

**Pierpont Community & Technical College**

**Faculty Observation Tool**

*Directions:* This form is primarily a checklist, not a scaled rating form. Reviews should indicate the presence of teaching activities/behaviors already established as indicative of effective teaching.

The observation form will be one piece of documentation used in the performance or employee evaluation of full-time faculty. This form may also be used in the evaluation of part-time faculty.

The observer is not required to complete the 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.

**Instructor**

**Date**

**Course Prefix and Number**

**Course Title**

**Number of Students**

**Observer**

<i>Check if Observed</i>	<b>Criteria</b>	<b>Meets Criteria</b>	<b>Does Not Meet Criteria</b>
	<b>Effectively organizes and presents the subject matter</b>		
<i>Examples of instructor actions/behaviors that demonstrate the above criteria:</i>			
	<b>Communicates effectively</b>		
<i>Examples of instructor actions/behaviors that demonstrate the above criteria:</i>			
	<b>Demonstrates expertise in the subject matter being taught</b>		
<i>Examples of instructor actions/behaviors that demonstrate the above criteria:</i>			
	<b>Establishes and maintains professionalism</b>		
<i>Examples of instructor actions/behaviors that demonstrate the above criteria:</i>			
	<b>Encourages student involvement and interaction</b>		
<i>Examples of instructor actions/behaviors that demonstrate the above criteria:</i>			
<i>What went well in the class?</i>			
<i>What suggestions for improvement do you have?</i>			