

Title: Student Evaluation of Instruction	Number: 4.33.0617.1
Approved by the Board of Governors Date: June 20, 2017	Implementation Date: August 1, 2017
History: New Review Approved by the Board of Governors: Scheduled Review Date: March 2020	Origin: Faculty and Staff Guidelines 1999

RATIONALE

The College recognizes the need to continuously improve the levels of instruction to ensure student success. The student evaluation of instruction process is designed to provide faculty with feedback from students to assess, improve and refine their individual methods of instruction and teaching style.

POLICY

Evaluations of teaching will be administered during the tenth (10th) week of each semester. Evaluations may not be conducted during the time designated for final examinations. Student evaluation of instruction forms will be administered and collected under controlled conditions in order to ensure students' anonymity. Student evaluations are designed to enhance methods of instruction and are an integral part of the formal evaluation process of faculty. The results of student evaluation of instruction will provide a direct link to the professional development needs of the faculty.

PROCEDURE

1. Evaluation of instruction will take place each semester.
2. Students and faculty will be reminded at mid-term that the evaluation of courses will take place in the tenth week of instruction. The Office of Student success will place these reminders on the College's Facebook page, post reminders across campus and the Virgin Gorda Centre and send emails to all enrolled students as well as faculty.
3. All courses will be evaluated.
4. The Office of Student success will administer and collect the evaluations with assistance from each Head of Department.
5. The results from students' evaluation of instruction will be disseminated to faculty, the relevant Head of Department, Deans and Human Resources once the grades for the semester have been finalized and made official. All parties will receive email notification when the results are available.
6. The submission of evaluations is anonymous and the results you receive will not indicate the answers of individual students.