PROCEDURES MEMORANDUM

TO: MCC Staff
FROM: Office of the President
SUBJECT: Adjunct Faculty Observation & Feedback Procedures
DATE: August 11, 2022

PURPOSE: The purpose of the adjunct faculty observation/feedback is to provide a consistent methodology for observation and providing feedback to part-time faculty regarding the teaching and learning process.

SCOPE: This procedure applies to all adjunct faculty who are issued notices of adjunct assignment for credit courses.

1. General Principles

The general principles underlying the adjunct faculty observation/feedback are:

A. To provide a system for observing adjunct faculty
B. To communicate observation guidelines to adjunct faculty members
C. To provide feedback for improving adjunct faculty teaching skills
D. To provide an opportunity for ongoing communications regarding the teaching and learning process

2. Course/Instructor Feedback Procedures

A. Frequency – Course/Instruction Feedback shall be administered to students on a quarterly basis in courses designated by the Dean.

B. Course/Instruction Feedback Instrument – The Course/Instruction Feedback Instrument is designed to be anonymous, self-explanatory and easily administered. All courses are designated for electronic administration of the form.

C. Distribution – Students will be directed to the appropriate link to complete an online instrument. Electronic forms are automatically sent to the appropriate academic dean’s office.

D. Compilation – Composite scores will be tabulated and student comments will be compiled.

E. Access to Course/Instruction Feedback – The appropriate dean’s office shall ensure that Course/Instruction Feedback is maintained and safeguarded in the dean’s office files for a period of two years. The adjunct faculty member, dean and other
individuals designated by the president may have access to Course/Instructor Feedback Forms.

3. Observation/Feedback Procedures

   A. Frequency – Observation, by the appropriate academic dean or the dean’s full-time faculty designee, shall be conducted as follows:

      1) New Adjunct Faculty – Observation should be conducted at least one time during the first four quarters of employment of the adjunct faculty member.

      2) Returning Adjunct Faculty – All adjunct faculty who continue teaching after the first two quarters of employment shall be observed using the Adjunct Faculty Observation/Feedback Form on an ongoing basis.

   B. Form – The observation form shall cover, but not be limited to, the following

      1) Classroom Management

      2) Organization of course content

      3) Student engagement

      4) Accessibility of course materials

      5) Use of instructional technology

      6) Adherence to MCC course design and Quality Matters principles (in all modes of course delivery)

Adopted 9/23/92; Reviewed but no changes 2/12/08; Revised 5/12/09; Revised 2/23/15; Revised 8/11/22