

2019 - 2022 FACULTY CONTRACT

H.4.a: CLASSROOM

_Adjunct	_Prob.	_Regular	_Dept. Chair
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

■ Classroom Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____

Date & Time of Visit: _____

Department: _____

Subject Taught: _____

Observer: _____

Second Visit (For probationary faculty only)

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 |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • This professor encourages student participation by inviting questions, allowing students to problem-solve, or encouraging feedback during class session. | <input type="checkbox"/> |
| • This professor listens attentively and gives explanations to students with clarity. | <input type="checkbox"/> |
| • This professor provides an environment for student participation that is conducive to the learning process. | <input type="checkbox"/> |
| • This professor treats a diverse population of students ethically, courteously, and fairly. | <input type="checkbox"/> |
| • This professor demonstrates effective classroom management skills to promote learning and critical thinking. | <input type="checkbox"/> |

Comments:

B. Teaching Strategies and Techniques

Rating: 1 2 3 4 5

- This professor presents information that is accurate and compliant with current course outline and/or syllabus.

<input type="checkbox"/>				
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- This professor presents content or uses a format organized in a logical sequence.

<input type="checkbox"/>				
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- This professor communicates effectively in the classroom to promote learning and critical thinking.

<input type="checkbox"/>				
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- This professor employs various techniques/modalities to enhance lecture content.

<input type="checkbox"/>				
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- This professor distributes handouts or instructional materials (if any) that are appropriate to content being presented.

<input type="checkbox"/>				
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- This professor utilizes effective pedagogical techniques to promote learning and critical thinking.

<input type="checkbox"/>				
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- This professor engages students in the learning process.

<input type="checkbox"/>				
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Comments:

C. Class Preparation and Subject Matter Expertise

Rating: 1 2 3 4 5

- This professor shows evidence of thorough preparation through presentation of course material.

<input type="checkbox"/>				
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- This professor's chosen materials demonstrate academic rigor appropriate to level taught.

<input type="checkbox"/>				
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- This professor demonstrates subject matter expertise in course design.

<input type="checkbox"/>				
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- This professor demonstrates subject matter expertise in instructional delivery.

<input type="checkbox"/>				
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Comments:

D. Overall summary of Classroom Visitation

Rating:

1	2	3	4	5
<input type="checkbox"/>				

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, 7/14, 7/16

2019 - 2022 FACULTY CONTRACT

H.4.b: COUNSELOR

_Adjunct	_Prob.	_Regular	_Dept. Chair
X	X	X	

■ Counseling Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____

Date & Time of Visit: _____

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.

Counselor:

	Rating:	1	2	3	4	5
A. Encourages student participation by inviting questions, allowing students to problem-solve or encouraging feedback during counseling session.		<input type="checkbox"/>				
B. Listens attentively and gives explanations to students with clarity and in a non-threatening manner.		<input type="checkbox"/>				
C. Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.		<input type="checkbox"/>				
D. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.		<input type="checkbox"/>				
E. Presents a positive, professional image.		<input type="checkbox"/>				
F. Develops and utilizes effective techniques in educational, career and personal counseling.		<input type="checkbox"/>				
G. Is honest and fair with students.		<input type="checkbox"/>				
H. Presents information that is accurate and relevant.		<input type="checkbox"/>				
I. Assists students in clarifying goals and decision making.		<input type="checkbox"/>				
J. Uses technology as an aid in counseling.		<input type="checkbox"/>				
K. Demonstrates knowledge of academic policies and current career information.		<input type="checkbox"/>				
L. Overall Summary of Counseling Visitation.		<input type="checkbox"/>				

M. Narrative Summary of Counseling Events During the Session

N. Comments by Professor (Optional)

O. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member - Summary

Division Office

Human Resources - Summary

7/06; 7/08

2019 - 2022 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.
- Information presented is accurate and compliant with current course outline and/or syllabus.

- Embellishes course content/discussion by providing relevant information from sources other than textbook, if appropriate.
- Presents content or uses a format organized in a logical sequence.
- Encourages critical, evaluative thinking, questioning, and reasoning.
- Appropriately utilizes online activities to enhance course content.
- Online course content is easily accessed in course website.
- Demonstrates effective and regular contact with students.

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.
- Activities chosen demonstrate academic rigor appropriate to level taught.
- Subject matter expertise is reflected in course website.
- Course delivery agrees with Methods of Instruction listed in Distance Learning Course Amendment Form for this course.

Comments:

D. Overall Summary of Classroom Visitation

Rating: 1 2 3 4 5

Comments by Evaluator:

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

2019 - 2022 FACULTY CONTRACT

H.4.d. LAB

_Adjunct	_Prob.	_Regular	_Dept. Chair
x	x	x	

■ Lab Classroom Visitation Evaluation ■

■ Mt. San Antonio College ■

Professor: _____

Date & Time of Visit: _____

Department: _____

Subject Taught: _____

Observer: _____

Note: This form is optional at the discretion of the observer and may be used in place of form H.4.a. for laboratory environments.

Second Visit (For probationary faculty only)

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. Lab Classroom Dynamics

Rating:

- Encourages student participation by inviting questions, allowing students to problem-solve, or encourage feedback during lab class session.
- Listens attentively and gives explanations to students with clarity and a non-threatening manner.
- Verbal expressions and physical demeanor set a tone for lab 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 lab classroom management skills.

	1	2	3	4	5
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				
	<input type="checkbox"/>				

Comments:

B. Teaching Strategies and Techniques

Rating:

1	2	3	4	5
<input type="checkbox"/>				

- Provides a safe environment for student participation that is conducive to the learning process.
- Information presented is accurate and appropriate to the situation.
- Balances presentation/demonstration with opportunities for hands-on practice.
- Presents content or uses a format organized in a logical sequence.
- Encourages students' exploration and utilization of lab resources.
- Appropriately utilizes board, overheads, or other instructional aids to enhance presentation/demonstration.
- Distributes handouts or instructional materials that are appropriate to content being presented.
- Shows enthusiasm for the subject matter to encourage active student participation in learning.

<input type="checkbox"/>				
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<input type="checkbox"/>				
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<input type="checkbox"/>				
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<input type="checkbox"/>				
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<input type="checkbox"/>				
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<input type="checkbox"/>				
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<input type="checkbox"/>				
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Comments:

C. Classroom Preparation and Subject Matter Expertise

Rating:

1	2	3	4	5
<input type="checkbox"/>				

- Shows evidence of thorough preparation.
- Chosen materials demonstrate academic rigor appropriate to level taught.
- Demonstrates subject matter expertise.
- Distributes handouts or instructional materials that enhance the content being presented/demonstrated, when appropriate.

<input type="checkbox"/>				
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<input type="checkbox"/>				
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<input type="checkbox"/>				
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Comments:

**D. Overall Summary of Lab Classroom Visitations
Rating:**

1 2 3 4 5

<input type="checkbox"/>				
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Narrative Summary of Lab Events During the Presentation:

E. Comments by the Professor (optional)

F. Signatures:

Observer: _____

Date: _____

Professor: _____

Date: _____

Distribution:

Faculty Member
Division Office
Human Resources – Adjunct Faculty Only
5/15

2019 - 2022 FACULTY CONTRACT

H.8: ADJUNCT SUMMARY

Adjunct	Prob.	Regular	Dept. Chair
X			

■ Adjunct Faculty Summary ■

■ Mt. San Antonio College ■

Professor: _____

Date: _____

Department: _____

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) given in any evaluation category must be accompanied by an explanatory remark by the evaluator.

Instructions:

In cases where the rating falls below "Performance meets the standard" (#2), evaluative comments shall identify Teaching Faculty Performance Expectancies applicable to adjunct faculty, as outlined in Article 18.K.2, in addition to relevant teaching performance issues documented in student evaluations, classroom visitations, and/or in student complaints. In addition, specific suggestions for improvement shall be provided.

A. Teaching Competence:

- This professor complies with course outline.
- This professor develops and utilizes effective pedagogical techniques.
- This professor prepares thoroughly for all class assignments.
- This professor demonstrates competence in assigned subject matter.

Rating: **1 2 3 4 5**

<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

B. Professional Interactions:

- This professor cultivates a supportive environment for students.
- This professor adheres to ethical principles in interactions with a diverse population of students.
- This professor adheres to ethical principles in interactions with a diverse population of staff and colleagues.

Rating: **1 2 3 4 5**

<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

C. Promptness with Deadlines:

- This professor returns student exams and papers in a timely fashion.
- This professor prepares all records and reports accurately and completely and submits by the established deadlines.
- This professor adheres to faculty evaluation procedures and timelines.

Rating: **1 2 3 4 5**

<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

D. Availability and Meeting Obligations:

- This professor demonstrates prompt/regular attendance at all class meetings and adheres to scheduled dismissal times.
- This professor is reasonably accessible to students as described in the syllabus.
- This professor is reasonable accessible and responsive to department and division.

Rating: **1 2 3 4 5**

<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

E. Overall Rating

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

<input type="checkbox"/>				
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F. Comments:

G. Signatures:

Department Chair: _____

Date: _____

Division Administrator: _____

Date: _____

Professor: _____

Date: _____

H. Comments by Professor (optional):

Distribution:

Faculty Member
Division Office
Human Resources
8/04; 4/05; 7/05; 7/06, 8/13;
7/14, 7/16