

Proposal

APPENDIX D-2(b)

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

ASYNCHRONOUS/SYNCHRONOUS¹ ONLINE INSTRUCTION OBSERVATION FORM

Instructor evaluated _____

Department _____

Course _____

Program, if applicable _____

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.

¹ This form shall be used for any course when fifty percent (50%) or more of the course is delivered online.

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 ~~ensured the observed~~ course content was well organized ~~well~~ and designed with clear components and structure.

___ The instructor provided visible and comprehensive ~~ensured that the~~ instructions to the students for the observed content ~~were visible and comprehensive~~.

___ The instructor ensured that the observed discussions, assessment activities, assignments and other content presented ideas clearly.

___ The instructor demonstrated command of the subject matter ~~in the content~~.

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

___ The instructor provided sufficient ~~and equitable~~ opportunity within the observed content for interactively engaging students with ~~classmates and~~ the instructor.

___ 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:

² ~~** Revised 2.29.2021~~

Date of post-observation conference and discussion _____

Signature of Evaluator

Date

I certify that I have read this document.

Signature of Instructor

Date

| _____