

# BRIDGEVALLEY COMMUNITY & TECHNICAL COLLEGE

## OPERATING POLICY

Effective Date	Subject	Number	Page
August 22, 2014	<b>STUDENT EVALUATION OF INSTRUCTION</b>	C-OP-8-14	1 of 1
<b>Supersedes/Supplements:</b>	KV AP IV-2		
<b>Reference:</b>	West Virginia Council for Community and Technical College Education Procedural Rule Series 9, section 135-9-11		

### POLICY STATEMENT

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.

### FREQUENCY

1. All faculty (full-time, part-time and adjuncts) shall be evaluated in all classes taught in each semester of the academic year.
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.

### 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 and approved by both the Faculty Senate and the President of the College.
2. Evaluations shall be timed to occur near the end of each semester, provided the results will be available for review before the start of the following semester.
3. The Office of the Chief Academic Officer will be responsible for managing the release dates of when the evaluation period opens/closes.
4. Results of the evaluations, including a statistical analysis of responses to multiple-choice questions, will be compiled by the Office of the Chief Academic Officer. The results will be provided to the instructor after the final grades have been submitted for inclusion in his/her annual review file.

Approved by: Cabinet

Date: 8/22/2014