

Observation – Non-Teaching Faculty

Directions: Reviewers should indicate the presence of effective presentation skills, activities and behaviors in one scheduled workshop/presentation not to exceed 75 minutes.

N = Needs Improvement S = Satisfactory E = Exemplary NA = Not Applicable

The observer should familiarize him/herself with the form ahead of time.

Unit Member Name: _____ Discipline: _____

Activity observed: _____ Date/Time Observed: _____

Work Location: _____ Area (s): _____

of Attendees: _____ Observation By: _____

Narrative: (examples: start on time? End on time? Agenda/Outline of session provided? Encouraged attendees to participate?)

Depth/Breadth of Knowledge:

Area Knowledge Areas to evaluate include, but are not limited to, the following:

- Makes accurate statements according to area standards.
- Questions handled with clear, factual responses the majority of the time.
- An array of interpretations are presented where appropriate.
- The faculty member presents divergent viewpoints, where appropriate.
- Attendees are encouraged to question presentation material.
- Incorporates current research in the field and cites authorities to support statements
- Makes distinctions between fact and opinion.
- Communicates the reasoning process behind operations and/or concepts.
- If applicable, the faculty member generated the majority of area content and was not overly dependent upon third party generated materials.

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Use of Technology Areas to evaluate include, but are not limited to, the following:

- Effectively incorporates a variety of delivery technologies to enhance attendee learning (PPT, websites, YouTube, blogs, film, diagrams, etc.)
- Uses appropriate technologies (e.g. Canvas, website(s), e-mail) to provide supplemental materials
- All digital media formats were accessible.
- If applicable, faculty member maintains records of work within the MSJC Course Management Systems (i.e. Canvas)

Use of Technology Narrative. Please provide a narrative that elaborates on the observed areas.

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Effectiveness of Communications:

Communication Skills Areas to evaluate include, but are not limited to, the following:

- Communicates clearly in both written and verbal forms.
- Uses positive and appropriate humor.
- Establishes and maintains eye contact when communicating with others.

Communication Skills Narrative. Please provide a narrative that elaborates on the observed areas.

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- Uses examples to explain content.
- Relates new ideas to familiar concepts.

Clarity Narrative. Please provide a narrative that elaborates on the observed areas.

Rapport:

Interaction Areas to evaluate include, but are not limited to, the following:

- Sets appropriate tone.
- Redirects questions, when appropriate.
- Responds respectfully to attendee comprehension or puzzlement.
- Invites attendee participation and comments.
- Incorporates attendee responses when appropriate.
- Encourages attendee participation and intellectual risk-taking.
- Addresses attendees' needs and concerns.
- Respects attendees' personal culture, gender differences, and disabilities.
- Responds appropriately to attendees to foster a non-threatening, pro-active learning environment.

Interaction Narrative. Please provide a narrative that elaborates on the observed areas.

Commendations What went well in this session? Please acknowledge professional development/activities (e.g. conferences, club advisor, presentations, committee participation, etc.)

Recommendations What suggestions for improvement do you have? Were the recommendations from the prior evaluation cycle addressed? (Please place this last question in the administrative evaluation template.)