

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

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

Original Approval Date: 04-24-1996
Last Cabinet Review: 10-29-2025
Last Revision: 10-29-2025

President

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

I. Faculty Observations

All faculty are evaluated each year during the Fall and Spring semesters by their immediate supervisor or by a designee who has received appropriate training in conducting faculty observations and has been approved by their Academic Dean. All faculty who teach HGTC students must be evaluated, regardless of whether they are employed directly by HGTC, a partnering dual enrollment institution, or another external agency.

Faculty observations are conducted as part of this evaluation process, with minimum requirements as follows:

- A. Associate Professors
 - Must receive a minimum of two faculty observations per semester.
- B. Professors
 - Must receive a minimum of one faculty observation per semester.
- C. New Adjuncts
 - Must receive a minimum of two faculty observations per semester.
This requirement applies to the first two Fall and/or Spring semesters in which the adjunct teaches.
 - Faculty transitioning from Associate Professor to Adjunct are treated as New Adjuncts.

- Adjuncts who are rehired more than one year after their last teaching assignment are treated as New Adjuncts.

D. Adjuncts

- Must receive a minimum of one faculty observation per semester.
- Faculty transitioning from Professor to Adjunct will be treated as Adjuncts, not New Adjuncts, provided they return to teaching within one year of their last teaching assignment.

II. Student Evaluations

All faculty will have student evaluation of instruction administered for each course they teach.

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) is approximately three weeks into the full semester, and results from the Initial Impressions of Course and Instructor Survey will be released to the appropriate faculty, Chair, and AVP/Dean after the survey closes.
2. The “Final Student Evaluation of Instruction” (Final course Evaluation) is approximately week 12 of the full semester. The final course Evaluation will remain open until the last week of classes before final exams. Results from the Final Student Evaluation of Instruction will be released to the appropriate faculty, Chair, and AVP/Dean after final grades are posted.