



Classroom Observation Evaluation Form

This form serves as a simple evaluation tool for supervisors. It is one method of faculty evaluation used at R-CCC. Observations and evaluations of faculty should be a professional endeavor that encourages open and free discussion between the instructor and observer. The expectation is that the instructor and the observer will discuss the evaluation and that there should be an opportunity for questions and honest conversation about performance and expectations. The process should provide an opportunity for growth for the instructor and the evaluator. When areas of improvement are noted, the supervisor and the instructor agree on an action plan.

Instructor: _____
 Course No.: _____
 Course Title: _____
 Observer: _____

Observation Date: _____
 Observation Begin Time: _____
 Observation End Time: _____
 No. Students Present: _____

Please check the appropriate column for each item in a section, where:

1. Y = The measure was observed
2. N = The measure was not observed
3. NA = The measure was not applicable for this class or in this setting

Please make notes in the column provided. This will serve as a guide for your general comments at the end of the evaluation.

ORGANIZATION				
Y	N	NA	Measure	Notes
			Instructor uses class time efficiently	
			Instructor is well-prepared for class	
			Instructor takes attendance	

INSTRUCTIONAL METHOD				
Y	N	NA	Measure	Notes
			Instructor uses teaching technique(s) appropriate to the instructional goals for this class	
			Instructor invites class discussion	
			Instructor proceeds at an effective pace	
			Instructor uses appropriate technology (e.g., multimedia, electronic gradebook, etc.)	
			Instructor provides clear directions for group work/labs/exercises	
			Instructor assesses student learning	

CONTENT OR SUBJECT KNOWLEDGE				
Y	N	NA	Measure	Notes
			Instructor is knowledgeable about the subject matter	
			Instructor uses examples and/or illustrations to explain content	
			Instructor emphasizes major points during delivery of course content	
			Instructor addresses contextual factors (diversity of class, special needs learners, age, demographics, etc)	

STUDENT INTERACTION				
Y	N	NA	Measure	Notes
			Instructor encourages student participation	
			Instructor manages student interactions effectively	
			Instructor welcomes and respects diverse viewpoints	
			Instructor treats students equitably	
			Instructor motivates students	

COMMUNICATION				
Y	N	NA	Measure	Notes
			Instructor is enthusiastic about the subject matter	
			Instructor makes material interesting to students	
			Instructor responds to questions clearly and promptly	
			Instructor uses speech that is audible, distinct, and appropriately paced	
			Instructor uses classroom space well	
			Instructor uses appropriate and clear language	

Other Observations:

Instructional Resources

Textbooks/materials (for all students)

Sufficient desks/tables

Yes No

☐
☐
☐
☐

Classroom physical conditions

Lighting adequate

Free from distracting noise/interruptions (phone ringing, student from another class entering, etc.)

Yes No

☐
☐
☐
☐

This page serves as a record of the observation, which took place on the date and time listed below. It should be completed by the Observer and signed by both the Observer and the Instructor at the conclusion of the post-observation conference.

General

Areas of strength based in overall observation:

Areas of Professional Development (to be completed collaboratively between the observer and the instructor):

Follow-up Action:

Additional Comments:

Observer's Name: _____ Date: _____
(Please print)

Observer's Signature: _____

Instructor's Name: _____ Date: _____
(Please print)

Instructor's Signature: _____

(Note: Signature by instructor acknowledges receipt of this observation form. It does not indicate agreement with comments made by the observer. The instructor may submit additional comments about this review to his or her Dean no later than 10 business days after receipt of this observation.)