

Form Applies Only to Faculty Hired BEFORE 2013-14 Academic Year

Classroom Observation Form and Mentoring Guide

Faculty Member Observed _____ Date _____

Evaluator _____ Class Observed _____

Purpose of Observation

Requested for Self Improvement _____ Required for Reappointment/Promotion _____

Type of Classroom Visit

Announced _____ Unannounced _____

For each of the four categories, please indicate a written comment for each item listed, then provide a summary statement to include any specific recommendations for improvement.

Category 1 – Knowledge of Subject	
Demonstrated knowledge of current information on subject	
Added interpretation or evaluation of subject where appropriate	
Connected subject with related fields of interest to students	
Challenged students to develop thinking skills	

Comments:

<i>Circle the Overall Rating for Category 1</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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Category 2 – Preparation	
Planning included clearly defined objectives for class period	
Instructional materials showed evidence of thoughtful preparation	
Assignments designed to promote learning	
Class activities well-suited to class objectives	
Specific class objectives directly related to overall course objectives	
Illustrative examples pertinent to course and student/interest abilities	
Classroom environment conducive to teaching/learning (if under instructor's control)	

Comments: (Including specific recommendations for improvement)

<i>Circle the Overall Rating for Category 2</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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Category 3 – Presentation	
Communicated effectively to class	
Objectives for class clearly communicated	
Use of board or other appropriate technology	
Instructional techniques conveyed subject matter	
Exhibited positive attitude or enthusiasm for subject/teaching	
Coped well with distractions (i.e. environment, room, equipment, class size)	
Brought class to appropriate and timely conclusion	
Made good use of the class period	

Comments: (Including specific recommendations for improvement)

<i>Circle the Overall Rating for Category 3</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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Category 4 – Interaction	
Encouraged dialogue and exchanges between students when appropriate	
Exhibited good listening skills	
Displayed sensitivity in responding to student questions, answers or comments	
Maintained good contact with entire class	
Answered student questions thoroughly and clearly	
Encouraged active student response	
Displayed flexibility as strengths/weaknesses of class revealed	

Comments: (Including specific recommendations for improvement)

<i>Circle the Overall Rating for Category 4</i>	Outstanding O	Highly Effective HE	Effective E	Needs Improvement NI	Unsatisfactory U
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The class observed was generally satisfactory/unsatisfactory. Please list the essential reasons for this judgement.

Signed _____ Date _____
Evaluator

I have read this evaluation. A statement is attached: Yes _____ No _____

Signed _____ Date _____
Faculty Member