



AGREEMENT

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

AND

FACULTY ASSOCIATION

FOR

July 1, 2017 – June 30, 2019

Year 1 of 2-Year Contract

■ **ARTICLE 18: FACULTY EVALUATION PROCEDURES AND PERSONNEL FILES** ■

18.A. Definitions of Terms used in Faculty Evaluation Procedures:

18.A.1. Authorized Evaluators:

- the appropriate Vice President
- division deans
- immediate administrator for non-teaching faculty
- other administrator(s) appointed by appropriate Vice President
- department chairpersons
- peers selected according to the provisions of Section 18.I.1.c.

18.A.2. Visitation Evaluation: A visitation evaluation is a specific observation of a faculty member's assigned activities by an authorized evaluator. Classroom visitations shall be announced and documented at least two (2) days prior to the visit except for visitations under Article 18.P.2.

18.A.3. Consultation: A consultation is a conference with a faculty member following an evaluation visitation. A consultation should (a) indicate areas of competence and (b) make specific suggestions for the improvement of teaching.

18.A.4. Evaluation: An evaluation is a periodic and specified formal judgment of a faculty member's performance. An evaluation (other than student) will be recorded on a standard College form and will be completed by the time designated on the evaluation schedule. Each authorized evaluator will contribute to a summary report regarding the evaluation activities of an individual faculty member.

18.A.5. Evaluation Terms: The rating scale for use on standard College evaluation forms reflecting appropriate performance expectancies shall be the following:

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

18.A.6. Contract (Probationary) Faculty: Unit members in accordance with the Education Code Sections 87601-87612.

18.A.7. Regular (Tenured Faculty): Are those unit members in accordance with the Education Code Sections 87601-87612.

18.A.8. Adjunct Faculty: Adjunct (hourly) faculty are those unit members paid on an hourly basis in accordance with the Education Code sections 87480-87482.

18.A.9. Peer Faculty: Those unit members with whom one works on a continuing basis.

18.A.10: Conference: An evaluation conference is a meeting in which evaluators discuss with the faculty member the results of the evaluation and announce their recommendations.

18.B. Teaching Faculty Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to Article 18.L.2):

18.B.1. To be thorough in preparation for all class assignments.

18.B.2. To be regularly involved in staff and professional development activities in order to increase personal expertise in both subject matter and teaching techniques.

18.B.3. To develop and utilize effective pedagogical techniques in order to enhance the communication of ideas and promote optimal student learning, critical thinking, and performance skills.

18.B.4. To cooperate with the department and colleagues in planning and implementing curricular and other educational projects.

18.B.5. To teach information that is accurate and in compliance with the current course outline of record.

18.B.6. To adhere to ethical principles governing interactions with students and colleagues.

18.B.7. To be prompt and regular in attendance at all class meetings and adhere to scheduled dismissal times.

18.B.8. To be prompt and regular in attendance at all department, committee, and College-wide meetings.

18.B.9. To prepare all records and reports accurately and completely.

18.B.10. To submit records and reports to the proper offices within established deadlines.

18.B.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).

18.B.12. To keep scheduled office hours and to fulfill obligations as to presence on campus.

18.B.13. To cultivate a supportive inclusive environment that promotes success of a diverse student body.

18.B.14. To be reasonably accessible to students.

18.B.15. To adhere to all faculty evaluation procedures and timelines.

18.B.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.

- 18.C. Special Assignments/Coaching Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2):
- 18.C.1. To be thorough in preparation for all assignments.
 - 18.C.2. To be involved in increasing expertise in both subject matter and performance techniques.
 - 18.C.3. To develop and utilize effective teaching and coaching techniques in order to enhance the communication of ideas to students and athletes.
 - 18.C.4. To cooperate with the department and colleagues in planning and implementing curricular and other projects.
 - 18.C.5. To teach and coach in his/her areas of competence and in compliance with the College policy and rules and regulations that govern specific areas of assignment.
 - 18.C.6. To adhere to ethical principles governing interactions with students and colleagues.
 - 18.C.7. To be prompt and regular in attendance at all practices, contests, conferences, committees, and College-wide meetings.
 - 18.C.8. To prepare all records and reports accurately and completely.
 - 18.C.9. To submit records and reports to the proper offices according to established deadlines.
 - 18.C.10. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).
 - 18.C.11. To keep scheduled office hours and to fulfill adjunct obligations as to presence on campus.
 - 18.C.12. To cultivate a supportive, inclusive environment for students and the community that promotes the success of a diverse student body.
 - 18.C.13. To be reasonably accessible to students.
 - 18.C.14. To develop and maintain a system of recruitment and retention of students and athletes in his/her area of assignment.
 - 18.C.15. To be aware of the physical well-being of students and athletes in his/her area.
 - 18.C.16. To maintain current knowledge of department goals, planning agenda, assessment activities and curriculum development.
- 18.D. Counseling Faculty Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2):

- 18.D.1. To be thorough in preparation for all duties including liaison, testing, and guidance class assignments.
 - 18.D.2. To be involved in increasing expertise in counseling techniques and in knowledge of academic policies and current career information.
 - 18.D.3. To develop and utilize effective techniques in educational, career, and personal counseling.
 - 18.D.4. To cooperate with department and colleagues in planning and implementing curricular and other projects.
 - 18.D.5. To provide competent counseling in compliance with College policies.
 - 18.D.6. To adhere to ethical principles governing interactions with students and colleagues.
 - 18.D.7. To be prompt and regular at all class, department, committee, and College-wide meetings, and to adhere to scheduled dismissal times.
 - 18.D.8. To prepare all records and reports accurately and completely.
 - 18.D.9. To disseminate accurate information to students.
 - 18.D.10. To submit records and reports to the proper offices according to established deadlines.
 - 18.D.11. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).
 - 18.D.12. To keep scheduled office hours and contractual adjunct obligations.
 - 18.D.13. To cultivate a supportive inclusive environment for students that promotes the success of a diverse student body.
 - 18.D.14. To be reasonably available to help and guide students beyond regular class and office hours.
 - 18.D.15. To adhere to all faculty evaluation procedures and timelines.
 - 18.D.16. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.
- 18.E. Librarian Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.K.2):
- 18.E.1. To be thorough in carrying out assigned duties as a librarian.
 - 18.E.2. To be involved in increasing expertise in librarianship.

- 18.E.3. To develop and utilize effective communication techniques in order to enhance effectiveness in working with students, staff, and other faculty.
- 18.E.4. To cooperate with colleagues in planning and implementing curricular and other projects.
- 18.E.5. To follow established library procedures in carrying out assigned responsibilities.
- 18.E.6. To adhere to ethical principles governing interactions with students and colleagues.
- 18.E.7. To be prompt and regular in attendance at all class, department, committee, and College-wide meetings, and to adhere to scheduled dismissal times.
- 18.E.8. To prepare all records and reports accurately and completely.
- 18.E.9. To submit records and reports to the proper offices on schedule.
- 18.E.10. To be involved reasonably in the total program of the College, (for example, College-wide committees, meetings, and student activities).
- 18.E.11. To fulfill hourly obligations as to presence on campus.
- 18.E.12. To cultivate a supportive, inclusive environment for students that promotes the success of a diverse student body.
- 18.E.13. To be reasonably available to help and guide students.
- 18.E.14. To adhere to all faculty evaluation procedures and timelines.
- 18.E.15. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.
- 18.F. Instructional Specialist Performance Expectancies: Upon employment at Mt. San Antonio College, on the premise that the College exists for the educational welfare of the students, a member of the faculty unequivocally accepts the following professional responsibilities (Adjunct faculty should also refer to 18.L.2).
 - 18.F.1. To be thorough in preparation for all duties, including teaching, assessment, consultation and liaison in area(s) of specialty.
 - 18.F.2. To teach subject matter in his/her areas of competence and in compliance with the current course outline.
 - 18.F.3. To maintain current knowledge of department goals, planning agenda, assessment activities, and curriculum development.
 - 18.F.4. To cooperate with the department and colleagues in planning and implementing curricular and other educational projects.
 - 18.F.5. To develop and utilize effective pedagogical techniques in order to enhance the access and communication of ideas and to promote optimal student learning, critical thinking, and performance skills.

- 18.F.6. To adhere to ethical principles governing interactions with students and colleagues.
- 18.F.7. To be prompt and regular at all class, appointment, department, committee, and College-wide meetings, and to adhere to scheduled dismissal times.
- 18.F.8. To prepare all records and reports accurately and completely, and to submit them to the proper offices according to established deadlines.
- 18.F.9. To disseminate accurate information to students.
- 18.F.10. To adhere to all faculty evaluation procedures and timelines.
- 18.F.11. To be regularly involved in staff and professional development activities in order to increase personal expertise in speciality areas, teaching, assessment, and access/disability issues.
- 18.F.12. To be reasonably available to help and guide students.
- 18.F.13. To cultivate a supportive, inclusive environment that promotes the success of a diverse student population.
- 18.F.14. To fulfill obligations as to presence on campus.
- 18.F.15. To be involved reasonably in the total program of the college, (for example College-wide committees, meetings, and student activities).

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: _____

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.

--	--	--	--	--
- This professor listens attentively and gives explanations to students with clarity.

--	--	--	--	--
- This professor provides an environment for student participation that is conducive to the learning process.

--	--	--	--	--
- This professor treats a diverse population of students ethically, courteously, and fairly.

--	--	--	--	--
- This professor demonstrates effective classroom management skills to promote learning and critical thinking.

--	--	--	--	--

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.

--	--	--	--	--
- This professor presents content or uses a format organized in a logical sequence.

--	--	--	--	--
- This professor communicates effectively in the classroom to promote learning and critical thinking.

--	--	--	--	--
- This professor employs various techniques/modalities to enhance lecture content.

--	--	--	--	--
- This professor distributes handouts or instructional materials (if any) that are appropriate to content being presented.

--	--	--	--	--
- This professor utilizes effective pedagogical techniques to promote learning and critical thinking.

--	--	--	--	--
- This professor engages students in the learning process.

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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.

--	--	--	--	--
- This professor’s chosen materials demonstrate academic rigor appropriate to level taught.

--	--	--	--	--
- This professor demonstrates subject matter expertise in course design.

--	--	--	--	--
- This professor demonstrates subject matter expertise in instructional delivery.

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Comments:

D. Overall summary of Classroom Visitation

Rating: 1 2 3 4 5

Narrative Summary of Classroom Events During the Presentation:

1	2	3	4	5

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

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.					
B. Listens attentively and gives explanations to students with clarity and in a non-threatening manner.					
C. Uses verbal expressions and physical demeanor to set a tone for a counseling session that positively promotes the counseling process.					
D. Demonstrates awareness and/or sensitivity to cultural, ethnic, and gender differences in communication.					
E. Presents a positive, professional image.					
F. Develops and utilizes effective techniques in educational, career and personal counseling.					
G. Is honest and fair with students.					
H. Presents information that is accurate and relevant.					
I. Assists students in clarifying goals and decision making.					
J. Uses technology as an aid in counseling.					
K. Demonstrates knowledge of academic policies and current career information.					
L. Overall Summary of Counseling Visitation.					

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

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.

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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.

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- 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.

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Comments:

Rating: 1 2 3 4 5

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D. Overall Summary of Classroom Visitation

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

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

1 2 3 4 5

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. [] [] [] [] []

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 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.

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Comments:**C. Classroom Preparation and Subject Matter Expertise****Rating:****1 2 3 4 5**

- 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.

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Comments:

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

1 2 3 4 5

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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

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

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

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

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

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E. Overall Rating

Rating: 1 2 3 4 5

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

2014-2017 FACULTY CONTRACT

H.2.a: STUDENT

Adjunct	Prob.	Regular	Dept. Chair
X	X	X	

■ **Student Evaluation** ■
 ■ **Mt. San Antonio College** ■

Professor:

Course Title:

Reference #:

Day/Date of Class:

Time of Class:

- Rating: **A** Strongly Agree
B Agree
C Disagree
D Strongly Disagree
E Not applicable/Insufficient data

The Professor:

Scantron Code: **A B C D E**

- | | | | | | | |
|--|---|--|--|--|--|--|
| <p>1. Presents subject matter clearly, thoroughly, and communicates ideas and concepts effectively.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>2. Organizes class time effectively.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>3. Creates a supportive learning environment.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>4. Generates interest and student participation.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>5. Gives clearly defined assignments.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>6. Meets and dismisses classes punctually.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>7. Invites questions, listens attentively, and answers with clarity.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>8. Is available to students outside the classroom.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>9. Enhances learning by providing relevant information from sources other than the textbook.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>10. Makes the syllabus available at the beginning of the course</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>11. Grades according to outlined criteria</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>12. Appreciates and respects students' opinions; treats them ethically, courteously, and fairly.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>13. Returns exams and papers in a timely fashion</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>14. Demonstrates sensitivity to the diversity of students.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>15. Makes an effort to help students succeed.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>16. Follows the course syllabus.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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| <p>17. I recommend this professor to a friend.</p> | <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> | | | | | |
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**Answer the following questions on the back of your scantron.
 (Please include specific examples and suggestions.)**

- A.** What has the professor done especially well in teaching this course?
- B.** How might the professor improve this course?
- C.** Additional comments.