

**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE**  
**FACULTY EVALUATION AND PROMOTION POLICY**

Date approved by cabinet: February 13, 2024

Effective date: March 26, 2024

Expiration date (5 years from effective date if not renewed):

**Section 1. Purpose**

- 1.1. To communicate policy for the annual evaluation of full-time faculty by which faculty accomplishment may be planned, measured, and maintained to improve performance and fulfill the mission of the academic department and institution.

**Section 2. Performance Management**

- 2.1. Evaluations will be completed annually for all full-time faculty members of BridgeValley.
- 2.2. Annual evaluations will be based on assignments as described in the letter of appointment and subsequent appointment documents, and will focus primarily on strengths and weaknesses, on the best use of one's talents to meet the unit's needs, and on specific recommendations for improvement and professional development.
- 2.3. Annual evaluations will provide an outline of future goals and objectives.
- 2.4. Annual evaluations will be used to support recommendations and decisions concerning reappointment, retention, and promotion, as well as program assignments, sabbatical and other leaves of absence, and performance-based salary increases.
- 2.5. Annual evaluations will serve as a tool to help develop future goals and objectives as well as expectations as they pertain to the mission of the College.
- 2.6. The annual evaluation will be used to assist individual faculty members in developing their talents and expertise to the maximum extent possible, and in promoting continuing productivity over the course of their careers, consistent with the role and mission of the College.
- 2.7. The annual evaluation is related to one's goals and performance. The resultant annual assessment will be used to guide the faculty members in areas in which improvement may be needed, and, if positive, as a basis for performance-based pay adjustments. The annual evaluation also provides the opportunity to develop changes in responsibilities that reflect the strengths of the individual and the needs of the College.

- 2.8. All full-time faculty, (who hold faculty rank), will participate in the BridgeValley faculty evaluation process.
- 2.9. The following will be evaluated by their respective immediate supervisor as follows:
  - 2.9.1. Department Chairs review/evaluate regular, full-time faculty in their respective departments (including program coordinators).
  - 2.9.2. Division Deans review/evaluate Department Chairs in their respective divisions.

### **Section 3. Criteria & Standards**

- 3.1. Faculty members are expected to contribute to the missions of specific departments and divisions of the college and are to be judged accordingly. Consequently, the evaluation of faculty is to occur in relation to the faculty member's particular roles at the institution. Accomplishments of the faculty member are judged in the context of these roles.
- 3.2. Collectively, the faculty members teach, advise, assess, engage in professional development, design curriculum, and provide professional, community, and institutional service. The extent to which a faculty member's responsibilities emphasize the college's mission will vary.
- 3.3. In the approved letter of appointment, the general terms of the faculty member's major responsibilities are defined. The terms of this appointment are to be reviewed periodically and may be changed by mutual consent, consistent with this document. Within the terms of this general apportionment of responsibilities, the details of a faculty member's specific assignments should be subject to joint consultation and are to be determined and approved by the appropriate administrator.
- 3.4. Adjustments in the expectations for faculty members may occur in keeping with changing institutional/unit priorities and personal interests.

### **Section 4. Promotion in Rank**

- 4.1. Promotion in rank recognizes exemplary performance of a faculty member. The evaluation for promotion in rank provides the opportunity to assess a faculty member's growth and performance since the initial appointment or since the last promotion.
- 4.2. Faculty members applying for promotion must complete their respective evaluation tools, as established by the Faculty Evaluation Committee (FEC).
- 4.3. In addition to being evaluated by their respective immediate supervisors, all faculty members applying for promotion must also be evaluated by the FEC. Any faculty members applying for

promotion who also serve on the FEC must recuse themselves from all discussions and votes regarding their promotion requests.

- 4.4. Upon completion of the FEC's promotion evaluation, all evaluations will be submitted to the Chief Academic Officer and President, for final review/decision.
- 4.5. Academic rank is not automatically conferred but results from a Presidential decision based upon appropriate recommendations and the record in the personnel file. The published requirements are normally to be considered as minimal. In exceptional circumstances, these requirements can be waived where other evidence shows that the person being considered is qualified for promotion in rank. In instances where a requirement is waived, there must be substantial argument that other experience is equivalent or superior to the requirement as listed. Academic rank is a way that those who make substantial contribution to the campus are recognized. Those of advanced rank should have demonstrated academic excellence, especially in teaching.

### **Section 5. Competency Rating System**

- 5.1. All faculty will be appraised on a scale established by FEC, and administration.

### **Section 6. Faculty Evaluation Committee (FEC) Role**

- 6.1. Members of the institution's community share responsibility for faculty evaluations. Primary responsibility for the quality and presentation of an individual's work lies with the faculty member. Faculty colleagues participate in review for promotion through membership on the Faculty Evaluation Committee (FEC).
- 6.2. The FEC will be comprised of members as stated in the BridgeValley Faculty Senate Constitution and Bylaws. The FEC is charged with evaluating faculty members who are applying for promotion and faculty members who rebut any part of their evaluations from their respective evaluators. In addition, faculty members have the option to have FEC evaluate them in addition to their respective direct supervisor.

### **Section 7. Process**

- 7.1. BridgeValley will adhere to the timeline for faculty performance evaluations as collaboratively established by the FEC and administration. All faculty evaluation timelines are included in the Faculty Evaluation Handbook.