

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.2.2.1
Related Policy: 8.2.2
Title: Faculty Observations and Student Evaluations
Responsibility: Exec. Vice President for Academics

Original Approval Date: 04-24-1996
Last Cabinet Review: 10-14-2020
Last Revision: 10-14-2020

President

Classroom observations and student evaluations are an integral part of the overall Faculty Performance Management System and all supervisor's observations and student evaluation reports shall be communicated promptly to the faculty.

I. Classroom

- A. All faculty are evaluated each year. Faculty observations by the immediate supervisor or designee are conducted for two semesters annually in either the Fall, Spring or Summer semesters. Student evaluations are conducted twice per year in the Fall or Spring terms only.
- B. Non-probationary Faculty and returning adjuncts (minimum one course per semester)
 - 1. The immediate supervisor or designee conducts an observation.
 - 2. Student evaluations conducted.
 - 3. Observations and student evaluations completed no later than the two-thirds point.
- C. Probationary Faculty (minimum two courses per semester)
 - 1. The immediate supervisor or designee conducts observations.
 - 2. Student evaluations conducted.
 - 3. Observations and student evaluations will be completed no later than midterm.
- D. New adjunct faculty (minimum one course per semester)

1. The immediate supervisor or designee conducts observations. If the adjunct is teaching multiple course sections, a minimum of two observations is required.
 2. Student evaluations conducted for up to two courses per semester for adjuncts teaching multiple course sections.
 3. Observations and student evaluations completed no later than midterm.
- E. Faculty should be observed at least one time an academic year in each format (traditional, online, hybrid, clinical) they teach.

II. Student Evaluations

- A. All faculty will have student evaluation of instruction administered for each course regardless of format they teach every semester, to include summer term.
- B. The Student Evaluation of Instruction is approved by the Executive Vice President for Academics and Faculty Assembly.
- C. The office of Institutional Effectiveness and Development will administer two different evaluation forms each semester:
 1. The "Initial Impressions of Course and Instructor Survey" (Initial Impressions Survey) approximately three weeks into the semester, and
 2. The "Final Student Evaluation of Instruction" (Final course Evaluation) approximately week 12 of the full semester. The final course Evaluation will remain open until the last week of classes before final exams.
- D. Results from the student evaluation of instruction will be release after final grade are posted.