

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Adjunct Faculty Observation & Feedback Procedures

DATE: February 23, 2015

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 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/Instructor Feedback shall be administered on a quarterly basis to those courses designated by the Dean.
- b. Course/Instructor Feedback Instrument – The Course/Instructor Feedback Instrument 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 Instrument. The instrument may be in paper or in electronic form.
- c. Distribution – The faculty member, in the case of paper administration, 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. If administration is done electronically, students will be directed to the appropriate link to complete an online instrument. Electronic forms are automatically sent to the appropriate location.

- d. Compilation –Composite scores will be tabulated and student comments will be compiled.
- e. Access to Course/Instructor Feedback The appropriate Dean’s office shall ensure that Course/Instructor 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 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 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.

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