



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

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Supervisor's Evaluation of Faculty Member

_____	_____
Name	Position
_____	_____
Campus/Division	Supervisor

A. Classroom Performance and Advising

Course Number(s) _____ Date(s) of Visits _____

The following are criteria that may be considered by the chairperson:

1. Exhibits instructional organization.
2. Facilitates learning as a lecturer, discussion leader, demonstrator, or guide.
3. Makes clear assignments.
4. Stimulates students intellectually.
5. Supplements the course texts with a variety of materials and information.
6. Demonstrates an interest in students as individuals through academic advising and other informal meetings.
7. Encourages students to participate in class discussions.
8. Makes effective use of office hours.
9. Pursues all reasonable means of assisting students with special needs.

10. Adheres to course objectives as stated in course syllabus

11. Shows an interest in campus life and student activities.

B. Additional Criteria

The chairperson will evaluate the faculty member in at least three of the following categories:

1. Instructional and curriculum development.

2. Professional growth.

3. Service to the College.

4. Service to the profession.

5. Service to the community.

6. Research and publication.

Goals and Priorities for the Academic Year _____

Name: _____

The purpose of this form is to assist faculty members and chairpersons in agreeing on which major responsibilities a faculty member expects to undertake during the coming academic year. This form should be completed and sent to the division chair by September 15 of each academic year. The categories shown on this form are the categories in which faculty members will be evaluated at the end of the academic year and in which they will be evaluated for promotion and tenure.

The faculty member may choose to write “normal performance” for a particular category. If a special project or activity is planned, a description should be provided under that category.

1. Classroom performance and advising.

2. Instructional and curriculum development.

3. Professional growth.

4. Service to the College.

5. Service to the profession

6. Service to the community.

7. Research and publication.

Faculty Signature: _____ Date: _____

Division Chair Signature: _____ Date: _____

Faculty Self-Evaluation Form

Name: _____

The purpose of this form is to provide division chairpersons with information that will assist them in preparing yearly evaluations of faculty members. Faculty members should list any significant accomplishments in the following categories that might not be obvious to the chairperson. Attach additional pages if needed.

1. Classroom performance and advising.

2. Instructional and curriculum development.

3. Professional growth.

4. Service to the College.

5. Service to the profession.

6. Service to the community.

7. Research and publication.

Faculty Signature: _____

Date: _____