



**Evaluation of Faculty for Multi-Year Appointment
Procedure**

a) Establishing an Ad Hoc Committee

- a. In accordance with VCCS Policy, the president shall establish an Ad Hoc Appointment Advisory Committee to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year appointments.
- b. Membership of the committee shall be from faculty and administration, with faculty members in proportion to the various faculty segments at the college and administration representation not to be more than one third of the members. The distribution of membership shall be:
 1. Humanities and Social Sciences – two teaching faculty
 2. Professional Programs – two teaching faculty
 3. STEM – two teaching faculty
 4. Professional faculty (librarians, counselors) – one professional faculty
 5. Administration – one administrator
- c. Faculty members recommended to serve on the Ad Hoc should currently be under a multi-year appointment.
- d. The teaching faculty and professional faculty (librarians and counselors) will recommend members to the Vice President for Academic and Student Affairs for service on the committee in accordance with processes that are established by each of these representative groups.
- e. The Vice President for Academic and Student Affairs will provide the recommended faculty and administrative Ad Hoc committee members to the president for consideration.

b) Criteria for Multi-Year Appointments

Per VCCS Policy, the criteria to be considered by the committee as it evaluates faculty for three- and five-year appointments shall include, but not be limited to, the following:

- a. competence of faculty members as teachers or in their assigned function;
- b. effectiveness of faculty members in carrying out their functions and duties as prescribed in the college Faculty Handbook;
- c. ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community;
- d. extent and currency of professional qualifications;

- e. adherence to all policies, procedures and regulations as outlined in the college Faculty Handbook, the VCCS Policy Manual, any policy, procedure, and
- f. regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia; and
- g. evaluations.
- h. Where additional criteria are considered, they shall be stated in the report of the committee.

c) *Evidence to be Considered by Ad Hoc Committee*

For the committee to consider appropriately the above criteria in (2) a-h, the committee shall have access to information regarding each faculty member under consideration. Such information shall be retained in strict confidence by the committee. Evidence shall include:

- a. An application indicating faculty's desire to be considered for multi-year appointment, sent to eligible faculty in the fall of each semester by Human Resources (see Appendix A)
- b. Faculty Self-Assessment including *only* the most recent year's evaluated APPDOs, signed by the faculty and dean, provided by faculty to the dean for inclusion
- c. Classroom evaluation of faculty by dean, signed by faculty and dean, provided by the dean
- d. Deans Summative Evaluation, signed by faculty and dean, provided by the dean
- e. A crosswalk of criteria for appointment, as stated in policy and found above in (2) a-h, to the Dean's Summative Evaluation for facilitating review and evaluation by the Ad Hoc Committee. (see Appendix B)

d) *Timeline for Evaluation (Approximate dates)*

- a. By November 15th – President shall invite members to participate on the Ad Hoc committee
- b. By December 1st – President shall finalize the committee
- c. By December 5th – VP of ASA and AVP of HR will provide the committee members with an orientation to the roles and responsibilities of the committee including a thorough review of the policy, and request the selection of a committee chair
- d. By December 10th – Ad Hoc Committee shall select a chair
- e. January (prior to 10th) – Ad Hoc Committee meets to review the documentation for each of the faculty eligible for a multi-year appointment and make recommendations to the President
- f. January 10th – President approves faculty for multi-year appointments
- g. January 15th – HR informs faculty of eligibility status

e) *Outcomes of Ad Hoc Committee*

Should the Committee recommend other than affirmative, the applicant shall be invited for an interview prior to the Committee's final decision. The President will notify the applicant of the decision at the end of the process. If the applicant is turned down, the applicant is due an explanation from the Committee or the appropriate administrator regarding why the multi-year appointment was rejected.

f) *Expectations of Confidentiality*

Committee members are expected to hold in strict confidence the information contained in the evidence reviews and the deliberations of the committee. Communications and/or documents provides should not be forwarded or shared with any persons that are not on the Ad Hoc committee. The integrity of the process depends upon the committee's adherence to these standards of confidentiality.

g) *Periodic Evaluation*

- a. The Vice President of Academic and Student Affairs shall initiate a review of the procedure following the first academic year of implementation and then thereafter review on a three-year cycle.
- b. Evaluation will include feedback from all stakeholders.

Document History:

Approved: K. Blosser, April 2022

Appendix A: Application for THREE – and FIVE - YEAR Appointments

[This can be replaced w/ a blank version from HR]



TO: [REDACTED] FROM: JoAnn Ellwood *JE*
SUBJECT: Multi-Year Appointment Application DATE: [REDACTED]

APPLICATION FOR THREE- and FIVE-YEAR APPOINTMENTS

In January, the Ad Hoc Multi-year Appointment Committee will meet to consider the candidacy of faculty who are eligible for a multi-year appointment. Our records indicate that you are eligible for consideration of a **Three-year** appointment effective on **August 16, 2022**.

Please indicate below your desire to be considered for a multi-year appointment no later than December 1, 2021.

- I wish to be considered for a multi-year appointment.
 I do not wish to be considered for a multi-year appointment.

[REDACTED] [REDACTED]

Signature Date

College Procedures:

The president shall establish an Ad Hoc Appointment Advisory Committee to provide information and advice for the president's consideration on all faculty members eligible for three- and five-year appointments. Human Resources will forward your application to the Ad Hoc Committee Chair for review.

Per VCCS Policy 3.04, The criteria to be considered by the committee as it considers faculty for three- and five-year appointments shall include, but not be limited to, the following: (a) competence of faculty members as teachers or in their assigned functions; (b) effectiveness of faculty members in carrying out their functions and duties as prescribed in the college Faculty Handbook; (c) ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community; (d) extent and currency of professional qualifications; (e) adherence to all policies, procedures and regulations as outlined in the college Faculty Handbook, the VCCS Policy Manual, any policy, procedure, and regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia; and (f) evaluations. Where additional criteria are considered, they shall be stated in the report of the committee. In order for the committee to consider appropriately the above criteria, the committee shall have access to all available information regarding each faculty member under consideration. Such information shall be retained in strict confidence by the committee.

Should the Committee recommend other than affirmative, the applicant shall be invited for an interview prior to the Committee's final decision. The President will notify the applicant of the decision at the end of the process. If the applicant is turned down, the applicant is due an explanation from the Committee or the appropriate administrator regarding why the multi-year appointment was rejected.

Appendix B: Crosswalk of Criteria for Appointment to the Dean’s Summative Evaluation

Criteria for Appointment as stated in VCCS Policy 3.4.0.4.0	Relevant section of Dean’s Summative Evaluation to consider
a) competence of faculty members as teachers or in their assigned function;	Domain #1 Teaching
b) effectiveness of faculty members in carrying out their functions and duties as prescribed in the college Faculty Handbook;	Domain #1 Teaching - also addressed in (a) Domain #3 Institutional Responsibilities - also addressed in (e) and (f) Domain #4 – Service (not addressed elsewhere)
c) ability to establish and maintain positive professional relationships with colleagues, supervisors, students, and the community;	Any concerns in this area noted by the dean should be reflected in the narrative comments within the Dean’s Summative Evaluation
d) extent and currency of professional qualifications;	Domain #2 – Scholarly and Creative Engagement
e) adherence to all policies, procedures and regulations as outlined in the college Faculty Handbook, the VCCS Policy Manual, any policy, procedure, and	Domain #3: Institutional Responsibilities
f) regulation adopted by the college or the VCCS, and the laws of the Commonwealth of Virginia.	Domain #3: Institutional Responsibilities
g) evaluations	Consideration of entirety of the Dean’s Summative Evaluation
h) Where additional criteria are considered, they shall be stated in the report of the committee.	The Ad Hoc Committee shall document in their report any additional criteria that was considered beyond that stated above.