# Class Visit Evaluation form

*This form is to be used for any class visit including:*

*adjunct faculty reviews, contract reviews, and tenure and promotion reviews*

| Name: |  | Evaluator: |  |
| --- | --- | --- | --- |

| Course Code & Title: |  | | |
| --- | --- | --- | --- |
| Observation Date: |  | Duration: |  |

The class visit is an opportunity for a faculty member to receive feedback on their teaching that will help them continue to improve their teaching skills and hone their pedagogy. A class visit is a snapshot of the instructor’s work. It is an opportunity to open a collegial discussion about an instructor’s strengths and growth areas as a teacher. Often the conversation that follows a visit yields much more insight than the visitor’s observation. While class visits are used in performance reviews, the primary goal should be faculty development.

**For face-to-face teaching sessions (synchronous, online or synchronous, on-campus)**, the observer should schedule a discrete observation visit. Evaluation of the Moodle content may be less thorough, but you can still evaluate that it is easily navigable, well organized, and uncluttered, and that the content is clearly and consistently labeled and formatted.

**For hybrid or asynchronous courses,** scheduling a discrete observation visit may not make as much sense. In this case, focus on a more thorough evaluation of the Moodle content. This is the "classroom environment," and it should be easily navigable, well organized, and uncluttered. The content should be clearly and consistently labeled and formatted. For example, you might want to view (a portion of an) asynchronous content delivery (e.g. videos created to "flip" the class) and/or view forums and discussions as an indication of student engagement. Consider how the synchronous time is used.

Procedures:

1. The colleague observer meets with the faculty candidate after the class visit to review results & give a copy to the faculty candidate.
2. The observer submits the class visit evaluation form to the dean of the relevant school.

For the free response questions, please provide formative feedback for the instructor.

1. How well was the teaching session **planned and organized** around clear learning objectives?
2. How clearly was **content** presented in a manner conducive to learning?
3. Describe the **classroom environment**. Was critical thinking and creativity encouraged? Was active learning encouraged through varied activities? Were there signs of mutual respect among students and teacher? Did the teacher adapt as needed?
4. What were two especially **strong moments** in the teaching observed?
5. What one or two moments might indicate potential **areas of growth** for the teacher?

Observee Response (optional)