

**Williamsburg Technical College
PROCEDURE**

SECTION C – HUMAN RESOURCES MANAGEMENT

Title FACULTY PERFORMANCE MANAGEMENT SYSTEM (FPMS)	Number C-14.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2020 1 of 4
Approval Vice President _____ President _____	Supersedes Procedure No. C-14.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

- I. Williamsburg Technical College will follow the guidelines contained in State Board for Technical and Comprehensive Education (SBTCE) Procedure 8-4-101.1 concerning the Faculty Performance Management System (FPMS). State Board policies and procedures may also be viewed on the System Office website at www.sctechsystem.edu. In addition, the following local procedures will apply:
- II. It is the procedure of Williamsburg Technical College to have the students evaluate every course each teaching term. These evaluations will be administered during the final one-fifth of the semester/term.
- III. The Associate Vice President (AVP) for Academic Affairs will meet annually with the faculty member to review the student evaluation of instruction and will discuss the results with the faculty member. At that time, annual goals and objectives will be mutually agreed upon for the upcoming academic year.
- IV. At Williamsburg Technical College, there are five key areas upon which faculty will be evaluated relative to job performance. These key areas include: 1) instruction, 2) student guidance and assistance, 3) instructional development and management, 4) college/community service, and 5) administration. In addition to these specific job descriptions, individual faculty, in collaboration with the AVP for Academic Affairs, will develop objectives if necessary for the rating period. Specific job duties and success criteria are listed below:

A. Instruction

1. **General Responsibility:** Provide high quality instruction, teach courses as assigned, provide students with course documentation, demonstrate effective interaction skills, relate instruction/materials to course objectives, and develop various teaching techniques.

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2. Success Criteria:

- a. Teach student learning outcomes using appropriate methodologies.
- b. Evaluate students periodically using methods appropriate to student learning outcomes, return results in a timely manner, and administer a final exam during scheduled exam periods.
- c. Provide students and supervisors with course syllabus by the end of the drop/add period.
- d. Follow approved departmental, college, and SBTCE policies and procedures.
- e. Review and alter instructional methods, techniques as a result of various assessment instruments including, but not limited to, student evaluation of instruction and/or peer evaluations.

B. Student Guidance and Assistance

- 1. General Responsibility:** Provide academic advising consistent with students' intended goals, develop and implement successful retention activities, be aware of and direct students to appropriate student support services, academic support services, and assist in student registration and orientation.

2. Success Criteria:

- a. Know the specific requirements for graduation of the advisee's program of study.
- b. Advise students appropriately and consistently within the parameters of their programs of study and in accordance with their individual goals.
- c. Maintain appropriate paperwork and documentation on each advisee.
- d. Be aware of students' needs and problems, and refer them to other persons for assistance when appropriate.
- e. Publicize and maintain eight (8) office hours per week.

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C. Instructional Development and Management

- 1. General Responsibility:** Manage classroom/lab/clinic activities in an orderly manner, prepare budget projections for equipment and educational supplies, design new programs, revise curricula, develop new courses, and update current courses based on community needs and use of assessment results.
- 2. Success Criteria:**
 - a. Review and select instructional materials for classes.
 - b. Submit reports and respond to requests for information, etc., by deadlines.
 - c. Maintain accurate class attendance and grade records.
 - d. Provide effective classroom/lab/clinical supervision.
 - e. Provide accurate and timely information regarding texts and supplies to be ordered by the bookstore for classes to be taught.
 - f. Update curriculum to reflect input from students, other colleges, community, industry, and/or advisory committees.

D. College/Community Service

- 1. General Responsibility:** Provide professional service to the college and the community, work on college committees, perform public service for the college, and supervise/chaperone student events.
- 2. Success Criteria:**
 - a. Participate on the college/committees to which assigned.
 - b. Maintain contacts with local business and industry in one's field.
 - c. Provide expertise and services to community groups and agencies.

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- d. Provide departmental services to other college departments.
- e. Assist in student recruiting efforts.

E. Administration

- 1. General Responsibility:** Provide leadership and direction to curriculum(s) under his/her jurisdiction, assist in recruiting part-time faculty, prepare and supervise equipment, supplies, and budget. Maintain contact with appropriate business/industry or advisory group, assist in the development of a term-by-term schedule of course offerings.
- 2. Success Criteria**
 - a. Administer departmental budget(s) for fiscal year.
 - b. Develop budget requests based on use of assessment results and strategic planning needs.
 - c. Assist the Dean of Instruction in securing adjunct faculty for section offerings.
 - d. Review previous term schedule and make course scheduling recommendations as appropriate.
 - e. Assist with advisory committee meetings.
 - f. Recommend curricular revisions as appropriate based on information gathered from advisory committees or Developing A Curriculum (DACUM) process.