

DRAFT: 4/2/09

Classroom Observation Form for Teaching Faculty

Evaluatee _____ Course/Section Observed _____ # Students Registered _____

Evaluator _____ Date/Time/Place _____ # Students Present _____

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

5
excellent

4
above average

3
average

2
below average

1
poor

NA
not applicable

	5	4	3	2	1	NA	Comments
1. Objectives: The professor made a clear statement of the objectives of the session at the beginning of class or at another appropriate time.							
2. Preparation: The professor was well-prepared for class with necessary materials.							
3. Organization: The professor presented the material in an organized manner.							
4. Clarity: The professor presented instructional material clearly.							
5. Expertise: The professor displayed expertise in the subject.							
6. Class Level: The professor presented material at a level appropriate to the course.							
7. Learning Styles: When appropriate, the professor combined methods of instructions (visual, auditory, etc.) to accommodate various student learning styles.							

	5	4	3	2	1	NA	Comments
8. Respect: The professor treated all students respectfully.							
9. Controversial Material: When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views.							
10. Comprehension: The professor periodically checked student understanding and modified teaching strategies as necessary.							
11. Responsiveness: The professor was attentive to student questions and comments and provided clear explanations and examples.							
12. Classroom Management: The professor demonstrated effective classroom management skills.							

Non-Classroom Observations

13. Course Outline: The professor's syllabus conforms to the existing course outline of record.							
14. Syllabus: The professor's syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information.							
15. Evaluation Process: The professor participated in the evaluation process in a professional and timely manner.							
16. Professional Obligations: The professor meets professional obligations outside of class (submits rosters and grades on time, communicates professionally with colleagues, etc.).							

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