GUIDELINES FOR COLLEGIAL REVIEW OF INSTRUCTOR/COURSE
UNIVERSITY OF LA VERNE

Evaluation is one of the most critical and significant academic functions that any institution can perform. Trying to understand whether a course has mattered or not is the starting point of all program planning and development. This important evaluation function by on-campus faculty or experienced part-time faculty serves as a strong link in insuring the quality of university offerings wherever they are and letting students and faculty know that they are part of the total educational program at the University of La Verne. We are, therefore, very grateful for your participation with us in endeavoring to evaluate our courses and instructors.

You are aware of the date and time of the review as well as the scheduled hours of the class, and, if you are the reviewer, you have been provided with the instructor's resume and course outline along with the number of students enrolled in the class. The report form (QMS25) provides questions to be evaluated as well as space for comments, suggestions, and recommendations.

If you are the instructor, we would like you to inform the class of the impending review and introduce the reviewer when he or she arrives. In the introduction we hope you will say something about the purpose and importance of quality reviews in education and other fields.

The principal purpose of this review is to assess the instructor’s teaching effectiveness and to insure that the content of the course is appropriate. New instructors are reviewed within their first year of teaching at La Verne, and all instructors are reviewed on a selective, random basis. Being selected for a review, therefore, does not imply that anything is wrong; it is only part of the systematic quality assurance process. At the same time, reviewers are urged to be honest and thorough in their evaluations.

In conducting the review, the reviewer should try to be as unobtrusive as possible. The ideal would be to observe without being seen or heard. The class must continue as usual, both to get an accurate picture of its conduct as well as to allow the academic process to proceed. Reviewers may wish to chat with students or with the instructor without the other hearing, but this should only be done before class, on breaks, or after class. Arrangements for such interviews should be made in advance by the reviewer through the program director or by calling the instructor directly.

After the review date and time has been confirmed, La Verne encourages reviewer and instructor to contact each other by telephone to clarify the expectations in the minds of both parties as well as to make any additional arrangements for the visit. Such contact always makes reviews run more smoothly and produce more reliable results.

If you need additional information, please feel free to call the Office of Quality Management, (909) 593-3511, ext. 4240.

Again, thank you for your help.

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