

**FACULTY TEACHING OBSERVATION FORM**

This form is required for all formal peer and Divisional Chair evaluations of a faculty member as required in the By-Laws. Once completed, the form is submitted to the Office of Academic Affairs for inclusion in the faculty member’s academic file. Copies are given to the faculty member and kept in the divisional office.

Faculty Member:

Rank:

Department:

Evaluator:

Rank:

Department:

Course Code and Title:

Date of Observation:

Date of Completion:

I have observed the class noted above and offered the comments below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature of Observer Date

I have met with the observer and have read this report.

(Please circle one): A response is / is not attached.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Member Date

**INSTRUCTIONS TO OBSERVER**

Please familiarize yourself with the content and structure of this form before you are scheduled to observe your colleague. The form provides for both narrative and checklist assessment. You are encouraged to complete the form after, rather than during, the observation. Your narrative comments should guide your responses to the checklist sections that follow in each category. Faculty should not hesitate to check NA (not applicable) for any item that may not pertain to the session they observed.

It is clear that neither one classroom observation nor any given form can provide evidence of all of the finer points of anyone’s teaching effectiveness. The real value of this form is cumulative. Comments made on this form should provide the basis for discussion at the post-observation conference.

**PART ONE: CONTENT**

In the space below, please summarize the content of the session and evaluate the instructor’s facility with it.

The instructor appears to have a strong command of his/her subject matter.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly

**PART TWO: METHODOLOGY**

In the space below, please summarize the methodology employed by the instructor and evaluate the instructor's effectiveness.

**A. For all classes and primarily for lecture/discussion**

1. The instructor was adequately prepared for this session.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructor's presentation of material was clear.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

3. The instructor made clear the goals of the session.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

4. The instructor achieved the objectives of the session.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

5. The instructor framed thought-provoking questions.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

6. The instructor demonstrated ability to stimulate and focus discussion.

\_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

7. The instructor was able to respond appropriately to students' questions.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**B. For labs, studio and performance classes**

1. The instructor demonstrated the ability to mentor/coach students.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructor demonstrated the ability to teach a structured technique.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

3. The instructor was able to instruct individual students while continuing to engage the remainder of the class in the learning process.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

4. The instructor was able to convey a sense of and guide students through an artistic/scientific process.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**C. For collaborative learning workshops**

1. The instructor was able to guide and focus activity within student groups.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructor was able to support student initiative within groups.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**D. For team taught classes**

1. The instructors were prepared to coordinate their teaching efforts with each other.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructors teaching efforts complemented each other.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**PART THREE: ORGANIZATION**

In the space below, please evaluate the overall organization/design of the session.

1. Instruction followed a logical sequence.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructor's pace was appropriate to students' abilities and needs.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

3. Provision was made to summarize or evaluate the objectives of the session.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

4. The instructor made effective use of time.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**PART IV: STUDENT DYNAMICS**

In the space below, please comment on the interaction of students with the instructor and with other students in this class as it relates to student learning.

1. The instructor demonstrated respect for students.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructor was able to accommodate to varying student needs and styles of learning.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

3. The instructor was able to vary questions and approaches to learning to accommodate different student needs and abilities.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

4. The instructor provided useful criticism.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

5. The instructor stimulated students to interact with each other.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

6. Students were individually and actively involved in the learning process.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

7. The existence of a positive learning climate was apparent in the classroom.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**PART FIVE: ABILITY TO COMMUNICATE**

In the space below, please comment on the effectiveness of the instructor’s communication style.

1. The instructor made appropriate use of terminology.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

2. The instructor is able to draw analogies and/or analyze.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

3. The instructor is able to explain difficult concepts.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

4. The instructor is articulate and effectively projects his/her voice.

 \_\_\_ Agree Strongly ­\_\_\_ Agree \_\_\_ Disagree \_\_\_ Disagree Strongly \_\_\_NA

**PART SIX: OVERALL PERCEPTIONS**

In the space below, please provide an overall view of the effectiveness of this class. Please include any factors not previously mentioned as well as suggestions. Please be as specific as possible.