

POLICY

All adjunct faculty will be formally evaluated during each of the first three semesters of teaching and annually thereafter, unless it is deemed necessary to do evaluations more frequently by the Dean/Assistant Dean, Provost, the Vice President of Academic Affairs, or his/her designee.

The Dean/Assistant Dean, the Provost, and/or designee will review the classroom observation with the adjunct instructor within three weeks of the observation. A copy of the completed evaluation form will be sent to the adjunct instructor and a copy will be placed in the adjunct instructor's personnel file. The procedures for the Student Reaction Forms followed for full-time faculty will be the same for adjunct faculty.

ADOPTED: June 23, 2003
Revised: July 27, 2009
Revised: April 26, 2010

PROCEDURE

The evaluator will be the appropriate Dean/Assistant Dean, the Provost, or designee as determined by the Vice President of Academic Affairs.

The evaluation will consist of two instruments: (1) the Classroom Observation Form 3112.2-1 and (2) the Student Reaction Form 3112.2-2. The Student Reaction Forms will be administered to all sections taught.

ADOPTED: July 28, 2009

OCEAN COUNTY COLLEGE
Record of Observation of Classroom Instruction - Form #3112.2-1

Faculty Member: _____ **Date:** _____

Length of Visit: _____ **Number of Students Present:** _____

Course Title: _____ **Course #/Section:** _____

GENERAL CONTENT FOR THE SESSION:

I. KNOWLEDGE OF MATERIAL

(Did the Instructor present material clearly, appear comfortable with the content, organize the content appropriately for the student level, deviate from the teaching plan when necessary, give examples/anecdotes?)

II. TEACHING STRATEGIES

(Did Instructor begin session with a plan for the day, link the lesson to previous learning, summarize major points? What strategies were used? Were they appropriate? Did the strategies encourage student participation? Did the Instructor formulate clear questions, wait an appropriate time for responses, reformulate or expand questions when appropriate?)

III. STUDENT INVOLVEMENT

(Did the Instructor use Classroom Assessment Techniques [CATs] to assess student learning [ex., Minute Paper, Chain Notes, Memory Matrix, Directed Paraphrasing, One Sentence Summary, Application Cards, or similar CATs]? Did the Instructor encourage students to ask questions, use methods to involve all students, demonstrate appropriate rapport with students, draw out reticent students, make eye contact, demonstrate respect for all students?)

IV. MECHANICS OF TEACHING

(Did Instructor speak clearly, audibly, at a pace appropriate for information processing and note taking? Did non-verbal behaviors [gestures, eye contact] contribute to the learning process? If media were used, were they clear and appropriate?)

GENERAL COMMENTS OF THE EVALUATOR:

GENERAL COMMENTS BY THE FACULTY MEMBER:

Signature of Instructor

Date

Signature of Evaluator

Date

cc: Original in Department Personnel file,
Vice President of Academic Affairs
Faculty member

III. **STUDENT INTERACTION:** (Were students engaged in the learning through varied activities? Comment on the use of the discussion board, synchronous chats, collaborative student projects, student presentations, and any other evidence of student interaction with course content. Did the faculty member seem to be making regular contact with all students? Did you sense the existence of a “learning community” among the students?)

IV. **COURSE DESIGN:** (Did the design suit the course objectives and content? Was the course designed to be easily navigable? Was the platform technology used to full advantage? Was the course designed to provide regular feedback to students?)

GENERAL COMMENTS OF THE EVALUATOR:

GENERAL COMMENTS BY THE FACULTY MEMBER (following post-evaluation conference):

Signature of Faculty Member
[Faculty signature only verifies evaluation conference has been held.]

(Date)

Signature of Evaluator

(Date)

Cc: Original in Department Personnel File
Vice President of Academic Affairs
Faculty Member

**OCEAN COUNTY COLLEGE
STUDENT REACTION FORM #3112.2-2**

Professor: _____ **Course Number:** _____ **Time/Days:** _____

DIRECTIONS: Please fill in the bubbles completely with a #2 pencil.

1. Early in the semester your professor gave you a Professor's Syllabus which provided information such as textbook titles, professor's contact information, course requirements, course policies, and other pertinent data. Yes No

2. Your professor covered the topics identified in the Professor's Syllabus. Yes No

3. Your professor made clear throughout the course what students were expected to learn. Yes No

4. Your professor explained how student work would be graded. Yes No

5. Your professor usually communicated clearly. Yes No

6. Your professor usually started class on time.
 Almost always Frequently Sometimes Hardly ever Not Applicable

7. Your professor let you know within a reasonable time period how well you had done on assignments, tests, and other course work.
 Almost always Frequently Sometimes Hardly ever

8. Your professor gave tests, projects, or writing assignments which covered important points of the course.
 Almost always Frequently Sometimes Hardly ever

9. Your professor tried to answer students' questions.
 Almost always Frequently Sometimes Hardly ever

10. Your professor was available to assist students as stated in the Professor's Syllabus
 Almost always Frequently Sometimes Hardly ever

11. Your professor maintained order in the classroom.
 Almost always Frequently Sometimes Hardly ever

12. Your professor treated students with respect.
 Almost always Frequently Sometimes Hardly ever

13. Your professor presented course content and materials clearly.
 Almost always Frequently Sometimes Hardly ever

14. Your professor seemed interested in teaching this course.
 Almost always Frequently Sometimes Hardly ever

15. Your professor stimulated thinking and learning.
 Almost always Frequently Sometimes Hardly ever

16. Your professor graded fairly.
 Strongly agree Agree Neutral Disagree Strongly disagree

17. Overall, I rate this professor as--

Excellent

Above average

Average

Below average

Poor

IT IS OPTIONAL FOR STUDENTS TO RESPOND TO THE FOLLOWING QUESTIONS:

What did you like about the instruction of this course?

What did you dislike about the instruction of this course?

OCEAN COUNTY COLLEGE
STUDENT REACTION FORM FOR DL INSTRUCTION (Form #3112.2-DL2)

Professor: _____ **Course Number:** _____

DIRECTIONS: Please fill in the bubbles completely with a #2 pencil.

1. Early in the semester your professor gave you a Professor's Syllabus which provided information such as textbook titles and online resources, professor's contact information, course requirements, course policies, and other pertinent data that was designed to help you adapt to the online learning environment. Yes No
2. Your professor covered the topics identified in the Professor's Syllabus. Yes No
3. Your professor made clear throughout the course what students were expected to learn Yes No
4. Your professor explained how student work would be graded. Yes No
5. Your professor fostered communication by creating opportunities for faculty/student and student/student interaction starting early in the term. Yes No
6. Your professor provided new course learning materials in a timely manner throughout the term.
 Almost always Frequently Sometimes Hardly ever
7. Your professor let you know within a reasonable time period how well you did on assignments, tests, and other course work.
 Almost always Frequently Sometimes Hardly ever
8. Your professor gave tests, projects, or writing assignments which covered important points of the course.
 Almost always Frequently Sometimes Hardly ever
9. Your professor answered students' questions in a timely manner (within 24 hours) and provided opportunities for students to respond to one another's questions.
 Almost always Frequently Sometimes Hardly ever
10. Your professor was available to assist students as stated in the Professor's Syllabus.
 Almost always Frequently Sometimes Hardly ever
11. Your professor facilitated a course in which the organization encouraged learning.
 Almost always Frequently Sometimes Hardly ever
12. Your professor insured that the discussion boards and chat rooms were conducted with civility and mutual respect.
 Almost always Frequently Sometimes Hardly ever
13. Your professor led a course in which the content was clearly accessed and presented.
 Almost always Frequently Sometimes Hardly ever
14. Your professor seemed interested in teaching this course.
 Almost always Frequently Sometimes Hardly ever
15. Your professor stimulated thinking and learning.
 Almost always Frequently Sometimes Hardly ever
16. Your professor graded fairly.
 Almost always Frequently Sometimes Hardly ever
17. Overall, I rate this profess as –
 Excellent Above Average Average Below Average Poor

IT IS OPTIONAL FOR STUDENTS TO RESPOND TO THE FOLLOWING QUESTIONS:

What did you like about the instruction of this course?

What did you dislike about the instruction of this course?