

**Eastern West Virginia Community and Technical College
Regulation No. AR- 3.4**

TITLE: Faculty Instructional Evaluation Regulation

DEFINITION:

The Faculty Instructional Evaluation Regulation defines the evaluation process and identifies evaluation materials included in the faculty instructional evaluations. The evaluation process assesses the quality of faculty instructional performance and identifies areas for improvement, encourages growth in instructor performance and provides reasonable criteria for reappointment. The instructional evaluation process is designed to provide meaningful feedback to the faculty, Division Chair and Dean of Teaching & Learning.

EFFECTIVE DATE: NOVEMBER 1, 2011; REPLACES NOVEMBER 7, 2008 AND 2004; November 10, 2020

Summary of Process

The Faculty Evaluation Process consists of classroom observation, analysis of instructional artifacts and a comprehensive evaluation (See attached Faculty Classroom Observation Form (Form A), Syllabus Checklist (Form B), and Online Portfolio Checklist (Form C). Evaluations will be conducted on a cyclical basis dependent upon the number of years affiliated in an instructional role with Eastern West Virginia Community & Technical College.

Evaluation Materials

Student Course Evaluations, Course Syllabus, Classroom Observations, student communications, student enrollment patterns and grade distributions, Faculty Survey and Faculty Portfolio. Contents may include: instructor-generated course materials such as tests, assignments, instructional materials, etc.

Regulation Implementation:

1. Classroom observations will be completed the first semester a faculty member teaches. If recommendations are made for improvement, an observation will be completed the second semester they teach. The Classroom Observation Form (Form A) will be used as the evaluation instrument for this observation. A summary of the observation evaluation will be sent to the faculty by the Division Chair or designee. Classroom observations will be conducted biannually thereafter providing the instructor achieves and maintains a satisfactory rating in all categories.
2. Faculty will develop a portfolio that includes samples of instructional documents for the Faculty Comprehensive Evaluation. The portfolio materials should provide evidence of academic quality and instructional integrity. Portfolio materials will be reviewed by the appropriate Division Chair and/or designee when involved in other parts of the evaluation process. Faculty will submit artifacts prior to or at scheduled classroom/online observation. Examples: exams, PowerPoint presentations, supplemental materials, student projects: see Form C (Online Portfolio Checklist) for further Online Portfolio examples.
3. Student Course Evaluations conducted on a semester basis for each course and section taught by the faculty member will be included in the evaluation process. Only a composite of student responses and comments will be provided to the faculty member and included in the evaluation to maintain the anonymity of the students.
4. Course syllabi will be evaluated for consistency with course description and outcomes, clarity of grading scale and process, course requirements and assignments and instructor contact information. The Division Chair or designee will complete the Syllabus Checklist (Form B) and request needed revisions and resubmission. A copy will be kept in the faculty portfolio and on the shared file. The syllabi evaluations will be completed at the time of each classroom observation and each initial offering of a course.
5. The comprehensive evaluation will be conducted after the first two classroom/online observations and continued biennially thereafter providing the instructor maintains a satisfactory rating in all categories of the comprehensive evaluation process. The Faculty

Approved by LOT: 10/17/11 Replaces 2008; 05-22-17 Replaces 2011; 10-28-20

Approved by Cabinet 11/1/11; 11/10/20

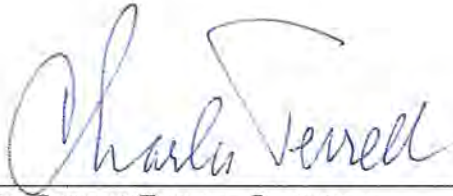
Reviewed by the Board of Governors 11/18/20

Approved by Faculty Assembly: 5/12/17

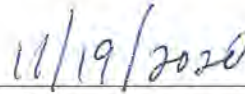
Comprehensive Evaluation Form will be used as the evaluation instrument in this process (Form A).

6. A comprehensive evaluation session held with the faculty will be conducted by the Academic Program Director and designee (when involved in the classroom observations or other stages of the evaluation process).
7. The faculty member will receive a written copy of the evaluation by the end of the next academic term. The faculty will have the opportunity to respond to items addressed in the evaluation. A copy of the completed, signed evaluation (Form A) will be forwarded to the Human Resources Office. The documents will be retained by the Division Chair

The Dean of Teaching & Learning or designee is responsible for implementation.



DR. CHARLES TERRELL, PRESIDENT



DATE

**EASTERN WEST VIRGINIA COMMUNITY &
TECHNICAL COLLEGE**

Faculty Classroom Observation

Initial Observation: _____
Date

Comprehensive Evaluation _____
Date

Faculty Name (Last, First, Middle):		
Course Evaluated (Subject Code, Course Number, Section Number)	Number of Students Present	Subject
Location of Evaluation	Class Format	Length of Observation
Evaluator's Name:	Title	Date of Observation

Summary of Subject Matter Presented:

INITIAL INSTRUCTIONAL EVALUATION

Criteria	Satisfactory	Recommend Improvement	Unable to Observe
Demonstrates knowledge of subject			
Employs classroom or online activities consistent with course			
Integrates presentation materials with required course materials			
Organizes effective and efficient presentation of materials			
Provides clear explanation of subject material (Including applied learning activities/techniques as appropriate to the discipline and related occupations)			
Incorporates philosophy of workplace and citizenship skills into instructional materials as appropriate			
Interacts effectively with students			
Stimulates active student participation and engagement			
Demonstrates awareness of students' comprehension of material presented			
Actively challenges students to expand comprehension of subject matter			

Evaluator Comments:

Comprehensive Instructional Evaluation

(Faculty should be evaluated on initial evaluation checklist and comprehensive evaluation checklist.)

Criteria	Meets Professional Expectation	Recommend Improvement	Unable to Observe
Teaches subject matter that is consistent with course description and established outcomes			
Prepares syllabus that meets institutional standards			
Effectively organizes and presents course material			
Utilizes a variety of teaching and evaluation techniques			
Utilizes applied learning techniques as appropriate to discipline or occupation			
Incorporates philosophy of workplace and citizenship skills into instructional materials as appropriate			
Well prepared for class (Including course content, supplies and equipment)			
Demonstrates techniques to actively engage students in the learning experience			
Encourages students to think critically			
Develops evaluation instruments that are well constructed and consistent with subject material being taught			
Maintains professional demeanor in working with students			
Meets class as scheduled (start and end times as announced in schedule)			
Keeps accurate student records			
Maintains appropriate communication with Instructional Leader			
Works cooperatively and professionally with staff			
Maintains current level of competence in discipline			
Adheres to College policies and procedures			

Approved by LOT: 10/17/11 Replaces 2008; 05-22-17 Replaces 2011; 10-28-20
 Approved by Cabinet 11/1/11; 11/10/20
 Reviewed by the Board of Governors 11/18/20
 Approved by Faculty Assembly: 5/12/17

General Evaluation Summary of Comprehensive Instructional Evaluation: Provide general summary of observations. Areas identified as Recommend Improvement require explanation and improvement plan with measureable outcomes.

Conclusions

General Evaluation Summary of Initial Observation: Provide general summary of observations. Areas identified as Recommend Improvement requires explanation and improvement plan with measureable outcomes.

Append additional pages if necessary. If appending, include notation in box to “See attached”.

--

Previous Instructional Evaluation Reports and Results

Date of Previous Assessment:

List of Outcomes Not Met:

Summary of Actions Taken to Address Unmet Learning Outcomes: Append additional pages if necessary. If appending, include notation in box to “See attached”.

--

Action Plan and Date for Reassessment

Identify action plan for improvement or maintaining current performance levels. Append additional pages if necessary. If appending, include notation in box to “See attached”.

--

ADDITIONAL EVALUATION EVIDENCE:

Courses Taught for Semester/Year _____

CRN	Department & Course #	Course Title	# of Students Enrolled	# Students Completed	Student Satisfaction Survey Score

Syllabus Review/ Completed: _____

Revision Made and Re-Submitted (if needed): _____

Evaluator's Signature _____ Date: _____

Faculty's Comments: If you would like to comment or make corrections, please include below. If comments are added, please sign and return to your Academic Program Director for inclusion in your portfolio.

Faculty's Signature _____ Date: _____

Form B

Syllabus Checklist

Faculty	Semester
Course	Date of Review
Division Chair/ Designee::	Format: Live/Web/Hybrid

Syllabus Component	Contained in Syllabus		Comments
	Yes	No	
Course Number and Title*			
Instructor's Name			
Instructor's Contact Information and Availability			
Semester and Year			
Day and Time of Class Meeting			
Course Index Number (CRN number listed in schedule)			
Course Materials: Required Text; supplemental materials			
Course Description*			
Learner Outcomes*			
Attendance/Tardiness policy			
Grading (including assignments and scale)			
Style/Format of Assignments			
Policy on Missed Deadlines			
Exams (Schedule and Make-up Policy)			
Policy on Academic Dishonesty			
Americans with Disabilities Act (ADA) notice			
Title IX notice			
Syllabus Change Statement			
Course Schedule			
Copyright Statement			

* As published on approved Master Course Record Form

Form C

**EASTERN WEST VIRGINIA COMMUNITY &
TECHNICAL COLLEGE**

Online Observation Portfolio Checklist

Online Observation Criteria	Portfolio Evidence	Evidence Approved
Demonstrates knowledge of subject	Lectures: instructor videos, PowerPoints; self-produced teaching materials	
Employs online activities consistent with course content	Worksheets; quizzes; assignments; discussions etc. clearly linked to Course Learning Outcomes	
Integrates presentation materials with required course materials	Instructor-produced materials complementing textbook; evidence of e-text or online lab materials used in the course	
Organizes effective and efficient presentation of materials	Online Course Review; Blackboard shell/screenshots	
Provides clear explanation of subject material (Including applied learning activities/techniques as appropriate to the discipline and related occupations)	Lectures: instructor videos, PowerPoints: activity instructions; assignment sheets; emails to students; comments on returned work	
Interacts effectively with students	Emails to students; instructor comments on returned work; discussion threads	
Stimulates active student participation and engagement	Lectures: instructor videos, PowerPoints; discussions; emails	
Demonstrates awareness of students' comprehension of material presented	Emails to students; instructor comments on returned work	
Actively challenges students to expand comprehension of subject matter	Lectures, instructor videos, PowerPoints, instructions on activities, assignment sheets, emails to students, comments on returned work	

*Any evidence which bears the name or other identifying information of a student should have this information redacted before submission.

Instructor's name:

Semester:

Reviewer:

Approved by LOT: 10/17/11 Replaces 2008; 05-22-17 Replaces 2011; 10-28-20

Approved by Cabinet 11/1/11; 11/10/20

Reviewed by the Board of Governors 11/18/20

Approved by Faculty Assembly: 5/12/17