

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Adjunct Faculty Observation & Feedback Procedures

DATE: May 12, 2009

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

SCOPE: This procedure applies to all adjunct faculties 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/Instructor Feedback Forms shall be distributed on a quarterly basis to those courses designated by the Dean.
- b. Course/Instructor Feedback Form – The Course/Instructor Feedback Form is designed to be anonymous, self-explanatory and easily administered. Both faculty members and the student monitor will receive written instructions with the Course/Instructor Feedback Forms.
- c. Distribution – The faculty member will ask a student to serve as the student monitor and will distribute the Course/Instructor Feedback Forms. The student monitor will ensure that the completed Course/Instructor Feedback Forms are collected and delivered to the appropriate location.

- d. Compilation – The Course/Instructor Feedback Forms will be scanned and composite scores will be tabulated.
 - e. Access to Course/Instructor Feedback Forms– The appropriate Dean’s office shall ensure that Course/Instructor Feedback Forms are 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 shall be conducted as follows:
 - i. New Adjunct Faculty – Observation should be conducted at least one time during the first four quarters of employment of the adjunct faculty member.
 - ii. Returning Adjunct Faculty – All adjunct faculties who continue teaching after the first two quarters of employment shall be observed using the Adjunct Faculty Observation/Feedback Form on an ongoing basis.

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