

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.2.2.1
Related Policy: 8.2.2
Title: Faculty Observations and Student Evaluations
Responsibility: Executive Vice President for Academic & Workforce Development

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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. Faculty Observations

All faculty are evaluated each year by their immediate supervisor or designee.

- A. Associate Professors and New Adjuncts - minimum two courses per semester.
- B. Full Professors and Returning Adjuncts – minimum one course per semester.

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) 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.

Results from the student evaluation of instruction will be released to the appropriate Academic Division after final grades are posted.