

Instructor Classroom Observation Evaluation

This evaluation shall be completed on an annual basis for the first three years of a new instructor's assignment. It shall then be completed once every three thereafter or more frequently as determined by the instructor's supervisor. Please mark yes, no or not applicable in the blank next to each statement.

CLASSROOM OBSERVATION

The purpose of the observation of teaching process is to foster excellence in teaching and to evaluate the instructor's teaching. The following components (class structure/classroom management/content delivery) are listed to provide a framework for conversation between instructor and supervisor in support of the evaluation of teaching process. Please refer to the glossary at the end of this form for examples in each evaluation category.

Course Title:	
Date(s):	
Time(s):	
Course Format:	
Teaching Method:	

CLASS STRUCTURE AND ORGANIZATION

	Primary objective of instruction is clear
	Delivery is organized (relationship between points or activities is clear)
	Uses class time well (allots more time to important aims/points; avoids unnecessary digressions)

Please provide comments that support your evaluation (if any):

PROMOTES STUDENT ACHIEVEMENT

	Confirms that students understand and/or can perform an activity
	Facilitates and monitors group activities/discussion
	Uses techniques that engage learners
	Uses questions effectively
	Use techniques to break complex concepts/problems into smaller units
	Varies techniques based on student needs
	Shows enthusiasm for the material
	Encourages, and is responsive to, student participation (when appropriate)
	Evidence of assessment of student learning

Please provide comments that support your evaluation (if any):

COMMAND OF SUBJECT MATTER

	Demonstrates mastery and currency of the subject matter and/or skill being presented
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Please provide comments that support your evaluation (if any):

PRESENTATION SKILLS

	Communicates effectively
	Students are engaged in the class
	Flexible and adaptable when necessary
	Effectively utilizes materials, including technology

Please provide comments that support your evaluation (if any):

PROFESSIONAL BEHAVIOR AND COURTEOUS INTERACTION WITH STUDENTS

	Encourages atmosphere of mutual respect
	Implements course/program/college policies and procedures
	Adheres to professional standards of discipline

Please provide comments that support your evaluation (if any):

POST-OBSERVATION MEETING/DISCUSSION

INSTRUCTOR'S MAJOR STRENGTHS *(as noted by classroom observation evaluator)*

SPECIFIC RECOMMENDATIONS TO IMPROVE INSTRUCTOR'S TEACHING *(as noted by classroom observation evaluator)*

PLAN(S) FOR PROFESSIONAL DEVELOPMENT/FOLLOW-UP/ADDITIONAL CLASSROOM OBSERVATIONS *(if any)*

DISCUSSION/DOCUMENTATION OF FOLLOWING:

Has the instructor developed/modified curriculum and/or content delivery in response to assessment (assessment may be from student evaluation, questions in class, activities, presentations, tests)? Please describe.

Discuss/describe assessment of student learning (quality and timeliness of feedback to students). Please describe.

Discuss course retention strategies implemented by the instructor. Please describe. (may include instructor's interactions with other college entities including but not limited to Student Services.

Meets Expectations Does not Meet Expectations

INSTRUCTOR'S RESPONSE TO EVALUATION *(including evaluator review prior to classroom observation)*

Supervisor/Evaluator Signature _____ **Date** _____

(This signature verifies that the supervisor/evaluator has completed all sections of the Classroom Observation form and completed the post-observation meeting/discussion with the instructor.)

Instructor Signature _____ **Date** _____

(This signature verifies that the instructor has reviewed this form, been provided with an opportunity to document a response, and completed the post-observation meeting/discussion with the supervisor/evaluator.)

Associate Dean Signature _____ **Date** _____