

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/Instructor Feedback shall be administered to students on a quarterly basis in 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. 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/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, 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