



Faculty Class Observation – [F-COB]

The Department Chair / IELI Director utilizes this F-COB Form as a tool for evaluating faculty teaching. New instructional faculty are observed at least once every year for two consecutive years; all other instructional faculty are observed at least once every three years. Completed F-COB Forms are submitted to the VP for Academic Affairs and are also retained in the Department's / Institute's files. Class observations are intended to encourage ongoing improvement in teaching, to supply information for accurate evaluations, and to provide data for equitable decisions on contract renewals and promotions. (Faculty Handbook 236, 267)

Instructions: Before the class observation, the Department Chair / IELI Director reviews the course syllabus and schedules a pre-observation conference with the instructor to set the class observation date. The observer should remain in the classroom for the full class period (or at least one hour). Thereafter, the Department Chair / IELI Director holds a post-observation conference with the instructor within one week to provide feedback and an opportunity for discussion regarding any comments and/or recommendations.

Instructor Observed:

Observer:

Course Number & Title:

Course Credit/Contact Hours:

Class Observation Date/Time:

Number of Students Present:

Pre-Observation Conference Date:

Post-Observation Conference Date:

Criteria: Indicate the level of assessment for each criterion based on the class observation. Utilize the reverse of this form to provide more detailed feedback and recommendations for the instructor.

Criteria	Strong	Met	Needs improvement	N/A
1. Has a clear purpose and plan, yet is flexible.				
2. Knows the subject matter well.				
3. Shows enthusiasm for the subject matter.				
4. Uses teaching methods appropriate to the material.				
5. Organizes the presentation and activities of the class period.				
6. Encourages and appropriately directs student involvement.				
7. Encourages thinking and analysis.				
8. Responds appropriately to students' questions and comments.				
9. Communicates clearly at a level appropriate for the students.				
10. Effectively uses entire class time.				
11. Makes assignments appropriate in length and difficulty.				

Detailed Assessment/Recommendations: Indicate any detailed comments regarding assessment of the class observation criteria above, other observation comments, and specific recommendations for improvement.

What are the particular strengths of this instructor and this presentation?

What specific suggestions would you make for improvement?

This Faculty Class Observation and associated assessment, comments, and recommendations were discussed in a post-conference meeting between the instructor and the corresponding Department Chair / IELI Director.

Instructor signature:

Department Chair / IELI Director signature:

Completion date:

Copy distribution:

Instructor

Department Chair / IELI Director

VP for Academic Affairs