



PHILADELPHIA UNIVERSITY

Evaluation Form for Observation of Teaching

Instructions for Evaluators:

1. Arrange the Pre-Observation Meeting:

Contact the instructor being evaluated to review the process (including the Evaluation Form), identify potential areas of concern, obtain a syllabus of the course, and schedule a time to visit. If the course is online or hybrid, request access to the Blackboard course site.

2. Conduct the Observation:

Use this form to guide your observations.

3. Complete the Evaluation Form:

Select the rating that best matches what you observed and provide qualitative comments using the bullet-style prompts below each section as a guide. Write your comments in the spirit of fostering potential for growth and change (both positive and negative teaching behaviors and results).

4. Arrange the Post-Observation Meeting:

Discuss the evaluation with the instructor. Both the instructor and the evaluator sign the form.

5. Distribute the signed Evaluation Form after the Post-Observation Meeting:

Forward the form to both the Program Director and the Executive Dean for signatures. Once signed, it becomes part of the instructor's personnel file, as maintained by the Dean's Office.

Evaluation Form for Observation of Teaching

Observer: _____ Date: _____

Faculty Member Observed: _____

Course Observed (course number and title): _____

This course is taught by this faculty member:

- Regularly ($>$ or = once/year) Infrequently ($<$ once/year) For the first time

What is the course delivery?

- Face-to-Face (F2F) Online (ONL) Hybrid (mix of F2F and ONL)

If hybrid, what delivery mode was evaluated in this observation?

- Face-to-Face Online Both (Explain on separate sheet)

Did the physical and technological conditions of the classroom or online environment compromise the teaching and learning experience?

- No Yes

If yes, briefly explain.

I. Content Knowledge Delivery

- Needs Improvement Proficient Advanced Exemplary

You may use any of the following prompts, if relevant, to assist in your evaluation of the instructor:

- Incorporates recent developments in the discipline
- Supports statements by acknowledging their sources
- Acknowledges/presents divergent viewpoints
- Makes distinctions between fact and opinion
- Communicates the reasoning process behind operations/concepts
- Describes/models strategies for questioning, predicting, verifying, interpreting, and/or reasoning

Evaluator's Comments and Recommendations:

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II. Organization and Clarity

Needs Improvement Proficient Advanced Exemplary

You may use any of the following prompts, if relevant, to assist in your evaluation of the instructor:

- Relates new content to previous learned material/skills
- Demonstrates organization for class or module including effective transitions from topic to topic or activity to activity
- Conveys the purpose/goals of each activity and assignment
- Clearly explains new terms or concepts
- Uses examples, illustrations, or analogies to explain difficult content/skills
- Relates new ideas to familiar concepts; builds upon students' past knowledge
- Periodically summarizes important concepts or ideas, or requires students to do so

Evaluator's Comments and Recommendations:

III. Ability to Create a Positive Learning Environment (Instructor-Student Interactions)

Needs Improvement Proficient Advanced Exemplary

You may use any of the following prompts, if relevant, to assist in your evaluation of the instructor:

- Uses a variety of instructional methods (e.g. team-based learning, paired discussion, blogs/wikis, polling, etc.) to promote active learning to foster engagement
- Values and incorporates student responses when appropriate and is receptive to divergent viewpoints
- Facilitates and encourages all students to be involved in all class activities
- Treats students equitably to create a respectful environment for intellectual risk-taking
- Provides clear and explicit directions for learning tasks (e.g., rationale, duration, product) and evaluation
- Provides prompt and formative feedback to students' questions and comments

Evaluator's Comments and Recommendations:

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IV. Presentation Skills

Needs Improvement Proficient Advanced Exemplary

You may use any of the following prompts, if relevant, to assist in your evaluation of the instructor:

- Communicates (in writing or verbally) in student-friendly, accessible, clear language
- Establishes and maintains rapport with students via communications, structure of contact schedule, and feedback methods
- Uses a variety of presentation methods to promote/enhance student attentiveness and engagement (e.g., polling, posing questions, practice questions, discussion boards, wikis, blogs, etc.)
- Incorporates various instructional supports (e.g., film clips, handouts, assignments, readings, diagrams, models, concept maps, etc.)

Evaluator's Comments and Recommendations:

V. Optional: Design and Usability (for online observations or where applicable to hybrid/face-to-face)

Needs Improvement Proficient Advanced Exemplary NA/Not Observed

You may use any of the following prompts, if relevant, to assist in your evaluation of the instructor:

- Provides weekly modules that include learning objectives, activities, and required/supplemental materials
- Instructions are consistent throughout and easy to understand
- Instructional materials and resources are easily accessible and usable
- Incorporates a variety of instructional materials and activities

Evaluator's Comments and Recommendations:

