

WV NORTHERN COMMUNITY COLLEGE
FACULTY PROFESSIONAL PLAN, EVALUATION, and MERIT
PROCEDURES, PROCESS, AND TIME LINES, effective (dates)

FACULTY PROFESSIONAL PLAN AND MERIT EVALUATION PROCESS, PROCEDURE, AND TIME LINES

Authority: Title 135, Procedural Rule, West Virginia Council for Community and Technical Colleges Education, Series 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure and the WVNCC BOG FACULTY EVALUATION AND PROMOTION policy require the College to establish annual evaluation procedures for all faculty, as well as to develop procedures setting forth criteria and procedures for promotion in rank and tenure.

Purpose: The purpose of faculty evaluation is to support the continuous improvement of the teaching skills of the faculty of West Virginia Northern Community College and, if applicable, to inform the faculty member of his/her progress toward promotion in rank and/or tenure. It also gives faculty an opportunity to be recognized for performance above and beyond what is required in the faculty position description, hereinafter referred to as "merit".

- I. **Procedure** – The evaluation year begins on January 1 and ends on December 31. Faculty are evaluated in three areas: Teaching, Service, and Professional Development. The faculty evaluation process is conducted primarily during the spring semester following the evaluation. Evaluations may also be conducted during the fall semester for faculty members who were not evaluated during the spring semester or who desire an additional evaluation. Additionally, Division Chairs or supervisors may conduct additional classroom observations or assessments of a faculty member's performance and/or the PROVOST or President may request a subsequent observation or assessment at their discretion as necessary. Circumstances that would give rise to an additional or subsequent observation or assessment include but are not limited to student complaints. It is the responsibility of the faculty member to timely submit all evaluation documents and to include all supporting documentation in the Evaluation File.
 - A. Before December 31 of the evaluation year, The Division Chair or his/her designee will conduct an observation of at least one class session or visit the instructor's online class and conduct an observation of the classroom activities and interaction during each evaluation year for FT faculty members in their Division (or every 3 years, based on rank, as indicated (below)), and collect or evaluate documents related to this class which provide information about course organization (e.g., syllabus, master course guide, samples of assignments, exams, or other assessment activities). If time or schedules permit in a traditional class, the evaluator will provide verbal feedback to the faculty member at the end of the class session which is observed. In any case, he or she will complete the course observation document and send a copy of it to the faculty member within 2 weeks of the class visit. (See Appendix III in the Faculty Evaluation Document/Forms. Appendix III – A (Organization) should be used for all classes; Appendix III – B (Classroom Observation) B – 1 should be used for traditional classes and Appendix III – B – 2 should be used for online classes. The Division Chair will request or access documents related to course organization for the class that was observed after the

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classroom observation, to preserve the standard that the classroom observation be unannounced and random. The faculty member will provide the documents, or access to the documents related to classroom organization for the observed so they can be discussed during the evaluation conference. (See Appendix III in the Faculty Evaluation document/forms for the rubric to be used for the classroom observation)

- i. All FT faculty who hold the ranks of Instructor and Assistant Professor-will be observed every year.
 - ii. FT faculty who hold the rank of Associate Professor will be observed every two years , using the most recent observation and organization documents for 2 years unless the Professor or the Division Chair requests it be completed again for a particular evaluation cycle within the 2 year period. If the Associate Professor was not observed during the current evaluation cycle, documents related to the most recent classroom observation will be duplicated by the Division Chair or the faculty member and included in the evaluation packet prior to the evaluation conference.
 - iii. FT faculty who hold the rank of Professor will be observed every 3 years, using the most recent observation and organization documents for 3 years unless the Professor or the Division Chair requests it be completed again for a particular evaluation cycle within the 3 year period. If the Professor was not observed during the current evaluation cycle, documents related to the most recent classroom observation will be duplicated by the Division Chair or the faculty member and included in the evaluation packet prior to the evaluation conference.
- B. By the third Friday in January following the evaluation year, the Institutional Research Department will provide each faculty member with the following information for the evaluation year:
- i. A completed Faculty Load (Success & Retention) Report form; and
 - ii. Student Course Evaluation Report summaries for each course taught during the evaluation year. (If IR is unable to provide these documents by the deadline, the faculty member and the Division Chair may review these electronically during the evaluation conference).
- C. By the fourth Friday in January, each faculty member will submit an Evaluation File to the Division Chair. All documents in the Evaluation File should be typed, and the completed evaluation file should be sent to, or made available to the Division Chair electronically or in a 3-ring binder in the following order with sections clearly labeled (as detailed below). The Chair will date stamp the Evaluation File upon receipt.

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Section I:

1. Faculty service to their Division, Faculty Assembly, and Committees

2. Faculty Accomplishment Report form. The faculty member is required to list all Teaching, Service and Professional Development Goals from the prior year's evaluation and explain how s/he met their goals from the previous year, or reasons why s/he did or did not meet particular goals in each evaluation area.

The faculty member should also list any additional accomplishments for each evaluation area not included in the prior year's goals that were completed during the evaluation year. Additional accomplishments for each evaluation area may be used for merit, if appropriate. The faculty member should list and describe any meritorious activities in the table on the accomplishment report and tabulate the # of points being requested for merit.

3. Faculty Goals (for Next Evaluation Cycle)¹ form.

Section II

1. Fulfillment of faculty position description with faculty member's self-scores

2. A copy of the completed Classroom Organization and Observation/Teaching evaluation provided by the Division Chair, which includes a summary of the course organization materials that were previously provided by the faculty member and reviewed by the Division Chair².

3. Summary and signature pages (blank)

Section III

1. Faculty Success & Retention Report form as provided by the Institutional Research Department

2. Documentation of all accomplishments and meritorious activities, labeled, and in order, which corresponds with the accomplishment report (teaching, service, and professional development).

¹ See Appendix II in the Faculty Evaluation Document/Forms for examples of acceptable goals for each evaluation area.

² See Appendix III and IV in the Faculty Evaluation Document/Forms for classroom organization & observation forms and the rubric for classroom observation

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- D. By the second Friday in February following the evaluation year, the Division Chair will review the Evaluation files and will complete the Division Chair scores on the Faculty Accomplishment Report, Faculty Goals, Faculty Position Description and Responsibilities form, the # of merit points he or she is recommending based on the points requested for meritorious activities provided by the faculty member in the accomplishment report, and the Summary section of the Summary and Signature Pages form.
- E. On or before the second Friday in March following the evaluation year, the Division Chair will meet with each faculty member. The purpose of the meeting is to provide the Chair with an opportunity to: (a) review the Evaluation file with the faculty member; (b) discuss the faculty member's strengths/weaknesses; (c) make any comments or recommendations on areas for improvement; (d) discuss whether the faculty member is eligible for a merit increase; and (e) provide the faculty member with a written Improvement Plan³ (only if applicable). At the end of the meeting the faculty member and the Chair will sign the evaluation on the Signatures section of the Annual Evaluation Summary and Signature Pages form. If applicable, the Chair and faculty member will also sign the Improvement Plan signature pages. Signing the evaluation form and/or improvement plan does not indicate agreement with either but serves as an acknowledgement that the faculty member has seen the evaluation, recommendations from the chair, improvement plan (if applicable) and discussed it/them with the Chair.
- F. The faculty member may submit a response to the evaluation, including any improvement plan if applicable, to the Division Chair on or before the seventh working day after the meeting. The response must be received by the Division chair on or before the seventh working day after the meeting to be considered timely. The response will become part of the Evaluation File. The Division Chair will forward the Evaluation File, including the response, to the Provost within three working days of receipt. The Provost will review the Evaluation File and will provide the faculty member and the Division Chair with a written reply within seven working days of receipt. The Division Chair will include the Provost's reply in the faculty member's Evaluation File (the reply becomes part of the Evaluation File).
- G. By the fourth Friday in March following the evaluation year, the Division Chair will submit the completed evaluation files of all faculty members s/he evaluated that year to the Provost, noting if there is any faculty member who is not being recommended for

³ See Appendix V in the Faculty Evaluation Document/Forms for the Improvement Plan form

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re-appointment for the following year. If the Division Chair and the Provost recommend that a faculty member is not going to be re-appointed for the following year, h/she should be notified as soon as possible, but no later than the first Friday in April.

- H. By the second Friday in April, the Provost will review all evaluations and sign each faculty member's Summary and Signature Pages form. If the Provost does not approve of a faculty member's merit activities or requested level of merit pay, The Provost will include written comments on the signature page of the evaluation document with the reasons for the denial.
- I. By the third Friday in April, the Provost will forward the paper or electronic evaluations to the Chief Human Resources Officer (CHRO), who will then send them to the President for final review and signature. Once signed by the President and returned to the HR office, the HR office will send each faculty member and the Division Chair a final, official electronic or paper copy of the completed official evaluation and all supporting documentation.
- J. By the fourth Friday in April, the Provost will provide the Human Resources Office with a list of faculty members receiving merit pay raises, and point levels for calculation of merit pay. The Provost makes all final decisions regarding merit increases.
- K. By the second Friday in May, the Human Resources Office will notify faculty members in writing of the final merit pay raise decisions. The notification will include a statement about the faculty member's eligibility for a merit pay raise, and if applicable, the level and the amount of the merit pay raise.
- L. Any and all information on the faculty evaluation document may not be altered after the evaluation conference and the document is signed by the faculty member and the Division Chair unless all parties agree to a revision of the original document, initial, and re-sign and date that they agree to the revisions. If a faculty member believes the document was altered, within 7 days of receipt of the final copy of the Evaluation File with all required signatures from Human Resources, the faculty member may submit a written request to the Provost requesting an investigation into the integrity of the evaluation process. The Provost will meet with the Division Chair, faculty member, and the Chief Human Resource officer to discuss the allegations set forth in the request. The Provost will provide the faculty member and the Chair with written notice of his/her findings within seven working days of the request.
- M. A faculty member desiring to appeal an evaluation decision by the Division Chair or the Provost's findings following an evaluation process integrity investigation and/or other personnel decisions may use the procedure set forth in W.Va. Code §6C-2-1, *et seq.* Forms are available in the Human Resources Office and online at:

<http://www.wvnc.edu/offices-and-services/human-resource-forms/773>

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Procedural information is available by contacting:

WV Public Employee Grievance Board

1596 Kanawha Blvd. E

Charleston, WV 25311

Phone: (304) 558-3361

Toll Free: (866) 747-6743

Fax: (304) 558-1106

wvgb@wv.gov

- II. **Improvement Plan-** An improvement plan may be implemented at the time of the evaluation or at any time during the evaluation year in the event of an identified concern at the discretion of the Division Chair. If an Improvement Plan is implemented:
- A. The year of the evaluation period that resulted in an improvement plan will not be counted towards promotion or merit.
 - B. At the end of the improvement plan period, the faculty member may be eligible for promotion or merit during the next promotion or merit cycle, provided that the stipulations of the Improvement Plan have been met successfully met.
- III. **Base Salary and Merit Increases** - The merit evaluation cycle runs concurrently with the evaluation year (from January 1 to December 31). Recognition of merit is part of the faculty member's annual evaluation. Faculty members who wish to apply for merit are required to complete the Faculty Merit Identification sections in the Accomplishment Report and submit appropriate documentation of merit activities (See p. 7-14). Merit will be based on activities above and beyond the Faculty Position Description. No merit will be awarded for activities that are compensated by WVNCC through direct pay or release time.

Faculty cannot be granted a promotion in rank and receive merit pay in the same year. If promotion is not granted, and the faculty member completed the merit section of their evaluation, the Provost will review the file for merit. If they meet the required eligibility score on their faculty evaluation and have documented meritorious activities, they will then be recommended for a merit award by the Provost. Merit pay and salary scale increments can be awarded in the same year. Faculty rank and years of service are not considered as part of the merit pay evaluation.

Receipt of merit pay and the award of certain merit pay scores do not alone guarantee that a faculty member will be promoted and/or tenured, for it is possible and often appropriate to

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reward activities that may be important to the Department but that, without other equally important activities, may not justify promotion and/or tenure.

A. Eligibility- There are two types of salary increases: Base Salary Increase and Merit Increase.

- i. **Base Salary Increase-** All full-time faculty are eligible to receive a base salary or across the board increase.
- ii. **Merit Increase-** To be eligible to receive a merit increase, the faculty member must receive a cumulative score of 80% or more of the total possible points on their evaluation.

B. Distribution - 90% of the funds available will be used for faculty base salary increases and **10%** of the funds will be used for funding merit increases and applied to base. Merit increases will be funded annually to recognize exemplary performance, using the formula below:

- i. Level One merit requires 12 points
- ii. Level Two merit requires 18 points
- iii. Level Three merit requires 24 points
- iv. Monetary amounts attached to these levels will be determined yearly, based on available funding. Available funding will be distributed as follows:
 1. Total points earned = (# at Level 3 x 24)+ (# at Level 2 x 18) + (# at Level 1 x 12)
 2. Total \$ allocated/total points earned = Amount per merit point
 3. Amount per merit point x 24 = Level 3 Award
 4. Amount per merit point x 18 = Level 2 Award
 5. Amount per merit point x 12 = Level 1 Award
 - 6.

C. Merit Activities List –To receive credit for merit for a teaching, service, or professional development activity, faculty members are required to submit the required documentation to support the activity. Unless guidelines indicate otherwise, points are earned for each occurrence of the activity. No more than twelve (12) points may be applied toward merit from any one merit activity unless otherwise indicated.

i. INSTRUCTIONAL PERFORMANCE

Numbers correspond with the Merit Activity on the Faculty Accomplishment report

1. Developed and/or added use of new educational technology available for use by students or other faculty (2 points each). This must be new

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educational technology used for the first time excludes basic software or Distance Education platform (Blackboard, Big Blue Button, IP Video, PowerPoint, etc.).

Required documentation: Faculty member will provide a summary which describes the new technology/equipment that was developed, when and how it was made available to all faculty, and how it will benefit faculty and students.

2. Develop and teach for the first time web-based course using an approved college platform. (3 points each). An example would be any course that you originally taught in the classroom and are now teaching online, and you did not simply use a publisher's package without modification.

Required documentation: Faculty member will list course(s) taught online for the first time, with date or semester specified.

3. Offer a new course (3 points each). An example would be a course that neither you nor your colleagues have taught for at least 3 years or a course that has never been taught at Northern. Verification of course running is required.

Required documentation: Faculty member will provide a syllabus for the new course and verify that they, nor their colleagues, have taught this course within the last 3 years, or that it has never been taught. Verification of course running may be verified by the class being listed on the success & retention report provided by IR.

4. Other Activity related to Instructional Performance (2 points each). Any other appropriate and relevant activity may be completed.

Required documentation: Faculty member will describe the activity for which they are requesting merit, including the date(s) it was developed and/or implemented, and the Division Chair will review and make a determination regarding whether it appears appropriate and relevant to the faculty member's position or field, and will make a recommendation for or against granting merit for the activity.

ii. INSTITUTIONAL/COMMUNITY SERVICE

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5. Advising WVNCC student club or organization or newspaper, coaching a student team, sponsoring and participating in a student activity in the community, etc. (3 points each) OR taking students in a particular class on an educational field trip (2 points each), OR participating in recruitment activities, including Open house (2 points each). Program directors and Division Chairs are excluded from claiming merit for recruitment activities since they are compensated for that as part of their duties as program directors or Division chairs unless the activity takes place on the weekend or outside the contract period. Regular advising duties are not considered recruitment activities.

Required documentation: Faculty member will provide minutes from club or organization meetings, samples of newspaper/newsletters, and/or a summary/description of completed activities, with date, time, and benefit to students and/or the institution.

6. Participate in activities that help advertise the college and which require your expertise in your field **OR** speak in public in a capacity representing the college excluding recruitment activities, **OR** participate in volunteer off-contract advising, orientation, or remediation for students activities (not compensated), or mentor new full-time or adjunct faculty (2 pts for each activity; no more than 18 total points for this entire category). Examples include: (a) judging a speech or essay contest, providing blood pressure screenings, organizing or judging science fairs, participating in math field days, judging culinary contests; (b) lectures, book reviews, (c) preparing and presenting informational programs or professional development activities on health & wellness, social issues, lunch n' learns, etc., (c) mentoring new faculty, advising students, or potential students at an advising activity or orientations, attending student activities, or working with students who need remediation.

Required Documentation: Faculty member will provide the name of school or organization in which the activity took place, a description of the activity, location, and date. Photographs, agendas or a copy of the presentation may also be provided. For mentoring faculty or providing off-contract advising, orientation, or remediation, description of activity and date(s), or emails should be provided.

7. Present faculty or staff workshop. (2 points each).

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Required Documentation: Faculty member may provide a summary of the activity, location, and date, and/or a copy of the presentation.

8. Principal author of a grant application. (6 points)
Major contributor to grant application. (3 points)
Committee work on grant application. (1 point)

Required Documentation: Faculty member will provide a signed letter or an email from the principal author/coordinator to verify level of service for major contributor or committee member. Principal author must receive verification from the Provost or provide a copy of the grant which verifies that s/he was the principal author.

9. Service on committees which require significant time commitment or activity, including but not limited to: (a) Institutional Search Committees (2 points); (b) BOG representative (3 points); (c) ACF representative (3 points); (d) Faculty Assembly President (3 points); (e) Faculty Assembly Secretary (3 points), (f) Assessment Committee, (g) Curriculum Committee, (h) Faculty Salary Committee. (i) Scholarship Committee, (j) Adhoc committees or task forces (for f – j, 1 point for serving, 3 points for chairing). If the faculty member feels that a committee that is not on this list on which they are serving or chairing should be considered meritorious, they can request that the Division Chair approve it (1 point for serving, 3 points for chairing. (Faculty members who received release/re-assign time for serving on or chairing a committee cannot also use it for merit)

Division Chairs are excluded from merit consideration for service on faculty search committees for their division. Program directors are excluded from merit consideration for service on faculty search committees for their program.

Required documentation: Faculty member will provide a list of any committees on which s/he served, and provide the official list of committee members on College website, if applicable. For search committees, minutes from Faculty Assembly or an email from HR may be used to verify.

10. Serve on external or community board (3 points each).

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Required documentation: Faculty member will provide the name of the organization and in what capacity they serve, and/or minutes from a meeting, and/or an email or letter signed by a Board officer verifying Board service during the current evaluation cycle.

11. Other Activity related to Institutional/Community Service (2 points each). Any other appropriate and relevant activity may be completed.

Required documentation: Faculty member will describe the activity for which they are requesting merit, including the date(s) it was performed, and the Division Chair will review and make a determination regarding whether it appears appropriate and relevant to the faculty member's position or field, and will make a recommendation for or against granting merit for the activity.

- iii. PROFESSIONAL DEVELOPMENT/SERVICE- Faculty can receive merit points for Activities #12 and #13 for more than one professional development activity and Activity #16 for membership in more than one professional organization. The faculty member must provide documentation of all professional development activities and proof of membership in all professional organizations in their evaluation packet. The first one will be considered as meeting the requirements of the faculty member's position description and subsequent professional development activities and/or membership in additional professional organizations will be counted toward merit points.

12. Participate in institutional **or** non-institutional faculty professional development activities (2 points each). *Participation in institution-wide professional development activities that are required of all faculty or mandatory for faculty may not be used for merit.* Any activity used under #19 may not be used again here.

Required Documentation: Faculty member will provide any of the following: Sign-in sheets, Certificates of Attendance, approved Travel Expense Settlement form with all necessary signatures, or brochure/announcement and written description and summary of the activity, including relevance to the faculty member's position or field, and the length of the event, signed by the faculty member OR report submitted to HR of PD activity.

13. Attend professional conference. (3 points each). Any activity used under #19 may not be used again here.

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Required Documentation: Faculty member will provide any of the following: Certificates of Attendance, approved Travel Expense Settlement form, with all necessary signatures, or conference brochure, and written description and summary of the activity, including sessions attended, relevance to the faculty member's position or field, and the length of each session attended, signed by the faculty member.

14. Make presentation at conference (4 points each). Multiple presentations of the same material in the same year can be only counted one time. If multiple presentations are done which involve different topics and the development of different material, each of them may be counted separately.

Required Documentation: Faculty member will provide any of the following: An email or letter signed by a conference official, verifying that the presentation(s) were given, evaluations from conference participants verifying that the presentation was given, or a Presenter's certificate, or a written description and summary of the activity, with a copy of any materials used for the presentation (PPT, handouts, etc.)

15. Serve as delegate to state or national conference (2 points each).

Required Documentation: Faculty member will provide any of the following: an email or letter signed by a conference official verifying that the faculty member served as a delegate, printed materials from the conference with the faculty member's name identified as a delegate, or a written description and summary of the activity, including the faculty member's role or contribution as a delegate.

16. Membership in more than one professional organization (1 ½ point each) OR Serve on committee in professional organization (2 points each), OR Hold regional/national office in professional organization (3 points each). Examples of organizations are the APA, NASW, NLN, AARC, NSTA, etc.

Required documentation: Faculty member will provide any of the following: a document from the organization verifying membership, a listing of committee members and/or officers, or a written description and summary of the service provided to the organization by the faculty member as a committee member or officer.

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17. Author textbook OR have a patent awarded (8 points) OR section of textbook (4 points) OR publish in field-related professional journal (3 points) OR author software or computer program OR application for college use (4 points each, OR researched, created, and used Open Educational Resources (OER's) for a class (3 points for each activity)

Required documentation: Faculty member will provide a copy of the textbook, approved patent, or journal article noting authorship and publication date; for a software/computer program or application, a copy of the program or application will be provided, noting authorship of the faculty member.

If the activity is a textbook revision, documentation will show the significant differences between the text with before and after comparisons.

If the activity was under the OER'S, a summary of activities and a listing of OER's used must be provided for documentation

18. Earn additional degree (10 points) OR receive additional certification in their field (3 points) OR take additional college coursework (1 point for each college credit successfully completed at a "C" or better.)

Required Documentation: Faculty member will provide official transcripts of degree completion or diploma or certificate listing degree or certification and date; official transcripts or grade reports verifying completion of coursework between January and December of the current year.

19. Earn CEUs (1 point for every 2 CEU's) any activity counted in Activities 12 and/or 13 (workshops, seminars, or conferences) may not be used again for this activity. (No more than 12 points can be used in this category).

Required Documentation: Faculty member will provide a certificate of attendance which specifies CEU's earned, or a CEU completion record.

20. Other Activity related to Professional Development/Service (2 points each) Any other appropriate and relevant activity may be completed.

Required documentation: Faculty member will describe the activity for which they are requesting merit, including the date(s) it was performed,

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and the Division Chair will review and make a determination regarding whether it appears appropriate and relevant to the faculty member's position or field, and will make a recommendation for or against granting merit for the activity.