



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Timeline of INSTRUCTOR Reviews

Effective Date: January 1, 2019

TITLE: Timeline of Instructor Reviews

RATIONALE: To provide quality assessment timelines to ensure effective quality reviews of courses offered at Princeton Rescue Squad.

POLICY/PROCEDURE:

Review Type	Survey Submission:	Administrative Assistant Spreadsheet Data Collection	Advisory Board Analysis
Instructor Observation Performed by the Education Director	Spring Semester [annually]	Summer Semester [trailer]	January [annually]
Instructor Observation (CE Courses) Performed by Department Chairs on his/ her direct reports	Fall Semester [annually]	Summer Semester [trailer]	January [annually]
HR—Performance Evaluation Performed by the COO/CEO	Summer Semester [annually]	Summer Semester [trailer]	July-August [annually]

The Administrative Assistant will perform an annual audit of faculty files to ensure that both observations were completed on each faculty member. All data for faculty will be collected and tabulated on a spreadsheet for use during annual Advisory Board and COO Performance Reviews. Any faculty represented without evaluation is to be reported to the Education Director.

RESPONSIBLE PERSONNEL:

Administrative Assistant, Education Director