

 <b>Wharton County Junior College</b>	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>	
WCJC Title: <b>Evaluation of Faculty</b>	Section D: <b>Personnel</b>	Page(s): <b>2</b>
<b>BASED ON BOARD OF TRUSTEES POLICY</b>		
Policy Title: <b>Employee Performance</b>	Policy: <b>DLA (Local)</b>	
Subtitle: <b>Evaluation</b>	Date Adopted: 08/01/2020	

### **Purpose**

This procedure provides a process for ensuring consistently high quality performance standards for faculty. It is the responsibility of the College not only to provide evaluation of faculty members, but also to provide faculty with systematic support for improvement of instruction.

The purpose of evaluating faculty performance includes:

1. Assess and promote excellence in the teaching/learning process.
2. Meet the educational needs of students and community by continually monitoring instructional performance.
3. Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement in classroom instruction and service to the institution.
4. Provide a basis for professional growth and development.

### **Procedure:**

1. The Vice President of Instruction shall be responsible for developing and administering a program of evaluation for all full- and part-time faculty as a tool to improve teacher performance. Consistently inferior evaluations may be used as a component in consideration in nonrenewal of contract.
2. A detailed description of the evaluation system shall be published in full in the *Instructor Procedures*.
3. Unless identified weaknesses are documented, a full-time faculty member is assumed to be maintaining a satisfactory level of performance consistent with the standard of excellence established by other faculty in the required areas of responsibility: instruction; departmental duties; other college services such as committee work, cooperation, and administrative duties; and professional growth.
4. A Faculty Evaluation Committee is established each year by the VPI to review the evaluation process and recommend modifications for improvement.

5. Full-time faculty members are evaluated at least once per year. Part-time instructors must be evaluated by the Program Director/Department Head or Division Chair in their first semester of teaching and subsequently every third semester, or more frequently if appropriate
6. Faculty teaching courses offered via distance education may be evaluated in both fall and spring semesters, as are some face-to-face courses, since some courses are offered only in the spring semester.

**Date Prepared:** 05/11/2023 (Lac)

**Revised Date:**