SIENA COLLEGE
Classroom Observation

Faculty Member: ______________________  Evaluator: ______________________

Course name and number:

Date of observation:

This evaluation is being conducted as a requirement of the Faculty Handbook III.B.2-a,b (refer to Classroom Observation Process for evaluation requirements). The evaluation must be completed by the end of the semester for which it is required. Once completed, the written evaluation shall be presented to the faculty member who shall read it, sign it and retain a copy. The signed evaluation shall be sent to the appropriate Dean and the VPAA. The faculty member has the option of sending a separate statement to the Department Head, School Dean, and VPAA in the event that he/she disagrees with the assessment or comments of his/her Department Head or School Dean.

I. Instructional Process

A. The instructor is well prepared and demonstrates knowledge of the subject being taught:

B. The instructor had materials organized, well developed and presented the topic with clarity and precision:

C. The instructor used a method appropriate for the topic lesson:

D. The instructor encouraged students to participate in discussion and to think critically:

E. The instructor was able and willing to answer student questions clearly and adequately:

F. The classroom presentation, discussion and activities were relevant to the course objectives:

REVISED 9/4/2014
II. Instructor’s Qualities

A. The instructor demonstrated enthusiasm for the subject:

B. The instructor established a sound rapport with the students:

C. The instructor commanded the attention and respect of the students and established a good learning environment:

D. The instructor spoke clearly and maintained a proper pace for the lesson:

III. List those areas that the instructor does well:

IV. List recommendations for improvement:

V. Additional Observation Use this space for special notations for laboratory or studio course observation):

VI. Applies only to Tenure Track Faculty - Additional comments on the faculty member’s progress toward the successful completion of the requirements for promotion and/or tenure; to provide ample time for the faculty member to progress, this section may be completed at a later date, but before the end of the academic year.)

THIS EVALUATION MUST BE FILED IN THE OFFICE OF THE VPAA BY THE END OF THE SEMESTER.

VII. Signatures:
Evaluator: ___________________________ Date: ____________

Dean/ or Department Head

Faculty Member: ___________________________ Date: ____________