

**VIRGINIA WESTERN COMMUNITY COLLEGE**  
**I – ACADEMIC & STUDENT AFFAIRS POLICIES**  
**I-6 – WORKFORCE FACULTY EVALUATION PLAN**

---

**Policy Number: I - 6**

**Last Reviewed: October 8, 2012**

**Responsible Dept.: VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS**

---

Virginia Western regularly evaluates workforce faculty using the *Student Evaluation of Instructor* form, the instrument used to assess the teaching performance of instructional faculty. The college follows a plan for evaluating workforce faculty, teaching credit classes, that is applicable to all who teach credit classes. This plan includes five major components, each one worth a certain number of points that total 16: (1) a self-evaluation, worth a possible two points; (2) a measure of the instructor's teaching performance using the *Student Evaluation of Instructor* form, worth a possible six points; (3) submission and review of required documents including the course syllabus, textbook, assessment examples, and student evaluations, worth a possible six points; (4) maintenance of positive professional relationships and adherence to college and VCCS policies *and deadlines*, worth a possible two points. The second criteria allot points according to the following plan:

Criterion 2 – Overall Average of Responses to the 17 Questions on the  
*Student Evaluation of Instructor Form*

3.5-4.0 = Excellent = 6 points

3.25-3.49 = Very Good = 5 points

3.0-3.24 = Very Good = 4 points

2.5-2.99 = Good = 3 points

2.0-2.49 = Good = 2 points

Below 2.0 = Unsatisfactory = 0 points

Workforce faculty receive an overall evaluation based upon the total number of points they earn, with 15-16 corresponding to "Excellent"; 12-14, to "Very Good"; 8-11, to "Good"; and below 8, "Unsatisfactory."

The plan prescribes that workforce faculty meet with their supervisors, either an academic dean or workforce program coordinator, for a formal evaluation conference during their first contract period and at designated intervals thereafter (assuming that their student evaluations reveal satisfactory teaching performance during the intervening contracts). All workforce instructors will administer student evaluations for each credit class they teach, and the *summary results* of the evaluations will be shared with them, *as well as maintained in each class file*. Each of these assessments—the results of student evaluations and the record of the evaluation conference—will be maintained in the workforce faculty member's permanent file, *in Human Resources*, at the

college. The plan for workforce faculty evaluation thus prescribes an orderly system of assessment that ensures that instructors are evaluated formally, appropriately, and regularly.

Updated 10/2012

---

Approved by

*Robert H. Sandel*

Robert H. Sandel, Ed.D.  
President

*10/8/12*

Date