

FACULTY OBSERVATION FORM

Evaluation of: _____ Semester: _____

Department: _____

Evaluator: _____ Position: _____

Knowledge, Skill and Ability as an Instructional Faculty Member	Satisfactory or Better	Needs Improvement	Unsatisfactory	Not Observed (NO) Not Applicable (NA)
1. Establishes a student-instructor relationship conducive to learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
2. Communicates ideas clearly and effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
3. Stimulates students' interest and desire to learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
4. Promotes active involvement of students in learning activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
5. Demonstrates sensitivity in working with students from diverse backgrounds and with different needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
6. Employs appropriate pedagogy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
7. Begins class promptly and ends at time designated on schedule of classes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				
8. Uses class time efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:				

9. Maintains an appropriate pace during class session				
Comments:				
10. Provides students with a syllabus which includes a written explanation of the evaluation process, expectations and requirements, assignments, course content, relevant dates, and other information				
Comments:				
11. Teaches course content that is consistent with the official course outline of record				
Comments:				
12. Uses materials pertinent to the course content				
Comments:				
13. Teaches at a level that is appropriate to the course content				
Comments:				
14. Has appropriate command of the subject matter to be able to respond to students' needs				
Comments:				
15. Assesses students' progress regularly				
Comments:				
Additional comment:				

Date(s) of Visit: _____

Length of visit: _____ Course (if applicable): _____

Conference Date: _____

Evaluator's Signature: _____

Evaluatee's Signature: _____

Faculty member's signature does not necessarily imply agreement. It is merely an acknowledgement that the complete report has been read and a copy received.