

Procedure 3.2545

Course-Instructor Evaluations Procedure

Curriculum Evaluation Period

The Office of Research and Institutional Effectiveness (ORIE) will establish and communicate an Evaluation Period for conducting curriculum course evaluations and curriculum instructor evaluations. Evaluations of courses and instructors will be conducted simultaneously generally between the 10th and 13th week of the semester. The period of evaluation will be communicated to all faculty and staff using the College email system. Students will be notified of the evaluation period using College email, digital signage, announcements in Blackboard, and customized home pages for internet browsers in classrooms and labs spaces.

Curriculum Course Evaluations

Curriculum course evaluations are conducted each Fall and Spring semester using technology managed and distributed by the ORIE. Curriculum course evaluations are conducted during Summer semester on request from the division dean and/or vice president of academics. ORIE reserves the right to create, edit and/or customize the evaluation instrument consistent with best practices and/or the needs of program areas.

The data collected during course evaluations will be prepared as individual reports for each course; results for all sections of the same course will be aggregated together into one report.

Curriculum Instructor Evaluations

Curriculum instructor evaluations are conducted each Fall and Spring semester using technology managed and distributed by the Office of Research and Institutional Effectiveness (ORIE). Curriculum instructor evaluations are conducted during Summer semester on request from the division dean and/or vice president of academics.

The Personnel Evaluation Systems Committee is responsible for development, review, and update of the evaluation instrument used for curriculum instructor evaluations. ORIE reserves the right to create, edit and/or customize the evaluation instrument consistent with best practices and/or the needs of program areas.

The data collected during curriculum instructor evaluations will be prepared as individual reports for each instructor; results for all courses taught by the instructor will be aggregated together into one report.

Dissemination of Curriculum Evaluation Results

Results of curriculum course evaluations will be electronically distributed to the vice president of academics for review and redistribution to the appropriate supervisor for the course content within 10 business days of completion of the evaluation period.

Results of curriculum instructor evaluations will be electronically distributed to the vice president of academics for review and redistribution to the appropriate supervisor within 3 business days after the end of the semester.

Procedure

Continuing Education Instructor and Course Evaluations

Continuing Education instructor and course evaluations are conducted, at the discretion of the continuing education director/coordinator, at the conclusion of a continuing education course using the Division of Continuing Education Evaluation Form. Copies of continuing education instructor and course evaluations are maintained in each continuing education director/coordinator's office for up to two years from the date completed.

Each Continuing Education Director/Coordinator is responsible for annually disaggregating evaluation data for the part-time instructors under their purview. The data is summarized, documented, and reviewed with instructors using the Performance Review Letter Template Form. A copy of the Performance Review Letter will be provided to the Records Specialist and, after one year, scanned into the continuing education electronic records.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *05/01/17*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*