FACULTY EVALUATION: ONLINE/HYBRID INSTRUCTORS

**OBSERVATION/MATERIALS/INTERVIEW CHECKLIST**

Evaluatee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department/Discipline\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Under each area are criteria to assist you in your observations. In a scheduled interview with the online instructor being evaluated, Distance Education staff will enroll you on the platform as a user in the class you are observing. The online instructor will assist the evaluator in navigating the online class site. You will observe the online lectures, syllabus, materials, tests, examinations, etc. and the mechanisms for interaction and feedback. A section is provided for your comments; attach a separate sheet if necessary. If you think you are not qualified to judge an item, explain in the comments section.

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| 1. **TEXTBOOKS, SYLLABI, HANDOUTS, AND OTHER COURSE MATERIALS** | YES | NO | NOT OBSVD |
| a. Are they current and relevant to the discipline? |  |  |  |
| b. Are they appropriate for helping students to meet the course objectives? |  |  |  |
| c. Do they reinforce the course content and classroom activities? |  |  |  |
| d. Does the syllabus reflect the Course Outline of Record? |  |  |  |
| e. Does the syllabus include accurate student learning outcomes for the course? |  |  |  |
| Comments: | | | |

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| 2. **ASSIGNMENTS, PROJECTS AND EXAMS** | YES | NO | NOT OBSVD |
| a. Do they reinforce course content and objectives? |  |  |  |
| b. Do they challenge students? |  |  |  |
| c. Are they adequately explained? |  |  |  |
| d. Are they designed to develop students’ analytic or problem-solving skills? |  |  |  |
| e. Do they take into consideration students’ different learning modalities? |  |  |  |
| f. Do they assess a wide range of skills and knowledge? |  |  |  |
| g. Are assessment standards appropriate? |  |  |  |
| h. Is the grading system clear? |  |  |  |
| Comments*:* | | | |

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| 3. **ONLINE/HYBRID CLASS SITE ENVIRONMENT** | YES | NO | NOT OBSVD |
| a. Does the instructor initiate and maintain regular effective contact with students? |  |  |  |
| b Is there a mechanism for student-student interaction? |  |  |  |
| c. Does the instructor provide a learning-centered environment with external links for additional materials, readings, student assistance, etc. |  |  |  |
| d. Is course content uploaded in a timely manner? |  |  |  |
| e. Is the course site designed to be engaging and learner-centered? |  |  |  |
| Comments: | | | |

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| 4. **LEARNING ENVIRONMENT** (Required for all observations) | YES | NO | NOT OBSVD |
| a. Is the instructor responsive to students? |  |  |  |
| b. Are students provided with constructive feedback on their work? |  |  |  |
| c. Are students provided with prompt feedback on their work? |  |  |  |
| d. Does the instructor encourage student participation? |  |  |  |
| e. Does the instructor address behavioral issues? |  |  |  |
| f**.** Are topics presented in a clear sequence? |  |  |  |
| g**.** Does the instructor provide connections between new concepts and familiar material? |  |  |  |
| h Does the instructor encourage divergent points of view and reasoned exception to data or views offered? |  |  |  |
| i. Is the content current? |  |  |  |
| j**.** Does the instructor create an engaging learning environment? |  |  |  |
| Comments*:* | | | |

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| 5. **ACTIVITY/LAB ENVIRONMENT** (Use this section, in addition to Section 4 above, if the class session is predominantly an activity session i.e., laboratory, clinic, studio, kinesiology activity, or group activity session) | YES | NO | NOT OBSVD |
| a. Does the instructor provide connections between theory and the activity when applicable? |  |  |  |
| b. Is the activity organized? |  |  |  |
| c. Does the instructor review safety procedures related to the assignment (if applicable)? |  |  |  |
| d. Does the instructor observe/maintain safety protocols during the activity? |  |  |  |
| e. Does the instructor supervise students’ activity appropriately? |  |  |  |
| Comments: | | | |

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| 6. **PROFESSIONAL RESPONSIBILITIES** (Use the self-evaluation, as applicable, to support the completion of this section) | YES | NO | NOT  OBSVD |
| a. Does the instructor maintain subject matter competency? |  |  |  |
| b. Does the instructor participate in college, district, school, or area committees and meetings as well as other functions (if applicable)? |  |  |  |
| c. Is the instructor involved in activities such as program and curriculum development, student and faculty orientation and mentoring, program review, accreditation, professional and staff development, institutional and unit planning, and district promotional activities (if applicable)? |  |  |  |
| d. Does the instructor participate in educational enrichment activities (if applicable)? |  |  |  |
| e. Does the instructor maintain effective working relationships with staff and students? |  |  |  |
| f. Does the instructor engage in the student learning outcomes process for improvement? |  |  |  |
| Comments: | | | |

Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Observation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

Evaluatee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Signature

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| Check your position on this evaluation activity | |
|  | Faculty Peer |
|  | CIO Designee |
|  | FLM Designee |
|  | FLM |