Eastern West Virginia Community and Technical College Regulation No. – AR- 3.4

TITLE: Faculty Instructional Evaluation Regulation

DEFINITION:

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

EFFECTIVE DATE: NOVEMBER 1, 2011; REPLACES NOVEMBER 7, 2008 AND 2004

Summary of Process

The Faculty Evaluation Process consists of classroom observation, analysis of instructional artifacts and a comprehensive evaluation (See attached Classroom Observation Form (Form A), Faculty Comprehensive Instructional Evaluation Form (Form B), Faculty Survey (Form C) and Syllabus Checklist (Form D). 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 Syllabus, Classroom Observations, student communications, student enrollment patterns and grade distributions, Faculty Survey and Faculty Portfolio. Contents may include: instructor-generated course materials such as tests, assignments, instructional materials, etc.

Regulation Implementation:

- Classroom observations (at least one observation per semester) will be conducted each semester
 for the first two semesters for each faculty. The Classroom Observation Form (Form A) will be
 used as the evaluation instrument for this observation. A summary of the observation evaluation
 will be sent to the faculty by the Academic Program Director or designee. Classroom
 observations will be conducted annually thereafter providing the instructor achieves and maintains
 a satisfactory rating in all categories.
- 2. Faculty will develop a portfolio that includes samples of instructional documents for the Faculty Comprehensive Evaluation. The portfolio materials should provide evidence of academic quality and instructional integrity. Portfolio materials will be reviewed by the appropriate Academic Program Director and designee when involved in other parts of evaluation process. Faculty will submit artifacts prior to or at scheduled classroom observation.
- 3. Student Course Evaluations conducted on a semester basis for each course and section taught by the faculty member will be included in the evaluation process. Only a composite of student responses and comments will be provided to the faculty member and included in the 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. The Academic Program Director will complete the Syllabus Checklist (Form D) and file in faculty portfolio. The syllabi evaluations will be completed at the time of each classroom observation and each initial offering of a course.
- 5. The faculty will complete the Faculty Survey (Form C) each semester instructing at EWVCTC. Completion of the survey is not required as a part of the faculty instructional evaluation. Aggregate survey data will be used for purposes of institutional effectiveness. Academic Program

Approved by LOT: 10/17/11 Replaces 2008 Approved by Cabinet: 11/1/11

- Directors will submit completed surveys to the Associate Dean for Academic and Learner Support Services by July 1. The Associate Dean for Academic and Learner Support Services or designee will compile a comprehensive report for Academic Services.
- 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 Faculty Comprehensive Evaluation Form will be used as the evaluation instrument in this process (Form B).
- 7. A comprehensive evaluation session held with the faculty will be conducted by the Academic Program Director and designee (when involved in the classroom observations or other stages of the evaluation process).
- 8. The faculty member will receive a written copy of the evaluation by the end of the next academic term. The faculty will have the opportunity to respond to items addressed in the evaluation.
- 9. A copy of the completed, signed evaluation (Form A and Form B) will be forwarded to the Human Resources Office. The documents will be retained in the faculty's personnel file.

The Dean for Academic and Student Services or designee is responsible for implementation.					
	11-01-11				
DR. CHARLES TERRELL, PRESIDENT	DATE				

Approved by LOT: 10/17/11 Replaces 2008

Approved by Cabinet: 11/1/11

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

Faculty Classroom Observation

Course Evaluated (Subject Code, Course Number, Section Number)	Number of Students Present		Instructional Area	
Location of Evaluation	Class Fo	ormat	Length of Observa	tion
Evaluator's Name:	Title		Date of Observation	on
Summary of Subject Matter Presented:				
Criteria		Satisfactory	Unsatisfactory	Unable to Observ
Demonstrates knowledge of subject		· ·	v.	
Employs classroom activities consistent with course				
Integrates presentation materials with required cours materials				
Organizes effective and efficient presentation of mat				
Provides clear explanation of subject material (Inclu applied learning activities/techniques as appropriate				
discipline and related occupations) Incorporates philosophy of workplace and citizenshi	ip skills			
into instructional materials as appropriate				
Interacts effectively with students Stimulates active student participation and engagement	t			
Demonstrates awareness of students' comprehensior material presented				
Actively challenges students to expand comprehensi subject matter	ion of			
General Evaluation Summary: Provide general su	ımmary of	observations. Are	eas identified as	
"Unsatisfactory" require explanation.				

_ Date: _____

Approved by LOT: 10/17/11 Replaces 2008 Approved by Cabinet: 11/1/11

Faculty's Signature

portfolio.

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE

FACULTY COMPREHENSIVE	EVALUATION		
Faculty Name (Last, First, Middle):			
Instructional Area	Evaluation Date		
Evaluator's Name:	Title		
This evaluation must be based on data including classroom obcourse outlines, communications from students, instructor generates identified as "Needs Improvement" require explanation of this evaluation report will be provided to the Human Resourcinstructor's personnel file.	erated teaching man in "Evaluation Nat rees Office and reta	terials and examina rrative" section. A lined as a part of th	ations. copy e
Criteria	Meets	Needs	Unable to
	Professional	Improvement	Observe
	Expectations		
Teaches subject matter that is consistent with course			
description and established outcomes			
Prepares syllabus that meets institutional standards			
Effectively organizes and presents course material			
Utilizes a variety of teaching and evaluation techniques			
Utilizes applied learning techniques as appropriate to			
discipline or occupation			
Incorporates philosophy of workplace and citizenship skills			
into instructional materials as appropriate			
Well prepared for class (Including course content, supplies			
and equipment)			
Demonstrates techniques to actively engage students in the			
learning experience			
Encourages students to think critically			
Develops evaluation instruments that are well constructed			
and consistent with subject material being taught			
Maintains professional demeanor in working with students			
Meets class as scheduled (start and end times as announced			
in schedule)			
Keeps accurate student records			
Maintains appropriate communication with Instructional			
Leader			
Works cooperatively and professionally with staff			
Maintains current level of competence in discipline			
Adheres to College policies and procedures			
Evaluation Narrative:			
Evaluator's Signature		Date	
Faculty's Comments: If you would like to comment or make comments are added, please sign and return to your Academic portfolio.			ır
Faculty's Signature		Date:	
·			_

Approved by LOT: 10/17/11 Replaces 2008 Approved by Cabinet: 11/1/11

FACULTY SURVEY

Purpose: The data obtained from this survey is used only to compile institutional and departmental summaries of instructional related practices as a measure of institutional effectiveness.

Semester/Term (Fall, Spring, or Sum Subjects Taught (Example: ACC, EN	mer): VL, MTH, etc)	Number of 0	Credits Te	aching Tl	nis Ter	m:		
Please select the average number of hours y	ou spend per v	veek on each of	the follow	ving for the	he curi	ent ser	nester	(Please
include only time spent on Eastern related a								
Instructional and Service Activities	Less than 5 hours	5 – 8 hours	9 – 12 ho	ours	More t		Not	Applicable
a. Scheduled teaching								
b. Preparing for teaching								
c. Grading student assignments								
d. Course Revision								
e. Advising/counseling students								
f. Committee work/meetings								
g. Community/public service								
2. Indicate the frequency with which you us	se each of the t	following evalu	ation meth	ods in th	e cour	ses you	are to	eaching
this semester.								
Evaluation Methods			A		Most	Son		None
a. Essay test			Cou	rses Co	ourses	Cour	eses	
b. Multiple choice test								
c. Combination essay and multiple choice te	of.							
d. Class discussion	St							
e. Application activities in class (Small grou	un work lab av	araisas ata)						
f. Quizzes	ip work, lab ex	ercises, etc.)						
g. Research papers								
h. Competency- based grading								
i. Mid-term exams								
j. Grading on curve								
k. Weekly essay assignments								
1. Student evaluation of each other's work								
2a. Please note additional techniques								
3. Indicate the frequency with which you use semester.	se each of the	following instru	ctional me	ethods in	the co	urses y	ou tea	ch this
Instructional Methods			All Courses	Most Courses		ome urses		None
a. Class discussion								
b. Extensive lecture format								
c. Application activities in class appropriate	to discipline a	nd related				Ţ		
occupations								
d. Independent projects								
e. Group projects								
f. Classroom assessment techniques (minute	e papers, mudd	iest point, etc)						

3a. Please include additional techniques not included in the above listing. **Use additional pages if necessary.**

Approved by LOT: 10/17/11 Replaces 2008

Approved by Cabinet: 11/1/11

g. Computer-aided instructionh. Student presentations

i. Multiple drafts of written work

4. Indicate how importantly you view each of the following education goals for your students.				
Education Goals for Students	Not Important	Somewhat Important	Very Important	Essential
a. Develop ability to think clearly and critically				
b. Prepare for employment				
c. Enhance self-understanding				
d. Prepare for responsible citizenship				
e. Develop personal values				
f. Become life long learners				
g. Enhance out-of-class experience				
h. Instill commitment to community service				
i. Provide for emotional development				

4a. Please include additional goals not addressed in the above listing. Use additional pages if necessary.

5. In your opinion, how well does the College achieve each of the following institutional priorities?				
Institutional Priorities	Effectively Achieves Priority	Somewhat Achieves Priority	Minimally Achieves Priority	No Basis for Judgment
a. Make education accessible to all citizens				
b. Provide services for learners of all academic levels				
c. Support learner success with programs and services				
d. Facilitate community service involvement				
e. Develop community among students/faculty				
f. Help students understand values				
g. Develop leadership ability in students				
h. Promote economic development in the community with workforce education and services				
i. Promote intellectual development				
j. Cultivate and enhance community leadership and active citizenship				
k. Increase/maintain institutional prestige				
1. Support the arts and cultural heritage of the community				

6. Indicate the extent to which you agree with each of the following statements.				
	Strongly Disagree	Disagree	Agree	Strongly Agree
a. Students are well prepared academically				
b. Faculty are interested in students' academic problems				
c. Students are committed to community service				
d. Faculty are supported by Learner Support Services and other staff				
e. Learner Support Staff are supported by faculty				
f. Faculty are interested in students' problems				
g. The College should require all new freshmen to take a one-credit				
"College Success" course				
h. Faculty have a major responsibility to retain students				
i. I am interested in developing courses on the Internet for distance learning				
j. The students I teach are satisfied with their education at EWVCTC				
k. Faculty are committed to the welfare of the institution				

7. Please provide additional comments. Use additional pages if necessary.

Approved by LOT: 10/17/11 Replaces 2008 Approved by Cabinet: 11/1/11

Syllabus Checklist

Faculty	Semester
Course	Date of Review
Academic Program Director	

Syllabus Component	Contained in Syllabus						Comments
	Yes	No					
Course Number and Title*							
Instructor's Name							
Instructor's Contact Information and							
Availability							
Semester and Year							
Day and Time of Class Meeting							
Course Index Number (CRN number listed in							
schedule)							
Course Materials: Required Text; supplemental							
materials							
Course Description*							
Class Focus							
Learner Outcomes*							
Attendance/Tardiness policy							
Grading (including assignments and scale)							
Style/Format of Assignments							
Policy on Missed Deadlines							
Exams (Schedule and Make-up Policy)							
Policy on Academic Dishonesty							
Americans with Disabilities Act (ADA) notice							
Title VII notice							
Syllabus Change Statement							
Course Schedule							
Outline of course content; schedule of course							
activities including testing dates, assignments							
and assignment due dates; required readings							
with author, title of book, and page numbers;							
recommended readings; supplemental learning							
resources	1.5						

^{*} As published on approved Master Course Record Form

Approved by LOT: 10/17/11 Replaces 2008 Approved by Cabinet: 11/1/11