

VIRGINIA WESTERN COMMUNITY COLLEGE

I – ACADEMIC & STUDENT AFFAIRS POLICIES

I-8 – ADJUNCT FACULTY EVALUATION PLAN

---

Policy Number: I - 8

Last Reviewed: April 30, 2014

Responsible Dept.: VICE PRESIDENT OF ACADEMIC & STUDENT AFFAIRS

---

Virginia Western regularly evaluates adjunct faculty according to a plan to assess the teaching performance for all instruction. 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) the supervisor's assessment of the faculty member's teaching effectiveness, worth a possible six points; (4) maintenance of positive professional relationships, worth one point; and (5) adherence to college and VCCS policies, worth one point. The second and third 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 (If using evaluations done prior to fall 2013 that have a 4.0 scale)**

- 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

**Criterion 2 – Overall Average of Responses to the 17 Questions on the *Student Evaluation of Instructor* Form (If using evaluations done fall 2013 or later that have a 5.0 scale)**

- 4.37-5.0 = Excellent = 6 points
- 4.0-4.36 = Very Good = 5 points
- 3.75-3.99 = Very Good = 4 points
- 3.12-3.74 = Good = 3 points
- 2.5-3.11 = Good = 2 points
- Below 2.5 = Unsatisfactory = 0 points

**Criterion 3 – Supervisor's Assessment of Performance in the Classroom; Continuous Updating, Improvement, and Innovation in Teaching Materials, Methods, and Assignments; and Maintenance of Office Hours**

- Consistently and Substantially Excels = Excellent = 6 points
- Frequently and Clearly Excels = Very Good = 4 points
- Performs Satisfactorily = Good = 2 points
- Needs Improvement = Unsatisfactory = 0 points

Adjunct 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."

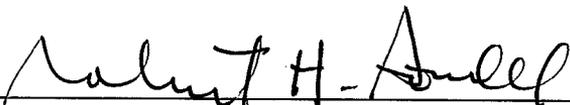
The plan prescribes that adjunct faculty meet with their supervisors, either the respective dean or program head, for a formal evaluation conference during their first contract period and at designated intervals thereafter (assuming that their student evaluations reveal satisfactory teaching performance. All adjunct instructors will administer student evaluations during each course they teach, and these evaluations will continue to be shared with them. Each of these assessments—the results of student evaluations and the record of the evaluation conference—will be maintained in every faculty member's permanent file in the Human Resources Office. The plan for adjunct faculty evaluation thus prescribes an orderly system of assessment that ensures that instructors are evaluated formally, appropriately, and regularly.

Revised 10/15/12

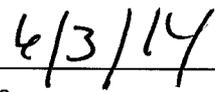
4/30/14

---

Approved by



Robert H. Sandel, Ed.D.  
President

  
Date