

ANNUAL EVALUATION OF INSTRUCTORS (POLICY & PROCEDURE)

Policy

1. Instructors are regularly evaluated to assist the college in fulfilling its mission and goals.
2. Evaluation of instructors occurs at three levels:
 - A. Students answer a questionnaire to evaluate their individual instructors.
 - B. Center directors evaluate instructors on administrative concerns such as punctuality, holding the required number of classes, and holding each class for the full amount of scheduled time.
 - C. Department chairpersons evaluate full-time instructors. Department chairpersons and/or some full-time instructors evaluate part-time instructors. These evaluations focus on the delivery of material and coverage of the content of the course.

Procedure

1. Student evaluations of instructors will be collected by district center staff each semester and completed no later than the tenth week of the semester. The proper form is "Student's Evaluation of Instructor and Course." Summaries of the evaluations are to be placed in the instructor's file upon submission of final grades to the registrar.
2. Center directors are to complete the form called "Oglala Lakota College Center Director's Evaluation of Faculty" for each class that is taught in their center every semester.
3. All instructors are to be evaluated by their department chairs or by a designee of the department chair. All part-time instructors are to be evaluated and observed during the first year of their employment. Both full-time and part-time faculties are to be evaluated once each year after their initial observations and evaluations. These subsequent evaluations need not include observations. The proper form for observation is Oglala Lakota College's "Observation of Teaching."
4. At the discretion of the department chair and the instructor, videotaping may be substituted for observation (see Policy and Procedures for Videotaping Instructors 77-001-1).
5. Copies of all evaluations are to be submitted to the Vice President for Instructional Affairs.