

Standard Number:	5002	Effective Date:	Sep 1, 2022
Standard Title:	Instructor Hiring and Performance Evaluation	Last Updated:	Apr 4, 2022
Standard Category:	Human Resources	Next Review Date:	April, 2023

Purpose

This standard provides framework for the hiring and evaluation of Ridge Meadows College Instructional staff.

Definitions

Class: one session of a course offered in a program or individual course.

Course: one course of the program which is required to achieve a regulated certification, or consideration for completion of a college defined program.

Program: the complete set of all courses required to achieve a regulated certification, or the collection of courses defined as a program by the college.

Statement

Instructor Hiring

Applicants for instructor positions at Ridge Meadows College will be treated fairly with equal consideration. Hiring decisions will be consistent with all relevant provincial and federal legislation.

All instructors at Ridge Meadows College will have education and experience commensurate with their course instructional requirements.

For certificate programs, instructors will possess an appropriate subject-area certification and/or a minimum of three years' work or teaching experience in the field. Prospective instructors with a bachelor's degree will receive additional consideration.

Instructors teaching in degree programs will possess a degree at least one level higher than the program in which they are teaching. For example, an instructor teaching in an associate degree program, will possess at least a bachelor's degree. Instructors teaching in a bachelor's program will possess a master's degree.

Prospective instructors will be interviewed by a committee consisting of at minimum the program chair and one other college administrator or program instructor.

Instructor Performance Evaluation

Performance evaluations are an important measure in determining the effectiveness of Ridge Meadows College's instructional staff as well as an instructor's own professional development.

All instructors will be subject to regular performance evaluations such as:

- Student course evaluations
- Course and lecture visits by the program chair and/or college manager
- Annual reviews and goal setting
- Evaluations of an instructor's consistent implementation of college service standards and appropriate grading.

New Instructors

The program chair will sit in on at least one class during the first semester of a new instructor's course.

New instructors will typically only be permitted to teach a maximum of one course during their first semester and a maximum of two courses in their second semester.

An instructor's response to, and incorporation of feedback from a prior semester's performance evaluation will be a primary consideration in whether additional course instructional opportunities are offered.

Related Standards

5003 – Professional Development