



LECTURER EVALUATION POLICY



Implementation date	10th September 2016
Date of next review	September 2017
Related policies	Lecturer evaluation policy
Policy history	last reviewed in September 2015

PROCEDURES & TIMELINE

CEO EVALUATIONS



1. During the first two weeks of the semester,

The CEO of the IBA campus usually evaluates the performance of the lecturers, including the course syllabus and any other materials or information the lecturer considers important.

2. During the following week, the CEO and lecturer meet to discuss the evaluation.

A. If both agree on all points, the CEO gives one copy to the lecturer and forwards another to the academic department

B. If revisions are agreed upon, the CEO makes the changes within the week and forwards copies to the lecturer and the head of the particular academic department

STUDENT EVALUATIONS

1. The lecturer picks up student evaluation forms and instructions from the academic department.
2. Students first complete the course information section and then answer the items dealing with the quality of instruction.
3. The student representative designated by the lecturer takes the completed evaluation forms to the Academic department.
4. After final grades are submitted, the Academic department at IBA submit these student evaluations and a summary to the lecturer.

