

# DRAFT COUNTER

## APPENDIX D-2(b)

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

ONLINE INSTRUCTION OBSERVATION FORM<sup>1</sup>

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<sup>1</sup> This Online Observation Form shall be used for any course in which less than fifty percent (50%) of the contact hours are in person.

Instructor evaluated \_\_\_\_\_

Department \_\_\_\_\_

Program, if applicable \_\_\_\_\_

Course \_\_\_\_\_

Date \_\_\_\_\_

Number of students enrolled \_\_\_\_\_

Instructional Period: \_\_\_\_\_

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.

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

- \_\_\_ The instructor ensured the portion of the course content observed was well-aligned with the learning objectives of the course.
- \_\_\_ The instructor’s presentation of the course content was well organized and designed with clear components and structure.
- \_\_\_ The instructor provided visible and comprehensive instructions to the students for the observed content and ensured that discussions, assessment activities, and other content presented ideas clearly.
- \_\_\_ The instructor demonstrated command of the subject matter.
- \_\_\_ The instructor provided assignments with ample and varied opportunities to practice the learned concepts or skills to enhance learning.
- \_\_\_ The instructor utilized appropriate technology and/or multi-media elements for delivering the observed course content and for communicating with students.
- \_\_\_ The instructor provided sufficient opportunity within the observed content for all students to engage interactively with the instructor and other students.
- \_\_\_ The instructor 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.

Additional comments:

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Date of post-observation conference and discussion \_\_\_\_\_

\_\_\_\_\_  
Signature of Evaluator

\_\_\_\_\_  
Date

I certify that I have read this document.

\_\_\_\_\_  
Signature of Instructor

\_\_\_\_\_  
Date

