

POLICY AND PROCEDURES

POLICY NAME: Instructor Review and Professional Development	POLICY NUMBER: 1.3.7	CATEGORY: Administration
RESPONSIBLE EXECUTIVE: Vice President/Principal	APPROVAL AUTHORITY: Academic Council	EFFECTIVE DATE: May 17, 2022
NEXT FULL REVIEW DATE: May 16, 2027	REVISED:	REPLACES:

PURPOSE

Coquitlam College (the College) has always been committed to the continuous improvement of teaching and learning for instructors. The purpose of instructor review is to identify opportunities for individual improvement and to assist the College in establishing professional development goals for instructors.

This policy outlines the processes for regular instructor evaluations and sets out how professional development goals are determined and supported by the College.

SCOPE

This policy applies to all instructors, staff and courses.

POLICY STATEMENTS

1. The College has always been committed to providing high quality instruction to all students, and to providing feedback and resources for instructors to meet this objective.
2. Instructors are required to analyze and review their approach to student learning in all aspects of teaching.
3. The College provides opportunities for instructors to engage in the review process, to ask questions, and to appropriately respond to feedback.
4. The College actively seeks input and feedback from instructors and staff through events such as ad hoc special meetings, forums or other activities that invite and address questions and comments relating to processes for instructor evaluation and professional development.
5. Instructors have freedom to pursue a variety of academic and artistic initiatives through their professional development activities.

PROCEDURES

Instructor Review

6. Department Heads will conduct in-class observations of all instructors as follows:

POLICY AND PROCEDURES

- a. First time Instructors: at least once during the first month of teaching.
 - b. For all other Instructors: at least every three years.
7. During the in-class observations, the Department Head will complete a Classroom Observation Form (the Form) as follows:
- a. The Department Head will meet with the Instructor to discuss the observations noted on the Form. Instructors will be given an opportunity to explain or clarify in writing any issues that may arise from the observation.
 - b. The Department Head and Instructor will discuss and approve professional development opportunities or initiatives. These will be noted on the Form.
 - c. The Form will be signed by both the Department Head and the Instructor.
 - d. The Department Head will meet with the Vice President/Principal to discuss the Form, recommended professional development and overall outcome of the assessment.
 - e. Instructors may request to meet separately with the Vice President/Principal.
 - f. Completed Forms will be stored in the Instructor file.
8. The Administration Office will maintain a list of completed and pending Instructor reviews. An annual Instructor review list will be sent to Department Heads each September. Department Heads are responsible for ensuring that a review is completed for new hires within the first month of teaching.

Professional Development

9. Instructors are encouraged to use reviews, student feedback and their own initiative to determine appropriate professional development activities that will improve the quality and effectiveness of their teaching.
10. The College encourages and supports professional development opportunities which include, but are not limited to:
- Conferences related to the Instructors field of expertise
 - Tuition Waiver for courses at Coquitlam College
 - General professional development workshops offered by Coquitlam College
11. Requests for Professional Development must be approved by the Department Head. Final authorization is approved by the Executive Council.

DEFINITIONS

None.

Related Documents

- Classroom Observation Form