

**EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE
REGULATION No. – AR-3.4**

TITLE: PRACTITIONER FACULTY EVALUATION

DEFINITION:

The Practitioner Faculty Evaluation Regulation defines the evaluation process and identifies evaluation materials included in the practitioner faculty evaluations. The evaluation process assesses the quality of practitioner faculty performance and identifies areas for improvement, encourages growth in instructor performance and provides reasonable criteria for reappointment. The evaluation process is designed to provide meaningful feedback to the practitioner faculty, Academic Program Director and Dean for Academic Services.

EFFECTIVE DATE: JULY 27, 2004

Summary of Process

The Practitioner Faculty Evaluation Process consists of classroom observation, analysis of instructional artifacts and a comprehensive evaluation (See attached *Classroom Observation Form* (Form A), *Practitioner Faculty Comprehensive Evaluation Form* (Form B) and *Practitioner Faculty Survey* (Form C). Evaluations will be conducted on a cyclical basis dependent upon the number of years affiliated in an instructional role with Eastern West Virginia Community & Technical College.

Evaluation Materials

Student Course Evaluations, Course Syllabi, Classroom Observations, student communications, student enrollment patterns and grade distributions, Practitioner Faculty Survey and Practitioner Faculty Portfolio
Contents may include: instructor-generated course materials such as tests, assignments, instructional materials, etc.

Regulation Implementation:

1. Classroom observations will be conducted each semester for the first three semesters for each practitioner faculty. *The Classroom Observation Form* (Form A) will be used as the evaluation instrument for this observation. A consultation session will be held between the instructor and the Academic Program Director following each classroom observation. Classroom observations will be conducted annually thereafter providing the instructor achieves and maintains a satisfactory rating in all categories of the Practitioner Faculty Comprehensive Evaluation.
2. Practitioner faculty will develop a portfolio that includes samples of instructional documents for the Practitioner Faculty Comprehensive Evaluation. The portfolio materials should provide evidence of academic quality and instructional integrity. Portfolio materials will be reviewed by a faculty evaluation committee. The faculty evaluation committee will, at a minimum, be comprised of the Dean for

Academic Services, the appropriate Academic Program Director and an appropriate content faculty member. Portfolios are to be submitted two weeks prior to the scheduled comprehensive evaluation session.

3. Student Course Evaluations conducted on a semester basis for each course and section taught by the faculty member will be included in the comprehensive evaluation process. Only a composite of student responses and comments will be provided to the practitioner faculty member and included in the comprehensive evaluation so as to maintain the anonymity of the students.
4. Course syllabi will be evaluated for consistency with course description and outcomes, clarity of grading scale and process, course requirements and assignments and instructor contact information.
5. The practitioner faculty will complete the *Practitioner Faculty Survey* (Form C) each semester instructing at EWVCTC.
6. The comprehensive evaluation will be conducted after the first two classroom observations and continued biennially thereafter providing the instructor maintains a satisfactory rating in all categories of the comprehensive evaluation process. The *Practitioner Faculty Comprehensive Evaluation Form* (Form B) will be used as the evaluation instrument in this process.
7. A comprehensive evaluation session held with the practitioner faculty will be conducted by the Academic Program Director and the Dean for Academic Services.
8. The practitioner faculty member will receive a written copy of the evaluation. The practitioner faculty will have the opportunity to respond to items addressed in the evaluation.
9. A copy of the completed, signed evaluation will be forwarded to the Human Resources Office. The document will be retained in the practitioner faculty's personnel file.

The Dean for Academic Services or designee is responsible for implementation.

DR. LINDA S. DUNN, PRESIDENT

DATE