

Academic Year: _____

Semester: ☐ Fall ☐ Spring ☐ Summer

Regular Faculty Evaluation
Observation Report: Instructional

(with student evaluations)

See Instructions to Observer at the bottom of this form.

Evaluatee (Print): _____

Department: _____

Class/Activity: _____

Date of Observation: _____

Observer (Print): _____

Role: ☐ Peer ☐ Chair ☐ Supv'g Admin

☐ Student Evaluation Summary and Comments are attached.

☐ I collected no Student Evaluations for the section I observed.

1. Observation Ratings:

Scaled Response: Based on your observations, select your response to each statement below based on the following scale.

3 = Satisfactory (meets or exceeds expectations), 2 = Satisfactory/Minor Improvement needed, 1 = Needs Improvement.

#	Criteria	3	2	1
1	Effectively organized instructional period with regard to pace, level of difficulty, and focus on course content.			
2	Prepared for lecture, lab, activity presentation or demonstration.			
3	Communicated course content clearly.			
4	Demonstrated consideration of different learning modes, such as visual, auditory, and kinesthetic.			
5	Engaged and maintained student interest.			
6	Demonstrated rapport and respectful interaction with students.			
7	Demonstrated successful classroom management techniques by maintaining an environment conducive to learning.			
8	Organized course, syllabus, and presentation to correspond to the most current Course Outline of Record (COR).			
9	Demonstrated currency in the discipline.			

2. Narrative Report:

In the space provided below (or on an attachment), write a brief summary of the Evaluatee's performance in the student-related duties category. Your description should be related to the criteria above and to the Faculty Job Description (Article 17). It should accurately and appropriately reflect upon comments and ratings contained in the student evaluations. Be specific in your commendations, suggestions, and recommendations. This *Observation Report* will provide information to the *Final Report*.

Narrative Report

Observer Signature: _____

Date: _____

Observer Name (Printed): _____

Evaluee Signature: In signing this report as the Evaluatee, you are only acknowledging having seen and discussed the complete report with the Evaluator. **Your signature below does not necessarily indicate agreement with any specific conclusions of this report.**

Evaluee Signature: _____

Date: _____

Instructions to Observer

Note: If Evaluatee declines to sign, observer should note that declining to sign does not halt or delay the evaluation process.

Attach the summary of student evaluations to this report.

Each observer meets or confers with evaluatee to discuss the *Observation Report*, including the narrative and summary of student comments. The report may be shared by paper copy, email, or FAX, and the conference may occur in person, by telephone, by email, or other appropriate means of communications. When using email or FAX, the observer should save a copy of the transmission as evidence of communication. **(deadline: week 12).**

Each observer sends a copy of her/his *Observation Report*, including the summary of student evaluations, to the other members of the team (email preferred). **(deadline: week 12).**

The observer signs the original *Observation Report* and sends it to the department chair. **(deadline: week 12).**

If a "needs improvement" rating is considered in the student-related duties category, all three members of the team will confer and reach conclusions about recommendations and follow-up, and designate one member to write the narrative for the *Final Report*. **(deadline: week 13)**