

separately by the college board and the Chancellor. As a minimum, the evaluation letter shall list each goal/objective followed by a narrative statement detailing the degree of accomplishment.

#### 1. College Board's Evaluation

The evaluation of the president by the college board shall be conducted by an appropriately designated board committee or individual, working in conjunction with the president. The evaluation letter shall be reviewed with the president and shall be signed by the Board Chairman and by the president and submitted to the Chancellor no later than May 1.

#### 2. Chancellor's Evaluation

The Chancellor shall prepare an evaluation of the president and shall review the evaluation with the president no later than June 15. Following their review of the evaluation, both the president and Chancellor shall sign the evaluation letter.

Copies of the Chancellor's final evaluation of the president and the goals and objectives for the upcoming year shall be directed by the Chancellor to the president, the Chairman of the College Board and the president's personnel file.

### **Promotion Policies**

#### Promotion

All WCC faculty, both nine and twelve month, will be considered for promotion on the basis of the Virginia Community College System's normal minimum criteria for each faculty rank. (Appendix D & E - VCCS 29) Sound fiscal management of the State Budget must be taken into consideration when determining the number of eligible faculty members who can be recommended for promotion.

It is important to remember that eligibility for promotion does mean that an immediate supervisor should or would automatically recommend a faculty member for that distinction. The following WCC guidelines are to be used to first determine if a faculty member can be promoted. The appropriate Division Dean and the Vice President of Instruction and Student Development and finally the President will review and act on any recommendation that may result from such determination.

In those years where reasonable budget management does not permit promotion of all faculty members who are eligible according to the normal minimum criteria requirements, the following guidelines will be employed:

1. No faculty member will be recommended for promotion unless he/she will have completed a minimum of three full appointment years in his/her present rank by the termination date of his/her current appointment.
2. For all faculty members who fulfill Guideline A, the total number of full appointment years for which each has met the VCCS normal minimum criteria will determine his/her rank order priority. The faculty member

must be fully qualified for promotion by the effective date of the Rank and Salary Proposal.

3. In cases where more than one individual has met the VCCS normal minimum criteria for the same number of full appointment years, the number of years at the present rank will determine the priority order.
4. If 1, 2 & 3 result in an equal priority among individuals, the three-year average of one's annual evaluation score (the current and previous two years evaluation) will determine priority rank.

Administrative, professional and teaching faculty must be fully qualified for promotion by the effective date of the rank and salary proposal.

### **Promotion of Adjunct Faculty**

Eligibility for promotion of adjunct faculty is governed by the VCCS-29 Form (Appendix D & E, Guidelines for Academic Preparation of Faculty). The form provides minimum academic, related professional, and teaching criteria for each academic rank. The adjunct ranks of Adjunct Faculty I, II, III, IV, and V are equivalent to the full-time ranks of Assistant Instructor, Instructor, Assistant Professor, Associate Professor, and Professor respectively.

### **Promotion**

The minimum criteria established for promotion to a higher rank are fairly clear and accepted in terms of academic credentials (degrees, hours in field, etc.) and professional experience. However, many adjunct faculty are not teachers or instructors by profession and it is difficult for them to meet "Teaching Experience" requirements even though they have substantial teaching experience at WCC. "Teaching Experience" requirements have been understood to mean full-time teaching experience. Some adjunct faculty may never be eligible for promotion. Therefore, the following is recommended for these faculty:

For consideration for promotion of adjunct faculty, and for purposes of meeting minimum teaching experience criteria, thirty (30) semester credits of adjunct faculty teaching will be equivalent to one year teaching experience. Adjunct teaching experience may not be considered in meeting hiring criteria if the adjunct faculty accepts a full-time appointment.

Adjunct faculty who are eligible for promotion will be recommended to the Vice President of Instruction and Student Development using the Eligibility for Promotion Form. It is the responsibility of the adjunct faculty to request a review of eligibility.

### **Salary Increments**

Some adjunct faculty will not be eligible for promotion because their academic (or professional experience) credentials do not meet minimum criteria. Recognition of experience in teaching part-time at WCC may be obtained through per credit hour pay increments. The following is recommended for adjunct faculty who fall into this category:

First-time, adjunct faculty will, except under unusual or mitigating circumstances, be paid at the minimum rate appropriate for the lecturer rank

appropriate to the credentials. Upon completing 30 credit hours of instruction at WCC, adjunct faculty are eligible for a \$5.00 incremental increase over the minimum rate. The completion of each 30 credit hour teaching block makes the adjunct faculty eligible for another \$5.00 increment above the minimum rate. Adjunct faculty with Lecturer I rank are not eligible for an incremental increase since there is only one rate (not a minimum and maximum range). At no time will the pay rate exceed the maximum for the given lecturer rank and for adjunct faculty to be eligible, their performances on the student evaluation instrument must be acceptable (below 2.00) for the entire 30 credit hour block.

Each time the lecturer rate is increased by the VCCS (usually every year), the adjunct faculty incremental increases will be added to the new base.

### **Reappointment, Non-reappointment**

All appointments are granted by the State Board upon recommendation of the college president and the Chancellor. The college president shall be responsible for selecting all new personnel and for recommending the change in status of all personnel (including salary changes, promotions, non-reappointments, dismissals, and retirements).

Administrative faculty are appointed on an annual basis from July 1 thru June 30 of the following year.

Teaching faculty and professional administrative faculty may be appointed annually or may meet the eligibility requirements for multi-year appointments. The normal sequence of appointments is:

- three one-year appointments,
- one three-year appointment, and
- a five-year appointment (with subsequent renewals)

By signing the Rank and Salary proposal, faculty agree to accept the general conditions of employment set forth in the college Faculty Handbook and the VCCS Policy Manual. Additionally, each appointment is made expressly subject to the terms and conditions of the Appropriations Act of the Virginia General Assembly and the applicable laws of the Commonwealth of Virginia. Conditions of employment, academic rank, salary and beginning and ending dates shall be specified on the VCCS Rank and Salary Proposal Form.

Full-time faculty in unrestricted appointment positions may be non-reappointed only for just cause. Permissible grounds for non-reappointment shall include but are not limited to incompetence, unsatisfactory job performance, insubordination, or misconduct. The president's notification of non-reappointment shall be sent to the faculty member not later than the following dates:

- January 15 during the first year of service in the VCCS,
- December 15 after one or more years of service

The provisions of the Original and Continuing Appointment Policy (Section 3.4.0 of the VCCS Policy Manual) and the Faculty Sanctions [Non-reappointment] Policy (Section 3.12 of the VCCS Policy Manual) shall not apply