

2014 - 2017 FACULTY CONTRACT

H.4.c. CLASSROOM - DL

Adjunct	Prob.	Regular	Dept. Chair
x	x	x	

■ Classroom Visitation Evaluation of Distance Learning Faculty ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

For the purpose of conducting a fair evaluation, it is recommended that a dialog occur between the evaluator and the faculty member before the actual visitation. This dialog can include how to navigate the course, hybrid versus online component, course outline of record, and DL Course amendment form.

Rating:

- 1 Performance exceeds the standard** (Used to commend the recipient for performance above the expected)
- 2 Performance meets the standard** (Used to acknowledge satisfactory performance of duties and responsibilities)
- 3 Improvement recommended** (Used to warn the recipient that performance is below what is expected)
- 4 Performance does not meet the standard** (Used for unacceptable performance)
- 5 Not applicable/insufficient data**

Any rating other than 'Performance meets the standard' (#2) must be accompanied by an explanatory remark by the evaluator.

Remarks or specific suggestions for change optional in "comments" space provided.

A. CLASS DYNAMICS

Rating: **1 2 3 4 5**

- Presents a positive, professional image in face-to-face meetings and/or in course website.
- Course website sets a tone for a class environment that promotes the learning process.
- Encourages student communications and interactions in the course website.
- Organizes class activities effectively.
- Communicates effectively in course website.
- Communicates effectively in face-to-face meetings.
- Demonstrates respect, courtesy and fairness with all students.
- Conducts interactions with students in a non-threatening manner.

Comments:

B. Teaching Strategies and Techniques

Rating: **1** **2** **3** **4** **5**

- Provides a safe environment for student participation that is conducive to the learning process.

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- Information presented is accurate and compliant with current course outline and/or syllabus.

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- Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.

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- Presents content or uses a format organized in a logical sequence.

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- Encourages critical, evaluative thinking, questioning, and reasoning.

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- Appropriately utilizes online activities to enhance course content.

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- Online course content is easily accessed in course website.

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- Demonstrates effective and regular contact with students.

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Comments:

C. Class Preparation and Subject Matter Expertise

Rating: **1** **2** **3** **4** **5**

- Shows evidence of thorough preparation through content presented in course website.

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- Activities chosen demonstrate academic rigor appropriate to level taught.

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- Subject matter expertise is reflected in course website.

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- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course.

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Comments:

D. Overall Summary of Classroom Visitation

Comments by Evaluator:

Rating:	1	2	3	4	5

E. Comments by Professor: (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member

Division Office

Human Resources – Adjunct Faculty Only

7/08, 8/13