

VCCS Administrative Faculty Evaluation Due Dates

Evaluation Cycle – Fiscal Year (July 1, 2019 – June 30, 2020)

Target Audience: Administrative Faculty and their supervisor/evaluator.

Supervisor Provides Names for Formative Feedback

Due to HR by 5/18/20

- Provide a total of 10 individuals to human resources who will provide formative feedback for the faculty member. If possible, the 10 individuals surveyed, should include a minimum of 3 peers, 3 direct reports, and 1 cross-functional leader. Can be individuals inside or outside of the college or VCCS.
 - Partner with the faculty member to identify 7 of the individuals
 - Identify 3 individuals who will remain unknown to the faculty member
 - Survey distribution and compilation will be facilitated by Human Resources
- HR will distribute surveys on **5/20/20**. HR will close surveys on **5/29/20**
- HR will provide aggregated reports to supervisors by **6/10/20**.

Faculty provides Self-Assessment

Due to Supervisor by 6/10/20

- Faculty member provides the following to supervisor.
 - Written assessment of their performance in each performance domain
 - Summary of formative feedback received during the evaluation cycle
 - Assessment of progress toward achievement of Annual Objectives
 - Any supporting documentation must be provided

Supervisor Conducts Performance Conversation

Due to Faculty by 6/24/20

- Set aside time to meet with faculty member to discuss the following:
 - Supervisor's assessment of their performance domains.
 - Achievements of established annual objectives
 - Preliminary discussion on annual objectives and performance opportunities for the next year.

Supervisor Submits Finalized Evaluations

Due to HR by 7/1/20

- Return final documents to Human Resources (electronically) to ensure that all faculty personnel files and HR records are updated.

Plan Ahead

Evaluation Cycle – Fiscal Year (July 1, 2020 – June 30, 2021)

Establish Annual Objectives

- Identify and establish a total 3-5 objectives that serve as priorities for the fiscal year. These are an extension of performance expectations.
 - 2-3 professional objectives related to the strategic goals of the faculty member's unit, the college, or the VCCS
 - 1-2 personal objectives related to professional growth and development or job performance

This document summarizes the VCCS Administrative and Professional Faculty Development, Evaluation and Recognition Policy. Full details and specifics can be found in VCCS policy 3.6.1. Due dates are when finalized information is due to HR. Supervisors are expected to plan accordingly.

VCCS Administrative Faculty Evaluation

Evaluation Cycle – Fiscal Year (July 1, 2019 – June 30, 2020)

The VCCS administrative faculty evaluation plan provides a mechanism for evaluating administrative and professional faculty performance, fostering a culture of engagement and accountability, promoting high performance, continuous improvement, and professional growth. Faculty members are evaluated in two key areas, performance domains and annual objectives.

Performance Domains

Core Responsibilities – Professional activities, performance expectations, measurements, and outcomes as delineated in the faculty members job description.

Strategic Responsibilities – Special projects or assignments in support of the strategic plan of the college or VCCS.

College and Community Service – Participation in college and/or community organizations or activities.

Professional Growth & Development – Activities specifically associated with the faculty member's continuing education, enhancement of professional knowledge, skills, and abilities, and improvement of job performance.

Management Effectiveness – Supervisory activities, including but not limited to, leadership, management of faculty and staff, and resource management responsibilities.

Annual Objectives Guidelines

The intent of Annual Objectives is to identify and establish priorities that represent an extension of performance expectations (VCCS Policy: 3.6.1.4.b.)

- Identify and establish 3-5 objectives that serve as priorities for the fiscal year.
- 2-3 professional objectives related to the strategic goals of the faculty member's unit, the college, or the VCCS.
- 1-2 personal objectives related to professional growth and development or job performance.
- Each objective must be specific and include the following: an agreed upon completion date, identified supporting resources required, agreed upon measures to assess achievement, and be attainable.

Formative Feedback Guidelines

Primary mechanism for identifying targets for faculty member development through a sampling of feedback from the faculty member's peers, supervisees, and others at the college who the faculty member serves or interact with on a routine basis. The 10 individuals surveyed, should include a minimum of 3 peers, 3 direct reports, and 1 cross-functional leader. Individuals can be from inside or outside of the college or VCCS.

Summary Ratings

Meets Expectations

- Eligible for reappointment
- Eligible for rewards and recognition
- Eligible for promotion (pending all other promotion requirements are met)

Does Not Meet Expectations

- Subject to non-reappointment (must be notified in writing by January 15th)
- Placed on Performance Improvement Plan
- Not eligible for promotion
- Not eligible for any rewards or recognitions

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