



## SECTION II: INFORMATION DELIVERY

What was the primary concept/process/skill/event presented during the observed lesson?

**Note: No minimum or maximum number of items “should” be checked.**

The instructor presented the lesson in an organized, logical manner.

Yes       No       Not Applicable

**Comment(s):**

The instructor related the lesson to what has come before and what will follow.

Yes       No       Not Applicable

**Comment(s):**

The instructor provided background information to create a basis or a context for understanding the primary learning outcomes.

Yes       No       Not Applicable

**Comment(s):**

The instructor provided examples, definitions, and explanations of concepts/processes/skills/events.

Yes       No       Not Applicable

**Comment(s):**

The instructor described/modeled strategies for questioning, predicting, verifying, inferring, interpreting, and/or reasoning.

Yes       No       Not Applicable

**Comment(s):**

Other observations with respect to information delivery: (Note: also see Section V for additional specific instructional strategies.)

**SECTION III: STUDENT – FACULTY INTERACTION**

**Note: No minimum or maximum number of items “should” be checked.**

The instructor helped students apply/use new concepts/processes/skills.

Yes                       No                       Not Applicable

**Comment(s):**

The instructor helped students monitor their application of concepts/strategies.

Yes                       No                       Not Applicable

**Comment(s):**

The instructor encouraged student participation, questions, and feedback.

Yes                       No                       Not Applicable

**Comment(s):**

The instructor answered student questions effectively.

Yes                       No                       Not Applicable

**Comment(s):**

The instructor, when appropriate, encouraged student-to-student interaction related to the lesson at hand.

Yes                       No                       Not Applicable

**Comment(s):**

The instructor provided individual attention/assistance to students.

Yes                       No                       Not Applicable

**Comment(s):**

Other student – faculty interactions observed.

(Note: also see Section V for additional specific instructional strategies.)

#### SECTION IV: CLASSROOM ENVIRONMENT

**Note: No minimum or maximum number of items “should” be checked.**

Students appeared generally attentive and/or engaged.

Yes       No       Not Applicable

**Comment(s):**

Students took notes when appropriate.

Yes       No       Not Applicable

**Comment(s):**

Students participated in discussions.

Yes       No       Not Applicable

**Comment(s):**

Students performed assigned tasks.

Yes       No       Not Applicable

**Comment(s):**

Students asked questions.

Yes       No       Not Applicable

**Comment(s):**

Students asked for assistance.

Yes       No       Not Applicable

If additional space is needed, please use an additional piece of paper noting the section and question number.

**Comment(s):**

Other observations:

**SECTION V: ADDITIONAL SPECIFIC INSTRUCTIONAL STRATEGIES OBSERVED**

**Note: No minimum or maximum number of items “should” be checked.**

Please respond only to items relevant to the instruction observed.

Recognizing students’ diverse abilities and learning styles, the instructor integrated into instruction, when appropriate:

Strategies observed included application of multiple approaches to a problem or issue.

Yes       No       Not Applicable

**Comment(s):**

Strategies observed included formative, anonymous classroom assessments; questions to focus lecture or discussion; summaries of class information, etc.

Yes       No       Not Applicable

**Comment(s):**

Strategies observed included reference to assigned text.

Yes       No       Not Applicable

**Comment(s):**

Strategies observed included process demonstration:  
(e.g., how to form research questions, how to center the clay, etc.)

Yes       No       Not Applicable

**Comment(s):**

Strategies observed included process task simulation, role-playing, etc.:

(e.g., put the blood pressure cuff on your partner; debate the use of animals to test products for human consumption from the perspective of...)

Yes                       No                       Not Applicable

**Comment(s):**

Strategies observed included technology teaching aids:

(e.g., film, television, overhead, PowerPoint slides, video, computer-assisted instruction, etc.)

Yes                       No                       Not Applicable

**Comment(s):**

Strategies observed included student use of technology:

(e.g., word processing, internet research, email, discussion groups, educational software)

Yes                       No                       Not Applicable

**Comment(s):**

Other observations:

## SECTION VI: EVALUATOR NOTES AND SUMMARY COMMENTS

Please check one and summarized below:

Satisfactory                       Needs Improvement                       Unsatisfactory

Please describe at least one observed teaching strategy and one delivery method observed. For example, what did you observe to indicate the instructor helped students apply new concepts/processes/skills? This is also the space for elaborating on the observation of instruction, noting strengths and suggestions related to the contract's standards for instruction and excellence in working with students, including accomplishing the course outline and including a summary of Student Response to Instruction.

Summary Comments

**SECTION VII: APPROPRIATE ADMINISTRATOR'S SUMMARY**

**Instructor' Name:** \_\_\_\_\_ **W #** \_\_\_\_\_  
(please print name)

Please check one and summarized below:

Satisfactory       Needs Improvement       Unsatisfactory

I have read and received a copy of this Administrative Summary and Evaluation.

**Instructor signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Administrator signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\* The instructor being observed has the right to append a statement to this Administrative Summary and Evaluation.**

Below is the space for the appropriate Administrator to provide a final summary and overall evaluation on Faculty based on:\*

- (1) Applicable contractual faculty standards, including:
  - Fulfillment of collegial responsibilities (14F.3, 14G.4, 14H.3, 14I.3)
  - Excellence in working with students (15C.2)
  - Participate in program and subject area improvement tasks (15C.5c)
  - Meet deadlines and submittal of grades and Census Reports (15C.5d)
  - Meet additional specific standards for instructional faculty (15C.6, 15C.7, 15C.8, 15C.9);
  
- (2) Part-time Faculty member's participation in professional responsibilities as described below:  
18I.7c.1 Participate in program and subject area improvement tasks such as creating and assessment of Student Learning Outcomes (SLOs), Service Area Outcomes (SAOs), Course Learning Outcomes (CLOs) and Program Learning Outcomes (PLOs), program review, and curriculum development.

<b>Summary Comments</b> (Attach extra sheets if necessary)

*Reference:* Article 14B.3, 14F.2b, 14F.3, 14G.4, 14H.3, 14I.3, 15B.3, 15F.2a, 15F.2a2, 15G.2, 18I.1c – Faculty Collective Bargaining Agreement