

DRAFT Revision

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: _____ Number of students participating _____

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 _____

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

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.

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

___ The instructor ~~organized materials and learning activities well.~~ The instructor ensured the portion of the course content observed was well-aligned with the learning objectives of the course.

___ The instructor ~~encouraged relevant student participation.~~ The instructor ensured the observed course content was organized well and designed with clear components and structure.

___ The instructor ~~related course concepts in a systematic manner.~~ ensured that the instructions to the students for the observed content were visible and comprehensive.

___ The instructor ~~demonstrated engagement with the subject matter.~~ ensured that the observed discussions, assessment activities, assignments and other content presented ideas clearly.

___ The instructor ~~communicated appropriately to all levels of students.~~ demonstrated command of the subject matter in the content.

___ The instructor ~~explained ideas clearly.~~ ensured that the assignments observed provided the students with ample and varied opportunities to practice and apply the learned concepts or skills to enhance learning.

___ The instructor ~~demonstrated command of subject matter.~~ utilized appropriate technology and/or multi-media elements for delivering the observed course content and for communicating with students.

___ The instructor ~~responded appropriately to student questions and comments.~~ provided sufficient and equitable opportunity within the observed content for interactively engaging students with classmates and the instructor.

___ The instructor ~~encouraged student engagement with the material.~~ clearly posted deadlines for submission of materials and assignments and responded appropriately to student questions and comments for content observed.

___ Overall rating of the observed instructor.

¹ ** Revised 2.29.2021 –

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