

## FACULTY OBSERVATION/ EVALUATION FORM

**Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Department Chair:** \_\_\_\_\_

*This form is used for both full and part time faculty members teaching classroom, laboratory and clinical. Part-time instructors are important to Southern Union State Community College in terms of successfully fulfilling the needs of the community through quality instruction.*

### I. Teaching Evaluation

**A. Supervisor or Designee for Classroom Observation Name:** \_\_\_\_\_

EXPECTED BEHAVIOR OF INSTRUCTOR	Meets Expected Goals	Needs Improvement	Exceeds Expected Goals	Does Not Apply
1. Defines objectives for class/lab presentation				
2. Checks attendance begins and ends class on time.				
3. Briefly reviews the last class session.				
4. Demonstrates <b>control</b> of the class.				
5. Is prepared and demonstrates enthusiasm about the subject matter				
6. Presents material in a clear and understandable manner.				
7. Demonstrates command of subject matter.				
8. Encourages students to ask questions and responds in an appropriate manner.				
9. Engages students in the learning process by using a variety of teaching methods.				
10. Encourages critical thinking and analysis.				
11. Checks students' understanding of class outcomes.				

Comments: (add additional sheet if needed)

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**B. Student evaluations are used by SUSCC to assist in maintaining the quality of education.**  
 (Attach student evaluation comments for support as needed.)

**II. Teaching-Related Duties** *These duties listed below are essential duties performed by instructors to effectively meet the instructional needs of the campus and its students.*

Yes: Requirement Met	No: Requirement Not Met	Not Observed	
			Syllabi in accordance with SUSCC specifications (course description, textbooks, attendance policy, grading policy, library usage, students with disabilities statement, and course outline), and distributed to students during the first week of class. Faculty member meets departmental policies and processes for instructional objectives.
			Arrives 15 minutes before class and stays 15 minutes after class for student questions
			Uses electronic resources to meet administrative record keeping regarding student attendance.
			Uses email for accessing departmental and institutional information.
			Meets administrative deadlines for submitting midterm alerts , final exams, final grades and other appropriate deadlines.
			Notifies appropriate Dean/Department Chair in advance of class cancellation

**Signatures:**

*My signature below acknowledges that I have read and discussed my evaluation with my supervisor. My signature does not imply agreement with the evaluation. (The information submitted and any responses will be placed into the individual's personnel file.)*

**Faculty Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Observer:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean:** \_\_\_\_\_ **Date** \_\_\_\_\_