



## Instructor Evaluation Policy

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For more information about PTIB and how to be an informed learner, go to:  
<http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

### Purpose

The purpose of this policy is to establish a comprehensive and consistent evaluation process for instructors at the Centre for Indigenous Health Leadership (CIHL). The policy aims to ensure that all instructors meet the required qualifications and competencies, act as an information source for equitable reappointment decisions, and uphold the CIHL's standards of teaching excellence, contributing to the professional growth, capacity-building and capabilities of the CIHL's learners to build strong, self-determining First Nations.

### Scope

This policy applies to all instructors delivering standalone courses, workshops and courses as part of a training or academic program (program) at the CIHL. The policy covers the evaluation process, records management, and the responsibilities of the Senior Educational Administrator (SEA) or a qualified designated delegate overseeing instructor evaluations.

### Definitions

**Instructor:** refers to any individual engaged in teaching, facilitating, or conducting instructional and educational activities at the CIHL.

**Training or Academic Program:** refers to a specific set of courses and requirements leading to the completion of a degree, diploma, certificate or other offered credential at the CIHL.

### Policy

The CIHL is committed to fostering a culture of continuous improvement and professional development for its instructors. Through this comprehensive evaluation policy, the institution aims to

maintain compliance with British Columbia's Private Training Institutions Branch and the Private Training Act Policy Manual, enhance the effectiveness of its instructors, promote excellence in education, and provide learners with an exceptional learning experience.

**Evaluation Frequency and Process:**

- All instructors delivering standalone courses, workshops and courses as part of a program at the CIHL must undergo a written performance evaluation at least once every two years, starting from their initial contract start date.
- The evaluation will be conducted by the SEA or a qualified designated delegate.

**Records Management:**

- The CIHL will maintain a record for each instructor for at least two years after the instructor leaves the institution.
- The instructor record will include evidence that the instructor meets the required qualifications and a copy of all files completed in the evaluation process.

**Performance Evaluation Process:**

- The SEA will oversee the performance evaluation process for instructors.
- The evaluation may include an assessment of the instructor's teaching methods, subject expertise, classroom management, communication skills, and student engagement.
- Classroom observation, peer evaluations by the SEA or a qualified designated delegate, feedback and evaluation from learners, and self-assessments may also be considered part of the evaluation process.
- The evaluation may include both formative and summative elements to support ongoing professional development and improvement.

**Evaluation Results and Follow-up:**

- Following the performance evaluation, the instructor will receive a copy of the performance evaluation and feedback and recommendations for improvement, if necessary.
- Instructors will have the opportunity to discuss the evaluation results with the SEA or the qualified designated delegate.
- The SEA or qualified designated delegate will work with the instructor to develop a plan for addressing any identified areas of improvement, if necessary.
- A follow-up evaluation may be conducted to assess the instructor's progress and implementation of improvement measures.

**Confidentiality:**

- All information and data collected during the instructor evaluation process will be treated as confidential and used to provide constructive feedback and professional development support to the instructor, ensure instructors meet the required qualifications and competencies, act as an information source for equitable reappointment decisions, and uphold the CIHL's standards of teaching excellence, contributing to the overall quality of education and learning experience for learners.
- Evaluation records will be securely maintained to ensure privacy and data protection.
- Learner evaluation results are completely anonymized, and results shared with instructors will remove all identifiers, if any are present, before they are shared with the instructor.