FACULTY EVALUATION: CLASSROOM INSTRUCTORS

**OBSERVATION/MATERIALS/INTERVIEW CHECKLIST**

Evaluatee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Status\_\_\_\_\_\_\_\_\_

Instructions: Under each area are criteria to assist you in your observations. Prior to evaluation the instructor being evaluated should have supplied you with the following: syllabi, sample tests, assignments, other written handouts or projects. A section is provided for your comments; attach a separate sheet if necessary. If you think you are not qualified to judge an item, explain in the comments section.

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| **TEXTBOOKS, SYLLABI, HANDOUTS, READING LISTS AND OTHER COURSE MATERIALS** | YES | NO | NOT  OBSVD |
| Are they current and relevant to the discipline? |  |  |  |
| b. Are they appropriate for helping students to meet the course objectives? |  |  |  |
| c. Do they reinforce the course content and classroom activities? |  |  |  |
| d. Does the syllabus reflect the Course Outline of Record? |  |  |  |
|  |  |  |  |
| e. Does the syllabus include accurate student learning outcomes for the course? |  |  |  |
| Comments*:* | | | |

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| 2. **ASSIGNMENTS, PROJECTS AND EXAMS** (If these written materials were not given to you, or you think you are not qualified to judge these pedagogies, make note of this in the comments section) | YES | NO | NOT  OBSVD |
| a. Do they reinforce course content and objectives? |  |  |  |
| b. Do they challenge students? |  |  |  |
| c. Are they adequately explained? |  |  |  |
| d. Are they designed to develop students’ analytic or problem-solving skills? |  |  |  |
| e. Do they take into consideration students’ different learning modalities? |  |  |  |
| f. Do they assess a wide range of skills and knowledge? |  |  |  |
| g. Are assessment standards appropriate? |  |  |  |
| h. Is the grading system clear? |  |  |  |
| Comments*:* | | | |

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| 3. **LEARNING ENVIRONMENT** (Required for all observations) | YES | NO | NOT  OBSVD |
| a. Is the instructor responsive to students? |  |  |  |
| b. Are students provided with constructive feedback on their work? |  |  |  |
| c. Are students provided with prompt feedback on their work? |  |  |  |
| d. Does the instructor encourage student participation? |  |  |  |
| e. Does the instructor address behavioral issues? |  |  |  |
| f**.** Are topics presented in a clear sequence? |  |  |  |
| g. Does the instructor provide connections between new concepts and familiar material? |  |  |  |
| h. Does the instructor encourage divergent points of view and reasoned exception to data or views offered? |  |  |  |
| i. Is the content current? |  |  |  |
| j. Does the instructor create an engaging learning environment? |  |  |  |
| k. Are the instructor’s methods of presentation effective? |  |  |  |
| Comments*:* | | | |

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| 4. **ACTIVITY/LAB ENVIRONMENT** (Use this section, in addition to Section 3 above, if the class session is predominantly an activity session i.e., laboratory, clinic, studio, kinesiology activity, or group activity session) | YES | NO | NOT  OBSVD |
| a. Does the instructor provide connections between theory and the activity when appropriate? |  |  |  |
| b. Is the activity organized? |  |  |  |
| c. Does the instructor review safety procedures relevant to the assignment (if applicable)? |  |  |  |
| d. Does the instructor observe/maintain safety protocols during the activity? |  |  |  |
| e. Does the instructor supervise students’ activity appropriately? |  |  |  |
| Comments: | | | |

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| 5. **PROFESSIONAL RESPONSIBILITIES** (Use the self-evaluation, as applicable, to support the completion of this section) | YES | NO | NOT  OBSVD |
| a. Does the instructor maintain subject matter competency? |  |  |  |
| b. Does the instructor participate in college, district, school, or area committees and meetings as well as other functions (if applicable)? |  |  |  |
| c. Is the instructor involved in activities such as program & curriculum development, student and faculty orientation and mentoring, program review, accreditation, professional and staff development, institutional and unit planning, and district promotional activities (if applicable)? |  |  |  |
| d. Does the instructor participate in educational enrichment activities (if applicable)? |  |  |  |
| e. Does the instructor maintain effective working relationships with staff and students? |  |  |  |
| f. Does the instructor engage in the student learning outcomes process for improvement? |  |  |  |
| Comments: | | | |

Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Observation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

Evaluatee*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

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| Check your position on this evaluation activity | |
|  | Faculty Peer |
|  | CIO Designee |
|  | FLM Designee |
|  | FLM |