

Faculty Instructional Evaluation Procedure

I. ONLINE CLASS EVALUATIONS

- A. **Obtain password** from Webmaster to access online classes.
- B. Log on to class site at www.bcconline.com/classes2.htm in order to **conduct the observation between weeks 6-14 (specific dates were included with the email that was sent to you as the evaluator).**
- C. **Complete the *Instructor Evaluation Form Part B(1) – Online Class Observation*** (electronic form is available on http://www.barstow.edu/Pdf/Academic_Affairs/insteval/partb1.pdf).
- D. You do **not** need to conduct student evaluations for online classes. Student evaluations will be completed by the students at the time they take their final exam.
- E. Forward the **completed evaluation form to the Instruction Office** within 3 days of completing the observation. **All observations must be on file in the Instruction Office by the date listed in the instructor evaluation email.**

II. LIVE CLASS EVALUATIONS

- A. **Classroom Observation – Conducted between weeks 6-14.** Notify the instructor being evaluated of which class you will be attending *ahead of time* and verify that the selected date is not a test day or a day when the instructor is showing a video. You will want to actually observe the instructor teaching. You will also need to request tests, handouts, lecture notes, etc from the instructor – ahead of time.
- B. Verify **current course syllabi are on file** with the Instruction Office (if you received a copy of the syllabus at the initial meeting then the syllabus is on file with the Instruction Office).
- C. Obtain **student evaluation** packet and pencils from the Instruction Office. Students must write CRN # of course on the student evaluation form. Pick up packets at least 24 hours in advance of observation. **Follow instructions on packet.**
- D. Visit Class - **conduct the student evaluation** first (instructor *must not be present* in the room during the student evaluation) **and then proceed with classroom observation.**
- E. Write up the evaluation on the *Instructor Evaluation Form Part B – Classroom Observation* (electronic form is available http://www.barstow.edu/Pdf/Academic_Affairs/insteval/partb.pdf). **Submit the written evaluation, student evaluations, and pencils to the Instruction Office within 3 days of conducting the evaluation. All observations must be on file in the Instruction Office by the date listed in the instructor evaluation email.**

III. INSTRUCTOR BEING EVALUATED

- A. Complete the *Self-Evaluation form* (electronic form is located http://www.barstow.edu/Pdf/Academic_Affairs/insteval/partc.pdf) and return it to the Instruction Office **by the date listed in the instructor evaluation email.**
- B. **Forward copies of teaching materials** (handouts, notes, quizzes, etc) to each member of your evaluating team (for the class/classes they will be observing) at least **2 days prior to the date of the scheduled observation.**