**BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE STUDENT EVALUATION OF INSTRUCTION FOR ACADEMIC CREDIT**

**Date approved by cabinet: April 26, 2023 Effective Date: July 27, 2023**

**Expiration date (5 years from effective date if not renewed): July 27, 2028**

**Section 1. Purpose**

* 1. The purpose of this procedure is to provide students with an opportunity to evaluate their instructors and courses. Annual review files, of which student opinions are a part, are considered in contract renewal merit, promotion, and tenure decisions. In addition, the evaluations help instructors assess their strengths and weaknesses and, in turn, improve their teaching.

**Section 2. Frequency**

* 1. All faculty (full-time, part-time, temporary, and adjuncts) shall be evaluated in all classes taught in each fall and spring semesters of the academic year. Faculty of summer courses may be evaluated by the divisions using alternative methods.
	2. Division Deans and the Chief Academic Officer may request student evaluations of any faculty member above and beyond those specified. Such a request must be in writing, stating the reasons for the request.

**Section 3. Procedures**

* 1. Evaluations will be conducted online through the use of an outside vendor or written when online process is not available. Questions to be asked on the form will be

determined by the Chief Academic Officer or designee and approved by both the Faculty Senate and the President of the College.

* 1. No faculty evaluations shall be conducted on independent Study (IS) course offerings.
	2. Courses with enrollment of five or less students after the course withdrawal date are not evaluated.
	3. The evaluation period will begin three weeks prior to the last day of class of the full-term semester.
	4. The evaluation period will end one week (seven days) prior to the last day of class of the full-term semester.
	5. The Office of the Chief Academic Officer will be responsible for managing the release dates of when the evaluation period opens/closes.
	6. Results of the evaluations, including a statistical analysis of responses to multiple-choice questions, will be compiled by the Office of Institutional Research. The results will be provided to the instructor after the final grades have been submitted for inclusion in his/her annual review file, as well as to the faculty member’s division dean and immediate supervisor.