



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