



DISTANCE LEARNING CLASS EVALUATION POLICY

Division: Academic Affairs

Policy Statement

Academic Deans or their designee engage in periodic distance learning class evaluations to maintain academic quality. Evidence collected may be used for faculty promotion and tenure.

Policy Details

- The instructor and the Academic Dean schedule the evaluation and identify which class will be observed (if an instructor is teaching multiple courses).
 - The scheduling of distance-learning (DL) class evaluations shall adhere to TFA contract language.
 - If an instructor is teaching seated and DL classes, a DL class will be evaluated.
- The instructor will allow the supervisor full access to the class.
- Instructors who do not or are unable to come on campus to discuss the DL class evaluation conducted will meet with the Academic Dean via Teams or other web conferencing software.

Procedures

Distance learning class evaluations of Full-time Faculty complies with the Faculty Collective Bargaining Agreement provisions regarding promotion and tenure.

Distance learning class evaluations for full-time and part-time faculty are maintained in the Academic Division Office.

Resources

Classroom Observation Checklist

Documentation

Definitions

Term Definition

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
2012	Policy	Issued	
5/10/2023	Entire Document	Transferred to new template with minor edits – no CASA approval needed	William Taylor, VPAA
4/29/2026	Entire Document	Reviewed policy – no changes	Dr. Doug Mead, VPAA

**Full name of CASA Committee Chair, signatory, or designee

Effective Date: 2012

Next Review Date: 5/31/2029