

MONTGOMERY COLLEGE
CLASSROOM OBSERVATION OF PART-TIME FACULTY

Instructions: During the first semester of teaching, counseling or advising and at least once every three years, the part-time faculty will be observed by a full-time faculty member in the department. More frequent observations may be required by the department chair or the dean. **P&P 36001.V.**

Instructor being observed: _____ Department: _____ Campus: G R TP/SS
 Semester/Year: _____ # Students present ____ / enrolled ____ Date of Observation: _____
 Course: _____ Observer: _____ CRN: _____

Based on your observation, place an X in the appropriate box and comment as appropriate.

	Meets Expectations	Minor improvements needed	Does Not Meet Expectations	Not Observed	Comments or Improvement Needed
INSTRUCTIONAL EFFECTIVENESS					
1. Follows course syllabus					
2. Communicates effectively (e.g., audible, appropriate pacing, clear articulation, clear writing)					
3. Uses instructional techniques that address diverse learning styles					
4. Is prepared for class (e.g., comes with notes or outline, handouts are ready)					
5. Encourages student participation (e.g., knows students' names, asks effective questions for student engagement, engages many, if not all students, dignifies students' errors)					
6. Presents a well organized lesson with an introduction, outcomes to be achieved for the class period and conclusion					
7. Emphasizes key points and gives illustrations, examples if appropriate					
8. Demonstrates knowledge of the subject matter					
9. Demonstrates good rapport with the students					
10. Implements lesson in logical sequence					
11. Uses the assigned textbook appropriately, but does not read for 50 min.					
12. Utilizes technology (e.g., computer, document projector, overhead) appropriately					
13. Uses teaching strategies to engage students actively in the instruction					
14. Answers students' questions effectively					
15. Provides an alternative explanation if student does not understand a point					

EFFECTIVE CLASSROOM AND TIME MANAGEMENT

1. Begins and ends class on time					
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2. Organizes instructional time effectively					
3. Creates a positive learning environment					
4. Deals with behavior issues effectively					
5. Students were focused on the task					

SUMMARY OF OBSERVATION, ADDITIONAL COMMENTS

PART-TIME INSTRUCTOR'S COMMENTS AND RESPONSE: (OPTIONAL)

OVERALL, THE ABOVE NAMED PART-TIME FACULTY MEMBER'S EVALUATION WAS:

Satisfactory

Unsatisfactory

SIGNATURES:

Observer

Date

Part-time Faculty Member *

Date

*Signifies that part-time faculty member has read the report and does not necessarily imply concurrence with judgments made.