

The primary purpose of this evaluation is to assess whether an instructor is performing satisfactorily or unsatisfactorily in teaching and whether there are any areas of concern.

The instructor being reviewed will submit course materials, including a syllabus and selected sample assignments. Peer observers (one at a minimum; ideally two) will schedule times with the instructor to observe different class sessions.

Two forms (pages 2 and 3) are provided to help guide the classroom observation and review of course materials. (The forms will be used to help provide feedback to the instructor; they will not be part of the personnel file.) The Department expects to revise these forms as more feedback about the process becomes available.

The observers will meet with the instructor to discuss their observation and identify any areas the instructor might want to work on. Observers will provide a summary of the review to the Chair. (See last page of this document for a suggested format.)

Class Observation Guide

Course: _____ Instructor: _____ Date: _____

The instructor:

1. was well prepared for class
2. was knowledgeable about the subject matter
3. was enthusiastic about the subject matter
4. spoke clearly, audibly, and confidently
5. used a variety of relevant illustrations/examples
6. made effective use of the board and or visual aides
7. asked stimulating and challenging questions and allots time for students to discuss
8. effectively held class's attention
9. achieved active student involvement
10. treated students with respect

What worked well in the class?

What could have been improved?

Course Materials Review Guide

Course: _____ Instructor: _____ Date: _____

Syllabus:

1. course content includes the appropriate topics.
2. course content reflects the current state of the field.
3. learning objectives are clear and appropriate.
4. course policies and rules are clear and appropriate.

Sample assignments (tests, problem sets, papers):

1. are consistent with learning objectives and appropriately challenging
2. tests are clearly written and reasonable in length

What are the strengths of the course materials?

What could have been improved?

Summary

Instructor	
Course	
Observer	
Date of class observation	
Date of meeting with instructor (after observation to discuss results)	
Materials reviewed (submitted by instructor)	
Assessment: (satisfactory or unsatisfactory):	

Please provide a brief summary of your overall assessment of teaching; specific examples to support your assessment would be helpful.