

approval from the immediate supervisor and the agency head in the form of a "Memo for Record" which must be submitted to the Human Resource Office for inclusion in the employee's personal file.

Full-time and part-time employees may be eligible to receive Educational Aid toward covering the costs of the course(s).

**XI. Exercise Time/CommonHealth Wellness Program**

WCC full-time employees are permitted to use a portion of their lunch (meal) time for personal exercise. Use of this time outside the normal lunch period will be limited to two days per week and requires approval by the immediate supervisor. Break time(s) may not be used for this purpose. (See Section VI of this policy)

WCC full-time employees are encouraged to attend and participate in the Commonwealth of Virginia's CommonHealth Program activities. Reasonable time away from the job would not be counted as hours of missed work.

**Evaluation of Personnel**

**Administrative and Professional Faculty (12-month Faculty)**

Administrative and Professional faculty are evaluated annually. The evaluation cycle begins approximately February 1 of each year. The form, "Evaluation of Administrative Faculty (Form A)" is utilized in this procedure. Each administrative and professional faculty is evaluated by his/her immediate supervisor and the evaluation is forwarded up the administrative chain of command to the President.

**Criteria for Evaluation (Administrative Faculty)**

- ["Criteria For Evaluation \(Administrative Faculty\)"](#)
- ["Evaluation of Administrative Faculty \(Form A\)"](#)
- ["Evaluation of Administrative Faculty \(Worksheet B\)"](#)

**The Total Process (Administrative Faculty)**

It is recognized that strengths in the different evaluation criteria vary among administrators but that administrative performance and organization should carry the most weight in the evaluation process. To accommodate the different strengths, the evaluation procedure allows an administrator to choose and notify his or her supervisor at the previous year's evaluation what percentages of the following year's evaluation will be associated with the four major criteria, within the ranges and limits given below.

|   |           |
|---|-----------|
| Administrative Performance and Organization | 65% - 75% |
| College Activities                          | 10% - 15% |
| Professional Activities                     | 5% - 10%  |
| Community Activities                        | 5% - 10%  |
| Maximum                                     | 100%      |

Using the above principle, the administrative faculty evaluation will be conducted as follows:

1. Form A will be used to report the evaluation results.
2. Form B will be used by administrative faculty supervisors to gather evaluation input from other administrators and appropriate faculty and staff. Those completing "Form B" for a given administrator will place a score (from 0 to 100) in the appropriate category for each of the four criteria. The chosen weighting factor and points awarded columns will be disregarded. Input provided on "Form B" should be used in such a way that the identity of the evaluator is protected.
3. Other forms for gathering input for the evaluation may also be used.
4. The supervisor evaluation will make use of the category points described above and the weighting factors which will have been designated by the administrator being evaluated.
5. The supervisor will use all available information, including input from other administrators, faculty, and staff ("Form B" and other forms) as well as personal observation and judgment to arrive at the point value assigned to each criterion.

### **Teaching Faculty with Administrative Release Time**

Some teaching faculty have administrative responsibilities and are assigned "release time" from teaching to carry out those duties. Since there is an expectation of administrative activities, as defined by the assigned "release time," a component, proportional to the amount of "release time," of the overall evaluation should be derived from an administrative faculty evaluation, and a corresponding component should be derived from a teaching faculty evaluation.

["Teaching Faculty With Administrative Release Time Worksheet"](#)

### **The Total Process (Teaching Faculty with Administrative Release Time)**

Faculty with assigned administrative release time of 6 credits or 20% (minimum) over an academic year will be evaluated as follows:

1. A teaching evaluation will be completed by the appropriate supervisor.
2. An administrative faculty evaluation will be completed by the appropriate supervisor, including an administrative faculty Form A. Since the college, professional, and community criteria will have been evaluated on the faculty evaluation form, these criteria may not need to be addressed on the administrative evaluation form.
3. The two evaluations will be combined using the Teaching Faculty With Administrative Release Time Worksheet. The relative weighting of the two evaluations is determined by the amount of release time assigned. For example, a faculty with 6 hours of release time each semester of the evaluation period should have an administrative weighting factor of 0.40 (6 credits/15 credits for a full load) and a teaching faculty weighting factor of