



# Online

## Instructor Evaluative Criteria



### **Before**

*At least seven days prior to the term start date, please address the following:*

- Ensure that content, links, and integrations are working in all modules and become well-versed in all relevant integrated tools (ex: Turnitin, WebAssign, MindTap, MyLabs, RosettaStone, etc.).
- Do not remove any course content or integrated tools from the copied master course shell. Instructors are encouraged to add supplemental resources and announcements.
- Review, update, and adhere to course schedules for the relevant term of your class and remove terms that do not apply.
- Publish your course with due dates on all graded items.
- Update home page with your name and contact information, including your OCC email address.
- Provide an Instructor Bio (under Resources in the Get Started module);
- Add a Welcome Announcement that directs students to the course goals and objectives and requires students to complete the Get Started Module by the census date.
- Schedule an activity, such as the Readiness Quiz, to be due by the census date.

# During

*During the semester, instructors shall:*

- For students who need ADA accommodations, provide immediate accommodation, per instructions from Disability Services.
- Maintain student privacy at all times, in accordance with FERPA regulations. Do not discuss grades or confidential student information with anyone other than that student.
- Log into the course daily, Monday through Friday.
- Electronically acknowledge and respond to all student questions/emails within 24-48 hours.
- Grade all assignments within five working days.
- Participate in and monitor discussion boards at each login.
- Monitor student attendance, which is measured by active participation (ex: submission of an assignment, discussion, or quiz).
- All written communication with students must occur through the Canvas email tool.
- Provide individualized feedback and use rubrics in the evaluation of assignments to ensure that students understand their strengths and deficiencies.
- Open and read the Turnitin similarity report for all homework submissions, and penalize plagiarism appropriately. Do not make decisions solely on Turnitin scores.
- Report cases of academic dishonesty to eLearning Academics to provide students with an opportunity to appeal, per Procedure 5180 on Cheating and Plagiarism.
- Check Canvas Analytics and send follow-up with private emails to “at risk” students with an offer of assistance.
- Check the Instructor Insight report for your class to gauge your alignment with expectations.
- In the event of an instructor absence, notify students and e-Learning Academics in advance.

# End

*Of semester, instructors shall:*

- Encourage students to complete the Online Course Evaluation.
- Ensure that grading is complete and grades from integrated tools have been transferred to Canvas.
  - Final grades that are submitted must match the Grading Scale in the Syllabus. For example, if a student earns a 92, they earned an A grade.
- Submit grades by the required deadline:
  - Grades are officially due depending on the collective negotiation agreement for your position. For Adjunct Instructors, Part-Time Teachers, and Administrators, grades are due 48 hours after the last day of class. For Full time Faculty Members and College Lecturers, grades are due 72 hours after the last day of class.
- Manage any incomplete grade requests per the process in the Guidelines and Standards document.
- Complete the Course Feedback Form, located in the Faculty Center Module.

*(Revised 04/11/2019)*

Note: Failure to follow the requirements in this document may result in a reduction or removal of current and/or future course assignments.