

Distance Education Faculty Evaluation

Recommendations

In order to identify areas of strength and needed improvement, the Committee recommends that:

- I. Faculty who teach distance education courses during the appointed semester of faculty evaluation should have at least one distance education course evaluated. The evaluator should have experience teaching online.
- II. The addendum below will be added to the current Faculty Association evaluation article. The purpose of this addendum is to aid evaluation of the level of regular effective contact in the course(s) being evaluated. The attached rubric (Distance Education Faculty Evaluation Addendum) should be used to evaluate online faculty in place of the regular classroom rubric. The criteria relating to the content of the course is not applicable for model course content; this should be noted on the evaluation.
- III. The evaluatee should assist the evaluation team in experiencing the virtual classroom and provide directions, emphasize features of the course, and otherwise guide the team through the course. The evaluation team members may be granted temporary access to the course during the evaluation period but will not have direct online contact with the students enrolled in the course. The faculty member being evaluated has the option to walk through their online course with the evaluator (for example, through a screenshare, phone call, or in-person meeting.)
- IV. The Faculty Committee on Online Education collaborates with the Faculty Association to modify the language of the existing instrument, as part of the regular negotiation process, for student evaluation of faculty that can be used in all online courses. The instrument should reflect best practices for effective and meaningful instructor-learner interaction and should be administered securely and anonymously.
- V. The Faculty Committee on Online Education collaborates with Institutional Research to improve response rates for student evaluations in online courses.

Distance Education Faculty Evaluation Addendum

Semester/Year

Pasadena Area Community College District
Classroom Evaluation Worksheet (Peer and Designee)
Teaching Full Time Faculty
(Included in evaluation packet to HR)

Employee

Division

Evaluator _____

Date _____

Performance Indicators:

	Excellent	Satisfactory	Needs improvement in Specific Area(s)	Unsatisfactory	Not Observed
Uses current materials and theories					
Employs multiple teaching approaches when applicable					
Uses materials pertinent to the course outline					
Teaches at an appropriate level for the course					
Communicates ideas clearly, concisely, and effectively					
Paces classes according to the level and material presented					
Maintains student -faculty relationship conducive to learning					
Incorporates multimodal learning strategies in course design					
Stimulates student interest in the material presented					
Tests student performance in fair and valid ways					
Maintains substantive contact with students					
Provides students with a written explanation of the evaluation process, expectations and requirements, assignments, course content, relevant dates, and other information					
Demonstrates sensitivity in working with students of diverse racial and ethnic backgrounds, gender and sexual orientations, and with various disabilities, including the use of universal design for accessibility					
Clearly communicates desired student learning outcomes to students					
Assignments and tests are clearly related to expressed student learning outcomes					
Demonstrates flexibility in addressing student needs					
Provides SLO information on course syllabi and participates in SLO assessment					

Semester/Year _____

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It is suggested that the evaluator consider both strengths and suggestions for improvements.

Evaluator's Signature _____ Date _____

Employee (signature): _____

Employee (print name): _____ Date _____

*I will submit an addendum to this report: _____ Date _____

* Addendum must be submitted within ten (10) working days after copy of this report is reviewed and signed.