

POLICY AND PROCEDURES

POLICY NAME: Instructor Review and Professional Development	POLICY NUMBER: 1.3.7	CATEGORY: Administration and Operations
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Academic Council	EFFECTIVE DATE: May 17, 2022
NEXT FULL REVIEW DATE: May 16, 2027	REVISED: October 26, 2023	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:
 - 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.

POLICY AND PROCEDURES

- 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 President to discuss the Form, recommended professional development and overall outcome of the assessment.
 - e. Instructors may request to meet separately with the President.
 - 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. The College provides funding for professional development when the request clearly demonstrates that the development is related to the courses or activities that enhance pedagogy or career skills or performance.
10. Funds will not be provided for requests that can not be directly connected to professional development and/or College needs or that it takes place outside British Columbia.

Guidelines for Professional Development Funding

11. Professional Development requests must be shown to align with College programs and be in the best interests of the individual making the request and the College itself.
12. Time spent undergoing professional development can not be used in place of instructional time in a semester or academic year.
13. Full-time instructors are eligible to receive funding for professional development (\$400 per year and/or any other funding requests) after the first semester of full-time employment.
14. Requests for Professional Development must be approved by the Department Head. Final authorization is approved by the Senior Leadership Team.

Guidelines for the annual \$400 professional development fund

15. Instructors must provide details of the professional development selected, including the dates, location and themes of the professional development.
16. The Senior Leadership Team will consider increases to the \$400 professional development fund on an annual basis.
17. Any portion of the \$400 that remains unused at the end of the academic year will not carry over to the next academic year. The amount for the ensuing year will restart at \$400.

Courses Taken as a Part of Graduate Studies Related or Unrelated to Teaching Discipline

18. Courses that are related to an instructor's teaching discipline will receive financial support up to 50% pending approval.
19. Courses that are unrelated to an instructor's teaching discipline will receive financial support up to 50% pending approval.
20. Instructors may apply for additional funding for courses unrelated to an instructor's teaching discipline. Application for additional funding will be sent to the President to present to the Senior Leadership Team for consideration.

POLICY AND PROCEDURES

21. Part-time instructors may apply for \$400 annual funding once every three years. Application for this funding will be sent to the President for consideration.
22. Joint approval for additional funding of graduate level professional development may be provided by the CEO and President of the College. The College reserves the right to determine the amount of funding.
23. Courses taken as a part of Graduate Studies Related or Unrelated to Teaching Discipline can not count toward service time at the College.

Conferences and Professional Development that Conflicts with Instructional Hours

24. Academic Staff who miss instructional time as a result of attending professional development workshops or conferences must compensate for missed instructional time by adding instructional hours to the semester. Academic Staff who attend workshops and/or conference are encouraged to provide workshops and/or resources to their department and other interested staff members. The College will provide resource support if a workshop is planned for staff.

In-House Professional Development Days

25. The College encourages, but does not require, post-secondary academic staff to attend in-house professional development. The College also encourages, but does not require, that post-secondary academic staff attend an annual College retreat designed to enhance a sense of the College community and discuss pedagogical practices and philosophies. All in-house professional development days and programs are funded by the College.

Department Meetings and General Staff Meetings

26. The College views Department Meetings and General Staff Meetings as opportunities for professional development. Academic Staff are required to attend Department and General Staff Meetings unless a rationale can be provided for an absence.

DEFINITIONS

None.

Related Documents

- [2.4.1 Curriculum Development and Review](#)
- Appendix A: Classroom Observation Form
- Appendix B: Instructor Professional Development Application Form
- Appendix C: Student Course Evaluation Questionnaire