

2008 - 2011 FACULTY CONTRACT

H.4.a: CLASSROOM

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ Classroom Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____ Date & Time of Visit: _____

Department: _____ Subject Taught: _____

Observer: _____

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. Classroom Dynamics

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

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|--|--|--|--|--|--|
| • Encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session | | | | | |
| • Listens attentively and gives explanation to student with clarity and in a non-threatening manner | | | | | |
| • Verbal and written expressions and physical demeanor set a tone for a classroom environment that promotes the learning process. | | | | | |
| • Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication with class members. | | | | | |
| • Presents a positive, professional image. | | | | | |
| • Communicates effectively orally and in writing. | | | | | |
| • Demonstrates effective classroom management skills. | | | | | |

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 lecture/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 board, overheads, or other instructional aids to enhance lecture content.

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- Distributes handouts or instructional materials that are appropriate to content being presented.

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- Shows enthusiasm for the subject matter to encourage active student participation in learning.

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Comments:

C. Class Preparation and Subject Matter Expertise

Rating: 1 2 3 4 5

- Shows evidence of thorough preparation through presentation of course material.

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- Materials chosen demonstrate academic rigor appropriate to level taught.
- Demonstrates subject matter expertise in course design.
- Demonstrates subject matter expertise in course delivery.

Comments:

D. Overall summary of Classroom Visitation

Rating:

1	2	3	4	5

Narrative Summary of Classroom Events During the Presentation:

E. Comments by Professor: (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member

Division Office

Human Resources – Adjunct Faculty Only

8/04; 4/05; 7/05; 7/06; 7/08