

POLICY

All adjunct faculty will be 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, 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.

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:** _____
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 Course Information Sheet which provided information such as names of textbooks, professor's office hours, course requirements, course policies, and other pertinent data.
 Yes No

2. Your professor covered the topics identified in the Professor's Course Information Sheet. Yes No

3. Your professor makes clear throughout the course what students are expected to learn. Yes No

4. Your professor explains how student work will be graded. Yes No

5. Your professor usually communicates clearly. Yes No

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

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

8. Your professor gives test, projects, or writing assignments which cover important points of the course.
 Almost always Frequently Sometimes Hardly ever

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

10. Your professor is available to assist students as stated in the Professor's Course Information Sheet or during posted faculty office hours.
 Almost always Frequently Sometimes Hardly ever

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

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

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

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

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

16. Your professor grades 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?