



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Training Course Instructor Evaluation		
<b>Policy Number:</b>	189	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	July 2012
<b>CFAI Reference:</b>	8C.7	<b>CAAS Reference:</b>	N/A
<b>Revision Summary:</b>	Created – July 2012		

### PURPOSE

The purpose of this procedure is to establish standard guidelines for evaluating instructor effectiveness and course delivery within the Rogers Fire Department to ensure that all elements of the Annual Training Plan (ATP) are meeting the established standard of excellence..

### POLICY

It is the policy of the department to conduct instructor evaluations for all courses within the ATP as well as any other courses of instruction deemed necessary by the Deputy Fire Chief of Special Operations and Training (DFC-SOT). Evaluations will be conducted utilizing Form 102 – Training Division Instructor Evaluation.

### Evaluation Procedure

All Instructors shall be evaluated on their performance at the conclusion of each training course within the ATP. The purpose of the evaluations shall be to ensure quality and consistency of instruction. Instructor and course evaluations will be distributed by the instructor or the city wide tour commander following the course. The evaluations will be collected and secured for review by the DFC-SOT.

The training division instructor evaluation form is a comprehensive evaluation of the instructor and course. Individuals completing the evaluation may complete any portions of the form they feel are necessary for the improvement of the training program as well as instructor performance. These forms will remain confidential but it is encouraged that the person completing the form sign their name in the event that additional information is necessary.

In the event that an instructor or course receives negative feedback or identified deficiencies, the DFC-SOT will review the feedback with the instructor and will provide a written action plan including specific progress steps. The instructor will

be counseled as to what progress is necessary for improvement and any educational programs that may be available.

This information will also be reviewed during the individual's yearly evaluation.

### **Program Administration**

The DFC-SOT shall be responsible for all aspects of the evaluation program. The instructor and course evaluations will be re-evaluated for effectiveness on a regular basis by the training committee to ensure that both instructor performance and course delivery remain consist with the expectations of the department and the intent of the ATP.