



## PART-TIME FACULTY CLASSROOM OBSERVATION

**Instructions:** During the first semester of teaching, counseling or advising and at least once every three years, the part-time faculty will be observed by a full-time faculty member in the department. More frequent observations may be required by the department chair or the dean. **P&P 36001.V.**

Instructor: \_\_\_\_\_ Course: \_\_\_\_\_ Department: \_\_\_\_\_

Observation date: \_\_\_\_\_ Observer: \_\_\_\_\_

Campus: \_\_\_\_\_ Semester/Year: \_\_\_\_\_ #Students present/enrolled: \_\_\_\_\_

Based on your observation, place an X in the appropriate box and comment as appropriate.	Meets Expectations	Minor improvements needed	Does Not Meet Expectations	Not Observed	Comments or Improvement Needed
<b>INSTRUCTIONAL EFFECTIVENESS</b>					
1. Follows course syllabus					
2. Communicates effectively (e.g., audible, appropriate pacing, clear articulation, clear writing)					
3. Uses instructional techniques that address diverse learning styles					
4. Is prepared for class (e.g., comes with notes or outline, handouts are ready)					
5. Encourages student participation (e.g., knows students' names, asks effective questions for student engagement, engages many, if not all students, dignifies students' errors)					
6. Presents a well organized lesson with an introduction, outcomes to be achieved for the class period and conclusion					
7. Emphasizes key points and gives illustrations, examples if appropriate					



## PART-TIME FACULTY CLASSROOM OBSERVATION

8. Demonstrates knowledge of the subject matter				
9. Demonstrates good rapport with the students				
10. Implements lesson in logical sequence				
11. Uses the assigned textbook appropriately, but does not read for 50 min.				
12. Utilizes technology appropriately (e.g., computer, document projector, overhead)				
13. Uses teaching strategies to engage students actively in the instruction				
14. Answers students' questions effectively				
15. Provides an alternative explanation if student does not understand a point				

### EFFECTIVE CLASSROOM AND TIME MANAGEMENT

1. Begins and ends class on time					
2. Organizes instructional time effectively					
3. Creates a positive learning environment					
4. Deals with behavior issues effectively					
5. Students were focused on the task					

### SUMMARY OF OBSERVATION, ADDITIONAL COMMENTS

### PART-TIME INSTRUCTOR'S COMMENTS AND RESPONSE: (OPTIONAL)



## PART-TIME FACULTY CLASSROOM OBSERVATION

OVERALL, THE ABOVE NAMED PART-TIME FACULTY MEMBER'S EVALUATION WAS:

- Satisfactory
- Unsatisfactory

### SIGNATURES:

\_\_\_\_\_  
Observer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Part-time Faculty Member \*

\_\_\_\_\_  
Date

\*Signifies that part-time faculty member has read the report and does not necessarily imply concurrence with judgments made.