

**AIKEN TECHNICAL COLLEGE
PROCEDURE**

Procedure Title:	STUDENT RATING OF INSTRUCTION	Procedure Number:	4-4-107.1
Institutional Authority:	Vice President of Education and Training		
Associated SBTCE Policy/Procedure:			
Governing ATC Policy:	4-4-107		

Approved:  President
 Vice President of Education and Training

Date Adopted: 07/01/2004
Date Revised: 01/24/2011

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY.

I. Purpose

The purpose of the Student Evaluation of Course and Instructor will be to provide faculty members detailed information regarding students' evaluation of specific teaching components. The survey instrument will include those categories that relate to effective teaching behavior. This information will assist faculty in assessing their own teaching methods and behaviors for development or improvement.

II. Procedures

The following procedures provide direction in administering, evaluating, and using survey data to continuously improve instruction:

- A. All student evaluations will be administered on a pre-announced schedule issued by the Vice President of Education and Training.
- B. Items included in the student evaluation will be selected based on classroom behaviors associated with positive achievement outcomes. The evaluation form, specific items, and the procedures for using the form will be reviewed at a

minimum of every three years by the Vice President of Education and Training, Deans, Institutional Research, and the Curriculum and Instruction Committee. Programs, courses, core General Education outcomes and related questions are evaluated annually.

- C. Results of the surveys and student comments will be returned to the Vice President of Education and Training and the appropriate Academic Dean at least 2 weeks prior to the end of each semester who will review results and distribute them to the appropriate Supervisor/Chair.
- D. The appropriate Supervisor/Chair will review completed rating forms with each instructor and, if necessary, develop a Faculty Improvement Plan with specific recommendations for improvement. The Supervisor/Chair will be responsible for submitting the FIP action plan to the appropriate Academic Dean.