

ONLINE FACULTY OBSERVATION/EVALUATION FORM

Instructor:

Date:

Department:

Department Chair:

Instructors are important to Southern Union State Community College in terms of successfully fulfilling the needs of the community through quality instruction. Please note that part-time faculty are recommended for hire and rehire on the basis of need, teaching performance, teaching-related and professional qualifications related to the teaching field.

I. Teaching Evaluation

A. Supervisor or Designee for Online Observation

EXPECTED BEHAVIOR OF INSTRUCTOR	Meets Expected Goals	Needs Improvement	Exceeds Expectation	Does Not Apply	Did Not Observe
1. Posted course syllabus clearly defines objectives for course.					
2. Proof of communication with students on a regular basis through email, discussion boards, course announcement or other media.					
3. Addresses student questions in a timely manner according to timeline indicated in syllabus.					
4. Demonstrates competency of the Learning Management System and technology used in course.					
5. Is knowledgeable about and demonstrates enthusiasm about the subject matter					
6. Presents material in a clear and understandable manner.					
7. Encourages students to ask questions and responds in an appropriate and timely manner.					
8. Engages students in the online learning process by using a variety of teaching methods.					
9. Encourages critical thinking and analysis through a variety of online learning activities.					
10. Checks students' understanding of course learning objectives through online assignments, quizzes or tests.					

Comments: (add additional sheet if needed)

B. Student evaluations are used by SUSCC to assist in maintaining the quality of education. (Attach student evaluation comments for support as needed.)

II. Teaching-Related Duties *These duties listed below are essential duties performed by instructors to effectively meet the instructional needs of the campus and its students.*

Yes: Requirement Met	No: Requirement Not Met	Not Observed	
			Syllabi in accordance with SUSCC specifications (course description, textbooks, attendance policy, grading policy, library usage, students with disabilities statement, and course outline), and available to students during the first week of class. Faculty member meets departmental policies and processes for instructional objectives.
			Uses electronic resources to meet administrative record keeping regarding student attendance.
			Uses email for accessing departmental and institutional information.
			Meets administrative deadlines for submitting midterm alerts, final exams, final grades and other appropriate deadlines.
			Notifies appropriate Dean/Department Chair in advance of extended absence in online class (more than 72 hours while class is in session.)

Signatures:

My signature below acknowledges that I have read and discussed my evaluation with my supervisor. My signature does not imply agreement with the evaluation. (The information submitted and any responses will be placed into the individual's personnel file.)

Faculty Member:

Date:

Observer:

Date:

Supervisor:

Date:

Dean:

Date: