

Faculty Evaluation and Merit Portfolio (FEaMP) procedure, and timeline:

- a. The evaluation year begins on January 1 and ends on December 31
- b. Before December 31 of the evaluation year, the Division Chair or his/her designee will conduct an observation of at least one class session or visit the instructor's online class and conduct an observation of the classroom activities and interaction during each evaluation year for adjunct and FT faculty members in their Division based on rank, as indicated in Section 3. If time or schedules permit in a traditional class, the evaluator will provide verbal feedback to the faculty member at the end of the class session which is observed. In any case, he or she will complete the course observation document and send a copy of it to the faculty member within 2 weeks of the class visit.
- c. By the third Friday in January following the evaluation year, the Institutional Research Department will provide each faculty member with the following information for the evaluation year:
 - i. A completed Faculty Load (Success & Retention) Report form; and
 - ii. Student Course Evaluation Report summaries for each course taught during the evaluation year. (If IR is unable to provide these documents by the deadline, the faculty member and the Division Chair may review these electronically during the evaluation conference).
- d. By the January 31, each faculty member will have completed the online FEaMP. If the online version is not ready, an electronic submission or a 3-ring binder can be submitted to respective Division Chairs. Please submit documentation following the order of the FEaMP with sections clearly labeled. The Chair will date stamp the Evaluation File upon receipt.
- e. By the second Friday in February following the evaluation year, the Division Chair will review the FEaMP, complete the Division Chair scores on Section 1, review goals, and merit activities & points.
- f. On or before the second Friday in March following the evaluation year, the Division Chair will meet with each faculty member. The purpose of the meeting is to provide the Chair with an opportunity to:
 - i. review the Evaluation file with the faculty member and
 - ii. discuss the faculty member's strengths/weaknesses and
 - iii. discuss whether the faculty member is eligible for a merit increase or
 - iv. provide the faculty member with a written Improvement Plan (only if applicable) and
 - v. At the end of the meeting the faculty member and the Chair will sign the evaluation in Section 5. Signing Section 5 does not indicate agreement but serves as an acknowledgement that the faculty member has seen the evaluation, recommendations from the chair, improvement plan (if applicable) and discussed it/them with the Chair.

- g.** By the fourth Friday in March following the evaluation year, the Division Chair will submit the completed evaluation files of all faculty members s/he evaluated that year to the Chief Academic Officer.
- h.** If the Division Chair and/or the CAO do not recommend a faculty member for re-appointed the following year, he/she should be notified as soon as possible, but no later than the first Friday in April.
- i.** By the second Friday in April, the CAO will review all evaluations and sign Section 5 for each faculty member, and section 6 for those that opted for Merit. If the CAO does not approve of a faculty member's merit activities or points, then the reason for denial must be written in the comments of section 6. The CAO makes all final decisions regarding merit increases. The number of merit points acknowledged by the CAO will be used to determine the total merit point earning to calculate the unit rate available for merit pay increase. After reviewing and signing, all evaluations must be forwarded to the President for final review and signature.
- j.** By the fourth Friday in April, the President will have all FEaMP's to the Chief Human Resources Officer (CHRO) in the Human Resources Office.
- k.** Once signed by the President and returned to the Human Resources office, the documents will be available to faculty members to retrieve. Electronic versions will be forwarded.
- l.** Academic Affairs will provide Human Resources with a final summary of those promoted, merit points, and merit point increase amounts for each faculty member. Merit and pay raise information will be documented in faculty appointment notifications.
- m.** None of the information on the faculty evaluation document may be altered after the evaluation conference and the document is signed by the faculty member and the Division Chair unless all parties agree to a revision of the original document, initial, and re-sign and date that they agree to the revisions. If a faculty member believes the document was altered, within 7 days of receipt of the final copy of the Evaluation File with all required signatures from Human Resources, the faculty member may submit a written request to the Chief Academic Officer (CAO) requesting an investigation into the integrity of the evaluation process. The CAO will meet with the Division Chair, faculty member, and the Chief Human Resource officer to discuss the allegations set forth in the request. The CAO will provide the faculty member and the Chair with written notice of his/her findings within seven working days of the request.
- n.** A faculty member desiring to appeal an evaluation decision by the Division Chair or the CAO's findings following an evaluation process integrity investigation and/or other personnel decisions may use the procedure set forth in W.Va. Code §6C-2-1, *et seq.* Forms are available in the Human Resources Office and online at:

<http://www.wvnc.edu/offices-and-services/human-resource-forms/773>

Name: Faculty Evaluation and Merit Portfolio	
Effective Date: Jan. 2024	
Date Approved:	
Compliance Codes:	
<p>WV Code https://code.wvlegislature.gov/18B/ §18B-7-15. Merit increases §18B-8-2. Faculty salary rules; salary increase upon promotion in rank. §18B-8-5. Notice to probationary faculty members of retention or nonretention hearing.</p>	<p>WV Community & Technical College System https://wvctcs.org/wp-content/uploads/rules-policies/135-09-sos-final-file-copy.pdf (Same as WVHEPC): https://www.wvhepc.edu/wp-content/uploads/2020/02/133-9final.pdf</p>
<p>West Virginia Northern Community College (wvnc.edu) NC-2015 Faculty Evaluation and Promotion Effective Date: December 21, 2020</p>	<p>§135-9-2. Academic Freedom and Professional Responsibility §135-9-3. Faculty: Ranks and Definitions §135-9-4. Faculty: Types and Conditions of Appointment §135-9-11. Faculty Evaluation. 11.1. All faculty shall receive a yearly written evaluation of performance directly related to duties and responsibilities as defined by the institution. 11.2. Evaluation procedures shall be developed at the institutional level and a copy sent to the Council and filed in the Central Office. Such procedures must be multidimensional and include criteria such as peer evaluations, student evaluations, and evaluations by immediate supervisors. §135-55-16. Employee Performance Evaluations and Merit Increases</p>

Section 1: **Faculty Position Description and Responsibilities Checklist:** (being properly excused constitutes a check of completion)

	Under the supervision of the Program Director and the Division Chair, and the direction of the CAO and the President of the College, faculty perform the following duties for their respective programs or disciplines, and the College:	By faculty <input checked="" type="checkbox"/>	By DC <input checked="" type="checkbox"/>
1.	Follow the rules and regulations of the College.		
2.	Develop a syllabus using the approved syllabus template for each course taught.		
3.	Submit each syllabus electronically following college procedure to the appropriate email address by the first day of class.		
4.	Maintain a workload of 30 load hours or 600 (Health Sciences) contact hours during day and/or evening per academic year. The Division Chair and/or CAO may make adjustments as necessary. (attach faculty load report).		
5.	Meet classes and provide instruction for classes as scheduled.		
6.	Assessment of course learning and student learning outcomes as determined by the Lead Faculty and program director.		
7.	Collaborate on collecting, reporting, and analyzing assessment data.		
8.	Notify Program Director and the Division Chair of the intent to travel on college business well in advance of the date of the expected absence. Complete the Absence Form. Submit your completed Absence Form to your Division Chair.		
9.	Notify the Division Secretary of unexpected absence(s) so appropriate arrangements can be made for your class(es). Submit your completed Absence Form upon return to your Division Chair.		
10.	Maintain a minimum of five (5) office hours per week including on campus hours as approved by the division chair. During the first week faculty return in the fall and spring semester AND the first two weeks of registration fall and spring, maintain ten (10) office hours during the week for advising.		
11.	Teaching and Office Schedule Form must be posted on the office door and submitted to the appropriate division chair within the first week of classes.		
12.	Report first week attendance and final grades at the end of the term via NOW and within established deadlines.		
13.	Advise students in respective program(s) which may include: academic counseling aid in scheduling courses withdrawal/retention counseling career guidance and preparation.		
14.	Participate in commencement ceremonies.		
15.	Assist the Program Director and/or Division Chair with preparation of the program review, annual report, part-time faculty evaluations, self-study reports for accreditation, course and program assessment reports, and other reports and projects associated with the program.		

16	Assist the Program Director and/or Division Chair in the maintenance of equipment and in the recommendations for the purchase of equipment.		
17	Assist the Program Director and/or Division Chair in preparing semester schedules. Assist in the selection of textbook(s) for courses taught. Work effectively with other faculty and the division chair in the selection of textbook(s) or developing Open Educational Resources (OER's) for courses taught		
18	Assist the Program Director and/or Division Chair in proposals and development of new courses, programs, and certificates.		
19	Assist the Program Director and/or Division Chair in student recruitment at high schools, college fairs, as well as business, industry, and agencies related to the program/major or discipline.		
20	Participate in service and/or advising during periods designed for pre-registration, registration, new student orientation and other special College events.		
21	Assist in the evaluation and supervision of students serving as lab assistants and in other Work-Study capacities as applicable.		
22	Review portfolios for the Board of Governors Degree and other programs related to assessment of experiential learning.		
23	Participate in institutional activities such as College-wide events, college standing committees, ad hoc committees, internal and external marketing and promotional activities, and public service activities.		
24	Attend Faculty Assembly meetings, academic division meetings, advisory committee meetings, and other faculty related events as identified by the administration. Participate in professional development activities and professional organizations. Integrate writing, technology, computer applications, and oral presentation requirements into assigned courses where applicable.		
25	Work with the workforce development and/or campus managers, as appropriate, to provide credit or noncredit courses, seminars, workshops, etc.		
26	Assume a positive and active role as a representative of Northern, including support of institutional goals and initiatives.		
27	Generally, display a positive attitude and is cooperative with students, staff, other faculty, and administrators Communicate effectively and respond to students, staff, other faculty, and administrators in a timely manner.		
28	Served on 2 college committees (list them)		
29	Membership to 1 professional organization (list it)		

A. Comment Section:

Section 2: Goals: Parts A & B

Since faculty's primary responsibility is toward the student and student learning, 2 of the goals will be teaching goals, the final goal is faculty choice. Some options include, but are not limited to professional development, service, advising, retention, assessment, strategic planning.

Goals are to be SMART: specific, measurable, achievable, relevant, and timely.

A. Accomplishment report from the previous year's goals

Goal 1:	Activity: Measurement: Achievement:
Goal 2:	Activity: Measurement: Achievement:
Goal 3:	Activity: Measurement: Achievement:

B. 3 new goals for the upcoming year.

Goal 1: Teaching	Activity: Measurement: Achievement:
Goal 2: Teaching	Activity: Measurement: Achievement:
Goal 3: Choice	Activity: Measurement: Achievement:

Section 3: Classroom observation:

Division chairs will conduct classroom observations according to the following rank:

- Professor: every four years
- Associate Professor: every three years
- Assistant Professor: every two years
- Instructor: every year
- Adjunct: once per year depending on the semester(s) they teach

Prior to meeting with the instructor, Division Chair will observe syllabus, assignments, and classroom. They will make notes as necessary. Along with general notes, they will highlight, at minimum, one point of excellence and one point for development in the areas of syllabus, assignments, and classroom.

After the observation, the Division Chair will meet with the instructor and review observation notes.

Syllabus and Assignments Observation

Rank indicates ____year review cycle.	Next classroom observation to take place before Dec. _____(year).
Item to Review	Division Chair Notes
Syllabus <ol style="list-style-type: none"> 1. All template components 2. Grading procedures 3. PLO / CLO / SLO 	
Assignments <ol style="list-style-type: none"> 1. Variety 2. Support PLO / CLO / SLO 3. Integration of writing, technology, and/or oral presentation 	

Below are examples of talking points for the Syllabus and Assignment Observation:

Syllabus

Course materials (syllabi, handouts, quizzes, exams, etc.) shared with students clear and understandable.

Grading procedures shared with students specific, clear and understandable.

The syllabus complies with the WVNCC syllabus template.

The student learning outcomes align with course outcomes as listed in the current master course guide.

Assignments

Evaluation tools and supporting material (exams, projects, assignments) appear to relate directly to the objectives, student learning outcomes and course learning outcomes from the master course guide.

The instructor has a variety of different learning activities which provide for multiple methods of

formative and summative assessment.

The faculty member has attempted to integrate or utilize writing, the use of technology, and/or oral presentations in this class.

Classroom Observation

Item to Review	Division Chair Notes
Organization of class session	
Communication	
Classroom Management	
Student Performance	
Subject Matter Expertise	

Below are examples of talking points for the Classroom Observation:

Organization of Class Session

For an on campus or ONLS session, instructor appears well prepared and organized for class (lecture prepared & organized, learning aids and activities provided, reviews past lessons, arrives on time and uses class time effectively).

For ONLA, instructor has prepared a variety of activities for the class and course is organized and user friendly for students to negotiate (modules prepared & organized, learning aids and activities provided).

Communication

For an on campus or ONLS session, instructor uses eye contact, movement, gestures, or other communication techniques to engage students during the class; instructor asks questions and listens effectively to students; instructor encourages discussion and student input; instructor approaches teaching with enthusiasm and energy.

For ONLA, instructor provides regular announcements, asks and responds to student questions, concerns, messages, & emails in a timely manner; instructor encourages discussions and student input and participates in discussions as appropriate.

Classroom Management

For an on campus or ONLS session, instructor exhibits the ability to manage and control classroom activities and to deal with disruptive or irrelevant behavior in a professional manner.

For ONLA, instructor provides and monitors guidelines and expectations for students who are participating in classroom discussions and responding to other students and demonstrates the ability to deal with disrespectful, disruptive, or irrelevant behavior in a professional manner.

Student Performance

For an on campus or ONLS session, students appear alert, interested, engaged, and involved in the class; students perform appropriately (take notes, respond to questions, participate in the discussion) and seem to be understanding or learning the material.

For ONLA, most students appear to be engaged and involved in the class; most students are submitting assignments, quizzes, exams, and discussion posts on time and of good quality, and the instructor provides detailed feedback about student performance in a timely manner).

Subject Matter Expertise

For an on campus or ONLS session, instructor appears to have a high level of expertise regarding the subject matter of the course; brings in life/career experience.

For ONLA, instructor appears to have a high level of expertise regarding the subject matter of the course; includes supplemental material which brings in life/career experience or encourages application of subject to students' lives.

Section 4: Assessment of Student Evaluations:

Faculty will review the prior years' student evaluations, or the evaluation summary sheet from PIER. The evaluation summary sheet shall be attached and submitted with this document.

Give examples of how you will incorporate the students' feedback to improve student learning. Your focus should be on at least one thing done well that you should continue and at least one thing you can improve. Restate the students' comments and be specific how your response will guide changes in your syllabus, course, curriculum etc.

In absence of any student evaluations, faculty may include a qualitative assessment of what they think is working for the courses or what they have in mind could use improvement.

When available, attach the one-page evaluation summary. Any documentation here could be used for the course/program assessment.

Comment encouraging me to keep doing: (cite CRN)	Comment indicating room for improvement: (cite CRN)
My Response:	My Response:

Section 5: Responses, Recommendations & Signatures:

The purpose of this form is to provide the employee being evaluated an opportunity to respond to statements made in the evaluation.

Division Chair Comments: (referred for merit or remediation needed for improvement. If improvement plan is being recommended, what steps have been taken, or issues addressed to escalate to this action of improvement plan now?)

Employee Response:

_____ I agree with the evaluation and have no response.

Faculty Member's Signature

Date

Division Chair's Signature

Date

Chief Academic Officer Signature

Date

President's Signature (Optional)

Date

Section 6: Merit (Optional)

Activities over and above the basic requirements in the faculty evaluation may be used toward merit. The approved merit activities with corresponding points are listed below. Anything not on the list will need Division Chair approval. New items should be shared among the faculty so all can benefit from new ideas.

For eligibility of promotion, a minimum of fourteen (14) merit points for each of the last three years (14x3=42 merit points), must be earned on your Faculty Evaluation (FEaMP).

Merit pay is calculated as a unit rate, or a dollar value for each merit point. The calculation for the unit rate is the total dollar amount budgeted for merit divided by the total of all faculty merit points. A faculty member's merit pay is equal to merit unit rate multiplied by the total merit points he/she earned.

For illustration, \$5,000 is the total merit budgeted and 786 total merit points were earned by all faculty. The unit rate would be \$5,000 divided by 786 points or \$6.36 per merit point. A faculty member earning 54 merit points would receive \$6.36 x 54 points or \$343.51.

	<u>MERIT ACTIVITIES – TEACHING</u>		Faculty member	Division Chair
Merit activity #	Description of activities (List and describe each activity in the appropriate box, using additional bullets if needed) <i>and attach all documentation at the end of this document</i>	# of activities for this #	Total points requested	Total points approved
1	Added use of new educational technology available for use by students or other faculty. (2 pts each) •			
2	Develop and teach for the first-time web-based course using an approved college platform. (3 pts each) •			
3	Offer a new course (3 pts each) •			
4	Other Activity related to Instructional Performance (2 pts each) •			
	<u>TOTAL MERIT POINTS REQUESTED/APPROVED FOR TEACHING/INSTRUCTION</u>			

	<u>MERIT ACTIVITIES - INSTITUTIONAL OR COMMUNITY SERVICE</u>		Faculty member	Division Chair
Merit activity #	Description of activities (List and describe each activity in the appropriate box, using additional bullets if needed) <i>and attach all documentation at the end of this document</i>	# of activities for this #	Total points requested	Total points approved
5	Advise WVNCC student club or organization or newspaper, special project with students, etc. (3 pts each) OR take students on a field trip OR participate in recruitment activities (2 pts each) •			
6	Participate in activities that help advertise the college and which require your expertise in your field OR b.) Speak in public in a capacity representing the college excluding recruitment activities OR c.) Participate in volunteer off-contract advising or orientation activities (not compensated) or mentoring other FT or adjunct faculty (2 pts each) •			
7	Present faculty or staff workshop (2 pts each) •			
8	Principal author of a grant application (6 pts) OR Major contributor to grant application (3 pts) OR Committee work on grant application (1 pt) •			
9	Service on committees which require significant time commitment or activity (see FERC procedures document for list of committees and points) (3 pts). (If you received release time or a stipend for service on the committee, you cannot claim it here) •			
10	Serve on external or community board (3 pts each) •			
11	Other Activity related to Institutional/Community Service (2 pts each) •			
	<i>TOTAL MERIT POINTS REQUESTED FOR SERVICE ACTIVITIES</i>			

	<u>MERIT ACTIVITIES - PROFESSIONAL DEVELOPMENT</u>		Faculty member	Division Chair
Merit activity #	Description of activities (List and describe each activity in the appropriate box, using additional bullets if needed) <i>and attach all documentation at the end of this document</i>	# of activities for this #	Total points requested	Total points approved
12	Attend professional conference pre-approved by Division Chair (3 pts each) •			
13	Make presentation at conference (4 pts each) •			
14	Serve as delegate to state or national conference (2 pts each) •			
15	Member of professional organization (beyond the 1 required) (1 pt each); Serve on committee in professional organization (2pts each) OR hold regional/national office in professional organization (3 pts each) •			
16	Author textbook or have a patent awarded (8 pts) or section of textbook OR publish in field-related professional journal (3 pts) OR author software or computer program or application for college use (4 pts each); OR researched and developed OER's for a class (3 pts) •			
17	Earn additional degree (10 pts) OR receive additional certification in the field (3 pts), OR take additional college coursework (1 pt for each 1 credit successfully completed) •			
18	Earn CEUs (1 point per 2 CEU's) •			
19	Other Activity related to Professional Development (2 points each) •			
	<i>TOTAL POINTS REQUESTED/APPROVED FOR PROFESSIONAL DEVELOPMENT ACTIVITIES</i>			
<i>TOTAL POINTS REQUESTED/APPROVED FOR ALL MERIT ACTIVITIES</i>				

Comments pertaining to merit activities and or points:

Faculty Member Signature for merit

Date

Division Chair Signature for merit

Date

Chief Academic Officer Signature for merit

Date