



## Part-time Faculty Classroom/Worksite Observation Report

Name: \_\_\_\_\_  
*(Please print faculty member's name)*

Date: \_\_\_\_\_  
*(Date of observation)*

Class: \_\_\_\_\_

I. Currency and Depth of Knowledge:	Check one:  <input type="checkbox"/> Needs Improvement*  <input type="checkbox"/> Meets Expectations
II. Methods and Techniques of Instruction/Responsiveness to Students:	Check one:  <input type="checkbox"/> Needs Improvement*  <input type="checkbox"/> Meets Expectations
III. Organizational Skills:	Check one:  <input type="checkbox"/> Needs Improvement*  <input type="checkbox"/> Meets Expectations
IV. Professional Responsibilities:	Check one:  <input type="checkbox"/> Needs Improvement*  <input type="checkbox"/> Meets Expectations

*\*Comments regarding performance that does not meet expectations should include specific citations of weakness and specific recommendations for improvement.*

**Observer:** *(please print)* \_\_\_\_\_ Date: \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Dean:** *(please print)* \_\_\_\_\_ Date: \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Faculty Member:** *(please print)* \_\_\_\_\_ Date: \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Note:** Per Article 6.11.1, my signature only denotes receipt of the document, not agreement with the contents.

**Original:** Return to Supervising Administrator (Administrator submits evaluation to Human Resources Department)

Revised: January 2016 jmr

## Classroom/Worksite Observation Criteria

The following criteria are provided to assist the evaluator in the preparation of the observation report. Effective performance may include, but is not limited to the following:

### Currency and Depth of Knowledge

- Material presented relates to course and class outlines
- Material presented requires students to generalize, compare, contrast, analyze or synthesize
- Material is presented at a level promoting student understanding
- Identifies questions appropriate to the course or current discussion

### Methods and Techniques of Instruction/Responsiveness to Students

- Engaged students so they remain for entire class/laboratory session
- Employs visual aides/handouts
- Instructor talks to the class
- Talks to the class using understandable vocabulary and patterns of speech
- Nonverbal communication supports instruction and sustains attention
- Humor, voice levels and eye contact are used appropriately
- Divergent points of view are noted where appropriate for understanding
- Students are addressed by name
- Questions are used to engage students
- Key student contributions are summarized
- Promotes positive attitudes of students toward fellow students
- Responds positively to student nonverbal clues indicating boredom, curiosity, confusion, or frustration

### Organizational Skills

- Handled students coming late/leaving early appropriately
- Instructor arrives on time and holds class for the assigned time
- Sufficient time is given for responses to and from students
- Visual aides/handouts are visible, clear, and organized
- Instructor responds to individual/group needs

### Professional Responsibilities

- Submits required materials (course syllabi, rosters, grades) in a timely manner
- Participates in the assessment of the effectiveness of student learning
- Fulfills flex obligations as required by assignment
- Reads and responds to email in a timely manner