

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

0.60. If a faculty has different assigned release times in the two semesters of the evaluation period, an average release time should be used on the worksheet.

4. The combined total score from the worksheet should be transferred to a teaching faculty evaluation Form A. In the comments section of the form, a statement should indicate that the final evaluation is based on both teaching (%) and administrative (%) responsibilities. This final Form A will constitute the official evaluation document and will be included in the personnel file. The preliminary administrative and teaching evaluation forms, as well as the worksheet, will be kept in the appropriate administrator's files along with other documentation.

Criteria for Evaluation (Teaching Faculty)

Weight	Area of Activity
65 - 75%	1. Teaching Effectiveness* and Class Preparation <ol style="list-style-type: none"> a. Ability to relate to students b. Knowledge of subject matter c. Students' performance in relation to course objectives d. Student evaluations e. Preparation of course outlines with specific behavioral objectives f. Appropriate utilization of all available resources g. Planning for classroom presentation h. Well-planned evaluation program for each class
10 - 15%	2. College Activities <ol style="list-style-type: none"> a. Effectiveness as faculty advisor b. Use of office hours c. Sponsorship of student activities d. Participation in faculty affairs e. Positive professional relationship with colleagues and supervisors f. Awareness of the purpose and function of the College g. Communication with students h. Participation on standing and special committees i. Adherence to policies, procedures, and regulations of the college and the VCCS
5 - 10%	3. Professional Activities** <ol style="list-style-type: none"> a. Additional course work at the graduate level b. Attendance at workshops, short courses, state and national meetings c. Participation in College professional development activities d. Membership and participation in professional organizations e. Any other activity which will increase the ability of the instructor to be more valuable to the College
5 - 10%	4. Community Activities *** <ol style="list-style-type: none"> a. Participation in civic and social clubs b. Participation in community affairs c. Any general activity in the community which will reflect favorably on the College and which will be of benefit to the community d. Positive relationship with the community

Weight	Area of Activity
	(The need for a particular activity and the instructor's opportunity to take advantage of a particular activity should be considered.)

*The faculty member and immediate supervisor will mutually establish procedures and methods of collecting such documentation as is necessary to evaluate the teaching effectiveness based on the criteria listed.

**As related to the self evaluation component, this includes maintaining current competence in the particular discipline or field of specialization. Measurement includes the criteria which are listed in this category.

***Effective participation in the community is more important than just belonging to numerous organizations. Also, the opportunity to participate should be taken into consideration.

Evaluation Of Teaching Faculty

Each faculty member will be officially evaluated annually by the appropriate persons at the College. The evaluation period will coincide with the calendar year (January 1 through December 31). Faculty evaluations will be conducted in the month of February.

A reliable supervisor evaluation is the key to success of the entire process. The supervisor's honest and well-considered judgment is of primary importance since he or she carries the responsibility for the success or failure of his or her division as a contributing factor to the success of the total institution.

However, it is felt that no evaluator can fairly assess a faculty member without understanding the priorities and methods of each discipline and without having sufficient knowledge about the teaching of each faculty member within his or her division. Seeing the teacher at work in the classroom, examining the achievement of the students, and reviewing the students' evaluations of the class are all important aspects of the evaluation.

To assist the evaluator in making the evaluation, the following practices will be employed:

- A. The evaluator will undertake an informal program of learning activities designed to acquaint himself/herself better with the subject matter and learning priorities of each subject (outside his or her own field) taught under his or her supervision. These learning activities might consist of reading material suggested by faculty members, conferences with faculty members about their goals and priorities, and reading matter obtained independently of faculty members.
- B. The evaluator will use some form of classroom observation as an important criterion upon which the evaluation of all teaching faculty in the first, second, or third year of continuous full-time employment with the College is based. Classroom observations of all other full-time faculty may be conducted if either the instructor or the division dean so chooses. Observations should be a serious part of the evaluation process, with a written outline of major perceptions given to the faculty member after each observation. Before each observation, the evaluator should give the faculty member advance notice,