

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2218**

**SUBJECT:** Evaluation of Full-time, Adjunct, and Dual Credit Faculty

**REFERENCE:** West Virginia Code §18B-14-4, 135 C.S.R. 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; 135 C.S.R. 19, *Dual Enrollment Pilot Program*, 135 C.S.R. 55, *Human Resources Administration*; and SCP-2686, *Promotion and Tenure Policy*

**ORIGINATION:** August 17, 1984

**EFFECTIVE:** January 17, 2020

**REVIEWED:** May 7, 2024

**SECTION 1. PURPOSE**

1.1 To establish the policy for the evaluation of full-time, adjunct, and dual credit faculty, which establishes criteria and processes by which faculty may plan, measure, and maintain accomplishments to improve performance and fulfill the mission of the academic department and institution.

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 This policy applies to all full-time, adjunct, and dual credit faculty of Southern West Virginia Community and Technical College.

**SECTION 3. DEFINITIONS**

3.1 Full-time Faculty – An individual employed on a full-time year-to-year basis designated as faculty who holds academic rank and is assigned a full-time workload per institutional guidelines.

3.2 Adjunct Faculty or Dual Credit Faculty – A part-time, temporary, instructor who performs teaching functions in established programs. Such persons are appointed for one academic term at a time and have no continuing contractual relationship with the College. Time spent as adjunct or dual credit faculty does not count toward a permanent position, tenure, or tenure-track status and does not guarantee continued appointment.

**SECTION 4. POLICY**

4.1 Full-time faculty shall receive an annual evaluation from their Academic Dean or Director prior to the end of each spring term. Adjunct and Dual Credit faculty shall receive an evaluation from their Academic Dean or Director each semester.

4.2 All full-time faculty shall be evaluated annually on the basis of their primary responsibilities in teaching and institutional responsibilities. Evaluation of classroom performance shall be based on classroom visits and other appropriate observations.

4.2.1 The Academic Dean or Director shall conduct a classroom visitation of all newly hired faculty at least once per semester for their first year of teaching.

- 4.2.2 Faculty may request that the Academic Dean or Director conduct such visitations on a more frequent schedule.
- 4.3.3 Academic Deans and Directors may conduct classroom visitations more often than annually if necessary.
- 4.3 In addition to the annual evaluation of teaching and institutional responsibilities, full-time faculty shall be evaluated on their scholarship and service to the College.
- 4.4 All adjunct and dual credit faculty shall be evaluated each semester on the basis of their primary responsibilities in teaching and limited institutional responsibility. Evaluation of classroom performance shall be based on classroom visits and other appropriate observations.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Timeline
  - 6.1.1 Fall Semester Faculty Convocation – Faculty submit the Evaluation and Goal Planning Document portion of Form SCP-2218.A to the Academic Dean and/or Director.
  - 6.1.2 March 15 – Faculty submit the Faculty Self-Evaluation portion of Form SCP-2218.A to the Academic Dean and/or Director.
  - 6.1.3 March 15 through April 30 – Academic Deans and/or Directors schedules meetings with faculty members for evaluation conference and distribution of evaluation summary.
  - 6.1.4 April 30 – Directors (if applicable) submit the completed Faculty Evaluation portion of Form SCP-2218.A to the appropriate Academic Dean.
  - 6.1.5 May 15 – Academic Deans submit completed SCP-2218.A, *Faculty Evaluation Forms*, to the Chief Academic Officer.
  - 6.1.6 June 30 – The Chief Academic Officer submits evaluations to Human Resources for inclusion in faculty personnel files.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 It shall be the responsibility of the faculty member to submit Evaluation and Goal Planning Documents and Self Evaluation Forms consistent with the prescribed timeline.
- 7.2 It shall be the responsibility of the Academic Dean and/or Director to schedule planning meetings, classroom visits, and evaluation conferences consistent with the prescribed timeline.

## **SECTION 8. CANCELLATION**

- 8.1 None.

## SECTION 9. REVIEW STATEMENT

- 9.1 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 to the Board that the policy be amended or repealed.

## SECTION 10. SIGNATURES

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**President**

**Date**

**Attachments:** SCP-2218.A, *Faculty Evaluation Forms*

**Distribution:** Board of Governors (12 members)  
www.southernwv.edu

**Revision Notes:** April 2006 – Revisions reflect changes to the evaluation policy to better serve the needs of the institution.

November 2011 – Revisions to SCP-2218, *Evaluation Process for Full-time Faculty*, reflect a moderate level of changes. Revisions reflect requirement for annual evaluations of full-time faculty per West Virginia Council for Community and Technical College Education's policy Series 9; revisions were made to reflect current titles; and revisions indicate an emphasis on advising separate from classroom teaching performance. Titles of forms were modified to reflect a more collaborative approach to faculty evaluation. The policy format was modified by using the new format and moving policy statements to the appropriate sections.

September 2016 – Revisions made to SCP-2218, *Evaluation of Full-time Faculty*, and 2218.A, *Faculty Evaluation Forms*, are title changes only.

February 22, 2019 – Revisions were made to align this policy with SCP-2686, *Promotion in Rank and Tenure*, and SCP-2686.A, *Promotion in Rank and Tenure Criteria and Forms*; Revisions also reflect the discontinuation of Series 8 and the creation of Series 55, Legislative Rule of the West Virginia Council for Community and Technical College Education; update of employee titles, and the removal of faculty status for School Deans.

April 12, 2024 - Revisions to SCP-2218 reflect changes in procedure requirements to include the evaluation of adjunct and dual credit faculty, changes in the evaluation criteria and timeline, and updated administrative changes. Revisions to SCP-2218.A reflects major changes in the evaluation process, including using a scoring model and specific observations based on course format; changes in criteria include the addition of institutional responsibilities, in combination with advising and student relations.