

The following suggested template for collegial classroom observation was developed by the Faculty Affairs Committee in consultation with UFFC (April 2013).

Instructional Observation Checklist

Faculty Member Evaluated: _____ Date: _____

Evaluator: _____ Course: _____

| Category | Response | | | Comments |
|--|----------|----|-----|----------|
| Organization | Yes | No | N/A | |
| Begins class on time in an orderly, organized fashion | | | | |
| Clearly states the goals or objectives for the period | | | | |
| Reviews or mentions prior class material | | | | |
| Appears well prepared for class | | | | |
| Effectively uses online course management systems and communication tools to facilitate student learning | | | | |
| Active and Engaged Learning | | | | |
| Answers/poses student questions clearly and directly | | | | |
| Allows students time to process and answer questions | | | | |
| Creates learning environments that welcome, challenge, and support all students | | | | |
| Demonstrates effective pedagogies for engaged learning | | | | |
| Rapport | | | | |
| Knows and uses student names | | | | |
| Responds respectfully to student lack of knowledge or understanding | | | | |
| Treats class members equitably | | | | |
| Listens carefully to student comments and questions | | | | |
| Credibility and Control | | | | |
| Demonstrates an in-depth knowledge of the subject matter | | | | |
| Responds confidently to student inquiries | | | | |
| Speaks about course content with confidence and authority | | | | |
| Is able to admit error and/or insufficient knowledge | | | | |
| Presentation | | | | |
| Presents information in a clear and understandable manner | | | | |
| Engaged with class and responds to changes in student attentiveness | | | | |
| Visual aids are clear, legible and effective | | | | |
| Communicates a sense of enthusiasm and excitement | | | | |
| | | | | |

Additional Comments:

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S Nieto

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the name S Nieto.

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