Fleming College
LEARN ι BELONG ι BECOME

HR/ACADEMIC PROCEDURE:

EVALUATION FACTORS FOR TEAM-TAUGHT COURSES

Issue Date: August 21, 2016   **Revision:** 1

Purpose:

This procedure describes the evaluation guidelines that apply to full-time faculty in team-taught courses.

Evaluation Principles:

- Course evaluation factors are based on the assessment plan in the course outline.

- Lecturers get minimal evaluation factor (in progress) unless there is more assessment done in the lecture (eg. Tests).

- Seminar or Lab Evaluation: requires assessment of all course material – whether delivered in lecture or in seminar. Therefore, each faculty who leads a lab/seminar, and therefore is responsible for evaluating students, will be provided with lab/seminar evaluation credit for all course hours (e.g., 3 hours credit for evaluation for a 3 hour course) for the students who are assigned to their lab or seminar.

Audit, Course Leader and SWF Codes:

Audit Hour: Full-time faculty who teach seminars and labs (but not the lecture) may be assigned by the Dean, in consultation with the faculty, an audit hour to attend the lecture where circumstances warrant, including but not limited to:

  o First time teaching the course o Significant changes have been made to the

  content or structure of the course o Professional development

Course Leader Hour: Under extenuating circumstances, the Dean/Chair may assign a 'course leader hour' to a team-taught course. It is expected that all members of a teaching team will take equal responsibility for course requirements. However, there may be situations (e.g., 1 full-time faculty member leading a team of new contract faculty members) where a 'course leader hour' would be appropriate. The decision by the Dean/Chair to assign a Course Leader hour would occur as part of the workload development stage.

SWF Codes: Identify team-taught courses on the SWF and appear in the Course/Subject Identification section - Delivery column on the SWF template.

    AUD or TLec = Hour assigned by the Dean/Chair to lab/seminar faculty to attend the lecture with no preparation or evaluation given

    Sem or Lab TT = evaluation assigned for team-taught seminar or lab

    CL = Course Leader hour identified due to extenuating circumstances

Examples:

The scenarios below are intended to provide further clarity to the application of the guidelines listed above. All three examples use the following assumptions for illustration purposes:

- 4 seminar groups of 30 students each in a course that includes a lecture
- Total number of students = 120
- Lab/Seminar evaluation = Essay (0.03)
- Lab/Seminar prep = Established B (0.60)
- Lab/Seminar length = 2 hours
- Lecture evaluation type = In-process (0.0092)
- Lecture length = 1 hour

Scenario 1: Faculty Lectures Only

If a professor lectures only and does not have any seminars, s/he would receive preparation for one hour and in-process evaluation for all 120 students.

1 hour lecture   x 0.60 = 0.6 **prep** hours   x   0.0092 x 120   students
= 1.1 **eval** hours

Scenario 2: Faculty Leads the Lab/Seminar Only

If a lab/seminar leader has a section of 30 students she would receive prep and full evaluation for the seminar.

2 hour lab/seminar   x 0.60 = 1.2 **prep** hours   x   0.03 x 30 students
= 1.8 **eval** hours

1 hour lecture credit   x 0.03 x 30 students   = 0.9 **eval** hours

If the Dean/Chair also assigned the audit hour for the lab/seminar leader to attend the lecture, then the lab/seminar leader would also receive the following:

1 audit hour credit   = 1.0 **comp** hours

Scenario 3: _Faculty Lectures and Leads the Lab/Seminar_

If the professor lectures and has a lab/seminar group, then for the lecture s/he would receive preparation for 1 hour and in-process evaluation for all of the students in the lecture

1 hour lecture   x 0.60 = 0.6 **prep** hours   x   0.0092   x   120   students
                      = 1.1 **eval** hours

PLUS for the lab/seminar group s/he would also receive the following:

2 hour seminar	x 0.60	= 1.2 **prep** hours
	x 0.03 x 30 students	= 1.8 **eval** hours
1 hour lecture credit	x 0.03 x 30 students	= 0.9 **eval** hours