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|  | <h1>Association Policy</h1> | |
| | Area: Training | Number: T- 2020 - 201 |
| | Subject: Instructor Performance Review | Effective Date: 07/11/2020 |
| | Reference: | Review Date: 01/01/2027 |
| | Supersedes: | |
| Signed: _____ (ON FILE) _____ VAFR President | | |
| Signed: _____ (ON FILE) _____ VAFR Training Officer | | |

I. Policy: The policy is to be used as a guideline for course monitoring to ensure the accuracy of course delivery and content. This policy also outlines the performance review process and steps of the grievance process for instructors who feel they have been inaccurately evaluated.

II. Purpose: The association’s goal is to provide quality training and ensure that our courses are delivered with consistency and accuracy. To achieve this goal, we should review instructor’s performance. The association values the services provided by our volunteer instructors and wants to ensure they are teaching based on our high standard.

III. Procedure:

- **Instructor Performance Review Process**
 - Each instructor will have a biennial performance review completed by the Division Manager. Instructors will be evaluated based on the results of course monitoring, student evaluation, and administrative factors. The definition of poor evaluation will be determined at the discretion of the Training Officer, these criteria should be posted on the website and available for instructors to access. If poor performance is identified prior to biennial performance reviews the following steps should be completed.
 - The State Office will notify the Course Coordinator(s) of a poor evaluation, whether from course monitoring form or student evaluation.
 - The Course Coordinator(s) will contact instructor(s) under review and schedule a meeting to discuss the poor performance.
 - The Course Coordinator(s) and instructor(s) should complete a performance enhancement plan.
 - The Course Coordinator(s) should send a copy of the performance enhancement plan to the State Office.
 - The State Office should send a copy of the plan to the Division Manager, Training Officer, and the instructor being reviewed.

- The Division Manager and Training Officer should review and notify the State Office of approval or denial of the performance enhancement plan. If the plan is denied, suggested improvements should be provided.
- The State Office will notify the Course Coordinator(s) and instructor(s) of the approval or denial of the plan. If approved the State Office should retain a copy for the instructor file.
- The Course Coordinator will
 - Denial of plan – contact the instructor under review and make suggested changes. Once complete send the revised plan back to the State Office. (Return to 4th bullet point)
 - Approval of plan – ensure the approved plan is followed. They should also be available to answers questions or concerns about the progress of the plan raised by the instructor(s), Division Manager, or Training Officer.

Instructor Grievance Process

- If an instructor(s) feels as though they have been inaccurately evaluated, they should complete the following steps.
 - Biennial Performance Review
 - The instructor(s) will email their grievance to the State Office.
 - The State Office will forward the biennial performance review in question and the instructor grievance email within 48 hours, of receiving, to the Training Officer.
 - The Training Officer will examine and further investigate the course monitoring form under review and come to a conclusion within two weeks, of receiving.

IV. Maintenance

This policy will be reviewed at least annually.