

Evaluation of Administrative and Professional Faculty Policy

Wytheville Community College (WCC) evaluates the effectiveness of its administrators on an annual basis. Each supervisor completes a written evaluation, which is reviewed and discussed with the employee. The evaluation cycle begins February 1 of each year, with a completed and signed form due by March 15 to the Human Resources Office.

Administrative staff positions at WCC fall into two categories: administrators who hold faculty rank and those who are classified staff. Administrative faculty typically include vice presidents, deans, directors, and coordinators. Professional librarians and counselors are also regarded as administrative faculty.

Administrative and Professional Faculty Evaluation Process

Administrators and professional librarians and counselors holding faculty rank are evaluated according to the policies prescribed in the Virginia Community College System (VCCS) *Policy Manual*, section 3.6.1: Administrative and Professional Faculty. Because the VCCS is currently developing a new evaluation plan for these groups, the current (and transitional) policy in the *Policy Manual* simply states, “Colleges will continue to use their current administrative and professional evaluation plans until a new system-wide plan is developed.”

That plan for evaluating administrative and professional faculty, which is no longer included in the *Policy Manual* but which remains in effect until the VCCS establishes a new policy, prescribes that these groups be evaluated on four fundamental criteria:

- effectiveness in the performance of the tasks delineated in the appropriate position description;
- effectiveness in establishing and maintaining positive professional relationships with colleagues, supervisors, students, and the community;
- effectiveness in maintaining a current competence in the particular discipline or field of specialization
- adherence to policies, procedures, and regulations of the college and the VCCS

In addition to these broad criteria, administrative and professional faculty are evaluated in the areas of administrative performance and organization, college activities, professional activities, and community activities as outlined in the following table :

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Criteria	Weighting
<u>Administrative Performance/ Organization</u> <ul style="list-style-type: none"> • Ability to actualize knowledge of administrative area. • Ability to relate to and communicate effectively with supervised staff. • Effectiveness in problem solving and in program implementation. • Skill at implementing suggested as well as stated objectives of supervisors. • Development of college-wide perspective. • Clear and precise understanding of administrative objectives in area of designated responsibility. • Ability to pull together and utilize all available resources including those outside explicit area of responsibility and college. • Knowledge and control of all aspects of administrative operation. • Efficiency and promptness in meeting deadlines. 	65 – 75%
<u>College Activities</u> <ul style="list-style-type: none"> • Support and attendance at college-wide activities. • Positive relationship with colleagues, students, and staff. • Awareness of the mission, vision, and values. • Communication with students. • Adherence to policies, procedures, and regulations of the college and the VCCS. 	10 – 15%
<u>Professional Activities</u> <ul style="list-style-type: none"> • Active knowledge of latest developments in professional field. • Attendance at workshops, short courses, state and national meetings and/ or participation in webinars or distance learning. • Membership and participation in professional organizations. • Any other activity which will increase the ability of the administrator to be more valuable to the college. 	5 – 10%
<u>Community Activities</u> <ul style="list-style-type: none"> • Participation in civic and social clubs or organizations. • Participation in community affairs. • Any general activity in the community which will reflect favorably on the college and which will be of benefit to the community. • Maintain positive relationships with the community. 	5 – 10%

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At the time of evaluation, the administrative and professional faculty determine the weighting percentage they desire for each category. The supervisor completes the evaluation using the “Administrative Evaluation Form A.” This form also provides the opportunity for supervisors to provide written summaries of employees’ performance.

The Administrative Evaluation Form uses the following rating scale:

Explanation of Performance Levels	
Excellent (81-100 points)	The performance rating of “Excellent” indicates that the individual is fulfilling his/her expected faculty duties and functions in one or more areas on such a high level of quality that his/her performance deserves special recognition. The supervisor would be expected to write a justification enumerating the ways in which the individual is excelling. This justification will become a part of the individual’s permanent record.
Very Good (61-80 points)	The performance rating of “Very Good” indicates that the individual is fulfilling his/her expected faculty duties and functions on a high level of proficiency. This rating by the supervisor indicates that no reservation exists in regard to any component of the quality being evaluated.
Good (41-60 points)	The performance rating of “Good” indicates that the individual is doing a solid job in meeting the requirements of his/her position and performing all tasks that are normally expected of him/her.
Needs Improvement (21-40 points)	<p>Although professionals recognize the need for constant improvement, the performance rating of “Needs Improvement” indicates that the individual is fulfilling in a satisfactory manner most, but not all, of the expected faculty duties and functions as listed under criteria for evaluation.</p> <p>This level of performance will be applicable, but not limited, to those faculty who recently have been placed in their current position and who need improvement. The supervisor will be expected to specify to the individual the way or ways in which he/she is failing to meet expected performance standards and to make to the individual specific suggestions concerning ways to improve his/her performance.</p>
Unsatisfactory (0-20 points)	The performance rating of “Unsatisfactory” indicates that the individual definitely is failing to meet the standards of performance expected of him/her as a faculty member at WCC. Normally the rating of unsatisfactory will not be given by the supervisor without previously having given the rating of “Needs Improvement”; therefore, the individual in most cases will be aware of his/her failure to meet expected performance levels in specified areas.

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	<p>The supervisor will be expected to state specifically in writing the ways in which the individual has failed to meet expected performance standards and to explain to the individual the reasons for assigning this rating.</p> <p>Assignments of this rating may indicate that the faculty's services will not be required after contract expiration and that future contracts will not be offered.</p>
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All evaluations of administrative and professional faculty will use these guidelines and include these components. Because these positions vary in nature, supervisors may make minor modifications to the criteria that best enable them to complete position-specific evaluations.

Classified Administrators Performance Planning and Evaluation

Administrators who are members of the classified staff are evaluated according to the performance management system defined by the Virginia Department of Human Resource Management System (DHRM). These regulations and procedures are specified in DHRM http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_40.html.

Performance planning for classified administrators stems from the specific job responsibilities and metrics set forth in their Employee Work Profiles. Their supervisors evaluate their performance on each of those criteria, resulting in an overall rating of "Extraordinary Contributor," "Contributor," or "Below Contributor."

Summary

Wytheville Community College evaluates the effectiveness of both faculty-rank and classified administrators. These evaluations adhere to the requirements of the Virginia Community College System and the Virginia Department of Human Resource Management. With an ultimate goal of continuous improvement, these evaluations are based upon criteria that are specific and appropriate to each administrative position.

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