

APICS SOUTHWEST MICHIGAN (SWMI) CHAPTER

STANDARD OPERATING PROCEDURE

Position: Instructor Class Evaluation

Document No: SOP0052_ Instructor Class Evaluation

Original Issue Date: 12/28/05

Issued By: Board of Directors

Last Revised Date: 03/16/09

Revised By: Board of Directors

1. Purpose And Scope
 - a. To establish and maintain instructions by which all classes and instructors will be evaluated.
2. References
 - a. APICS - The Association of Operations Management Website.
3. Instructions
 - a. Electronic Evaluation Form – Survey Monkey
 - i. A standard evaluation form will be established before the beginning of the program year. All instructors will be evaluated using one standard form. This established form may not be changed during the year without authorization of the board of directors.
 1. Header contents of this form must include:
 - a. Instructor(s) name
 - b. Name of class
 - c. Date of class
 - d. Class number from the Web Site
 2. Main evaluation areas will include:
 - a. Registration process evaluation
 - b. Location evaluation
 - c. Instructor evaluation
 - b. Evaluation Reporting
 - i. Evaluation reporting will be based on a 5.0 scale.
 - ii. Each evaluation area must be scored separately, but may hold a different weight than other areas.
 - iii. All evaluation areas will be totaled and averaged to ascertain the final score.

Revision Box

Requests for changes to this document must be made in writing to the issuing and approving authority together with documentation on which to base the review and approval. Listed below is the record of changes for this document. Revision level and approval of revisions are recorded on title page.

Rev	Date	Page	Paragraph	Nature of change
0	3/16/09	All	All	New Document Split from Larger Document