

**PARK UNIVERSITY
FACULTY OBSERVATION
EVALUATION FORM**

RATIONALE: Observations and evaluations of university 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.

INSTRUCTOR _____ **DATE** _____

OBSERVER _____

COURSE #: _____ **COURSE TITLE** _____

FORMAT OF COURSE (e.g., 50 min., 75 min, 4 ½ HRS, online, etc.) _____

NUMBER OF STUDENTS IN CLASS OBSERVED: _____

ADVANCE INFORMATION RECEIVED:

(Please check all materials received 7 or more days prior to the scheduled classroom observation.)

	Syllabus
	Measures of Assessment
	Plan for class on day observation is scheduled
	Other materials

Rating Scale:

- 3 EXCEPTIONAL**
- 2 MEETS EXPECTATIONS**
- 1 NEEDS IMPROVEMENT**
- N/O NOT OBSERVED (Several of these ratings may indicate areas needing improvement)**

Rating

3 2 1 N/O <i>(Circle one)</i>	1. Planning and Preparation Examples include: <ul style="list-style-type: none"> Demonstrates knowledge and content Evidence of planning Addresses contextual factors (diversity of class, special needs learners, age, demographics, etc) Utilizes time effectively Follows Park policies and procedures
Comments: 	

3 2 1 N/O <i>(Circle one)</i>	2. Classroom Environment
<p>Examples include:</p> <ul style="list-style-type: none"> • Promotes interaction with students • Students engaged in class • Use of appropriate technology (e.g., multimedia, eCompanion, electronic gradebook, etc.) • Presentation skills • Teacher-student interaction demonstrates respect • Manages student behaviors (Doesn't let one student dominate, disruptions, etc) • Reinforces overall mission of Park University, College, School and/or Department 	
<p>Comments:</p>	

3 2 1 N/O <i>(Circle one)</i>	3. Instruction
<p>Examples include:</p> <ul style="list-style-type: none"> • Clearly defines objectives for the lesson • Uses appropriate and clear language • Instructions are clear and accurate • Utilizes varied instructional strategies • Addresses diversity of learners • Includes various levels of Bloom's taxonomy • Models appropriate, professional content and behavior • Uses current knowledge and teaching strategies 	
<p>Comments:</p>	

3 2 1 N/O (Circle one)	4. Assessment
	Examples include: <ul style="list-style-type: none"> • Monitors for effectiveness of daily instruction • Evidence of long term content assessment • Evidence of varied assessments • Application of knowledge to practical situations
Comments:	

AREAS OF STRENGTH:

AREAS FOR PROFESSIONAL DEVELOPMENT (to be completed collaboratively between the observer and the instructor):

GOALS	PLAN	EVIDENCE (How will we know it is accomplished?)

ADDITIONAL COMMENTS BY OBSERVER:

OBSERVER SIGNATURE _____ **DATE** _____

INSTRUCTOR SIGNATURE _____ **DATE** _____

(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/Associate Dean no later than 14 days after receipt of this observation. Comments received by the Dean/Associate Dean will be shared with the observer and the Personnel Panel.)