

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 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 Forms 3112.2-1/3112.2-DL1 and (2) the Student Reaction Forms 3112.2-2/3112.2-DL2. The Student Reaction Forms will be administered to all sections taught.

ADOPTED: July 28, 2009

Revised: June 21, 2011

Ocean County College

Record of Observation of Classroom Instruction #3112.2-1

Faculty Member:	
Course Title/Section	
Date:	
Time:	
# Students Present:	
Length of Visit:	

Code	Criteria	Score	Comments
	I. KNOWLEDGE OF MATERIAL (Scale 1-5)		
I-A	Does the instructor present material clearly?	0	
I-B	Does s/he appear comfortable with the content?	0	
I-C	Does s/he organize content appropriately for student level?	0	
I-D	Does s/he deviate from the teaching plan when necessary?	0	
I-E	Does he/she give meaningful examples/anecdotes?	0	
	II. TEACHING STRATEGIES (Scale 1-5)		
II-A	Does s/he begin each session with a plan for the day?	0	
II-B	Does s/he link the lesson to previous learning?	0	
II-C	Does s/he summarize major points?	0	
II-D	Does s/he use appropriate strategies?	0	
II-E	Do the strategies encourage student participation?	0	
II-F	Does the instructor formulate clear questions?	0	
II-G	Does s/he wait an appropriate time for responses?	0	
II-H	Does s/he reformulate or expand questions when appropriate?	0	
	III STUDENT INVOLVEMENT (Scale 1-5)		
III-A	Does s/he use Classroom Assessment Techniques?	0	
III-B	Does s/he encourage students to ask questions?	0	
III-C	Does s/he use methods to involve all students?	0	
III-D	Does s/he demonstrate appropriate rapport with students?	0	
III-E	Does s/he draw out reticent students?	0	
III-F	Does s/he make eye contact?	0	
III-G	Does s/he demonstrate respect for all students?	0	
	IV. MECHANICS OF TEACHING (Scale 1-5)		
IV-A	Does s/he speak clearly, audibly, and at a pace appropriate for information processing and note taking?	0	
IV-B	Does s/he use effective non-verbal behaviors [gestures, eye contact]?	0	
IV-C	If media are used, are they clear and appropriate?	0	
	Total:	0.0	
	Average	0.0	Rating
		0.0	Percent Performance

GENERAL COMMENTS OF THE EVALUATOR:
GENERAL COMMENTS BY THE INSTRUCTOR (following post-evaluation conference):

Ocean County College

Record of Observation of Classroom Instruction #3112.2-DL1

Faculty Name:			
Course Title/Section			
Date:			
Time:			
# Students Present:			
Period of Observation:			

Code	Criteria	Score	Comments
	I. COURSE CONTENT (Scale 1-5)		
I-A	Are there adequate, relevant materials supporting the object	0	
I-B	Is the material clearly organized?	0	
I-C	Is the material easily accessible?	0	
I-D	Is a logical organization of the material apparent?	0	
I-E	Are supporting materials provided through appropriate links	0	
	II. TEACHING STRATEGIES (Scale 1-5)		
II-A	Are the objectives for the unit made clear?	0	
II-B	Is the unit clearly related to the material preceding it?	0	
II-C	Are the tools used to achieve the objectives adequate?	0	
II-D	Are the assignments adequate to prepare students for the learning experience?	0	
II-E	Does the instructor assess higher order and critical thinking	0	
II-F	Are students given ongoing opportunities to self-check their learning?	0	
II-G	Does the instructor promptly grade tests and assignments and provide timely feedback?	0	
	III STUDENT INTERACTION (Scale 1-5)		
III-A	Are students engaged in learning through varied activities?	0	
III-B	Are discussion boards used adequately?	0	
III-C	Are synchronous chats adequately scheduled?	0	
III-D	Are students engaged in collaborative projects?	0	
III-E	Are student presentations adequately assigned?	0	
III-F	Does the instructor make regular contact with all students?	0	
III-G	Is there a sense of a "learning community" among the stude	0	
	IV. COURSE DESIGN (Scale 1-5)		
IV-A	Does the design suit the course objectives and content?	0	
IV-B	Is the course designed to be easily navigable?	0	
IV-C	Is the platform technology used to full advantage?	0	
IV-D	students?	0	
		0	
	Total:	0.0	
	Average	0.0	Rating
		0.0	Percent Performance

GENERAL COMMENTS OF THE EVALUATOR:
GENERAL COMMENTS BY THE INSTRUCTOR (following post-evaluation conference):

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 Not Applicable
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.
 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?