

**DEVELOPMENT AND EVALUATION – ADMINISTRATIVE AND PROFESSIONAL FACULTY**

**Policy Number:** 425

**Categorized:** [Human Resources](#)

**Responsible Office:** Human Resources

**Subject:** Professional development and evaluation of administrative and professional faculty.

**Related Policies:**

**Procedures:** VCCS Administrative and Professional Faculty Development, Evaluation, and Recognition Model Plan 2016.

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 05/09/2020

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**1. Scope**

This applies to all administrative and professional faculty.

**2. Policy**

Northern Virginia Community College strives to create an environment for administrative and professional faculty that promotes high performance and continuous improvement resulting in optimal efficiency and effectiveness in the delivery of services that foster student success.

Faculty are expected to achieve high standards of performance, to establish and pursue challenging goals, and to be results and outcomes-oriented. They can expect that their supervisor will provide them with guidance, support, encouragement, due recognition, and a fair assessment of their contributions to the college's mission.

The guiding principles of the Administrative and Professional Faculty Development, Evaluation, and Recognition System reflect a focus on continuous improvement with the goal of strengthening both individual and organizational performance. The administrative and professional faculty:

- a. Share a commitment to the mission of the VCCS and to the mission of individual colleges within the VCCS
- b. Cultivate a culture of high performance and collaboration; foster lifelong learning; pursue knowledge; and demonstrate a spirit of service
- c. Focus on student success
- d. Respond to the changing needs and cultural diversity of the students, faculty, staff, and the local community by creating and maintaining a diverse and inclusive learning environment

- e. Perform job responsibilities to the highest ethical and professional standards, apply best management practices; and adhere to the VCCS Code of Ethics and to the code of ethics established by their respective college.

Administrative and Professional faculty are to be evaluated based upon performance in the following performance domains:

- a. Core Job Responsibilities – Professional activities, performance expectations, measurements, and outcomes as delineated in the faculty member’s position description.
- b. Non-routine and/or Strategic Responsibilities and Activities – Special projects or assignments or activities in support of the strategic plan of the organizational unit, the college, or the VCCS; other duties and responsibilities not specifically included in the faculty member’s position description.
- c. College and Community Service – Participation in college and/or community organizations or activities. Service activities are divided into four categories: college representation, college citizenship, community citizenship, and service to the profession.
- d. Professional Growth and Development – Activities specifically associated with faculty member’s continuing education, enhancement of professional knowledge, skills, and abilities, and improvement of job performance.
- e. Administrative and Professional faculty with supervisory responsibilities must also be evaluated in Management Effectiveness - Supervisory and/or unit management activities, including but not limited to leadership ability, management of faculty and staff, and resource management
- f. Additional performance domains may be included as determined by the supervisor and based on the position responsibilities as determined by the college. These may include, among others, fiscal responsibility, student success, customer service, collegiality, communication, collaboration, teamwork.

The Evaluation must result in an overall summary rating of either “Meets Expectations” or “Does Not Meet Expectations.” However, within each domain, in lieu of an evaluative rating, evaluation of performance will serve to identify areas of notable success, areas in need of improvement, and areas in which initiation of new activity is warranted.

### **3. Definitions**

N/A

### **4. Procedures**

See NOVA Administrative and Professional Faculty Development, Evaluation, and Recognition Plan (2016).

### **5. Authority**

VCCS Policy 3.6.1 Administrative and Professional Faculty Development, Evaluation and Recognition Policy

