



# College of The Albemarle Procedure

**Procedure Number: 3.3.2.1**

**Pages: 1 of 3**

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**Title: Instructional Employees' Evaluation Procedures and Components**

**Related Policy: Policy 3.3.2 Evaluations**

**Division of Responsibility: Human Resources**

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## I. INSTRUCTIONAL EMPLOYEE EVALUATION PROCESS

The instructional employee evaluation process consists of completing a portfolio as described below. Some courses and programs use nontraditional teaching methods and/or consist of labs, clinicals, etc., which may require other assessments in addition to or in place of the evaluation items described in this procedure. These alternative strategies shall be allowed with prior approval of the vice president of learning (VPL).

When the Portfolio is complete and all signatures are in place, the supervisor shall provide the individual instructor with a copy. The original portfolio will be forwarded to the VPL for review. After review, the VPL will send all portfolios to the Human Resources Department where they will become a part of the instructional employees' personnel file.

### A. Instructional Employee Portfolio Requirements

Portfolio Components	Required of	Description of Component
Student Evaluations Summary	Full-time and Part-time	Student evaluations shall be conducted near the end of each semester. Evaluation summaries from the past year shall be included in the portfolio as supporting evidence of performance.
Instructional Evaluation Form	Full-time and Part-time	<p>This form shall be prepared by the employee and include all sections, including Excellence in Teaching Themes, Professional Development, and Summary sections.</p> <p>The evaluation form is then reviewed by the appropriate supervisor who evaluates and may add feedback or other suggestions for improvement in each area.</p> <p>The appropriate supervisor utilizes evidence from all the portfolio sources to determine the supervisor's performance appraisal summary.</p>



## College of The Albemarle Procedure

Procedure Number: 3.3.2.1

Pages: 2 of 3

Portfolio Components	Required of	Description of Component
Curriculum Vitae (CV)	Full-time	An updated CV that provides clear documentation of the education and experience that qualifies the employee to teach in his or her field of study shall be provided in the portfolio. This shall be included in the portfolio if it has changed or been updated.
Professional Development Activities	Full-time	<p>The employee shall complete a minimum of ten hours of Professional Development each academic year which shall be directly related to one of the five themes.</p> <p>Professional development related to Themes 2, 3, and/or 4 shall all be done each year. These activities shall be included in the portfolio.</p>
Colleague Observation Form	Full-time and Part-time	<p>Instructional employees shall be observed in the classroom/lab/clinical setting on a rotational basis by a colleague or supervisor. The department chair or program coordinator shall schedule all observation activities for his/her department and may elect to have an instructional employee observed more than once in a year.</p> <p>The observer will complete either the face-to-face or online version of the Colleague Observation form and discuss the findings with the observed employee. An instructional employee may elect to have more than one observation each year.</p>
Administrative and Organizational Skills Form	Full-time and Part-time if in a Supervisory Role	Completed for instructional employees who also perform additional supervisory or program leadership activities (program coordinators, department chairs, etc.). Completed by the supervisor and added to the portfolio.

### B. Colleague Observation Cycle

Category	Observation Cycle
Full-time	<p>Once each semester for the first year.</p> <p>Once a year for the second and third years.</p> <p>Then once every other year.</p>



## College of The Albemarle Procedure

**Procedure Number: 3.3.2.1**

**Pages: 3 of 3**

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Part-time	Once in the first semester, then once every other year.
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June 13, 2023

February 16, 2026

N/A

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**Date Approved by President's Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**