

APPENDIX D-1(b)
DISTANCE EDUCATION INSTRUCTION
OBSERVATION FORM

Background Information: University: _____

Instructor evaluated: _____ Department: _____

Course: _____ Elective/required: _____

Number of students participating: _____ Date: _____

Type of class: _____ Level of class: _____

Type(s) of technology used: _____

Did technology function properly? (This question is not about the instructor's performance.)

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: _____

Name of Evaluator: _____

Observation:

The purposes of this observation are (1) to provide a database for more accurate and equitable decisions on reappointment, tenure and promotion and (2) to improve faculty performance.

Please consider each item carefully. Write the rating in ink, after the post-observation conference and discussion, for each item according to the scale below.

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

The Instructor:

- ___ 1. Organized materials and learning activities well.
- ___ 2. Encouraged relevant student participation.
- ___ 3. Related course concepts in a systematic manner.
- ___ 4. Demonstrated engagement with the subject matter.
- ___ 5. Communicated appropriately to all levels of students.
- ___ 6. Explained ideas clearly.
- ___ 7. Demonstrated command of subject matter.
- ___ 8. Responded appropriately to student questions and comments.
- ___ 9. Encouraged student engagement with the material.
- ___ 10. Overall rating.

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