Miami Dade College

Faculty Evaluation Procedures for Online Classes

Each faculty member who teaches online will be evaluated using the Online Course Observation Rubric once during the academic year. Additional observations can be requested by the chair and/or faculty member. See the UFMDC and MDC Agreement, Article 7, Section 3.

1. As with the face-to-face evaluation, the chair will be responsible for doing the online course observations of all full-time faculty in his/her department.

2. Online course evaluations will be scheduled by the chair in consultation with the faculty member during an announced 48-hour period established *after midterm but prior to the official VC final examination week.* During this consultation, the faculty member may suggest several current modules that would be appropriate for observation.

3. The chair will be enrolled as a student in the class using his/her MDC user name and will be given access for a period of two consecutive work days, or 48 hours to observe one and only one module during that period.

4. Within three working days following the 48-hour observation period, the faculty member may provide the chair with any course related materials to which the chair would not have had access as a student. These materials must be from the same course in which the instructor has been observed.

5. The chair will share the results of the observation with the faculty member within 10 work days of the conclusion of the observation period, and provide a signed and dated copy to the faculty member with the rating circled.

6. All faculty who have received two (2) consecutive online course evaluations with commendable and/or satisfactory in all categories will be placed on a 2- year rotation. In other words, once a faculty member has received commendable or satisfactory in all categories for 2 consecutive observations, s/he will then be observed once every two years in the online environment, unless performance issues are raised.

7. All chairs are required to complete designated LMS training.

8. All chairs are required to attend a Virtual College Evaluation workshop to learn to use the Online Course Observation Rubric to evaluate faculty.

Miami Dade College Virtual College Observation Rubric

Faculty Member_____
Chair_____
Observation Date_____
Course_____**Term**_____

	Commendable Performance	Satisfactory Performance	Performance Needs Improvement
1. Maintains an online environment climate conducive to learning.	Instructor consistently uses online communication	Instructor usually uses online communication	Instructor rarely uses online communication
	Instructor consistently maintains an online presence	Instructor usually maintains an online presence	Instructor rarely maintains an online presence
	Instructor provides effective guidance to help students navigate the course and the material	Instructor provides adequate guidance to help students navigate the course and the material	Instructor does not provide adequate guidance to help students navigate the course and the material
	Instructor demonstrates efficient LMS skills	Instructor demonstrates adequate LMS skills	Instructor demonstrates inadequate LMS skills
2. Motivates students to participate in online class activities.	Instructor consistently provides timely feedback related to class activities	Instructor usually provides timely feedback related to class activities	Instructor rarely provides timely feedback related to class activities
	Instructor consistently contacts students if they are not participating in class activities	Instructor usually contacts students if they are not participating in class activities	Instructor rarely contacts students if they are not participating in class activities
3. Shows interest, concern, and respect for students.	Instructor consistently responds to students	Instructor usually responds to students	Instructor rarely responds to students
	Instructor consistently addresses students respectfully	Instructor usually addresses students respectfully	Instructor does not always address students respectfully

Received by Faculty Member_____**Date**_____