

APPENDIX D-2(b)

(ARTICLE IX – EVALUATION – SECTION D(2), P. 35)

ONLINE INSTRUCTION OBSERVATION FORM

Instructor evaluated _____

Department _____
Program, if applicable_

Course _____

Date _____

Number of students enrolled _____

Instructional Period: _____

Instruction Context:

Hybrid or fully online: _____

Fully synchronous, fully asynchronous or partial:

Background Information:

Type(s) of technology used _____

Number of times the instructor has taught this course _____

What portion(s) of the course did you observe (e.g., instructor's content, student discussion)?

Date of pre-observation conference and discussion _____

Evaluator's name _____

Observation:

The purpose of this observation is (1) to provide a database for more accurate and equitable decision on future appointments and (2) to support faculty development while assisting in the improvement of faculty performance.

Please consider each item carefully. Write the rating in ink for each item according to the scale below.

Highest	Satisfactory			Lowest	Not Applicable	Unable to Comment
5	4	3	2	1	NA	U

___ The design and content of the course align with the course description and syllabus.

___ The course is well designed and organized.

___ The course goals and/or objectives are clearly communicated.

___ The course contains clearly visible and comprehensive instructions.

___ The course contains the appropriate level of content and assessment.

___ The delivery of the content utilizes appropriate technology.

___ The course contains regular opportunities for faculty and student engagement.

___ Course provides sufficient and equitable opportunity for student engagement with classmates.

___ Deadlines for submission of materials and assignments are clearly posted.

___ Course assignments and discussion support the learning objectives of the course.

___ The instructor communicates with students regularly and in a timely manner.

___ The instructor provides feedback and comments on assignments in a timely manner.

___ Overall rating of the course/instructor.

Additional comments:

Date of post-observation conference and discussion _____

Signature of Evaluator

Date

I certify that I have read this document.

Signature of Instructor

Date