



Faculty Classroom Observation Form Seated Classes

Directions: This form is intended primarily as a checklist, not a scaled rating form. Reviews should indicate the presence of teaching activities/behaviors already established as indicative of effective teaching. Use NA if an item is not relevant for this class or for this instructor. To accommodate the diversity of pedagogical practices, criteria may be added with the approval of the dean for that program/discipline.

Although the observation can be used as a checklist, the observer may elect to provide a general rating for each subset of teaching practices using either a numeric or descriptive rating. Please keep in mind that the observation reflects a **"snapshot"** of teaching and is not intended as a representation of overall teaching practices. If the observer elects to provide a general rating for each subset, the following guidelines are suggested:

1 - Needs Improvement 2 - Proficient 3 - Advanced 4 - Exemplary 5 - Not Applicable

With numeric ratings, the intent is that each subset of teaching practices stands alone. There is no overall rating given to the instructor at the end of the observation form.

- When used with full-time faculty, the observation summary could be one piece of documentation used in the annual performance evaluation (PDP). It could be used by either the instructor to support Advanced or Exemplary ratings or by the Division Director to support Needs Improvement ratings.
- Division Directors, Discipline/Program Chairs, or their designee should check to make sure that the **online syllabus** for the course has been approved and is available for students. The course should address one of the critical core competencies.
- The process will be expedited if observer familiarizes him/herself with the form ahead of time.
- Observer is not required to complete narrative section following each category of teaching practices. This section can be used when needed to help illustrate a concern, an exceptional teaching behavior, or general trends noticed during the observation.
- A copy of both the Classroom Observation Form and the Teaching Self-Assessment will be given to both the observer and the instructor.
- A review with instructor should be conducted as soon as possible after observation.





CENTRAL PIEDMONT
COMMUNITY COLLEGE

Instructor: _____

Date: _____

Course Prefix and Number: _____

Course Title: _____

Number of Students: _____

Observer: _____

Online Syllabus Posted: _____





Check if Observed	Variety and Pacing of Instruction	Rating
☐	Uses a variety of instructional methods	
☐	Allows adequate wait time when asking questions	
☐	Responds to wrong answers constructively	
☐	Draws non-participating students into activities/discussion	
☐	Prevents specific students from dominating activities/discussion	
☐	Asks probing questions when student answers are incomplete	
☐	Guides the direction of the discussion	
☐	Refrains from answering own questions	
☐	Mediates conflict or differences of opinions	
☐	Uses active learning strategies (group work, paired discussions, polling)	
☐	Provides explicit directions for active learning tasks (e.g. rationale, duration, product)	
☐	Allows sufficient time to complete in-class assignments	
☐	Specifies how learning tasks will be evaluated (if appropriate)	
☐	Provides opportunities for students to practice what they have learned	
Examples of instructor actions or behaviors that demonstrate above:		





Check if Observed	Organization	Rating
☐	Begins and ends class on time	
☐	Relates this and previous class(es), or provides students with opportunity to do so	
☐	Provides and follows an outline or organization for the class session	
☐	Has all necessary materials and equipment readily available	
☐	Uses effective transitions between class topics	
☐	Conveys the purpose of each class activity or assignment	
☐	Completes the scheduled topics	
☐	Summarizes periodically throughout and at end of class or prompts students to do so	
☐	Takes attendance throughout the semester	
Examples of instructor actions or behaviors that demonstrate above:		





Check if Observed	Presentation Skills	Rating
☐	Communicates audibly and clearly	
☐	Establishes and maintains eye contact with students	
☐	Varies pace and tone to keep students alert	
☐	Uses a presentation style that facilitates note-taking	
☐	Uses positive and appropriate humor	
☐	Incorporates various instructional supports (film, diagrams)	
☐	Responds to changes in student attentiveness	
☐	Handouts are easy to follow	
Examples of instructor actions or behaviors that demonstrate above:		





Check if Observed	Clarity	Rating
☐	Notes and explains new terms or concepts	
☐	Elaborates or repeats complex information	
☐	Uses examples to explain content	
☐	Makes explicit statements drawing student attention to key ideas	
☐	Pauses during explanations to ask and answer questions	
☐	Relates new ideas to familiar concepts	
Examples of instructor actions or behaviors that demonstrate above:		

Check if Observed	Content Knowledge	Rating
☐	Makes accurate statements according to discipline standards	
☐	Incorporates current research in the field	
☐	Cites authorities to support statements	
☐	Presents divergent viewpoints	
☐	Makes distinctions between fact and opinion	
☐	Communicates the reasoning process behind operations and/or concepts	
Examples of instructor actions or behaviors that demonstrate above:		



<i>Check if Observed</i>	Instructor-Student Interaction	Rating
☐	Attends respectfully to student comprehension or puzzlement	
☐	Asks questions of students that challenge them to think more deeply	
☐	Invites student participation and comments	
☐	Incorporates student responses when appropriate	
☐	Encourages students to respond to their peers throughout the discussions	
☐	Treats students with respect	
☐	Uses positive reinforcement to encourage student participation and intellectual risk-taking	
☐	Encourages students to interact civilly/respectfully with each other	
☐	Addresses potentially disruptive behaviors before they impact learning environment	
Examples of instructor actions or behaviors that demonstrate above:		

<i>Check if Observed</i>	Use of Technology	Rating
☐	Effectively incorporates a variety of instructional technologies to enhance student learning (PPT, websites, YouTube, blogs, etc.)	
☐	Uses Bb or Moodle to provide supplemental materials	
Examples of instructor actions or behaviors that demonstrate above:		



Check if Observed	Discipline/Program Specific Teaching Behaviors	Rating
	Example: Uses contextualized learning to help make content relevant for students	
☐		
☐		
☐		
☐		
☐		
☐		
Examples of instructor actions or behaviors that demonstrate above:		





What went well in this class?

What suggestions for improvement do you have?

Follow-up:

Revised August 2016

Print Form

