

CONCORD UNIVERSITY BOARD OF GOVERNORS
POLICY NO. 39
PROCEDURE FOR FACULTY EVALUATION

- SECTION 1.0 GENERAL
- 1.1 Scope: This policy establishes a procedure for faculty evaluation
- 1.2 Authority: WV Code 18B-2A-4 and
HEPC Procedural Rule Series 9
- 1.3 Effective Date: November 6, 2007
- 1.4 Approved by: West Virginia Higher Education Policy
Commission
- SECTION 2.0 PURPOSE
- 2.1 To establish the procedure for the annual performance evaluation of full-time tenured, tenure-track, non-tenure-track faculty (continuing and non-continuing), and part-time faculty (continuing and non-continuing) at Concord University.
- 2.2 To affirm and ensure:
- 2.2.1 Compliance with state code and HEPC rules.
- 2.2.2 All faculty receive a written annual evaluation of performance directly related to duties and responsibilities as defined by their contracts with the University.
- 2.2.3 Evaluation procedures are multi-dimensional and include criteria such as personnel committee evaluations, student evaluations, and evaluations by immediate supervisors.
- 2.2.4 Evaluations encourage professional growth and development of the faculty and assist in making personnel decisions.
- SECTION 3.0 PROCEDURE FOR FACULTY PERFORMANCE EVALUATION
- 3.1 Each academic year all faculty will submit to the Division Personnel Committee a portfolio providing documentary evidence of student evaluations, self-evaluation and Personnel Committee evaluations
- 3.2 Evaluation instruments in each portfolio include, but are not limited to:
- 3.2.1 Student evaluations—completed during the last two weeks of every semester, spring and fall, for all non-tenured faculty and every third semester for tenured faculty. Copies of the evaluation results will be sent to the individual faculty member, his/her division chair and the Office of the

Vice President and Academic Dean.

- 3.2.2 Professional Activities Summary—submitted annually to the division chair by the eighth week of the spring semester.
- 3.2.3 Advising evaluations—completed by students annually during the fall course selection process, and every three years during the spring course selection process and returned to the faculty member.
- 3.3 The portfolios of all tenured faculty and tenure track faculty will be reviewed by the Division Personnel Committee.
 - 3.3.1 Criteria that the Division Personnel Committee will consider are:
 - 3.3.2 Teaching effectiveness
 - 3.3.3 Professional growth and development
 - 3.3.4 Working relationships
 - 3.3.5 Service to Concord University
 - 3.3.6 Community service
- 3.4 The sequence for review and recommendation for all tenure track and tenured faculty is:
 - 3.4.1 From Division Personnel Committee to department chair, if one exists
 - 3.4.2 From department chair to division chair
 - 3.4.3 From division chair to Vice President and Academic Dean
- 3.5 At each point in the review process, a report explaining the recommendation will be sent to the next level of review, with a copy of the report given to the faculty member.
- 3.6 All tenure-track recommendations, whether positive or negative, shall be forwarded to the President for the final decision.
- 3.7 Non-retention notices will be sent to tenure track faculty by the Office of the President no later than:
 - 3.7.1 March 1 of the first academic year
 - 3.7.2 December 15 of the second academic year
 - 3.7.3 At least one (1) year before the expiration of an appointment after two (2) or more years of service to the University.
- 3.8 The division chair reviews all other classifications of faculty. Negative reviews by the division chair must be forwarded to the Vice President and Academic Dean.
- 3.9 Evaluations become part of the personnel file maintained at each level for six years.