ILLINOIS VALLEY COMMUNITY COLLEGE

NON-TENURED FACULTY
OBSERVATION FORM
APPENDIX A

Instructor: ___________________________ Date: ______________
Course: ___________________________ Section: ______________
Observer: ___________________________

Please place a mark next to the response that best describes the classroom observation in each area.

<table>
<thead>
<tr>
<th>Observation Criteria</th>
<th>EE</th>
<th>ME</th>
<th>DN</th>
<th>DNO</th>
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**Subject Matter**

1. Demonstrates knowledge of the subject. □ □ □ □
2. Demonstrates knowledge of current trends in the field. □ □ □ □
3. Evidence exists that course syllabus will be completed as scheduled. □ □ □ □

Comments:

<table>
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**Teaching Techniques**

4. Presents well prepared material in an organized manner. □ □ □ □
5. Adjusts methods to the range of abilities and varied learning styles of the students. □ □ □ □

*Each section must include a written comment.*
### Teaching Techniques

6. Uses classroom time effectively.  

7. Makes explanations logical and understandable.  

8. Has classroom objectives that are consistent with the course syllabus.  

9. Uses teaching methods that are clearly related to meeting the learning objectives.  

10. Uses supplementary materials that are applicable to the class objectives.  

11. Uses informal assessment techniques to determine if students understand the material covered.  

12. Students are engaged, comfortably, in active learning.  

13. Encourages student to apply knowledge or skills to real world situations or other academic areas.  

Comments:

### Student Expectations/ Assessment

14. Evidence exists of clear and appropriate expectations of the students. (ex. Outside assignments, exams, papers)  

15. Student progress is evaluated on a regular basis using multiple measures of assessment.  

Comments:
### Observation Criteria

#### Motivation Of Students

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<tbody>
<tr>
<td>17. Maintains an environment conducive to learning.</td>
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<td>18. Provides opportunities for students to practice critical thinking and analysis.</td>
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<td>19. Displays respect and courtesy to the students.</td>
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<td>20. Encourages students to express their ideas, opinions, and viewpoints.</td>
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Comments:

#### Media And Materials

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<tr>
<td>21. Uses media/materials that facilitate student learning.</td>
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<td>22. Uses technology effectively.</td>
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<tr>
<td>23. Uses technology appropriately.</td>
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Comments:

### Summary Comments:
Faculty Member conducted Self Evaluation

Faculty Member Comments (Optional):