

## Instructor Review

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Responsible Executive:	President
Approval Authority:	Senior Leadership Team with Academic Council recommendation
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Revised Date:	
Category:	Administration
Replaces:	Instructor Review and Professional Development Policy

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### PURPOSE

This policy establishes the framework for the review of instructors at Coquitlam College (the College). The instructor review process promotes teaching excellence, supports professional growth, and reinforces accountability to students, colleagues, and the broader academic community.

### SCOPE

This policy applies to all instructional staff of the College, including new and continuing instructors in post-secondary programs.

### POLICY STATEMENTS

1. The College is committed to maintaining high standards of teaching, professional practice, and curriculum design. Instructor reviews are designed to affirm effective teaching practices, recognize professional strengths, and identify opportunities for growth in a collegial and supportive manner.
2. Reviews are developmental in nature and not linked to contract renewal or disciplinary action. Each review combines instructor self-reflection and supervisory evaluation, focusing on the competencies essential to instructional quality and student success.
3. Peer reviews of teaching complement the formal review process by promoting reflective practice, collaboration, and professional dialogue among instructors.
4. All instructor review activities are conducted in accordance with the principles of fairness, consistency, confidentiality, and respect for personal privacy.

### PROCEDURES

5. Human Resources oversees the instructor review process, maintaining oversight of timelines, documentation, and completion records.
6. Department Heads coordinate the review process within their departments, providing evaluative feedback, conducting review meetings, and ensuring signed reports are submitted to Human Resources.

### Review Cycle

7. Department Heads will conduct an in-class observation of first-time instructors during their first month of teaching.
8. Continuing instructors will undergo an annual review by their Department Head
9. Peer Review will be conducted every three years.

**Review Process**

10. The review process consists of three main stages:

a. Instructor Self-Assessment

Each instructor completes the self-assessment portion of the standardized *Instructor Review Form*. This section includes commentary on instructional quality, attendance and reliability, communication, accountability and initiative, and critical thinking.

b. Professional Development Plan

Each instructor will provide a brief professional development plan identifying up to three short-term goals, typically to be achieved within six to twelve months. Goals may focus on instructional improvement, curriculum design, or engagement in professional learning activities.

c. Department Head Evaluation

The Department Head reviews the instructor's self-assessment and professional development plan, completes their evaluation, and may request additional information from relevant departments (such as Academic Advising or the Registrar) to verify instructional or operational details as needed.

d. Review Meeting and Documentation

The Department Head meets with the instructor to review findings, discuss performance, and jointly agree upon professional development goals, actions and support mechanisms. Both parties sign the completed document, and instructors may append comments or clarifications before the final version is submitted to Human Resources.

**Peer Review of Teaching**

11. At least once every three years, each instructor participates in a peer review of teaching. The instructor, with support from Human Resources, selects a colleague to conduct a classroom observation or equivalent review of teaching practice.
12. The peer review is a formative and collegial process designed to encourage reflection, mentorship, and the sharing of effective instructional strategies. Results of the peer review are shared only between the two instructors and are not submitted to the Department Head or Human Resources.
13. Human Resources maintains a confidential record confirming that each instructor's peer review has been completed within the required timeframe but does not retain the content or results of the review.

**Record-Keeping**

14. Signed instructor reviews are submitted electronically to Human Resources for secure storage.
15. Peer review completion records are tracked by Human Resources solely to monitor compliance with the three-year cycle.
16. Individual review results remain confidential and will only be referenced in extenuating circumstances, such as when necessary to address a concern related to instructional performance or professional conduct.

**DEFINITIONS**

Instructor Review: A formal process that evaluates an instructor's teaching performance, professional conduct, and contributions to departmental objectives.

Peer Review: A confidential, collegial process in which one instructor observes and provides feedback to another for the purpose of professional reflection and growth.

Development Plan: A brief document outlining agreed-upon goals and actions for continued professional development.

**RELATED RESOURCES**

- Academic Freedom, Honesty, and Integrity Policy 1.4.6
- Personal Information and Protection of Privacy Policy 1.2.9
- Professional Development Policy 1.3.8
- Records Management Policy 1.2.2