



PART-TIME FACULTY EVALUATION FORM O

ONLINE/HYBRID COURSES

FACULTY NAME:

COURSE AND SECTION NUMBER:

COURSE TITLE:

SCHOOL/SERVICE AREA:

DEPARTMENT:

EVALUATOR'S NAME:

TITLE:

WEEK OF INSTRUCTION*:

OF ACTIVE STUDENTS:

a week of instruction or the equivalent, as determined in consultation with the instructor

DIRECTIONS: Every item must contain specific comments including an example to illustrate the evaluator's point and suggestions for improvement if applicable. Each category includes a concise, descriptive prompt; however, the evaluator's comments are not limited to those descriptors. Please select the most relevant rating from each drop-down box.

OBSERVED WEEK OF INSTRUCTION* AND RELEVANCE TO COURSE OUTLINE:

COURSE MANAGEMENT SYSTEM (CMS) COMPONENTS BEING USED:

Announcements

Discussions

Assignments

Groups

Quizzes/Tests

Content Pages

Surveys

Other:

INSTRUCTIONAL TECHNIQUES BEING USED:

Instructor-Created Materials e.g. video lecture, webinar, document)

Videos

Class Discussion

Content Collected from Other Sources

Group Activities (collaborative learning)

Self-Assessment/Reflection

Other:

Formative Feedback (e.g. assessing learning)

Select a rating that is most relevant from the drop down box.

8-10 = Strong / 6-7 = Competent / 4-5 = Marginal / 1-3 = Unsatisfactory

GOALS/OBJECTIVES: <Select>

Objectives for the week are clearly stated in the week of instruction*, are measurable, and connect to course objectives.

COMMENTS:

Check here if continued on Addendum ☐

Course:

EXPERTISE IN**SUBJECT AREA:** <Select>

Expertise is demonstrated through knowledge of content and effective selection and presentation of materials to facilitate learning. Content authored by the instructor and/or introduction to content collected from other sources demonstrates mastery of subject matter.

COMMENTS:

Check here if continued on Addendum ☐**ORGANIZATION OF****WEEK OF INSTRUCTION*:**

Structure of observed instruction supports student learning through clear organization that is easy to navigate. Content and activities flow in a logical progression, are accessed with minimal clicks, and are clearly labeled and arranged to facilitate student learning.

COMMENTS:

Check here if continued on Addendum ☐**TEACHING METHODOLOGIES:** <Select>

Activities are well suited to the online environment, student centered, and ask students to engage with content to facilitate learning. Technology is used appropriately and effectively.

COMMENTS:

Check here if continued on Addendum ☐

Course:

COMMUNICATION AND RAPPORT:

In communication with students, instructor demonstrates respect and professionalism. Instructor provides an opportunity in the CMS for students to ask questions and receive helpful responses.

COMMENTS:

Click here if continued on Addendum ☐

**DEVELOPMENT OF A
LEARNING COMMUNITY:**

Instructor fosters a sense of community in the online classroom through meaningful student-to-student interactions.

COMMENTS:

Click here if continued on Addendum ☐

REGULAR AND SUBSTANTIVE INTERACTION (RSI):

Instructor initiates interaction with students in the CMS throughout the week to discuss course content and determine that students are comprehending course material and participating regularly. The amount of instructor-initiated interaction is equivalent to an in-person section of the course i.e. in a 3-unit course, the instructor provides 3 hours of interaction). Methods of instructor-initiated RSI include participating in online discussions, posting weekly content-based announcements, and providing timely feedback on student work.

COMMENTS:

Click here if continued on Addendum ☐

Faculty Name:

Course:

OVERALL ACTIVITY OBSERVATION SCALE:

SUMMARY EVALUATION:

Comments:

Click here if continued on Addendum ☐

Evaluator's Signature: _____ **Date:** _____

Dean's Signature: _____ **Date:** _____

Dean's Comments (Optional):

Faculty Signature: _____ **Date:** _____

Faculty Comments (Optional):
