

April 13, 2023

discipline. If the department chairperson supervisor cannot find a faculty member(s) in a related discipline, they he/she shall inform the appropriate Vice Chancellor/Associate Vice Chancellor, who shall have the authority to select a volunteer(s), district-wide, to achieve the proper ethnic or gender identity balance.

2.2.3. The department chairperson supervisor shall supply the appropriate Vice Chancellor/Associate Vice Chancellor with the names of all members on Tenure Review committees.

3. Tenure Review Committee Procedures

3.1. Each Tenure Review Committee will elect a faculty member as its chair. Ordinarily, a faculty member should chair no more than one Committee. If the supervisor is the only tenured member of a department, they he/s shall be the chair of the TEMC /Span 4MCI

1. Does the instructor organize the material well?
2. Is the instructor's presentation of material clear and understandable?
3. Does the instructor seem to have adequate knowledge of the subject area of this course?
4. When possible does the instructor relate subject matter to other fields and situations?
5. Does the instructor respect your efforts and opinions as an individual?
6. Does the instructor try to interest you in the subject and encourage you to learn more about it?
7. Were your responsibilities in the course (exams, term papers, participation requirements, etc.) clearly stated and explained?
8. Is the grading system fair?
9. Does the instructor follow his/her stated grading system?
10. Are the methods of testing (examinations, papers, etc.) a valid evaluation of the knowledge and or skills you have gained from this course?
11. Is the instructor sufficiently available to you during the semester?
12. Are assignments relevant and helpful in understanding the subject area?
13. Is the instructor receptive to questions from students?
14. Is the instructor enthusiastic about teaching this course?
15. Does the instructor respond to student inquiries in a timely manner?
16. Does the instructor make your exam and assignment results available promptly?
17. Does the instructor communicate clearly and understandably?
18. Does the instructor show respect for all racial, sexual, religious, and political groups?
19. What is your overall evaluation of this instructor?
20. If you wish to add any comments concerning your instructor, please write them below.

Questions 1-18 are on a "Always-Sometimes-Never" 5-point scale, with an "I don't know" option.
Question 19 is on an "E· n.

1. The instructor explains the goals of the course.
2. The instructor prepares for class.
3. The instructor knows his/her subject.
4. The instructor presents material clearly.
5. The instructor returns assignments promptly.
6. The instructor makes the class interesting.
7. The instructor allows time for questions and discussions.
8. The instructor makes you feel comfortable in the classroom.
9. The instructor appears enthusiastic about teaching.
10. The instructor shows courtesy and respect to all students.
11. The instructor shows interest in your progress.
12. The instructor keeps sufficient order in the classroom.
13. The instructor starts and ends the class on time.
14. The instructor respects your individual efforts and opinions.
15. The instructor answers your questions and those of other students in the class.
16. The instructor shows respect for all racial, sexual, religious, and political groups.
17. What is your overall evaluation of this instructor?
18. If you wish to add any comments about your instructor, please write them below.

Questions 1-16 are on a "Always-Sometimes-Never" 5-point scale, with an "I don't know" option. Question 17 is on an "Excellent-Unsatisfactory" 5-point scale. Question 18 is for open comments.

1. The teacher explains English well.
2. The teacher respects the students.
3. The lesson is organized.
4. The books and materials help me learn English.
5. The teacher helps me understand my mistakes.
6. The teacher encourages students to ask questions.
7. The teacher gives time for questions.
8. The teacher answers questions well.
9. The directions for assignments are clear.
10. The teacher returns my work quickly.
11. The grading system is clear and understandable.
12. The teacher starts the class on time.
13. The teacher ends the class on time.
14. The teacher uses class time well.
15. The teacher likes to teach.
16. The teacher speaks clearly.
17. The teacher is available and helpful in office hours or at other times.
18. What else would you like to say about the teacher? Please write your comments below.

Questions 1-17 are on a "Always-Sometimes-Never" 5-point scale, with an "I don't know" option. Question 18 is for open comments.

This questionnaire is used for the following credit ESL classes. Other credit ESL classes use the Credit questionnaire.

ESL 49	Pronunciation
ESL 75	Intermediate Editing and Grammar Review
ESL 75A	Intermediate Editing and Grammar Review A
ESL 75B	Intermediate Editing and Grammar Review B
ESL 75C	Intermediate Editing and Grammar Review C
ESL 182	Intermediate Academic ESL

