

Central Virginia Community College Policies  
IV - Employment Policies and Information  
Evaluation of Administrative and Professional Faculty



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Effective:	__/__/__
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Responsible Dept.:	Human Resources
Other Policy References:	<a href="#">DHRM Policy 1.40</a>

Central Virginia Community College (CVCC) evaluates the effectiveness of its administrators on an annual basis. Each supervisor completes a written evaluation, which is reviewed and discussed with the employee. This evaluation process also includes a joint review of relevant goals that each administrator has established for his or her area of responsibility.

Administrative staff positions at CVCC fall into two categories: administrators who hold faculty rank and those who are classified staff. Administrative faculty typically include vice presidents, associate vice presidents, deans, and directors. Professional librarians and counselors are also regarded as administrative faculty. Other supervisors at the college are members of the classified staff. These individuals possess working titles such as business manager, facilities manager, human resources manager, and chief of police/director of public safety.

#### **Administrative and Professional Faculty Evaluation Process**

Administrators and professional librarians and counselors holding faculty rank are evaluated according to the policies prescribed in the Virginia Community College System (VCCS) *Policy Manual*, section 3.6.1: Administrative and Professional Faculty.

That plan for evaluating administrative and professional faculty prescribes that these groups be evaluated on four fundamental criteria:

- a. effectiveness in the performance of the tasks delineated in the appropriate position description;
- b. effectiveness in establishing and maintaining positive professional relationships with colleagues, supervisors, students, and the community;
- c. effectiveness in maintaining a current competence in the particular discipline or field of specialization; and
- d. adherence to policies, procedures, and regulations of the college and the VCCS.

In addition to these broad criteria, administrative and professional faculty are evaluated on the basis of twenty specific and more discriminating evaluation standards pertaining to four fundamental performance dimensions: leadership, management/administration, fiscal responsibility, and institutional effectiveness/planning and evaluation. These standards are defined on the Administrative Evaluation Form. This form also provides the opportunity for supervisors to provide written summaries of employees' performance on these core behaviors.

The rating scale used to assess administrators and professional faculty/librarians is aligned with the scale used for classified staff evaluations and that prescribed in the new Faculty Evaluation Plan. The Administrative Evaluation Form thus uses the following rating scale:

- a. Exceeds Expectations: substantially exceeds performance standards;
- b. Meets Expectations: achieves performance standards;
- c. Does Not Meet Expectations: fails to meet performance standards.

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All evaluations of administrative and professional faculty will conform to these guidelines and include these components. Because these positions vary in nature, however, supervisors may make minor modifications to the criteria that best enable them to complete position-specific evaluations.

**Classified Administrators Performance Planning and Evaluation**

Administrators who are members of the classified staff are evaluated according to the performance management system defined by the Virginia Department of Human Resource Management System (DHRM). These regulations and procedures are specified in [DHRM Policy Number: 1.40 Performance Planning and Evaluation](#).

Performance planning for classified administrators stems from the specific job responsibilities and metrics set forth in their Employee Work Profiles. Their supervisors evaluate their performance on each of those criteria, resulting in an overall rating of “Extraordinary Contributor,” “Contributor,” or “Below Contributor.”

**Formative Feedback**

At least once every three years, formative assessment of the faculty member's performance must be formally solicited through a survey of a sampling of the faculty member's peers, supervisees, and others at the college who the faculty member serves or interacts with on a routine basis, including students, and workforce development partners if applicable. This formative feedback is obtained using the Administrative Evaluation Survey per the below schedule.

<b>YEAR 1</b>
President
Dean of Enrollment Management
Chief of Police
Human Resources Director
VP of Finance & Administration
Dean of Student Success
<b>YEAR 2</b>
Coordinator of Library Services
Dean Institutional Effectiveness & Strategic Planning
VP of Academic and Student Affairs
Professional Librarian
Financial Aid Coordinator
<b>YEAR 3</b>
VP of Institutional Advancement
VP of Information Technology
Professional Counselor
Professional Counselor
Associate VP of Professional and Career Studies
Associate VP of Arts and Sciences

Respondents must participate in this process anonymously, and individual surveys should be handled as confidential information. Individuals being evaluated will not have access to the survey forms that were submitted, but a summary of

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the results of the survey shall be provided to the faculty member, faculty member's supervisor, and the Human Resources Office after all identifying information of the respondents has been removed. A summary and analysis of the Questionnaire Survey results received during the evaluation cycle, if applicable, may be included in the reporting phase of the faculty members' self-assessment.

The 360 Administrative Evaluation survey is designed to give dimension to the evaluation of all administrative and professional faculty, including those with supervisory responsibility, by collecting information about an individual's perceived management style, interpersonal skills, civility, and professionalism in the performance of work activities. All faculty and staff directly supervised by administrative and professional faculty members will be offered the opportunity to complete the Questionnaire Survey. Administrative and professional faculty who do not have supervisory responsibilities will be evaluated by faculty and staff members to whom the faculty member provides a service or with whom the faculty member interacts on a regular basis.

**Summary**

Central Virginia Community College evaluates the effectiveness of both faculty-rank and classified administrators. These evaluations adhere to the requirements of the Virginia Community College System and the Virginia Department of Human Resource Management. With an ultimate goal of continuous improvement, these evaluations are based upon criteria that are specific and appropriate to each administrative position.