

## Classroom Observation Form for Teaching Faculty

**Evaluatee:** \_\_\_\_\_ **Course/Section Observed:** \_\_\_\_\_ **# Students Registered:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Place:** \_\_\_\_\_ **# Students Present:** \_\_\_\_\_

On a scale of 1 to 5, please indicate the extent to which the instructor meets the teaching criteria listed below. Please include comments in the column on the right. Attach additional comments as necessary.

**5**  
**Excellent**

**4**  
**Above Average**

**3**  
**Average**

**2**  
**Below Average**

**1**  
**Poor**

**NA**  
**Not Applicable**

	5	4	3	2	1	NA	Comments
<b>1. Objectives:</b> The professor made a clear statement of the objectives of the session at the beginning of class or at another appropriate time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Preparation:</b> The professor was well-prepared for class with necessary materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Organization:</b> The professor presented the material in an organized manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Clarity:</b> The professor presented instructional material clearly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Expertise:</b> The professor displayed expertise in the subject.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Class Level:</b> The professor presented material at a level appropriate to the course.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. Learning Styles:</b> When appropriate, the professor combined methods of instruction (visual, auditory, etc.) to accommodate various student learning styles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	5	4	3	2	1	NA	Comments
<b>8. Respect:</b> The professor treated all students respectfully.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. Controversial Material:</b> When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Comprehension:</b> The professor periodically checked student understanding and modified teaching strategies as necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>11. Responsiveness:</b> The professor was attentive to student questions and comments and provided clear explanations and examples.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>12. Classroom Management:</b> The professor demonstrated effective classroom management skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### *Non-Classroom Observations*

	5	4	3	2	1	NA	Comments
<b>13. Course Outline:</b> The professor's syllabus conforms to the existing course outline of record.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>14. Syllabus:</b> The professor's syllabus includes a description of course content, contact information, office hours if applicable, the means by which students will be evaluated, grading standards, and other relevant information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>15. Evaluation Process:</b> The professor participated in the evaluation process in a professional and timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>16. Professional Obligations:</b> The professor meets professional obligations outside of class (submits rosters and grades on time, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	