)	_____ (out of 3)
Acceptable Student Course Evaluation Report Submitted (1 point) (per current guidelines)	_____ (out of 1)
<b>Total</b>	_____

**10-9 points = Meritorious; 7-8 points Meets expectations; Below 7= Needs improvement**

<b>FACULTY STATUS REPORT</b>
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Name \_\_\_\_\_

Evaluation Period \_\_\_\_\_

Department \_\_\_\_\_

Years at WV Northern \_\_\_\_\_

Rank \_\_\_\_\_

**LOAD ANALYSIS:**

List the course title(s), course number(s), section(s), contact hours, and the number of students enrolled during the current academic year.

CRN	Course	Section	Title	Credit hours	Contact hours	Enrollment
			<b>Total</b>			

**SCORE**

Faculty Accomplishment Report \_\_\_\_\_ (out of 3)

- Faculty Status Report and load analysis
- Faculty Goals

Faculty Position Description/Evaluation (Self & Supervisor) \_\_\_\_\_ (out of 3)

Evaluation of Teaching Effectiveness (Organization and Observation) \_\_\_\_\_ (out of 3)

Acceptable Student Course Evaluation Report Submitted (1 point)  
(per current guidelines) \_\_\_\_\_ (out of 1)

**Total** \_\_\_\_\_

**10-9 points = Meritorious; 7-8 points Meets expectations; Below 7= Needs improvement**

\_\_\_\_\_  
(Faculty Member Signature) Date

\_\_\_\_\_  
(Division Chair Signature) Date

\_\_\_\_\_  
(VPAA Signature) Date

**FACULTY ACCOMPLISHMENT REPORT**

Each faculty member submits an annual Accomplishment Report that addresses the previous year's goals and any additional accomplishments by January 28<sup>th</sup> of each year to the Division Chair. The Accomplishment Report can also assist the faculty/staff member in documenting performance when he/she is being considered for formal recognition (e.g., promotion, continuing appointment, awards)

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

List your major Teaching, Service and Professional Development accomplishments from previous goals during the past twelve months and include documentation. Goal documentation can include assessment of activity that has been preapproved by division chair, documentation provided by provider, (programs and travel forms, CEU, CEH, badge and travel forms) or a summary report of the activity. (Alternate forms of documentation may be required for merit packet.)

Teaching:

Service:

Professional Development:

**SCORING**

*(Circle points awarded and record on Faculty Status Report)*

- 3 Points      Stated goals and additional goals are met and documented
- 2 Points      Stated goals are met and documented
- 1 Point       Stated goals are not met and explanation is not sufficient

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FACULTY GOALS PLAN**

Each faculty must submit a single or multi-year Professional Development Plan to Division Chair by January 28. This plan should include faculty goals in support of the Institutional Compact, the Strategic Plan and Academic Goals where applicable. The Division chair will then review this report with the faculty by February 15.

NAME: \_\_\_\_\_ YEAR(S): \_\_\_\_\_

List your major academic and professional goals for the next twelve months. (See following page for guidelines.)

Teaching:

Service:

Professional Development:

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FACULTY POSITION DESCRIPTION AND RESPONSIBILITIES</b>				
<b>Self Evaluation</b>				<b>Chair Evaluation</b>
3	2	1	NA	3 2 1 NA
<b>1</b>	Follow the rules and regulations of the college. (This is a 2 unless it was not done)			
<b>2</b>	Participate in commencement ceremonies. (This will be a 2 unless not properly excused)			
<b>3</b>	Review portfolio for board of Governors Degree and other programs related to assessment of experiential learning. (Most likely this will be an NA or a 3)			
<b>4</b>	Participate in institutional activities such as College-wide events, college standing committees, ad hoc committees, internal and external marketing and promotional activities and public service activities. (3 activities=3; 2 activities=2; 1 activity=1)			
<b>5</b>	Attend faculty Assembly meetings, academic division meetings, advisory meetings and other faculty related events as identified by the administration. (3 =attended 90% of meetings from three different activities; 2=attended 75% of meetings from three different activities; 1= attended less than 75% of meetings from three different activities)			
<b>6</b>	Work with workforce development and /or campus deans, as appropriate to provide credit or non-credit courses, seminars, workshops, etc. (3 or NA)			
<b>7</b>	Participate in professional development activities and professional organizations. (3 activities=3; 2 activities=2; 1 activity=1)			
<b>8</b>	Develop a syllabus for each course he/she teaches. Submit each syllabus electronically to the Division Chair by the first day of class. Follow the College guidelines for syllabus construction. (2 unless not done in a timely manner)			
<b>9</b>	Teach thirty credits or 600 contact hours during the day and/or evening per academic year. The Division Chair and/or the Vice President of Academic Affairs may make adjustments as necessary. (2 unless not done)			
<b>10</b>	Provide instruction for classes as scheduled. (This score is derived from the Classroom Organization and Evaluation)			
<b>11</b>	Notify Program director and the Division Chair of intent to travel on college business well in advance of the date of the expected absence. Complete a copy of the Absence form. Submit completed form to Division Chair. (2 unless not done)			
<b>12</b>	Notify the Division Secretary of unexpected absences(s) so appropriate arrangements can be made for your class(es). Submit your completed Absence Form upon return to your Division Chair. (2 unless not done)			

<b>13</b>	Maintain a minimum of ten (10) office hours per week, two (2) may be by appointment only, distributed over five (5) days, to include the week before classes begin and final exam week. The Faculty Teaching and Office Schedule form must be completed and filed with the Division secretary within the first week of classes. (3 if all steps are followed; 2 if not turned in timely; 1 if office hours not kept)
<b>14</b>	Report first week attendance and final grades at the end of the term <i>via</i> NOW within established deadlines. (2 unless not done)
<b>15</b>	Advise students in his/her program(s) which may include: *academic counseling *aid in scheduling courses *withdrawal/retention counseling *career guidance and preparation (3 if done in non contract times)
<b>16</b>	Assist the Program Director and/or the Division Chair with preparation of the program review, annual report, part-time faculty evaluation, and self-study reports for accreditation, course and program assessment reports and other reports and projects associated with the program. (2 unless program review or Accreditation year)
<b>17</b>	Assist the Program Director and /or Division Chair in maintenance of equipment and in recommendations for the purchase of equipment. (3 or NA)
<b>18</b>	Assist the Program Director and/or Division Chair in preparing semester schedules. (2 unless not done in timely manner)
<b>19</b>	Assist in the selection of textbook(s) for courses taught. ( 2 unless not done)
<b>20</b>	Assist the Program Director and/or Division Chair in proposals and development of new courses, programs, and certificates. (3 or NA)
<b>21</b>	Assist the Program Director and/or Division Chair in student recruitment at high schools, college fairs, as well as business, industry and agencies related to the program/major or discipline. (3 if done in off contract time)
<b>22</b>	Participate in service and/or advising during periods designed for preregistration, registration, new student orientation, and other special College events. (3 if done in off contract time)
<b>23</b>	Assist in the evaluation and supervision of students serving as lab assistants and in other work-study capacities as applicable. (2 unless not done )
<b>24</b>	Integrate writing, technology, computer applications, and oral presentations requirements into assigned courses where applicable. (2 unless not done)
<b>Total</b>	

- 1. Any score of “1” may lead to an Improvement plan and eliminates possibility of merit.**
- 2. A minimum of three “3” must be recorded to be considered for merit.**

**EVALUATION OF TEACHING EFFECTIVENESS BY SUPERVISOR**

COURSE ORGANIZATION - course syllabus and other course materials as shared with you by the instructor.

CLASSROOM OBSERVATION - observing a class in session.

When the evaluation is complete, please share a copy in person with the individual being evaluated.

Instructor's Name: \_\_\_\_\_

Course Number: \_\_\_\_\_

Course Name: \_\_\_\_\_

**Comments on Course Organization and Observation:**

**Comments by faculty member following evaluation feedback:**

Supervisor/Peer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date Shared with Instructor \_\_\_\_\_  
(Does not indicate agreement with evaluation but merely that evaluation has been read).

**COURSE ORGANIZATION**

The faculty will be rated on a three point scale  
**3 = Meritorious; 2 = Expected; 1 = Needs Improvement**

1. Are the course materials shared with students clear and understandable?	3	2	1
2. Are the grading procedures shared with students clear and understandable?	3	2	1
3. Do the evaluation tools (exams, projects, assignments) relate directly to the course learning outcomes?	3	2	1
4. Meets class as scheduled?	3	2	1
5. Is instructor available to students for subject matter consultation or advising?	3	2	1

**CLASSROOM OBSERVATION**

6. Does the instructor appear well prepared for class?	3	2	1
7. Are the grading procedures shared with students clear and understandable?	3	2	1
8. How well does the instructor communicate with students?	3	2	1
9. Do the evaluation tools (exams, projects, assignments) relate directly to the course learning outcomes?	3	2	1
10. What is the instructor's attitude toward questions?	3	2	1
11. Is instructor available to students for subject matter consultation or advising?	3	2	1
12. What is the instructor's attitude toward the subject matter of the course?	3	2	1
13. Does the instructor meet classes as scheduled?	3	2	1
14. To what extent were the instructor's presentation(s) generally thought provoking?	3	2	1
15. Overall, on basis of examination of course materials and classroom observations, how would you rate this instructor as compared to other instructors you have had the opportunity to evaluate?	3	2	1

**Total**

Score of 3 45-37 POINTS = MERITOIOUS	Score of 2 36-22 = MEETS EXPECTATIONS	Score of 1 21 or below= NOT ACCEPTABLE
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**SIGNATURE PAGE**

I have reviewed the above Professional Development Plan, Accomplishment Report and Self-Evaluation and consulted with faculty member and I offer the following comments and/or suggestions:

Name of Faculty Member \_\_\_\_\_

Academic Division \_\_\_\_\_

**Narrative:**

\_\_\_\_\_ **An improvement plan is attached**

\_\_\_\_\_ **An improvement plan is not attached**

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have received a copy of this evaluation, read it and discussed it with my supervisor.**

\_\_\_\_\_ **I have**

\_\_\_\_\_ **I have not (Attached a response to this evaluation.)**

Faculty Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix I

### EXAMPLES OF ACCEPTABLE GOALS

To assure uniformity of acceptable goals among the divisions, the following is a general index of recommended goals. This is not intended to be a complete list, but rather to be used as an example of acceptable goals to be used by the division chairperson and the faculty member when establishing goals. Institutional, Division, and Programmatic goals may also be suggested to faculty.

#### A. Teaching Goals

The faculty member will:

1. Develop a learning tool, idea or method to be used in his class or adopted by the division.
2. Examine new materials such as texts, software or audio-visual equipment.
3. Develop or pilot a new course or part of a course which supports divisional or institutional goals.
4. Conduct a study, survey or research that would serve to improve or update a method or process presently employed.
5. Work with a student group or team either for the purpose of competition or intellectual development,
6. Work with other institutions (colleges or high schools) in developing workshops, activities, programs, etc.
7. Experimentally use an alternative learning strategy.
8. Substantially revise an existing course in support of divisional or institutional goals.
9. Develop and implement plans to increase student retention rates and success rates.

#### B. Service Goals

The faculty member will:

1. Participate in a service club.
2. Make a presentation to a community organization.
3. Become a part of an accreditation team.
4. Judge an academic related contest
5. Serve on a professional board.
6. Participate in the work of a College committee
7. Actively engage in programmatic or general recruitment activities.

#### C. Professional Development Goals

The faculty member will:

1. Enroll in an approved course to improve teaching skills or further professional development.
2. Attend a conference or seminar in his discipline.
3. Work toward publishing an article or book.
4. Participate in approved research projects.

**Appendix 2**

**Faculty Position Description and Responsibilities**  
**EXPLANATION OF POINTS**  
**(to be used only for reference purposes)**

**NA-** May be used when the area of evaluation does not apply to the faculty member. A rating of NA will not be used in the total point summation. If in any area a NA is awarded the total possible points will be reduced by 3 for each NA. NA's are to be used only when a faculty member does not have the opportunity to comply with the stated task, and are not held against faculty points.

of 62 possible	% No NA	
62	100%	
61	98%	
60	97%	
59	95%	
58	94%	
57	92%	
56	90%	3
55	89%	
54	87%	
53	85%	
52	84%	
51	82%	
50	<u>81%</u>	
49	<u>79%</u>	
48	<u>77%</u>	
47	<u>76%</u>	2
46	<u>74%</u>	

Of possible 59	%1 NA	
59	100%	
58	98%	
57	97%	
56	95%	
55	93%	
54	92%	
53	90%	3
52	88%	
51	86%	
50	85%	
49	83%	
48	81%	
47	80%	
46	78%	
45	76%	
44	75%	2

of possible 56	% 2 NA	
56	100%	
55	98%	
54	96%	
53	95%	
52	93%	
51	91%	3
50	89%	
49	88%	
48	86%	
47	84%	
46	82%	
45	80%	
44	79%	
43	77%	
42	75%	2

of possible 53	% 3 NA	
53	100%	
52	98%	
51	96%	
50	94%	
49	92%	
48	<u>91%</u>	3
47	89%	
46	87%	
45	85%	
44	83%	
43	81%	
42	79%	
41	77%	

of possible 50	% 4 NA	
50	100%	
49	98%	
48	96%	
47	94%	
46	92%	
45	90%	3
44	88%	
43	86%	
42	84%	
41	82%	
40	80%	
39	78%	
38	76%	2

of 47 possible	%5 NA	
47	100%	
46	98%	
45	96%	
44	94%	
43	91%	3
42	89%	
41	87%	
40	85%	
39	83%	
38	81%	
37	79%	
36	77%	2
35	74%	