

April 1, 2014

Nursing Department

## LECTURER ASSESSMENT

### 1. Process of Evaluation and Guidelines

The Chair of the Nursing Department will inform lecturers at the beginning of each semester of the policy for assessment (Policy UHCCP #9, University of Hawaii Community Colleges Policy).

### 2. Timetable to Evaluate Current Lecturers

Lecturers will be responsible for submitting the following documents to the Chair of the Nursing Department after their last lecture date but no later than April 1.

- a. Student Evaluation Results
- b. One Peer Evaluation
- c. A Self Reflection Paper Based on the Above Evaluations and the following points:
  - What strategies, methods, materials and/or assignments did you employ to create a positive learning environment and to assist students in achieving the course competencies? How well did your students attain these competencies? How do you know?
  - What do your peer evaluations and the data from ecafe tell you about your teaching? What changes would you make to improve the course for you and your students should you be assigned the course again?
  - What changes, if any, would you like to make to improve the course should you be assigned the course again?
  - If you submitted a self-assessment the previous year, how have you implemented any improvements you, your peer evaluator, or your department chair suggested?