



CLASSROOM EXPECTATIONS, INSTRUCTIONAL MINUTES, STUDENT EVALUATION OF INSTRUCTION, SUPERVISOR EVALUATION OF INSTRUCTION AND/OR OTHER RESPONSIBILITIES

Classroom Expectations

In the classroom the instructor is expected to:

1. Provide lectures, lead discussions, perform demonstrations, or use technology which facilitates learning.
2. Be organized.
3. Be intellectually stimulating.
4. Demonstrate he/she is not bound by the text.
5. Be sincerely and constructively interested in each student.
6. Encourage student participation in learning and assessment activities.
7. Have a well-prepared course syllabus and directions.
8. Effectively use materials, methods, and examinations.
9. Give students the opportunity to develop written and oral communication skills.
10. Adhere to stated course objectives in the Master Syllabus.

Instructional Minutes

It is expected that the instructor will be prepared for and meet every class with the knowledge and materials required to teach the class. Class should begin on time and continue for the period scheduled. Each three-hour class must include a minimum of 150 minutes of instruction for each 180-minute time slot.

Student Evaluation of Instruction

All faculty members' (full-time and adjunct) classes are evaluated by the students in accordance with the timeline set forth in the College's [Faculty Evaluation and Improvement of Instruction](#) policy. These evaluations are required and the results figure into the application for [Promotion-in-Rank](#) process.

Supervisor Evaluation of Instruction and/or Other Responsibilities

Each faculty member is evaluated in accordance with the College's [Faculty Evaluation and Improvement of Instruction](#) policy.

Policy Reference:

Originally published in Policy and Procedures Memorandum, AA-1275.1F, *Faculty Handbook*, issued February 23, 1996. Policy references (links) updated November 7, 2006.