Title: #IV-8. Procedures for Annual Faculty Evaluation, Promotion and Tenure

Date: April 23, 2025 (Replaces version dated April 8, 2024)

I. INTRODUCTION

The ability of a college to function, progress, develop excellence, and serve society depends on both the individual performance of each faculty member and the collective performance of the faculty as a whole. Thus, the success and reputation of a college are highly dependent upon the talents that exist among its faculty and how effectively those talents are marshaled to accomplish the institutional mission. To achieve and maintain high quality, a comprehensive faculty evaluation system is essential. Properly administered, this system will encourage professional growth of individual faculty members, assure retention of those faculty members who demonstrate a high level of scholarship and academic performance, and permit appropriate recognition of achievement.

The work of faculty members as independent professionals is not easily categorized or measured. The evaluation of faculty must be guided by principles and procedures designed to protect academic freedom and to ensure accuracy, fairness, and equity. This document outlines these broad principles and establishes the rigorous and common procedures necessary to maintain these qualities in the faculty evaluation process.

Annual evaluation, promotion in rank, granting of tenure, and the renewal of term appointments are acts of critical importance both to members of the academic community and for the welfare of the college. The annual evaluation process contributes to the improvement of faculty members and the college and is both evaluative and developmental. Retention, tenure, promotion, and performance-based pay decisions reward individual achievement and also shape the college.

II. FACULTY RANKS AND DEFINITIONS

Faculty ranks will be in accordance with those ranks fitting for a community college as defined in the procedural rule of the West Virginia Council for Community and Technical College Education entitled *Academic Freedom, Professional Responsibility, Promotion, and Tenure*, 135 C.S.R. 9.

III. GENERAL PRINCIPLES OF FACULTY EVALUATION: PROCESS, CRITERIA AND STANDARDS

A. The Faculty Evaluation Process

The faculty evaluation process at West Virginia University Parkersburg (WVUP) is designed to assist the institution in attracting talented faculty members, helping them reach their potential, rewarding their proficiency, continuing their productivity and professional development throughout their careers, and retaining those who are outstanding. The process has seven distinct components:

1. Annual Evaluation

Annual evaluation provides an opportunity to review a faculty member's past performance and to develop future goals and objectives; it forms the basis for any annual performance-based salary raises and other rewards. Cumulatively, annual evaluations establish a continuous written record of expectations and performance that will encourage professional growth and provide support for retention, promotion, tenure, and other recognition. For annual evaluations, faculty will submit the annual report and an updated curriculum vitae. Additional documentation may be requested at any level of the review if questions arise. This information should be submitted in one file, either electronically or in one file folder. Faculty reviewed annually include tenured faculty, tenure-track faculty, term faculty, instructional specialists with academic appointments, temporary faculty, and part-time faculty.

2. Evaluation for Promotion in Rank

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. For evaluation for promotion in rank, faculty submit all annual evaluations since the previous promotion, an updated curriculum vitae, and other supportive documentation that builds and supports the case for promotion. This information should be submitted in folders arranged chronologically since the previous promotion. There should be one folder for each year and other artifacts as warranted may be included in the folder.

3. Annual Review Option for Fully-Promoted, Tenured Full Professors

Fully-promoted, tenured full professors may choose to submit an annual evaluation every three years using the criteria described in # Paragraph 1 above. During the interim period fully-promoted, tenured full professors will submit an abbreviated, self-reflective report.

4. Evaluation of Instructional Specialists in Academic Divisions

Deans, the Vice President for Academic Affairs, and the President shall review the cumulative personnel file, containing data from each year of appointment, for full-time instructional specialists annually following the goals and expectations as defined in their initial letter of appointment.

5. Evaluation for Performance Based Salary Increases

A performance-based salary increase recognizes exemplary performance of a faculty member and is based upon the annual evaluation.

Responsibility for faculty evaluation is shared by members of the college community. Primary responsibility for the quality and presentation of an individual's work lies with the particular faculty member. The legal authority and responsibility of division deans, the Vice President for Academic Affairs, and the President enter into the determination of academic personnel decisions as do the needs and circumstances of the division and WVUP**.**

B. Criteria

Faculty members are expected to contribute to the mission of WVUP and will be evaluated 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.

Collectively, the faculty teach, advise, engage in research and creative activity, and provide public, professional, and institutional service. The extent to which a faculty member's responsibilities emphasize WVUP's mission will vary. In the approved letter of appointment the President shall define the general terms of the faculty member's major responsibilities and identify the year by which he or she must obtain tenure, if applicable, or the year a multi-year term appointment expires. The general apportionment of responsibilities and the details of a faculty member's specific assignments should be subject to joint consultation, but ultimately shall be determined by the President.

The criteria described in Section III shall be applied to all faculty members in ways which equitably reflect the particular responsibilities and assignments of each. How these criteria apply to a faculty member's own set of duties must be clear at the time of appointment and reviewed in the annual evaluation. Adjustments in the expectations for faculty members may occur in keeping with changing institutional and unit priorities and personal interests. All tenure-track, term, or tenured faculty members must do scholarly, creative, or professional work that informs their teaching and service.

IV. PROFESSIONAL EXPECTATIONS OF FACULTY MEMBERS

At WVUP, teaching and service to students, professional development and growth, and service to the institution and community constitute the heart of its mission and of its criteria for faculty evaluation. Faculty responsibilities are defined in terms of activities undertaken in each of the three areas; therefore, faculty evaluation is based primarily upon a review of performance in these areas.

A. Teaching Metrics

Because teaching is recognized as the faculty member's primary responsibility, the area of teaching and service to students is given the greatest weight when considering candidates for tenure, renewal of a multi-year term appointment, or promotion.

Teaching involves the dissemination of knowledge, the stimulation of critical thinking, and the development of artistic expression. Teaching includes not only traditional modes of instruction such as the classroom lecture, but also modes such as clinical, laboratory, and practicum instruction; evaluation and critique of student performance; and various forms of continuing education and non-traditional instruction. Service to students includes responsiveness to student needs, innovations and improvements in instruction, and availability to students for academic advising and career counseling, which are special dimensions of the educational process and essential to student success.

The evaluation rubric will define the criteria for evaluation.

B. Professional Activities

Faculty members are expected to undertake a continuing program of studies, investigations, or creative works that are germane to their assignments. Professional growth and development activities include such items as acquiring additional credit in courses which broaden or strengthen the faculty member's area of expertise, participation in non-credit workshops, seminars or special lectures, attendance at professional meetings or conferences, membership in professional organizations, publication or original work, independent study, and/or other areas as determined by each division. Engagement in the community is part of the college's Strategic Plan. Many faculty, through professional activities on boards, clubs, and other organizations, are active in the community, and in doing so, fulfilling one of the college's major goals. While community service is not a faculty requirement, it is a component of service that helps strengthen the relationship of the college with the community.

C. Enhancing University Effectiveness

Service to the college includes contributions to the efficiency and effectiveness of the faculty member's division and the college. The evaluation rubric will define the criteria for evaluation.

V. CONTEXTS OF APPOINTMENT FOR TENURED OR TENURE-TRACK FACULTY

A faculty member is usually appointed without tenure in accordance with W. Va. Code § 18B-3C-9, though appointment with tenure is possible. To be appointed with tenure, or to the rank of Professor, the individual must have been interviewed by the President during the interview process; the individual's curriculum vitae must be reviewed by the President; and a written request for tenure must be submitted by the division dean and Vice President for Academic Affairs to the President.

VI. REQUIRED PERSONNEL ACTIONS/TIMELY NOTICE

A personnel action is required each year for each faculty member. Such personnel actions include reappointment, promotion, tenure, or non-renewal.

Timely notice of the personnel action will be in accordance with 135 C.S.R. 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure.*

VII. DISCRETIONARY PERSONNEL ACTIONS

Discretionary personnel actions are those which are not required to be taken at specific times and include, but are not limited to, the following:

- Promotion in rank when the critical year does not apply;
- Renewal or non-renewal of contract for a non-tenure-track or term faculty member;
- Termination of the appointment of a tenured faculty member for cause (as defined in 135 C.S.R. 9 and Board of Governors Policy B-2).
- Award of performance-based salary increase.

A faculty member will be reviewed automatically in the critical year, unless the faculty member requests no review, in which case a one-year terminal contract will be issued. Otherwise, consideration of a faculty member for promotion is initiated by the faculty member. A faculty member whose application for promotion is unsuccessful must wait at least one full year after the decision is rendered before submitting another application, unless a critical-year decision is required.

Evaluations and recommendations for promotion and/or tenure are based primarily on the faculty member's contributions since appointment at WVUP but may be based in part on work elsewhere for which years of potential credit have been identified in the letter of appointment. In the latter case, evidence of the faculty member's performance during the established years of credit must be included in the personnel file.

While tenure and promotion are separate actions, only in the most extraordinary circumstances may a person be granted tenure without already being at or above the rank of Assistant Professor. The granting of promotion does not guarantee the award of tenure in a subsequent year. Neither promotion nor tenure shall be granted automatically or merely for years of service, which is in accordance with 135 C.S.R. 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure.*

VIII. FACULTY EVALUATION FILE

Evaluations and recommendations shall be based on both quantitative and qualitative evidence. The faculty self-assessment form must be contained in the faculty member's evaluation file. The Dean's assessment as to the quality of the faculty member's teaching metrics, professionals

activities, and enhancing university effectiveness, as applicable. Division deans, Vice President, or the President may request additional materials related to the evaluation during the review process.

An official faculty file shall be established and maintained for each faculty member to be housed in the respective division office. Files for division deans will be housed in the Academic Affairs office. The record in the file must be sufficient to document and to support all personnel decisions.

The faculty member's file must contain, at the minimum, the following items:

- An up-to-date curriculum vitae or resume containing a) critical dates relative to education, employment, change in status, promotion, leave of absence, etc.; b) documented evidence of scholarship and professional development or growth; and c) a list of service activities.
- For faculty with multiple reporting lines, each supervisor will provide an evaluation of the individual's performance.
- Other information and records that the dean or Vice President for Academic Affairs may include. Faculty members must be informed of such additions and may include written responses to such material.

The Vice President's Office will periodically issue more detailed instructions for the development and maintenance of faculty personnel files.

IX. COMPLETION OF AND ACCESS TO THE FILE

The faculty personnel file shall be updated in a timely manner according to Section XIII of this document. On the appropriate deadline date, the file shall be closed for the review period. Only such materials generated as a consequence of the faculty evaluation or requested by the reviewers shall be added to the file after the deadline date. Additional requests for materials during the review process shall be made to the Vice President for Academic Affairs.

Faculty members have the right to access their completed evaluation files by making an appointment with HR during regular office hours, without giving reasons. Otherwise, only members of a hearing panel, or administrative officers responsible for personnel recommendations will have access to such file. The appropriate administrative officer shall determine what material is necessary to fulfill the need to know. All persons will treat the material from the file as confidential and ensure the files' security.

X. ANNUAL EVALUATIONS

A. General Description

The performance of individual faculty members is evaluated annually throughout their careers at WVUP. These written evaluations, which are required for all full-time and continuing part-time faculty members, provide individuals with a written record of past performance, accomplishments, and continuing expectations; an ongoing critique of strengths and weaknesses; and documents

that support recommendations and decisions concerning reappointment, retention, promotion, and tenure as well as program assignments, sabbatical and other leaves of absence, and performance-based salary increases. The primary purpose of these annual evaluations is 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. The specific nature and purpose of a faculty member's annual review may vary, in accordance with the type of appointment, rank, and, where appropriate, tenure or term status.

B. Descriptors for Annual Review

The annual review of a faculty member's performance in each of the mission areas to which he or she is assigned shall be assessed as noted in the evaluation rubric.

XI. CRITERIA FOR PROMOTION, PERFORMANCE BASED SALARY INCREASE, MULTI-YEAR TERM APPOINTMENT OR TENURE

At WVUP, recommendations for tenure, performance-based salary increase, promotion in rank, renewal of term appointment (for tenure track or term faculty), or a multi-year appointment are based on three broad categories: Teaching Metrics, University Effectiveness, and Professional Activities, unless otherwise noted on the evaluation rubric. The baseline expectations for satisfactory performance in these three areas shall be assessed as noted in the evaluation rubric provided by the Vice President for Academic Affairs.

It is the goal of the institution to retain high quality faculty in order to meet the institution's mission. Offering tenure, performance-based salary increase, promotion, or multi-year appointments are ways to retain faculty. Because teaching is recognized as the faculty member's primary responsibility, the area of teaching is given the greatest weight when considering candidates for tenure, performance-based salary increase, promotion, or multi-year appointments.

A. Promotion

Faculty who consistently meet or exceed expectations in all three major categories in the faculty evaluation in the years preceding promotion meet the requirements to be considered for promotion.

B. Multi-year Appointments

Term faculty may be given a contract from one to three years. Following three years of service, faculty may apply and be considered for a multi-year term appointment by checking the box on the self-assessment form. Multi-year term appointments may be offered based on the following criteria: faculty must consistently meet the criteria of

Exceeds Expectations in the category of Teaching and/or meet the criteria of Exceeds Expectations in the other major categories over the review period. A faculty member must also receive a recommendation from the Dean of their Division and Vice President for Academic Affairs with final approval from the President.

Multi-year term appointments will be offered based on division needs, enrollment trends, and budget considerations. If a multi-year term appointment is granted to a faculty member, the faculty member retains no right to the automatic renewal of a multi-year term appointment. Results of the faculty member's evaluations and the needs of the institution will be reviewed to determine whether another multi-year term appointment will be offered. At the end of a multi-year term appointment, the administration will communicate the type of term appointment that will be offered for the upcoming year.

C. Tenure

Term faculty may be moved into open tenure spots. The criteria for being considered for tenure is as follows: the faculty member must be at the rank of Associate Professor or higher, have been employed at WVUP for seven or more years, and Exceeded Expectations in all major categories in the Faculty Evaluation Form for multiple review periods. If the faculty member meets these criteria, then they may check the box to be considered for any open tenure positions on the Faculty Evaluation Form upon submission in January. In addition to submission of the Faculty Evaluation Form and an updated CV or resume, the faculty member must also submit a detailed rationale supporting appointment to tenure. A faculty member must also receive a recommendation from the Dean of their Division and Vice President for Academic Affairs with final approval from the President.

Even though a faculty member may meet all of the criteria listed, this does not guarantee a faculty member will receive tenure. Institutional needs, limited tenure spots, enrollment trends, budget considerations, and other factors may be taken into consideration for granting tenure.

XII. EVALUATION PROCESS

Evaluations of faculty credentials are carried out at three levels of college organization: (1) division dean (2) Vice President for Academic Affairs and (3) President. When appropriate, a judgment is made at each of these levels by the administrative officer of the respective unit. Faculty members should neither initiate nor participate in institutional decisions involving a direct benefit (initial appointment, retention, annual evaluation, promotion, performance based salary increase, salary, leave of absence, etc.) to members of their immediate family or household.

All processes for notification for positive or negative decisions will be in accordance with 135 C.S.R. 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*.

After reviewing the recommendations by the division, the college, and their administrators, the President shall make the final decision on promotion and tenure of all faculty members. The President or his or her designee will report promotion and tenure decisions to the Board of Governors, including the number of faculty members promoted or granted tenure and verification that the appropriate standards and guidelines have been met.

The faculty member and the Vice President for Academic Affairs will be notified in writing by the President of the decision rendered.

The college will follow the guidelines set forth in 135 C.S.R. 9, Academic Freedom, Professional Responsibility, Promotion, and Tenure, when declining to retain, terminating, or denying tenure to a faculty member.

XIII. DEADLINES FOR ANNUAL REVIEW

Annual Review Evaluations for All Full-Time Faculty. This calendar is used for faculty members who are not probationary.

Agreed upon end of first working week in January	Deadline for faculty to turn in evaluation to division office.
March 1	Deadline for Deans to forward division reviews to the Vice President for Academic Affairs.
April 1	Deadline for evaluations to be completed at the Vice President for Academic Affairs' level and recommendations to be forwarded to the President.
May 15	President provides to all faculty written notice of planned continuation of contract, promotion or tenure, renewal of multi-year term appointment, or of non-renewal or termination.