

## Guiding Principles for Student Evaluation of Instruction at BCTC

Responsible Unit: Academics, Vice President's Office

IPRE, Director

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Date Revised: January 25, 2016

SEI is driven by BCTC Academics:

- Faculty determines content of SEI instrument.
- VP of Academics will determine the delivery method.
- Faculty sets the SEI dates for each term. Dates are provided to IPRE and IT for the coming academic year by May 30 each year. If dates are not provided by May 30, IPRE and IT will develop the calendar so that evaluations are open for at least two weeks and end immediately before final exams begin.
- Academic leadership determines access to and utilization of SEI reports and results.

IPRE and IT departments implement the SEI process as outlined in the SEI calendar. The SEI calendar is developed by IPRE and IT based on the SEI timelines determined by the process described above. The Faculty Performance Review Committee (of Faculty Council) will be the lead committee.

IPRE and IT departments will adhere to the agreed-upon process and timelines each year. IPRE and IT departments may set limits to any changes requested by faculty as they affect workload and priorities. In addition, reductions in IPRE or IT staff positions may affect their ability to carry out all aspects of the SEI process.

In the event of significant changes, staff reductions, or concerns the Vice Presidents of each of the affected departments (AOD, Academics, IT) will be responsible for reaching agreement and providing guidance.