

UNM – Los Alamos Invited Faculty Classroom Observation

Faculty member _____

Course name & number _____

Observer _____

Observation date _____

The purpose of this report is to provide feedback for the instructor on the instructional effectiveness observed during one specific class period. Our goal is to use this observation as a mentoring tool for new instructors or instructors who may not be in the classroom as frequently as a Core Faculty member. A few suggestions are made at the bottom of the grid for ways to vary or improve classroom effectiveness.

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

Behaviors We value	Keep up the good work	Consider increasing this or trying a variation
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.).

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