



# Online Faculty Evaluation

**Faculty:**

**Evaluator:**

**Course:**

**Term:**

**Review Date:**

## Scoring

**4 = Exceeds criteria**

**2 = Meets criteria with minor changes**

**3 = Meets criteria**

**1 = Does not meet criteria**

## SECTION 1. PLANNING AND ORGANIZATION

Score	Criteria	Evaluator Comments	<i>Examples of Good Practices</i>
	1. Selects subject matter at an appropriate level and organizes instruction and assessment around approved course outcomes.		Selects assignments and tools that support approved course goals and outcomes.  Plans lessons and assignments that have sufficient depth in content for the student to learn the subject.  Provides activities that support and assessments that measure the official course outcomes.

	<p>2. Provides a syllabus and supplemental materials with approved course outcomes, student and instructor expectations and due dates.</p>	<p>.</p>	<p>Prepares course lessons and assignments in advance and set clear due dates for them.</p> <p>Provides an unambiguous overview of the course expectations from the start of the term.</p> <p>Sets clear communication guidelines, such as grading and response time.</p>
	<p>3. Designs clear and logical learning experiences.</p>		<p>Provides introductory lessons/exercises to prepare students for later assignments.</p> <p>Separates course into self-contained modules that can be used to assess student mastery before advancing in the course.</p> <p>Uses consistent format for lesson modules.</p> <p>Designs lessons and assignments that are easy to navigate and understand.</p>
	<p>4. Prepares course materials that are professional, clear and accurate.</p>		<p>Designs content that communicates information clearly and accurately, without major errors in language usage.</p> <p>Uses effective vocal quality in voice media.</p>

***Additional Comments:***

## SECTION 2. INSTRUCTION AND INSTRUCTIONAL SUPPORT

Score	Criteria	Evaluator Comments	<i>Examples of Good Practices</i>
	1. Shows enthusiasm for teaching and learning and maintains a positive learning environment.		<p>Adds individual features (such as images, videos, quotations, or stories) and commentary on the course topics to reveal personal enthusiasm for the subject.</p> <p>Engages actively with the students and the course content, without 'taking over.'</p> <p>Uses affirming language and presents material in a positive manner.</p>
	2. Relates instruction to the interests and needs of the students.		<p>Provides real-life contexts and opportunities for hands-on practice and application.</p> <p>Designs activities that allow students to attach personal meaning to content.</p> <p>Provides students some choice of assignment formats.</p>
	3. Promotes the use of educational support services within and outside the college.		<p>Suggests campus resources to students who are having academic and personal difficulties.</p> <p>The course homepage includes the official college's e-campus support widget.</p> <p>Creates assignments that ask students to use services such as the library and the Learning Center.</p>
	4. Encourages active student involvement in learning activities and class communications.		<p>Course uses tools and media that encourage frequent student interaction and guide students to become more active learners.</p> <p>Monitors student activity (in discussions, group work, etc.) and participates as needed to facilitate and model interaction.</p>

			<p>Contributes external resources, such as links, and encourages students to do the same.</p> <p>Encourages students to ask questions.</p> <p>Encourages students to consider multiple points of view.</p>
	5. Uses techniques to encourage higher-order thinking, such as critical thinking, analysis, and problem-solving.		<p>Provides compelling opportunities for online discussion, negotiation, debate, and sharing of information.</p> <p>Includes discussion prompts, quiz questions, and assignments that require students to use a range of thinking skills from basic knowledge recall to comprehension, analysis, synthesis and evaluation.</p>
	6. Communicates in an effective and a timely manner.		<p>Uses effective vocal quality in voice media.</p> <p>Uses clear and appropriate emphasis in written communication.</p> <p>Responds in a timely manner to student questions, communications, and assignments.</p> <p>Provides timely feedback and grades.</p> <p>Uses a grade book to communicate student progress.</p>
	7. Manages teaching and learning time effectively.		<p>Balances course design to help students manage course load.</p> <p>Adjusts teaching time to learning needs.</p> <p>Set limits for the number and length of postings by students.</p>

			<p>Assures that links to external sites are up-to-date and materials are easy to use.</p> <p>Leaves drop box and other tools open for a reasonable time prior to the due date.</p>
	8. Incorporates a variety of teaching techniques and strategies.		Possibilities include discussions, quizzes, video demonstrations, and presentations.
	9. Uses a variety of assessment techniques when evaluating learning or skill development.		Selects assessment methods and grading criteria that support learning goals and course outcomes.
	10. Communicates and enforces expectations for safety in student activities, if relevant.		
	11. Practices and facilitates civility in student interactions.		Models appropriate behavior in course interactions.

***Additional Comments:***

### **SECTION 3. PROFESSIONALISM**

<b>Score</b>	<b>Criteria</b>	<b>Evaluator Comments</b>	<b><i>Examples of Good Practices</i></b>
	1. Follows State and Federal mandates applicable to teaching and learning.		Complies with the State and Federal guidelines and completes required training on safety, privacy, harassment, diversity, etc.
	2. Follows MnSCU policies and procedures related to instruction and professional development.		Complies with ADA copyright, travel, and purchase guidelines.

	3. Follows college policies and procedures.		Follows college policies including the FN, book ordering, absenteeism, not having assignment deadlines on weekends, etc.
	4. Follows program and accreditation criteria, if applicable.		
	5. Participates in a continuous program of professional improvement.		Demonstrates willingness to try new techniques.
	6. Keeps current in and demonstrates knowledge of assigned field.		
	7. Is receptive to suggestions to try new techniques		
	8. Exhibits high standards of professionalism when dealing with colleagues, students, and administrators.		Demonstrates fairness and consistency in handling student problems.  Attempts to resolve conflict in an appropriate manner.

***Additional Comments:***

## SECTION 4. PORTFOLIO DOCUMENTATION

Score	Criteria	Evaluator Comments	<i>Examples of Good Practices</i>
	1. Professional Development Plan		
	2. Self-Evaluation		
	3. Examples of teaching materials.		Examples of handouts, exercises, exams, tutorials, study guides, etc.
	4. Evidence of continuing education and professional activities		Examples of courses, workshops, publications, community involvement, committee work, new curriculum, innovative teaching techniques, etc.

***Additional Comments:***