

SWTJC Institutional Effectiveness Hours Policy Statement

All full-time faculty are expected to reach a total of sixteen (16) Institutional Effectiveness Hours (IEH'S) annually and reach minimums in at least two categories. The categories are as follows:

1. Program assessment - Creating, analyzing, and documenting program assessment involving both technical and academic programs¹
2. Strategic Plan Initiative - Creating and documenting annual unit action plans²
3. Professional development - Participating in professional developmental activities related to enhancing the content and delivery of your assigned courses.³
4. QEP (Reading/Writing/Critical Thinking) – Participation in the development, implementation and/or assessment and modification of the QEP process
5. Student engagement - Recruiting events, conducting student seminars, participating in student activities on campus

The following should be considered when claiming institutional office hours:

- IEH's can only be claimed for IE activities occurring only during the Fall and Spring semesters.
- All IEH's claimed must be documented in the [Faculty Success application](#).
- IEH's claimed as a presenter/trainer for IE professional development may include up to 2 IEH's of preparation time for 1-3 hours of IEH per presentation topic/training topic time.
- IEH's short of the sixteen hours will be made up during the week following May graduation.

All IEH's must be logged using Faculty Success. The following resources are helpful when documenting Institutional Effectiveness (PD) Hours. These resources can be found on the Professional Development webpage under Resources/Faculty Success Resources and at the hyperlinks below:

[Faculty Success User Manual](#)

[Faculty Success Activities Reference Table](#)

The Professional Development Director and Administrative Assistant are available to answer your questions and provide help.

1. For example, this would include meetings and/or work completed in the process of assessment of General Studies programs, Core courses and Technical Program review.
2. For example, this would include meetings in which plans for improvement are made, assessment methodologies are devised, and follow-up (closing-the-loop) plans are prepared which impact the Strategic Plan Initiatives.
3. Activities involving implementation of planning and assessment cannot be claimed. For example, time spent carrying out improvement strategies, strategic plan activities or grading coursework/course assessment cannot be claimed.

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