



Developed Sep 1997
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Approved
Effective N/A
Next Review N/A

Owner Francis Arpan:
Interim President
Policy Area Division of
Academics

Evaluations

Purpose

This policy describes the University's course evaluation process.

Policy

An evaluation of student learning and instructional effectiveness is a priority of the Division of Academics. Assessing the teaching/learning process must be systematically conducted and reviewed.

Scope and Definitions

Applies to all instructors and all courses.

Procedure

- Evaluative criteria include: student evaluations of faculty, grade reports, retention strategies, student feedback, and performance evaluations.
- At the end of each semester or term, each student is encouraged to complete a formal evaluation for each class.
- Summary of results are provided to the Dean who will review and discuss the results with the instructor. The results are to be used as a means of improvement and reinforcement of strengths and to assist faculty that may be experiencing difficulties. Recognizing that student evaluations often reflect the student's anticipated grade, these evaluations alone may not serve as the basis of the faculty performance evaluation.

Appeals and Deadlines

Evaluations must take place prior to the end of the semester.

Recordkeeping Authority and Designation

Vice-President for Academics

Vetting Process and Final Approval

- A. Academic Standards Committee
- B. Vice-President for Academics
- C. President

Approval Signatures

Step Description

Approver

Date

DRAFT