

Faculty Observation Report

Faculty Member: _____ Department: _____

Course Number: _____ Quarter & Year: _____

Observer: _____ Date/Time of Visit: _____

Number of Students Present: _____ Location/Room No. _____

New Preparation: Yes No Lecture Lab

Topic(s) Presented: _____

Instructions: For each statement, rate the performance as--

Yes - Characteristic was demonstrated

No - Characteristic was not demonstrated.

N/A - Characteristic was not applicable to the situation.

I. Course Content, Objectives, and Structure

1. Stated the purpose of the session.

2. Made explicit the relationship between today's and the previous session.

3. Arranged and discussed the content in a systematic and organized fashion.

4. Accomplished the course outline objectives.

5. Summarized the main ideas in the session.

Yes	No	N/A

Comments:

II. Instructor's Behavior

1. Asked questions periodically to evaluate students' understanding.
2. Presented examples to clarify difficult ideas.
3. Explicitly stated relationships among various ideas in the session.
4. Maintained interest and attention of students.
5. Presented material in a manner to foster critical thinking.
6. Reacted to student confusion with clarification of material.
7. Effectively enhanced the material in the textbook.
8. Restated what students were expected to gain from the session.
9. Used class time appropriately.
10. Solved or otherwise dealt with any behavioral problems which occurred during the lecture or lab.

Yes	No	N/A

Comments:

III. Presentation Style

1. Spoke in an easily heard and understood manner.
2. Established eye contact with the students.
3. Communicated appropriately and effectively with the students.
4. Used instructional aids to facilitate important points.
5. Encouraged student participation.
6. Demonstrated enthusiasm for teaching.
7. Used a variety of teaching methods.

Yes	No	N/A

Comments:

IV. Professionalism—In Class

- 1. Appearance was appropriate.
- 2. Demonstrated command of subject matter.
- 3. Modeled professional and ethical behavior.
- 4. Covered current information, practice, and/or technology.
- 5. Treated students with respect.
- 6. Exhibited a positive and encouraging attitude towards students.
- 7. Incorporated new methods and/or materials as appropriate.

Yes	No	N/A

Comments:

V. General Professionalism

1. Interacted with others concerning enhancement and/or improvement of teaching skills.
2. Remains current in his/her field.
3. Maintains accurate student records and files reports in a timely manner.
4. Meets scheduled classes.
5. Quality, quantity, and type of evaluation methods are appropriate.

Yes	No	N/A

Comments:

Classroom Observation Summary

Strengths:

Opportunities for improvement:

Chairperson: _____ Date: _____

Observer: _____ Date: _____

Faculty Member: _____ Date: _____

- The signature of the faculty member does not signify that the faculty member agrees with the comments of the observer, only that the faculty member has read this form.

Faculty member comments:

Note: A copy of this completed form is to be given to the faculty member. For full-time faculty, the original is held by the chairperson and forwarded to the dean along with the annual appraisal when that document is due. For hourly faculty, the original will be sent to the dean at the end of the quarter. Department chairpersons will keep a copy of this form in accordance with the procedure. The dean forwards the original to Human Resources.