

4.9

**INSTRUCTIONAL OBSERVATION FORM
FOR CLASSROOM AND ESL SETTINGS**

Faculty Member _____

Evaluator _____

Date _____

Class _____

1. Was the lesson organized and clearly presented?

2. Describe the level of student interest and participation.

3. Describe the quality of interpersonal relations between the instructor and students.

4. What was particularly effective about the instruction? And, what specific suggestions would you make concerning how instruction could be improved?

OVERALL PERFORMANCE FORM

Faculty Member _____

Department/ Division _____

Evaluator/Title _____

Semester of Evaluation _____

Please describe succinctly the strengths of the faculty member's performance based on the Standards of Instructional Excellence (Appendix A), the Guidelines for Performance Standards and Indicators (Appendix B) and the overall professional responsibility of the teaching faculty.

If observed, please describe succinctly the areas of the faculty member's performance needing improvement. The areas should relate to the Standards in Appendix B.

Overall Rating

Satisfactory

Adequate, but needs improvement

Unsatisfactory

Recommended Rating: _____

Signature of faculty member

Signature of evaluator Date

SELF APPRAISAL FORM

Name _____

College _____

Department/Division _____

Date Submitted _____

Please respond briefly with specific examples to the following statements and questions. Responses should be typed and the document should be no more than two pages.

1. List your professional goals for teaching and learning, and how have you achieved them in the past three years.

2. List the professional, community, and college activities (consistent with the mission of the college) that you have been involved in during the past three years.

3. List your professional goals (institutional, community, and instructional) for the next three years and state how you plan to achieve them.

4. What have you done to create a challenging and stimulating teaching/learning environment for your students?

Have you introduced new instructional approaches?

Have you individualized instructional techniques and approaches to meet the diverse needs and abilities of my students?

Have you developed and/or revised course materials?