

## EXPLANATION OF PERFORMANCE LEVELS

### CRITERIA FOR EVALUATION

#### Weight

#### 65 - 75% 1. Administrative Performance/Organization

- a. Ability to actualize knowledge of administrative area.
- b. Ability to relate to and communicate effectively with supervised staff.
- c. Effectiveness in problem solving and in program implementation.
- d. Skill at implementing suggested as well as stated objectives of supervisor.
- e. Development of college-wide perspective.
- f. Clear and precise understanding of administrative objectives in area of designated responsibility.
- g. Ability to pull together and utilize all available resources including those outside the explicit area of responsibility and college.
- h. Knowledge and control of all aspects of administrative operation.
- i. Ability to function at growing edge of assigned functions.
- j. Efficiency and promptness in paper work.

#### 10 - 15% 2. College Activities

- a. Support and attendance at college-wide activities.
- b. Positive relationship with colleagues, students, and staff.
- c. Awareness of the purpose and function of the college.
- d. Communication with students.
- e. ***Adherence to policies, procedures, and regulations of the college and the VCCS.***

#### 5 - 10% 3. Professional Activities

- a. Active knowledge of latest developments in professional field.
- b. Attendance at workshops, short courses, state and national meetings.
- c. Membership and participation in professional organizations.
- d. Any other activity which will increase the ability of the administrator to be more valuable to the college.

#### 5 - 10% 4. Community Activities

- a. Participation in civic and social clubs.
- b. Participation in community affairs.
- c. Any general activity in the community which will reflect favorably on the college and which will be of benefit to the community.
- d. ***Maintain positive relationships with the community.***

Excellent. The performance rating of "Excellent" indicates that the individual is fulfilling his/her expected faculty duties and functions in one or more areas on such a high level of quality that his/her performance deserves special recognition.

The supervisor would be expected to write a justification enumerating the ways in which the individual is excelling. This justification would become a part of the individual's permanent record.

Very Good. The performance rating of "Very Good" indicates that the individual is fulfilling his/her expected faculty duties and functions on a high level of proficiency. This rating by the supervisor indicates that no reservation exists in regard to any component of the quality being evaluated.

Good. The performance rating of "Good" indicates that the individual is doing a solid job in meeting the requirements of his/her position and performing all tasks that are normally expected of him/her.

Needs Improvement. Although professionals recognize the need for constant improvement, the performance rating of "Needs Improvement" indicates that the individual is fulfilling in a satisfactory manner most, but not all, of the expected faculty duties and functions as listed under criteria for evaluation. This level of performance would be applicable, but not limited, to those teachers who recently have been placed in their current position and who need improvement.

The supervisor would be expected to specify to the individual the way or ways in which he/she is failing to meet expected performance standards and to make to the individual specific suggestions concerning ways to improve his/her performance.

Unsatisfactory. The performance rating of "Unsatisfactory" indicates that the individual definitely is failing to meet the standards of performance expected of him/her as a faculty member at WCC. Normally the rating of unsatisfactory would not be given by the supervisor without previously having given the rating of "Needs Improvement;" therefore, the individual in most cases would be aware of his/her failure to meet expected performance levels in specified areas.

The supervisor would be expected to state specifically in writing the ways in which the individual has failed to meet expected performance standards and to explain to the individual the reasons for assigning this rating.

Assignments of this rating may indicate that the teacher's services will not be required after contract expiration and that future contracts will not be offered.