



**UFV: Probationary Faculty  
Classroom Observation Report**  
(revisions approved at LAMM January 25, 2005)

**Purpose:**

The purposes of this classroom observation are to provide information to probationary faculty members letting them know their areas of strength and of improvement, and to provide information to be used with other sources to create a data base for equitable decisions on reappointments.

UFV values the use of a diversity of instructional methods and the report should focus on and reflect the effectiveness of the methods used. Classroom observers should recognize that not all sections in the report will be appropriate for all classes (e.g. use of media)

**Procedure:**

Before the classroom visit the instructor will provide the observer with a copy of the course outline. The instructor and observer will meet before the class and the instructor will indicate to the observer:

- 1) where in the course outline the particular class falls,
- 2) the topic and objectives of the lesson,
- 3) methods to be used,
- 4) a context for the lesson (i.e. what was covered in the prior class and what the instructor has planned for the following class), and
- 5) comments on the general nature and characteristics of the class.

On the day of the observation, the instructor will announce to the class that an observer is present and introduces him or her. The observer will arrive before the class begins and remain for the entire session.

Within a week after the classroom visit the instructor and observer will have a post-class conference. The last item of this report will be a summary of the evaluated instructor's observations.

This report will become of the probationary faculty member's probationary (IPEF) file.



## Classroom Observation Report

Instructor:	Date of Observation:
Course:	
Number of Students Registered:	
Number of Students Present:	
Classroom:	
Observer:	
Date of Pre-Class Conference:	

**Instructions:** Rate the instructor in each of the categories and comment in the space under each heading. Indicate in the last two sections the instructor's strengths, areas for improvement, and recommendations for improvement.

**5 = Very Good   4 = Good   3 = Fair   2 = Poor   1 = Very Poor   NA = Not Applicable**

<u>Knowledge of Subject</u>					
Demonstrates command of subject matter	5	4	3	2	1
Comments:					

<u>Instructional/Communication Skills</u>					
<b><i>Presentation</i></b>					
Explains ideas clearly	5	4	3	2	1
Shows enthusiasm	5	4	3	2	1
Presentation is appropriate level for students	5	4	3	2	1
Language is appropriate level for students	5	4	3	2	1
Voice is clear and easy to hear	5	4	3	2	1
Voice is not monotone	5	4	3	2	1
Eye contact is strong	5	4	3	2	1
Effective body movement and gestures	5	4	3	2	1

Instructional/Communication Skills continued

***Use of media***

Overheads/whiteboard material clear and easy to read	5	4	3	2	1	NA
Overheads/whiteboard material well organized	5	4	3	2	1	NA
Technology/media used is appropriate	5	4	3	2	1	NA
Technology/media is used effectively	5	4	3	2	1	NA

Question Answering

Responds appropriately to student questions and comments	5	4	3	2	1	NA
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Comments:

**Classroom Climate (Learning Environment)**

***Organization and management***

Defines objectives/presents overview for the class presentation	5	4	3	2	1
Effectively organizes learning situations to meet the objectives of the class presentation	5	4	3	2	1
Uses class time effectively/pacing was appropriate	5	4	3	2	1
Student centred	5	4	3	2	1

***Student responsiveness***

Uses instructional methods encouraging student participation in the learning process	5	4	3	2	1
Encourages critical thinking and analysis	5	4	3	2	1

Comments:

What are the instructor's major strengths?

What specific recommendations would you make to improve the instructor's teaching of this class?

**OVERALL EFFECTIVENESS RATING**

5      4      3      2      1

Comments

Observer's signature: \_\_\_\_\_

**SUMMARY OF INSTRUCTOR'S OBSERVATIONS ON THE CLASS OBSERVED**

The post-class conference was completed on: \_\_\_\_\_

Observer Signature: \_\_\_\_\_

Instructor Signature: \_\_\_\_\_