



Instructional Observation Form  
for Adjunct Faculty

XID: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Academic Year: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

Course: \_\_\_\_\_

**Directions:** Observation must be completed using this form on a periodic basis for Adjunct Faculty. Commentary is expected on all sections and should be based on direct observation and supporting documentation. Check "Yes" or "No" for each line item and "S," "NI," or "U" for the Overall Assessment based on the following criteria: Competent and Professional ("S"), Needs Improvement ("NI"), or Unacceptable with Serious Deficiencies ("U")

**1. INSTRUCTIONAL PLANNING AND ORGANIZATION**

- |  |     |    |
|--|-----|----|
| A. Demonstrates pre-class preparedness.  | Yes | No |
| B. Demonstrates effective use of planned instructional resources and materials during class. | Yes | No |
| C. Provides an overview of class objectives.   | Yes | No |
| D. Relates the class plan summary of previous class session.                                 | Yes | No |

Overall Assessment: S NI U

Comments:

**2. PROFESSIONAL KNOWLEDGE OF SUBJECT MATTER**

- |  |     |    |
|--|-----|----|
| A. Exhibits accurate, correct, and up-to-date knowledge and mastery of content.                      | Yes | No |
| B. Informational sequence is logical and orderly as related to syllabus and goals of the course.     | Yes | No |
| C. Depth and breadth of material covered is appropriate to the level of the course and the students. | Yes | No |
| D. Content presented is relevant and important within the discipline or to related disciplines.      | Yes | No |

Overall Assessment: S NI U

Comments:

### 3. PRESENTATION AND COMMUNICATION SKILLS

- |   |     |    |
|---|-----|----|
| A. Utilizes active effective method(s) of presentation or demonstration appropriate to subject matter.  | Yes | No |
| B. Uses appropriate motivating techniques in class.   | Yes | No |
| C. Uses appropriate instructional resources in an effective manner.   | Yes | No |
| D. Recognizes and responds effectively to student responses.  | Yes | No |
| E. Presents content in a clear, logical manner that is made explicit to students.   | Yes | No |
| F. Provides transitions from topic to topic, makes distinctions between major and minor points, and periodically summarizes the most important ideas. | Yes | No |
| G. Varies the pattern of instruction through movement around the class, periodic eye contact with each student, gestures, voice level, tone and pace. | Yes | No |
| H. Addresses the class regardless of media presentation.  | Yes | No |
| I. Recognizes and provides for student diversity.   | Yes | No |

Overall Assessment: S NI U

Comments:

### 4. CLASSROOM MANAGEMENT

- |  |     |    |
|--|-----|----|
| A. Students arrive noticeably on time.   | Yes | No |
| B. Students appear ready and prepared for class  | Yes | No |
| C. Demonstrates efficient and effective use of scheduled time on covering planned content. | Yes | No |
| D. Begins class promptly.  | Yes | No |
| E. Integrates varying teaching strategies effectively.                                     | Yes | No |
| F. Demonstrates a method for noting student attendance and late arrivals.                  | Yes | No |

Overall Assessment: S NI U

Comments:

