

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

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

	Rating	Comments
8. Respect: The professor treated all students respectfully.	Select Rating:	
9. Controversial Material: When presenting controversial material, the professor did so in a balanced manner, acknowledging contrary views.	Select Rating:	
10. Comprehension: The professor periodically checked student understanding and modified teaching strategies as necessary.	Select Rating:	
11. Responsiveness: The professor was attentive to student questions and comments and provided clear explanations and examples.	Select Rating:	
12. Classroom Management: The professor demonstrated effective classroom management skills.	Select Rating:	

Non-Classroom Observations

	Rating	Comments
13. Course Outline: The professor's syllabus conforms to the existing course outline of record.	Select Rating:	
14. Syllabus: 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.	Select Rating:	
15. Evaluation Process: The professor participated in the evaluation process in a professional and timely manner.	Select Rating:	
16. Professional Obligations: The professor meets professional obligations outside of class (submits rosters and grades on time, etc.).	Select Rating:	

