

If you have questions, do not hesitate to contact me.

From: Dennis Fitzgerald
Day Unit Grievance Coordinator
2 ½ Coltin Drive
Newburyport, MA 01950
Tel: 978-255-2106
Email: mcccfitz@comcast.net

Delivered to MCCC Chapter via Chapter President

Contract Administration Tip
Classroom Observations and Instructional Observations for
Full-time Day Unit Faculty¹
And
Part-time Day Unit Faculty²

Classroom Observations for Face to Face Courses and Distance Education Synchronous Courses

1. The immediate supervisor shall provide faculty a two (2) week period during which the classroom observation will be conducted.
2. The immediate supervisor shall provide at least twenty-four (24) hours' notice of the date of classroom observation.
3. The faculty member may request a one (1) time postponement if requested twenty-four (24) hours in advance.
4. Faculty may submit to immediate supervisor supplementary course materials regarding the planned classroom activities during said two (2) week period.
5. Faculty may request Pre- and Post-Observation Conferences. The post-observation conference shall occur not later than two (2) weeks after the classroom observation unless otherwise mutually agreed.
6. The immediate supervisor shall within fourteen (14) days of observation prepare an evaluation of the classroom observation and shall forward a copy to the faculty member and shall attach the evaluation to the summary evaluation.
7. The faculty member shall have seven (7) working days in which to respond to the classroom observation evaluation and attach the response to the summary evaluation.
8. The classroom observation Form XIII-E3 is to be used for all face to face and DE synchronous courses. See Form XIII-E3 at:
<https://mccc-union.org/wp-content/uploads/sites/69/2017/07/XIII-E3-PROCESS-FOR-CLASSROOM-INSTRUCTIONAL-OBSERVATION.pdf>

Instructional Observation for Distance Education Asynchronous Courses

1. The Distance Education Form DE-4 shall be used for DE asynchronous courses. See Form DE-4 at:
<https://mccc-union.org/wp-content/uploads/sites/69/2017/01/Forms.pdf>
2. The process of the instructional observation shall be determined by the immediate supervisor after consultation with the instructor in a pre-conference.

¹ Tenured faculty are evaluated once every third year.

² Part-time faculty classroom observations shall be implemented only once during every three (3) appointment periods, provided that, the summary evaluation shall be completed during the third (3rd) appointment period.