Instructor Name Click or tap here to enter text. Date/Time of Visit Click or tap here to enter text.

Class Observed Click or tap here to enter text. Observer Click or tap here to enter text.

**Part I: Course Outline – Supervisor Review**

Master Syllabus is followed Course Outline

Evaluation/grading procedure  Attendance requirements

Comments Click or tap here to enter text.

**Part II: Review of Class Session**\*All items marked Needs Improvement or Not Observed must be explained in Comments

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Class Structure**
2. Reviews previous day’s course content
3. Gives overview of day’s course content
4. Emphasizes main points throughout lesson
5. Uses time wisely
6. Maintains discipline and control
7. Summarizes course content covered
8. Directs student preparation for next class

Comments Click or tap here to enter text.

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Methods**
2. Provides well-designed materials
3. Employs non-lecture learning activities (i.e.   
   small group discussion, student-led activities)
4. Invites class discussion
5. Uses examples that are simple, clear, precise   
   and appropriate
6. Delivers well-planned lecture

Comments Click or tap here to enter text.

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Teacher-Student Interaction**
2. Solicits and respects student input
3. Involves a variety of students
4. Holds the attention of students and can be   
   clearly understood
5. Provides feedback and assists students   
   with questions
6. Shows enthusiasm
7. Exhibits sensitivity to students’ personal   
   culture, gender differences and disabilities
8. Responds appropriately in a non-threatening,   
   proactive manner

Comments Click or tap here to enter text.

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. **Content**
2. Appears knowledgeable
3. Appears well-organized
4. Explains concepts clearly
5. Relates concepts to students’ experience
6. Selects learning experiences appropriate to   
   level of learning

Comments Click or tap here to enter text.

**Part III: Adjunct Faculty**

Needs Meets Exceeds Not

Improvement\* Expectations Expectations Observed\*

1. Complies with established college policies  
   and procedures
2. Attends meetings and events as required  
   by College administration

1. Responds in a timely manner to requests  
   from College, division and program  
   administrators

Comments Click or tap here to enter text.

**Part IV: Evaluation**

*Check the best description*

The instructor:

Needs Improvement  Meets Expectations  Exceeds Expectations

*Justify your rating*

Address strengths observed, suggestions for improvement and overall impression of teaching effectiveness.

Click or tap here to enter text.

**Part V: Instructor Comment**

The instructor has the right to attach any comments as an addendum to this document.

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Observer Date

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Instructor Date

The signature of the instructor does not signify that the instructor agrees with the comments of the observer, only that the instructor had read and reviewed this form.