

UNM – Los Alamos Classroom Observation Report

Faculty member _____
Division _____
Course name & number _____
Observer _____
Observation date _____

The purpose of this report is to provide feedback for the instructor and the division head on the instructional effectiveness observed during one specific class period. Rate the instructor by checking the appropriate box for each item. **Anything other than a 3 must be explained in the comments section.**

- 4 Exceeded UNM–LA expectations
Faculty member performed job requirements and demonstrated University Values with exceptional skill and knowledge. Faculty member clearly and consistently exceeded expectations in most areas of the job. Faculty member demonstrates exceptional creativity, enthusiasm, and flexibility and really connects with students.
- 3 Met UNM–LA standards of effective teaching
Faculty member consistently met job requirements and demonstrated University Values. Faculty work was fully effective, reliable, and of good quality.
- 2 Needs improvement
Faculty member did not consistently perform all requirements or demonstrate all University Values. Some improvement needed.
- 1 Unsatisfactory.
Faculty member work was consistently below the requirements of this position. Immediate action is needed.
- NA Does not apply to the course or to the specific class observed



Please note that there is a comment section at the end of the report for providing additional information.

Give a brief description of topic(s) covered in the class observed:

Criteria	4	3	2	1	NA
1. Faculty member demonstrated professionalism, including being prepared for class (e.g. photocopying completed, lab equipment set up, etc. before class begins so that all class time is used for instruction or practice).					
2. Faculty member had a clear plan for the class time (clearly stated objectives, appropriate activities, appropriate lectures, used time effectively, etc.).					
3. Faculty member presented class content, lab instructions and/or assignments in a clear, understandable manner.					
4. Faculty member routinely checked for student understanding of the material during class.					
5. Faculty member demonstrated knowledge of topics covered (lectures demonstrated knowledge of underpinnings of discipline; demonstrations were effective; up-to-date information in the field, etc.).					
6. Faculty member interactions within the classroom were appropriate and promoted a good climate for learning (relaxed atmosphere, students alert, students comfortable talking with instructor, questions answered respectfully, etc.).					
7. Faculty member used methods that stimulate students' active thinking, not just passive listening (question-asking, discussions, in-class exercises, group work exercises), and multiple learning styles (auditory, visual, kinesthetic).					
8. Faculty member used supplemental materials to improve students' understanding or broaden/ update material.					
9. Faculty member demonstrated relevance of course material to daily life, current events, careers, or other academic subjects.					
10. Faculty member dealt with any problems in a professional manner (disruptive student, room or equipment problems).					
11. Faculty member interacted with students individually (circulated during lab class, interacted during lecture, etc.).					

Total for Classroom Observation:

Total number of points received ÷ total number of applicable questions: _____

General Comments: (Use additional page if more space is needed)

Please check the appropriate box.

I have reviewed this report and do not need to discuss it with the observer/supervisor.	
I have reviewed this report and would like to discuss it with the observer/supervisor.	

Please check the appropriate box and sign below.

I agree that this evaluation will stand for the current academic year as well as the next academic year.	
I agree that this evaluation will to stand for this academic year only.	

Faculty Member's Signature

Date

Observer's Signature